



ATTACHMENTS

COUNCIL MEETING

9 February 2023

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SHIRE OF MANJIMUP ANNUAL ELECTORS MEETING 2022

Minutes of the 2022 Annual Electors Meeting held Wednesday 13 January 2023 in the Shire of Manjimup JC Rose Room, corner Rose and Brockman Streets, Manjimup

1. Attendance

Councillors

Cr Paul Omodei (Chairperson)
 Cr Denise Jenkins
 Cr Susan Dawson Vidovich
 Cr Murray Ventris
 Cr Donelle Buegge

Electors

Nancy Giblett
 David Giblett
 Alan Lloyd
 Mary Nixon
 Ray Curo
 Kathy Dawson

Staff

Andrew Campbell (Chief Executive Officer)
 Jason Giadresco (Senior Governance Officer)

Apologies

Nil.

Cr Omodei opened the meeting at 6.00pm and acknowledged the attendance of electors and provided the background on the purpose of the Annual Electors Meeting. Cr Jenkins gave an acknowledgement to the Traditional Custodians.

2. Confirmation of previous minutes

Moved: Cr D Buegge

Seconded: D Giblett

“That the minutes of the Annual Electors Meeting held 12 January 2022 be confirmed as a true record.”

Carried

3. Receipt of the Annual Report for year ended 30 June 2022

The Shire of Manjimup Annual Report for the year ended 30 June 2022 was tabled with copies available to attendees.

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The Chairperson noted that:

- The 2021/2022 financial year had been challenging; and
- Discussed Council's involvement in the current timber industry transition, and the nature of meetings with the Just Transition Group and other local governments.

The Chairperson invited the Chief Executive Officer (CEO) to provide an overview of the Shire's performance for the year. The CEO proceeded to read to the gallery a report which summarised the Shire's activities over the 2021/22 financial year. A copy of this report is attached at Appendix A.

Moved: A Lloyd

Seconded: Cr D Buegge

"Confirm receipt of the Shire of Manjimup Annual Report for the 2021-2022 financial year."

Carried

4. Response to Questions with Notice

Nil.

5. General business

Mr Alan Lloyd

- Noted that despite the increase in building permit approvals, and an increase in local population, the Annual Report highlights that the population of the Shire has dropped over time?

Chief Executive Officer Response: Advised Mr Lloyd that the Shire has been in discussions with the Australian Bureau of Statistics on the validity of the 2021 Census. The new census population figure shows an increase to 9,351 people.

Shire President Response: Noted the collection of the 2021 Census was poor. A number of non-local people were used to collect it.

- Stated back in the 2021 Annual Electors Meeting they asked about the Manjimup Accommodation development and noted that a second payment had been made at the time. Now that construction has resumed, have payments by the developer been made?

Chief Executive Officer Response: My understanding is that the payments are being made.

Shire President Response: Noted the negative commentary on social media about the value and appearance of the project.

Mrs Mary Nixon: Did the developer receive a lease extension due to COVID? Is the 5 year lease still from the time they took the lease originally?

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Chief Executive Officer Response: I believe it's a 5-year lease, with a 5-year option to extend. There is also an option to buy. The lease conditions are available online as a public record.

Cr Murray Ventris: If they don't exercise their right to purchase, they forfeit all land structure on the property?

Chief Executive Officer Response: That is correct.

Mrs Mary Nixon: At the CCI meeting, the CEO stated that they would have a few of the units available for viewing. Is that still the case?

Chief Executive Officer Response: Yes, I believe the developer is still on track to do that. But they also want to present a 'finished product', with landscaping and other finishes so it can be properly shown.

Mrs Mary Nixon: What is the name of the builder?

Chief Executive Officer Response: It's a registered builder. I can't recall their name off-hand. Its pertinent to note that the developer is here for the long term.

- Noted in the Annual Report that the Shire had assisted in the development of a number of economic initiatives across the district. What are they?

Chief Executive Officer Response: Some of them are still commercial in confidence. The ones that have progressed have received development approval, such as St. Hilda's in Pemberton, avocado production and the kiwi fruit developments in Wilgarrup and West Manjimup. Noted the Shire is now the largest horticultural producer in the State.

Mrs Mary Nixon

- I'd like to move a motion about the possibility of mining in the Shire. It has come to my attention that the Shire is informed when there is an application for permits to explore for minerals. By way of background, this only ever came to my attention as I received a letter from a mining company informing me of their intention to fly over our property with their survey equipment. No longer do applicants have to inform landowners of their intent to explore. However, I do know that Shire Councils are informed when an application to explore goes in. I would like to move the following Motion:

MOTION

Moved: M Nixon

Seconded: A Lloyd

"When the Manjimup Shire is informed of any application for exploration, renewal of an exploration permit, application for extraction or any application pertaining to mining in the Shire of Manjimup that the CEO at that time see to it that residents and ratepayers in the immediate vicinity of those applications is advised via Australia Post and at the same time the electors

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of the Shire are informed via the Shire website, Antenno and the Shire Facebook page.”

Carried

Mr Keith Liddelow

- What the dollar value of 1% of rates?

Shire President Response: Approximately \$100,000.

- What the current debt level of the Shire?

Chief Executive Officer Response: The debt level is currently at 8% as a percentage of rates. This largely due to the loaning of money for the Collier Street/Rea Park redevelopment. Debt is capped at 18%. Noted that the Shire has considerable debt being retired over the next few years.

- Noted that across the wider community that there is a perception that there are too many Shire workers.

Chief Executive Officer Response: Noted that during his tenure as CEO since 2014, the Shire has not had any increase in full time equivalent employees (FTE's) in non-grant funded positions.

- Discussed the poor condition of Shire roads, and the access to suitable gravel for road maintenance/construction purposes. Noted the high cost in freight.

Chief Executive Officer Response: The Shire on average has a budget of around \$4 million dollars for road construction/maintenance each year. Currently, the Shire's roads are depreciating at a rate of around \$6 million dollars a year. This makes the maintenance of our road infrastructure increasingly difficult. With regards to gravel, it needs to be at a Main Roads specification to be of use. If we don't use Main Roads specification gravel in our projects, it may jeopardise the Shire's ability to receive further funding for local roads projects.

Ms Kathy Dawson

- Noted the funding of weed and pest control initiatives, and queried whether the Shire had a drought policy? Could be useful in securing future funding as a proactive measure.

Chief Executive Officer Response: The Shire doesn't currently have a policy on drought, but it could be a matter for the proposed Sustainability Advisory Committee to consider.

No further questions or statements were received from electors.

6. Close

The Chairperson thanked those in attendance for their ongoing interest in Council matters before closing the meeting at 6.58pm.

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Signed



Paul Omodei
Shire President

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APPENDIX A

Chief Executive Officer's Report to the Annual Electors Meeting 2022

Please note that the Annual Report is a review of past performance finalised at 30 June 2022. Obviously a number of matters have developed since then (such as the Native Timber Industry Transition decision) and these matters will be reported in the next Annual Report.

Key Achievements

- Continued progression of the development of the Hotel Accommodation site within Manjimup;
- Continued the progression of the land transaction to facilitate a future High Dependency Aged Care Facility at the old Warren District Hospital site;
- Encouraged significant investment in several large economic development initiatives across the district;
- Continued to build on relationships established with the State Government and promote the needs of the Shire of Manjimup district;
- Maintained a "business as usual" organisation performance during the COVID-19 pandemic period.
- Continued working within the Warren Blackwood Alliance of Councils to progress regional initiatives;
- Purchased land for the Manjimup Trailbike Hub and progressed the project to construction phase, with a tenderer appointed to build new facility;
- Reviewed the Shire's Corporate Business Plan;
- Worked with State Government and local stakeholders regarding the local timber industry and future plans for timber mills in the Shire;
- Continued provision of COVID-19 response and recovery efforts for the organisation:
 - Incident Support Group;
 - Local Emergency Management Committee;
 - Leadership Group meetings;
 - Business continuity planning;
 - Communications;
 - Information gathering; and
 - Regular liaison with the Warren Health Service;
- Continued working with RAC to further the electric charge station as part of the RAC Electric Highway;
- Commenced discussions with the State Government over the electric highway initiative;
- Continued pursuing regional investment opportunities through South West Development Commission; and
- Continued advocacy for the Shire in light of the proposed reforms to local government.

Key Outcomes

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- Building Permits for 31 new dwellings were approved included in a total of 256 total building permits with a total value of \$17M.
- Community grants were provided to a total value of \$192,924 with \$72,000 distributed to 20 events, \$33,000 distributed for youth and chaplaincy services, and \$87,924 to 37 community based organisations as general grants.
- From an environmental perspective the Shire was an active participant in the Warren Blackwood Climate Change Impact Reference Group in addition to undertaking other localised activities including Windy Harbour Coastal Hazard Risk Management and Adaptation Plan, Weed Management, threatened species project at Windy Harbour, as well as financially supporting Southern Forests Community Landcare and various feral pig eradication groups.
- Financial performance remains very sound with some issues experienced due to severe construction and infrastructure market conditions. Further information can be found on pages 34 to 43 of the Annual Report with detailed information contained in the attached Annual Financial Report.
- The Shire continues with a large investment into marketing and tourism with \$175,998 provided to the 4 visitor centres, \$25,000 provided to the southern Forests Food Council and \$59,778 provided to the Southern Forests and Valleys Tourism Association.
- In a very promising sign resulting from significant education of the community, fire infringements decreased from 61 in 2020/21 to 42 in 2021/22. The Shire still plays a very important role in managing 20 bush fire brigades across the Shire district.
- 93ha of land under the responsibility of the Shire had bush fire mitigation works completed (slashing or mulching) in addition to the maintenance of 28km of strategic firebreak maintenance.
- Infrastructure works continue to be a large cost centre with 6.4km of reconstruction / widening works, 1km of reseal works, 9.4km of gravel re-sheeting works and just under 600m of footpath works completed. A total of \$5.25M was spent of infrastructure improvements excluding bridge construction work which is done by MRWA.
- 169 development applications were processed in 2021/22 with a total value of \$22.1M. This is slightly down from the previous reporting year when the Shire saw a significant spike in new dwelling approvals. During the period the Shire was asked to comment on 14 subdivision applications by WAPC.
- Total waste received at the Manjimup Rubbish and Recycling Centre decreased by 15% from the previous year most likely attributed to the downscaling of large construction based projects in the Shire. 15,520 tonnes of waste were received for disposal representing 33,000m³ of uncompacted waste, however this was reduced to 8,244m³ with compaction which allows the preservation of space at the site for the future.
- 978 tonnes of recycled material was collected and processed across the Shire which equates to around 70kg per person living in the district.
- The Shire currently has 126.7 FTE's with 107.1FTE's not tied directly to grant funding. During my tenure as CEO since 2014 this FTE figure has not increased which is a testament to the ability of staff to do more with less, create efficiency in processes and to use innovation to overcome obstacles.
- Staff turnover was 14.2% during the period up from 9.6% from the previous year. The main reason for this was a number of terminations resulting from Covid mandates of the State Government.

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- Councillors had a total attendance rate of 91% and considered a total of 329 items averaging 20.5 items considered per meeting.
- No complaints were made against Councillors in 2021/22.

Covid continued to be a major consideration for the Shire in 2021/22 and the organisation successfully navigated the consequences with very little disruption. The Shire continues to have very robust, transparent and accountable financial systems and funds continue to be spent rationally in accordance with strategy to benefit the community as a whole. Strong governance arrangements underpin the operations and this has guided the organisation to the strong and stable position it is in.

Finally I would like to take the opportunity to thank Councillors, the Senior Management Team and all employees for their dedication and commitment over the reporting period.



Andrew Campbell
Chief Executive Officer

12 January 2022



Office of the CEO

Quarterly Report

October - December 2022

Key Activities / Achievements

- Attended the Local Government Convention with Councillors;
- Produced a Ward and Representation Review Discussion Paper for public consultation as part of Local Government reform;
- Provided to consultation workshops for the Ward and Representation Review Discussion Paper at the request of the Coastal and South Ward Councillors;
- Met with investors looking to invest in agricultural manufacturing in the Shire of Manjimup;
- Met with Baptistcare to discuss future aged care plans in Manjimup;
- Provided input into the Freshwater Eco-Tourism concept proposal in Pemberton;
- Attended the Local Government Professionals conference;
- Chaired a Local Emergency Management Committee meeting;
- Attended the RAC Presidents reception with the Shire President;
- Met with the Department of Fire and Emergency Services in preparation for the upcoming bush fire season;
- Hosted the Warren Blackwood Alliance of Councils meeting in Manjimup;
- Met with Water Corporation (SW Region) to discuss local projects and issues;
- Met with the South West Development Commission and Development WA to discuss land rationalisation opportunities;
- Attended one Native Forest Transition Group meetings as an observer and met with new responsible officer John Ipsen;
- Attended a Shire of Manjimup Audit Committee meeting and an Audit Exit meeting with the Office of Auditor General;
- Attended a bush fire forum in Perth to discuss the new Workplace Health and Safety requirements for CEO's regarding bush fire volunteers;
- Presented to the Manjimup Chamber of Commerce;
- Met with the Shire of Denmark to discuss regional collaboration initiatives;
- Attended a South West Development Commission stakeholder function in Bunbury;
- Attended a Water Corporation stakeholder function in Bunbury;
- Briefed Council on South West Native Title Claim requests in Northcliffe;
- Attended a SWALGA meeting in Boyup Brook with the Shire President;
- Attended three Council meetings and produced eleven reports for consideration;
- Conducted three Senior Management Team meetings;
- Attended two board meetings of Regional Development Australia South West and conducted a tour of the Shire of Manjimup for the RDASW executive; and
- Attended meetings to map the pathway for the demolition and clean up after the Pemberton Mill fire.

Budget Performance

The Office of the CEO budget had no material over expenditure in the second quarter of 2022/23.

Staff Matters

- The CEO Executive Assistant, Treece Stubbs left the organisation to return to Queensland.

Occupational Health & Safety (for Directorate)

Meetings

- CEO attended two OSH Committee meetings during the reporting period.

Quarterly Report

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First Aid treatments:

- Nil

Near Miss incidents:

- Nil

Property Damage

- Nil

Future challenges / activities

- Completing Commonwealth funded stimulus projects within budgets and timeframes;
- Timber industry transition;
- Local Government reform proposals;
- Industrial Relations reform;
- OSH obligations for volunteers;
- Workplace Safety and Health reform;
- Pursue economic development initiatives that benefit the region; and
- Manage organisational budgets to ensure costs are controlled under an inflationary economy.



Andrew Campbell
CHIEF EXECUTIVE OFFICER

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	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 Environmental Management and Sustainability Strategy 2013	Initiatives undertaken	Development and Regulation / All Directorates	Ongoing	<ul style="list-style-type: none"> Funding allocated for significant projects. Warren Blackwood Alliance of Council's looking to aggregate initiatives to realise economies of scale. Subregional Climate Change Action Plan adopted by WBAC and Shire of Manjimup. WBAC implementation project underway.
A3. Implement measures to mitigate or control the negative impact of feral animals on our natural environment.				
A3.1 Provide financial support to community based feral animal eradication groups	Assisted groups to report annually on outcomes	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continued funding of local community groups undertaking eradication of feral animals.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				

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	<ul style="list-style-type: none"> Water reuse initiatives undertaken in partnership with Water Corporation. Example is shower head replacement program.
A10. Encourage all aspects of sustainable farming and agriculture.			
A10.1 Support agricultural and food production strategies that encourage sustainable water and land use and agro-ecology	Initiatives supported	Office of the CEO	<ul style="list-style-type: none"> Ongoing Continued liaison with SFFC. Progressing Marjimpup Agricultural Expansion Strategy priority projects to attract investment. Advocating agricultural initiatives to the State Government as a result of community compensation packages resulting from the Timber Industry reduction.
A17. Undertake a review of the organisation's environmental strategic planning documents.			
A17.4 Review the Shire's Risk Management Framework to incorporate 'Climate Change' as an organisational and community risk	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Office of CEO/Business	Complete.
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	<ul style="list-style-type: none"> Climate change adaptation alliance formed with Warren Blackwood Alliance of Councils. Implementation project commenced.
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.			
A20.1 Support the initiatives of the State and Commonwealth governments to develop and implement clear national climate mitigation/adaption measures.	Advocacy actions undertaken where appropriate to the local government	Office of CEO	<ul style="list-style-type: none"> Ongoing advocacy. Participating in the Synergy EV Highway project. Council to consider the opportunities with WBAC regional partnerships.

A21. Advocate for sustainable water supply and security for our local communities.				
A21.1 Advocate for the secure, sustainable supply of potable drinking water to all Shire communities.	Advocacy actions undertaken	Office of CEO		<ul style="list-style-type: none"> Ongoing advocacy focussed around Pemberton, Northcliffe, Walpole and Quinpinup. Meetings with Water Corporation to discuss strategic initiatives.
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		<ul style="list-style-type: none"> Solar program implemented. EV Highway project underway.
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates		<ul style="list-style-type: none"> Peer monitoring ongoing. Opportunities through the WBAC partnership.
A24. Advocate for the installation of Electric Vehicle (EV) charging infrastructure across the Shire				
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		<ul style="list-style-type: none"> RAC EV charging in Pemberton operational. Synergy EV charging in Manjimup and Walpole agreed and implementation in progress.

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.			
Action	KPI	Responsible Directorate	Status	Initiated, Achieved and/or continued in next year
B1. Build on the Manjimup town's capacity as a regional service centre for the Warren Blackwood.				
B1.3 Investigate, pre-plan and advocate for the extension of the Linear Park footpath from Seven Day Road through to Northcliffe	Initiatives undertaken	Office of the CEO		<ul style="list-style-type: none"> Economic Impact Assessment and Cost Benefit Analysis completed. Projected positive return on investment. Funding strategy to be determined.

B3. Undertake high impact campaigns to encourage new residents; targeting identified cohorts to relocate to priority areas of the Shire.				
B3.1 Seize initiatives and opportunities as they arise to promote the liveability of our communities	Population growth outcomes created	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Shire population increased by 151 persons between 2016 and 2021. Encourage primary production and ancillary activities. Work with local business Jobs created through Town Centre Revitalisation Project.
B3.2 Work with the local community to develop population growth strategies in Walpole to improve the viability of key services	Targeted strategies identified / population growth outcomes created	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Town Revitalisation in Walpole ongoing. Local Planning Strategy review considering Walpole future development. SW Native Title Settlement land release.
B6. Encourage sustainable forest and timber industries, such as eco and adventure tourism, forest and fire management, craft wood, farmed timber and agroforestry.				
B6.1 Seize initiatives and opportunities as they arise	Economic development outcomes created	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Town Centre Revitalisation investment attraction. Initiatives being advocated for as part of Native Timber Industry transition.
B8. Advocate for industry and links to intrastate, interstate and global markets and develop relationships that may assist the prosperity of our region.				
B8.1 Review and update the Regional Economic Development Plan 2013/14	Plan is reviewed and new version adopted	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Shire has provided input into the South West regional planning at a State and Commonwealth level. Economic development forming part of Strategic Community Plan and related documents.

B8.2 Seize initiatives and opportunities as they arise	Economic development outcomes created	Office of the CEO		<ul style="list-style-type: none"> A number of "commercial in confidence" initiatives in development.
B8.3 Review the benefits of our international sister-city relationship and explore the benefits of a similar relationship with a metropolitan local government authority	Benefits of existing sister-city relationship reviewed / Perth metropolitan sister-city feasibility and benefits explored	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Preliminary discussions with metropolitan local governments have been undertaken but have not been progressed due to other priorities.
B8.4 Create an open dialogue with the State Government to foster and build working relationships	Targeted lobbying of State Government	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Regularly meet with State Ministers on a number of issues. Regularly meet with State and Federal politicians.
B9. Encourage and support initiatives to encourage extended service provision and activate town centres.				
B9.2 Advocate for infrastructure and human service provision in all town sites and settlements	Targeted lobbying of state agencies	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Regularly meet with State Ministers on a number of issues. Regularly meet with State and Federal politicians.
B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Consultation ongoing. Native Timber Industry transition has created open dialogue with CoC representatives.
B12.2 Explore economic development opportunities the Shire district	Initiatives undertaken	Office of CEO		<ul style="list-style-type: none"> Ongoing. Current timber industry decision focus.

B12.3 Support the development of a Light Industrial Area in Pemberton	Advocate and undertake initiatives where possible	Office of CEO/Development and Regulation	<ul style="list-style-type: none"> Collaboration initiated with SWDC to explore Crown Land rationalisation for light industrial opportunities in Pemberton.
B15. Further develop the 'Trails Hub' tourism destination concept and facilitate the implementation of a range of trail options connecting to and linking key destinations.			
B15.6 Lobby and support the development of rail trails using existing corridors	Meet requirements of Plan developed by Department of Transport	Community Services/Office of CEO	<ul style="list-style-type: none"> Seven Day Road to Diamond tree in negotiation. Economic Impact Assessment and Cost Benefit Analysis completed. Projected positive return on investment. Funding strategy to be determined.
B17. Encourage tertiary education, research and development and training centres to the region, particularly to complement local industries (tourism, agriculture, forestry and forest management, biological and environmental sciences).			
B17.1 Seize initiatives and opportunities as they arise	Outcomes created	Office of the CEO	Achievements/Activities – <ul style="list-style-type: none"> Ongoing advocacy.

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	Initiated, Achieved and/or continued in next year	
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 Age-friendly Communities Plan 2016-2026	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 footpaths constructed.	
C10.2 Implement strategies contained in the Access & Inclusion Plan 2013-2018	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none">Plan reviewed.New development undertaken in accordance with applicable standards.	

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	Initiated, Achieved and/or continued in next year
D1. Encourage local and regional renewable energy infrastructure and industry development and improvements to reliability of energy supply.				
D1.1 Lobby for improved dependability of energy supply across all communities, with improvements urgently sought in the Northcliffe, Walpole and Quin nip area	Lobbying activities undertaken	Office of the CEO		Achievements/Activities – <ul style="list-style-type: none"> Shire signed up to transition to 100% renewable energy under WALGA program. Walpole Community Power project initiated.
D2. Minimise any disadvantage to residents not able to access the National Broadband Network (NBN).				
D3.1 Lobby relevant government agencies to maximise community access to the National Broadband Network (NBN) and quality alternatives	Lobbying activities undertaken	Office of the CEO		<ul style="list-style-type: none"> Ongoing. Gap analysis undertaken by Regional Development Australia. Multiple areas identified in the Shire of Manjimup.
D3. Pursue improved mobile phone coverage across the region.				
D4.1 Lobby for further improvements to mobile phone coverage across the region	Lobbying activities undertaken	Office of the CEO		<ul style="list-style-type: none"> Submissions made to National Blackspot program. Telstra have been active in addressing Council and community on issues. New phone tower planned to be installed on Perup Road for May 2023.
D4. Undertake planning for the provision of potable water and deep sewerage infrastructure where identified gaps exist.				
D5.1 Lobby relevant government agencies to improve water services and infrastructure to support resident populations, industry diversification and downstream processing	Lobbying activities undertaken	Office of the CEO		<ul style="list-style-type: none"> Ongoing advocacy with Water Corporation and local Member.

5. Our Local Government

Community Goals			
5.9	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.		
5.10	The Shire's long-term planning and activities deliver on the community's goals and aspirations.		
5.11	Our elected members represent the best interests of the community.		
5.12	Community participation in decision making is maximised.		
5.13	The Shire communicates effectively with all its communities.		
5.14	The Shire is a resilient and financially stable organisation that uses public funds responsibly.		
5.15	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.		
5.16	The Shire continuously improves organisational performance and service delivery.		
Action	KPI	Responsible Directorate	Status
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"> Considered when opportunity exists. Awards received for Young Women's Expo, Messy Play Day. HACC received award for Wellness and Respite Centre. Economic Development Award received for Town Centre Revitalisation Stage 1.

E1.2 Provide staff awards on the basis of demonstration of organisational Values	Formal accolades given	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Activity done annually.
E1.3 Work with the Staff Consultative Committee to develop a Customer Service Charter	Whole-organisation Customer Service Charter developed and adopted	Office of the CEO	Not Active	Achievements/Activities – <ul style="list-style-type: none"> Committee to be potentially disbanded. Customer Service Charters for LG's under consideration State-wide. Awaiting outcome of LG Act review.
E1.4 Ensure the Shire's Mission, Values and Code of Conduct provide specific guidance for organisational culture	Shire's Mission, Values and Code of Conduct are current and staff are involved in reviews	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Code of Conduct reviewed annually.
E1.5 Conduct regular Leadership Group meetings with a focus on organisation culture	One Leadership Forum annually / six breakfast meetings per annum	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Occurs on six-weekly basis.
E1.6 Conduct regular all-staff meetings with a focus on developing a shared Vision, Mission and Values	All-staff meetings held biannually	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Meetings undertaken annually.
E1.7 Maintain regular internal communications to recognise staff contributions to our shared Mission and Corporate Business Plan	12 'Staff Snapshots' are produced annually	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Activity achieved.

E2. Integrate the Shire's activities with the community's goals and vision whilst managing the long-term financial viability of the organisation.				
E2.1 Pursue 'advanced' standards in regards to the Local Government Integrated Planning and Reporting Framework	Outcomes of an internal standards assessment every 2 years	Office of the CEO/Business		Achievements/Activities – <ul style="list-style-type: none">Improvements made to SCP and CBP supporting documentation.
E2.2 Review the <i>Strategic Community Plan</i> in accordance with Local Government Regulations and community's goals and vision	Major review every 4 years / desktop review every 2 years	Office of the CEO/Business		Achievements/Activities – <ul style="list-style-type: none">Completed.
E2.3 Update the <i>Corporate Business Plan</i> annually to ensure it integrates with the <i>Strategic Community Plan</i>	Plan is updated annually to project the Shire's 4-year resource commitments to support the <i>Strategic Community Plan</i>	Office of the CEO/Business		Achievements/Activities – <ul style="list-style-type: none">Completed.
E2.4 Maintain a current <i>Workforce Plan</i>	Plan is reviewed annually and updated in light of any significant change	Office of the CEO		Achievements/Activities – <ul style="list-style-type: none">Workforce plan updated.Complete.

E3. Actively participate in regional, state and national alliances to return benefit to the community.				
E3.1 Actively participate in the Warren Blackwood Alliance of Councils	Alliance meetings attended / regional initiatives undertaken	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Significant work undertaken. Continued development of LTO. Approval of the Warren Blackwood Stock Route.
E3.2 Actively participate in the South West Zone of the Western Australian Local Government Association	Zone meetings attended / regional initiatives undertaken	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Meetings attended by CEO and Shire President.
E4. Develop policy established from well-researched and evidence-based data.				
E4.1 Council and Management Policies are kept current at all times	Number of expired policies reported at the time the Annual Report is formulated	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Policy Framework complete. Reviews of Policy ongoing.
E5. Assist and train elected members to provide strong and visionary leadership.				
E5.1 Councillors to undertake training in areas relevant to performing duties as an elected member	Number of Councillors attending training / number of statutory breaches determined	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Training of new councillors undertaken as required.
E6. Encourage greater community involvement in the Council election process.				
E6.1 Retain postal voting as a mechanism to improve voter turnout in Council elections	In-person and postal-vote turnout rates	Office of the CEO	Complete	Achievements/Activities – <ul style="list-style-type: none"> Activity complete.

E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.					
E7.1 Implement strategies contained the Communications Plan 2014	Strategies undertaken	Office of the CEO	Complete	Achievements/Activities – <ul style="list-style-type: none">Activity achieved.	
E7.2 Review and update the Communications Plan 2014	Plan is reviewed and new version adopted	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none">Plan to be reviewed and updated.	
E7.3 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.	
E7.4 Develop an organisational Governance Framework	Plan is developed and adopted	Office of CEO		Achievements/Activities – <ul style="list-style-type: none">Complete.	
E7.5 Review the Shire of Manjimup Standing Orders Local Law 2013	Local Law is reviewed	Office of CEO		Achievements/Activities – <ul style="list-style-type: none">Awaiting LG Reform process.	
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.	

E8.2 Facilitate constituent meetings with elected members and CEO to discuss progress against the Strategic Community Plan and Corporate Business Plan	Number of meetings facilitated	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Standing item in Council Briefing Sessions.
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	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Risk Management process under review. Contractor Management Policy being developed.
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. Antenno activated July 2017. Solar lighting grant applied for Brockman Street. CCTV in Heritage Park and CBD.



Business Directorate

Quarterly Report

October - December 2022

Key Activities / Achievements

- Continued enhancement of the Shire of Management/Datacom development project of Datascape;
- Work with Datascape on next phase of implementation being upgrade of Customer Requests;
- Review of accounts for readiness of December 2022 quarterly reporting;
- September 2022 quarterly review;
- Annual Financial Accounts finalisation;
- Exit interview with Audit Committee and OAG/Moore Australia;
- Final Report audit completion for LRCI Phase 1 & 2
- Annual Report for LRCI Phase 3
- Quarterly Report for Local Roads and Community Infrastructure (LRCI) Phase 1 & 2;
- Second Instalment due for rates 23 November 2022;
- Work through outstanding issues related to Regulation 17 and Financial Management Systems Review post audit visit by AMD Chartered Accountants; and
- Prepare Request for Quote Document for Solar at Admin Building and Depot.

Budget Performance

- At this point of the year there have been no moderate or major issues to report other than a higher than expected General Purpose Grant with the Shire receiving a further \$62,436 than budgeted.
- Interest on Bank accounts to the 31 December 2022 is \$124,682.19 with a budget of \$60,000 for the whole financial year.

Staff Movement

- Accounts Payable Officer internal shift to Manjimup Home and Community Care. Position currently being advertised.

Occupational Health & Safety (for Directorate)Meetings

- Nil

First Aid treatments:

- Nil

Near Miss incidents:

- Nil

Property Damage

- Nil

Future challenges / activities

The quarter ending 31 March 2023 will see Finance Staff start prepping for the 2023/24 budget process. This will require a total review of all accounts for possible savings as well as reviewing possible increases due to shortfalls in resource allocations. Given the pressures related to cost escalations from material supply and contractor shortage the budget process will be quite challenging for the 2023/24 period.

Compliance Audit Return (CAR)

The 2022 CAR must be completed and adopted by Council by the 31 March 2023.

The review will cover the areas of:

- Commercial Enterprise by Local Government;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Optional Questions; and
- Tenders for Providing Goods and Services.

Shire Officers will review some 100+ questions on the categories above requiring them to supply proof of compliance, or advise non-compliance and why or mark the questions as Not Applicable if the question was not relevant in the year.

Long Term Financial Plan (LTFP) review

With key Integrated Planning documents being the Strategic Community Plan and Corporate Business Plan being reviewed it is now appropriate to carry out a review of the LTFP.

As part of the LTFP review process other documents will be reviewed to support the workings within the document. Asset Management Plans are currently in draft and the Shire's considerable building inventory is due for revaluation. These additional plans will provide robust supporting documentation to assist in decision making around the plan.



Greg Lockwood
Director of Business

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	2022/23 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>	Initiatives undertaken	Development and Regulation / All Directorates	Ongoing	<ul style="list-style-type: none"> Support provided as needed.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
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	<ul style="list-style-type: none"> Ongoing review of utility accounts highlighting an areas of unexplained increased usage.
A17. Undertake a review of the organisation's environmental strategic planning documents.				
A17.4 Review the Shire's Risk Management Framework to incorporate 'Climate Change' as an organisational and community risk	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Office of CEO/Business	Ongoing	To be investigated and implemented in new year.

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	Ongoing	• Support provided as needed.
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates	Ongoing	• Support provided as needed.

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.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B9. Encourage and support initiatives to encourage extended service provision and activate town centres.				
B9.1 Provide free Wi-Fi in all town centres	Free Wi-Fi established in all four town centres	Business	Ongoing	<ul style="list-style-type: none"> Completed July 2022
B11. Establish purchasing preferences for the use of local resources, services and products.				
B11.1 Follow Council's adopted <i>Regional Price Preference Policy</i> (2.3.8) when making purchases	Mitigate breaches of the Policy	Business	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Policy used as part of tendering process and assessment.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Consultation ongoing.
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.				
C2.5 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. MHCC 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.
	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Plan reviewed. New development undertaken in accordance with applicable standards.
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 are identified	Initiatives implemented	Development and Regulation/All Directorates		<ul style="list-style-type: none"> As part of Town Centre Revitalisation extensive CCTV through CBD and Heritage Park. Separate grant received for CTV at Court House and roundabout at Ipsen/Rose St. Reserve account now opened to fund maintenance or replacement of components of system when required.

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.				
D5.9 Develop a <i>Cemeteries Management Plan (new)</i>	Plan is developed and implemented	Business	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> To be finalised in 2022/23.

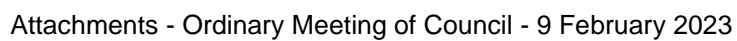
5. Our Local Government

Community Goals			
5.9	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.		
5.10	The Shire's long-term planning and activities deliver on the community's goals and aspirations.		
5.11	Our elected members represent the best interests of the community.		
5.12	Community participation in decision making is maximised.		
5.13	The Shire communicates effectively with all its communities.		
5.14	The Shire is a resilient and financially stable organisation that uses public funds responsibly.		
5.15	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.		
5.16	The Shire continuously improves organisational performance and service delivery.		
Action	KPI	Responsible Directorate	Status
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"> Considered when opportunity exists. Awards received for Young Women's Expo, Messy Play Day. HACC received award for Wellness and Respite Centre. Economic Development Award received for Town Centre Revitalisation Stage 1.

E2. Integrate the Shire's activities with the community's goals and vision whilst managing the long-term financial viability of the organisation.					
E2.1 Pursue 'advanced' standards in regards to the Local Government Integrated Planning and Reporting Framework	Outcomes of an internal standards assessment every 2 years	Office of CEO/Business	the	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continuous improvement at each review interval.
E2.2 Review the <i>Strategic Community Plan</i> in accordance with Local Government Regulations and community's goals and vision	Major review every 4 years / desktop review every 2 years	Office of CEO/Business	the	To be completed in 2023	Achievements/Activities – <ul style="list-style-type: none"> Minor review 2023.
E2.3 Update the <i>Corporate Business Plan</i> annually to ensure it integrates with the <i>Strategic Community Plan</i>	Plan is updated annually to project the Shire's 4-year resource commitments to support the <i>Strategic Community Plan</i>	Office of CEO/Business	the	Completed	Achievements/Activities – <ul style="list-style-type: none"> Annual Budget process takes into account SCP. Minor completed in 2022.
E2.5 Maintain a current <i>Asset Management Strategy</i>	Plan is reviewed annually and updated in light of any significant change	Business		Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Under review by external consultant.
E2.6 Update the <i>Long Term Financial Plan</i> annually	Plan is updated annually to project Shire's 10-year financial commitments	Business		To be completed in 2022	Achievements/Activities – <ul style="list-style-type: none"> To be completed by 31 March 2023.

E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.				
E7.3 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.
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 rotated across major towns.
E9. Identify and mitigate organisational risks.				
E9.1 Maintain an organisation-wide <i>Risk Management Framework</i> and <i>Risk Register</i> to mitigate risks in all aspects of business	<i>Risk Management Plan</i> is current	Business	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Policy reviewed. • Risk themes reviewed and endorsed by Audit Committee • Procedures and framework under review.
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	Ongoing	

E10. Identify poor performing services areas, and the needs and aspirations of the community, and set targets for improving community satisfaction.				
E10.1 Customer satisfaction surveys are regularly undertaken and used to inform the <i>Strategic Community Plan</i> as well as priorities for quality improvement	Customer satisfaction survey report and recommendations every 4 years	Business	Targeted for 2025	Achievements/Activities – <ul style="list-style-type: none"> Completed in 2021 as part of Strategic Community Plan review
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.



Budget Adjustments - December 2022

		State of Comprehensive Income Item	Council Resolution	Source of Funds		
Budget Offset	C/Fwd Def/(Surp)			Loan Funds	Reserve	
						5,884,029
Finance	Financial Assistance Grants - General Purpose	Y	17-Nov-22	34,888		
Office CEO	Cap F&E - Live Stream Council Meetings	N	17-Nov-22	(34,888)		
	<i>Increase budget for LIVE Streaming due to price escalations as well as upgrading the Council Audio system as per Council Agenda Item 9.1.1</i>					
Office CEO	Local Roads and Community Infrastructure Project - Phase 3 TBA	N	17-Nov-22	100,000		
Works	Speed Indicator Device Pemberton	N	17-Nov-22	(20,000)		
Works	Footpaths - Pemberton (to Sports Club and Hotel)	N	17-Nov-22	(60,000)		
Works	Footpaths - Northcliffe (near Public Toilet)	N	17-Nov-22	(20,000)		
	<i>Allocation \$100,000 of Local Roads and Community Infrastructure Funding as per Council Agenda Item 9.3.2</i>					
Comm Svces	Community Services - Project Management	Y	8-Dec-22	6,000		
Rec Svces	Pemberton Sports Club Review	Y	8-Dec-22	(6,000)		
	<i>Allocate additional funds to appoint the preferred supplier as per Council Agenda Item 9.9.1</i>					
Works	Sale of Grader GR02	N	8-Dec-22	(85,571)		
Works	T/F To Plant and Equipment Replacement Reserve	N	8-Dec-22	85,571		(85,571)
	<i>Recognise higher than expected sale price for Grader GR02 as per Council Agenda Item 9.16.4</i>					
Works	Cap Inf - Drainage - Manjimup Priority 1	N	19-Jan-23	120,000		
Works	Cap Inf - Roads - Graphite Road SLK 0.5 to 0.8 c/f	N	19-Jan-23	(120,000)		
	<i>Reallocation of funding to meet tender costs for RFT03-22 as per Council Agenda Item 9.12.2</i>					
Libraries	Grant - FRRR Strengthening Rural Communities	Y		4,100		
Libraries	Exploring the Everyday	Y		(4,100)		
	<i>Recognise successful grant application to bring together young children to participate in fun interactive science workshops in the Shire's four major towns.</i>					
Works	Grant - Main Roads WA	Y		(449,000)		
Works	Bridges - South West Hwy 8033 (Northern arch)	N		449,000		
	<i>Amend budget to reflect actual figure after receiving advice of administrative error from Main Roads WA. Original budget was for design and construction however actual funding allocation for 2022/23 was for design and three dimensional modelling only.</i>					
Net Changes				85,571	-	(85,571)
Total C/Fwd Deficit / (Surplus)				5,884,029	-	5,884,029

Budget Adjustments - December 2022

		State of Comprehensive Income Item	Council Resolution
Budget Adjustment Control			
Adopted Budget - Change in Net Assets 1/7/22			
September review amendments			
December review amendments			
March review amendments			
June review amendments			
Amended Budget - Change in Net Assets			
		Operating Statement (Net Profit)	
		(1,242,006)	
		(10,000)	
		414,112	
		-	
		-	
		(837,894)	

Source of Funds			
Budget Offset	C/Fwd Def/(Surp)	Loan Funds	Reserve
	5,884,029		



Shire of Manjimup

MONTHLY FINANCIAL ACTIVITY STATEMENT

(Period Ending 31 December 2022)

SHIRE OF
MANJIMUP

Monthly Financial Activity Statement - December 2022

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General Comment

The financial performance for the Shire of Manjimup to the 31 December 2022 is a projected profit of \$72,548.

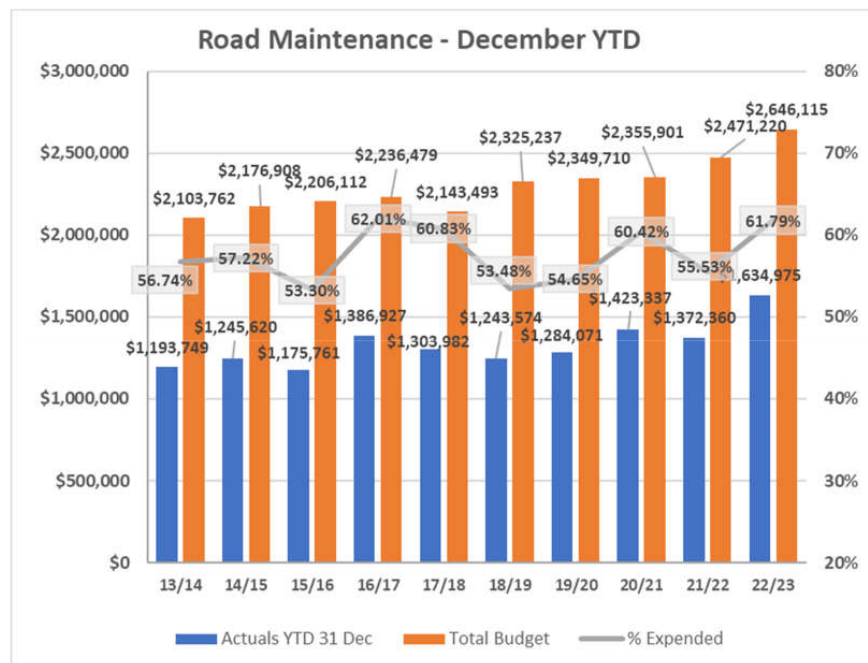
The projected profit is based on a conservative approach highlighting possible issues as they occur, which in most cases can be rectified or offset with under expenditure in other areas as the Shire progresses through the financial year.

There have been no significant issues identified in the December 2022 accounts. One moderate issue that is unlikely to be rectified by the 30 June 2023 is Power Up Electricity Museum Income. 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 \$35,000 behind budget, a conservative projection to the 30 June 2023 would show a loss of \$55,000.

A positive issue to date is Interest on Bank Accounts, to the 31 December 2022 actuals were \$123,966 with a whole year budget of \$60,000, in comparison only \$28,913 was received for the entire 2021/22 financial year. 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 \$100,000 of additional income.

Development activity accounts again have shown strong performance in December. Planning Fees and Building Fees have jumped to \$22,382 ahead of the year-to-date budget, however a projection of additional income has not been calculated as this continued elevated activity cannot be guaranteed.

An area that is important to monitor at the halfway point of the year is Road Maintenance. July to November is traditionally a heavy road maintenance period, with drier weather triggering the move from road maintenance to the capital works program.



To 31 December 2022 road maintenance is at 61.79% expended, which is 6.26% higher than this time last year. In isolation this percentage looks like a concern but with favourable weather conditions and a completed capital program, maintenance accounts should be sufficiently recovered to meet road maintenance in the last quarter of the financial year. It should also be noted that in December 2021 Storm Damage was \$183,496, some \$119,903 ahead of the year-to-date budget, however in December 2022 Storm damage has only reached \$78,011 only \$14,418 ahead of the year-to-date budget, reducing the overall stress on the Works operating budget.

Other than Entry Income at the Power Up Electricity Museum, no major discrepancies have come to light in the first six months after adopting the 2022/23 budget, and with sound financial management going forward by all departments, Council should be in a neutral or minor surplus position at the 30 June 2023.

SHIRE OF MANJIMUP					
Statement of Comprehensive Income (Program) for the year ending 30 June 2023					
	Actuals to 31 Dec 2022	Budget to 31 Dec 2022	2022/2023 Adopted Budget	Projected to 30 June 2023	Variance
	\$	\$	\$	\$	\$
Revenue					
General Purpose Funding	(11,081,690)	(11,096,163)	(11,559,776)	(11,622,212)	(62,436)
Governance	(931,883)	(702,819)	(1,405,637)	(1,505,637)	(100,000)
Law, Order, Public Safety	(257,765)	(512,728)	(1,025,456)	(1,025,456)	0
Health	(21,626)	(29,980)	(59,959)	(59,959)	0
Education and Welfare	(1,506,020)	(1,034,075)	(2,068,149)	(2,225,149)	(157,000)
Housing	(16,871)	(12,100)	(24,200)	(24,200)	0
Community Amenities	(1,892,713)	(1,953,628)	(2,268,386)	(2,268,386)	0
Recreation & Culture	(443,765)	(940,316)	(1,880,632)	(1,825,632)	55,000
Transport	(571,613)	(373,723)	(747,446)	(788,729)	(41,283)
Economic Services	(96,232)	(84,729)	(169,458)	(169,458)	0
Other Property and Services	(140,976)	(219,388)	(438,775)	(438,775)	0
	(16,961,153)	(16,959,647)	(21,647,874)	(21,953,593)	(305,719)
Expenses excluding Finance Costs					
General Purpose Funding	3,981	15,000	30,000	30,000	0
Governance	2,739,880	2,986,368	3,545,186	3,647,354	102,168
Law, Order, Public Safety	770,104	1,056,750	2,113,500	2,113,500	0
Health	159,535	200,753	401,505	401,505	0
Education and Welfare	1,460,471	1,087,698	2,175,396	2,332,396	157,000
Housing	3,141	8,000	16,000	16,000	0
Community Amenities	1,439,824	1,708,120	3,416,239	3,416,239	0
Recreation & Culture	2,805,911	3,738,975	7,477,951	7,477,951	0
Transport	5,897,847	5,717,740	11,435,479	11,476,762	41,283
Economic Services	1,076,976	1,103,808	2,207,616	2,207,616	0
Other Property and Services	(67,745)	(141,692)	(283,383)	(283,383)	0
	16,289,926	17,481,520	32,535,489	32,835,940	300,451
Finance Costs					
Governance	29,220	25,969	51,937	51,937	0
Health	8,186	7,610	15,219	15,219	0
Community Amenities	6,014	5,887	11,774	11,774	0
Recreation & Culture	57,107	63,337	126,673	126,673	0
Other Property and Services	8,429	7,782	15,564	15,564	0
	108,956	110,584	221,167	221,167	0
Non-Operating Grants Subsidies, Contributions					
Governance	0	(50,000)	(100,000)	(100,000)	0
Law, Order, Public Safety	(402,247)	(4,182)	(8,364)	(421,629)	(413,265)
Recreation & Culture	(1,015,749)	(1,514,304)	(3,028,608)	(3,028,608)	0
Transport	(884,879)	(4,521,226)	(9,042,451)	(9,042,451)	0
	(2,302,875)	(6,089,712)	(12,179,423)	(12,592,688)	(413,265)
(Profit)/Loss on Disposal of Assets					
Governance	0	551	1,101	1,101	0
Law, Order, Public Safety	0	(3,312)	(6,623)	(6,623)	0
Health	0	0	0	0	0
Education and Welfare	0	(5,000)	(10,000)	(10,000)	0
Community Amenities	0	(5,244)	(10,488)	(10,488)	0
Recreation & Culture	0	(2,077)	(4,153)	(4,153)	0
Other Property and Services	0	(75,602)	(151,203)	(151,203)	0
	0	(90,683)	(181,366)	(181,366)	0
NET RESULT	(2,865,146)	(5,547,939)	(1,252,006)	(1,670,539)	
Other Comprehensive Income	0	0	0	0	
TOTAL COMPREHENSIVE INCOME	(2,865,146)	(5,547,939)	(1,252,006)	(1,670,539)	

SHIRE OF MANJIMUP						
Statement of Comprehensive Income (by Type) for the year ending 30 June 2023						
	Notes	Actuals to 31 Dec 2022 \$	Budget to 31 Dec 2022 \$	2022/2023 Adopted Budget	Projected to 30 June 2023 \$	Variance \$
Revenue						
Rates	6-9	(10,542,466)	(10,582,809)	(10,582,809)	(10,582,809)	0
Operating Grants, Subsidies and Contributions	21	(2,270,718)	(3,103,165)	(5,446,209)	(5,549,928)	(103,719)
Fees & Charges	11	(3,303,126)	(2,562,435)	(4,211,194)	(4,313,194)	(102,000)
Interest Earnings	27	(193,989)	(84,571)	(169,141)	(269,141)	(100,000)
Other Revenue		(650,854)	(605,486)	(1,210,972)	(1,210,972)	0
		(16,961,153)	(16,938,465)	(21,620,326)	(21,926,045)	(305,719)
Operating Expenditure						
Employee Costs	27	5,765,721	5,702,796	11,675,016	11,832,016	157,000
Materials and Contracts	27	4,325,745	5,600,120	9,326,762	9,368,045	41,283
Utility Charges	27	350,114	339,377	678,754	678,754	0
Depreciation	23	4,835,576	4,782,518	9,565,035	9,667,203	102,168
Interest Expenses	14	108,956	110,584	221,167	221,167	0
Insurance Expenses	27	791,920	808,679	808,679	808,679	0
Other Expenditure	27	220,850	226,847	453,695	453,695	0
		16,398,882	17,570,921	32,729,108	33,029,559	300,451
		(562,271)	632,456	11,108,782	11,103,514	
Non Operating Grants, Subsidies and Contributions	21	(2,302,875)	(6,089,712)	(12,179,423)	(12,592,688)	(413,265)
Profit on Asset Disposal	22	0	(142,416)	(284,831)	(284,831)	0
Loss on Asset Disposal	22	0	51,733	103,465	103,465	0
		(2,302,875)	(6,180,395)	(12,360,789)	(12,774,054)	(413,265)
NET RESULT		(2,865,146)	(5,547,939)	(1,252,006)	(1,670,539)	
Other Comprehensive Income		0	0	0		
TOTAL COMPREHENSIVE INCOME		(2,865,146)	(5,547,939)	(1,252,006)	(1,670,539)	

SHIRE OF MANJIMUP					
Rate Setting Statement (by Program) for the year ending 30 June 2023					
	Actuals to 31 Dec 2022 \$	Budget to 31 Dec 2022 \$	2022/2023 Adopted Budget \$	Projected to 30 June 2023 \$	Variance \$
Revenue					
General Purpose Funding	(539,224)	(513,354)	(976,967)	(1,039,403)	(62,436)
Governance	(931,883)	(752,268)	(1,521,928)	(1,621,928)	(100,000)
Law, Order, Public Safety	(660,012)	(520,222)	(1,040,443)	(1,421,890)	(381,447)
Health	(21,626)	(29,980)	(59,958)	(59,958)	0
Education and Welfare	(1,506,020)	(1,039,075)	(2,078,149)	(2,235,149)	(157,000)
Housing	(16,871)	(12,100)	(24,200)	(24,200)	0
Community Amenities	(1,892,713)	(1,953,628)	(2,278,874)	(2,278,874)	0
Recreation & Culture	(1,459,514)	(2,454,620)	(4,913,393)	(4,858,393)	55,000
Transport	(1,456,492)	(4,894,949)	(9,789,897)	(9,831,180)	(41,283)
Economic Services	(96,232)	(84,729)	(169,458)	(169,458)	0
Other Property and Services	(140,976)	(294,989)	(676,051)	(676,051)	0
	(8,721,562)	(12,549,912)	(23,529,317)	(24,216,483)	(687,166)
Operating Expenditure					
General Purpose Funding	3,981	15,000	30,000	30,000	0
Governance	2,769,100	3,012,337	3,614,515	3,716,683	102,168
Law, Order, Public Safety	770,104	1,056,750	2,113,500	2,113,500	0
Health	167,721	208,362	416,724	416,724	0
Education and Welfare	1,460,471	1,087,698	2,175,396	2,332,396	157,000
Housing	3,141	8,000	16,000	16,000	0
Community Amenities	1,445,838	1,714,007	3,428,013	3,428,013	0
Recreation & Culture	2,863,018	3,794,991	7,604,624	7,604,624	0
Transport	5,897,847	5,717,740	11,435,479	11,476,762	41,283
Economic Services	1,076,976	1,103,808	2,207,616	2,207,616	0
Other Property and Services	(59,316)	(133,910)	(181,746)	(181,746)	0
	16,398,882	17,584,782	32,860,121	33,160,572	300,451
Net Operating Result Excluding Rates	7,677,320	5,034,870	9,330,804	8,944,089	(386,715)
Adjustments for Cash Budget Requirements					
<i>Non-Cash Expenditure & Income</i>					
Net Profit on Sale of Assets	0	90,683	181,366	181,366	0
Depreciation on Assets	(4,835,576)	(4,782,518)	(9,565,035)	(9,667,203)	(102,168)
Leave Provisions	(38,978)	(117,543)	(235,085)	(235,085)	0
Other	0	(5,000)	(10,000)	(10,000)	0
Net Non-Cash Expenditure and Revenue	(4,874,554)	(4,814,377)	(9,628,754)	(9,730,922)	(102,168)
<i>Capital Expenditure and Revenue</i>					
Purchase Land & Buildings	1,528,028	1,833,994	3,667,988	3,667,988	0
Purchase Infrastructure Assets	1,622,547	7,270,816	14,541,631	14,541,631	0
Purchase Plant & Machinery	1,070,471	1,021,705	2,043,409	2,456,674	413,265
Purchase Motor Vehicles	179,542	448,750	897,500	897,500	0
Purchase Furniture & Equipment	51,978	45,129	90,258	125,146	34,888
<i>Other Non Operating Expenditure/Transfer</i>					
Repayment of Loan Principal	328,071	325,440	650,879	650,879	0
Repayment of Lease Principal	36,836	61,500	123,000	123,000	0
Payment of Self Supporting Loan to Groups	-	125,000	250,000	250,000	0
Transfers to Reserves	737,165	2,949,299	5,898,598	5,898,598	0
Net Operating Profit/(Loss) Excluding Rates Adjusted for Non Cash Items, Capital Expenditure and Other Non Operating Exp/Tsf					
<i>Funded From</i>					
Proceeds from Disposal of Assets	(333,119)	(457,125)	(914,250)	(946,068)	(31,818)
Self-supporting Loan Principal Income	(9,054)	(9,144)	(18,287)	(18,287)	0
Transfers from Reserves	(1,023,677)	(1,932,567)	(3,865,134)	(3,865,134)	0
Unexpended Loan Funds Brought Forward	(89,910)	(425,401)	(850,802)	(850,802)	0
Proceeds from New Loans	-	(2,875,000)	(5,750,000)	(5,750,000)	0
Net Cash from Investing Activities	4,098,880	8,382,395	16,764,790	17,181,125	416,335
Restricted Assets	-	0	0	0	
Estimated (Surplus)/Deficit July 1 B/Fwd	(5,884,029)	(5,884,029)	(5,884,029)	(5,884,029)	
Estimated Surplus/(Deficit) June 30 C/Fwd	9,524,849	7,863,950	0	72,548	
AMOUNT REQUIRED TO BE RAISED FROM RATES	10,542,466	10,582,809	10,582,809	10,582,809	

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SHIRE OF MANJIMUP					
Rate Setting Statement (by Nature & Type) for the year ending 30 June 2023					
	Actuals to 31 Dec 2022	Budget to 31 Dec 2022	2022/2023 Adopted Budget	Projected to 30 June 2023	Variance
	\$	\$		\$	\$
Revenue					
Rates	-	-	-	-	
Operating Grants, Subsidies and Contributions	(2,270,718)	(3,103,165)	(5,473,757)	(5,577,476)	(103,719)
Non Operating Grants, Subsidies and Contributions	(2,302,875)	(6,089,712)	(12,179,423)	(12,560,870)	(381,447)
Fees & Charges	(3,303,126)	(2,562,435)	(4,211,194)	(4,156,194)	55,000
Interest Earnings	(193,989)	(84,571)	(169,141)	(269,141)	(100,000)
Profit on Asset Disposal	-	(142,416)	(284,831)	(284,831)	-
Other Revenue	(650,854)	(605,486)	(1,210,972)	(1,210,972)	-
	(8,721,562)	(12,587,783)	(23,529,318)	(24,059,484)	(530,166)
Operating Expenditure					
Employee Costs	5,765,721	5,702,796	11,675,016	11,675,016	-
Materials and Contracts	4,325,745	5,600,120	9,354,310	9,395,593	41,283
Utility Charges	350,114	339,377	678,754	678,754	-
Depreciation	4,835,576	4,782,518	9,565,035	9,667,203	102,168
Interest Expenses	108,956	110,584	221,167	221,167	-
Insurance Expenses	791,920	808,679	808,679	808,679	-
Loss on Asset Disposal	-	51,733	103,465	103,465	-
Other Expenditure	220,850	226,847	453,695	453,695	-
	16,398,882	17,622,653	32,860,121	33,003,572	143,451
Net Operating Result Excluding Rates	7,677,320	5,034,870	9,330,803	8,944,088	(386,715)
Adjustments for Cash Budget Requirements					
<i>Non-Cash Expenditure & Income</i>					
Net Profit on Sale of Assets	-	90,683	181,366	181,366	-
Deprecation on Assets	(4,835,576)	(4,782,518)	(9,565,035)	(9,667,203)	(102,168)
Leave Provisions	(38,978)	(117,543)	(235,085)	(235,085)	-
Other	-	(5,000)	(10,000)	(10,000)	-
Net Non-Cash Expenditure and Revenue	(4,874,554)	(4,814,377)	(9,628,754)	(9,730,922)	(102,168)
<i>Capital Expenditure</i>					
Purchase Land & Buildings	1,528,028	1,833,994	3,667,988	3,667,988	-
Purchase Infrastructure Assets	1,622,547	7,270,816	14,541,631	14,541,631	-
Purchase Plant & Machinery	1,070,471	1,021,705	2,043,409	2,456,674	413,265
Purchase Motor Vehicles	179,542	448,750	897,500	897,500	-
Purchase Furniture & Equipment	51,978	45,129	90,258	125,146	34,888
<i>Other Non Operating Expenditure/Transfer</i>					
Repayment of Loan Principal	328,071	325,440	650,879	650,879	-
Repayment of Lease Principal	36,836	61,500	123,000	123,000	-
Payment of Self Supporting Loan to Groups	-	125,000	250,000	250,000	-
Transfers to Reserves	737,165	2,949,299	5,898,598	5,898,598	-
Net Operating Profit/(Loss) Excluding Rates Adjusted for Non Cash Items, Capital Expenditure and Other Non Operating Exp/Tsf					
<i>Funded From</i>					
Proceeds from Disposal of Assets	(333,119)	(457,125)	(914,250)	(946,068)	(31,818)
Self-supporting Loan Principal Income	(9,054)	(9,144)	(18,287)	(18,287)	-
Transfers from Reserves	(1,023,677)	(1,932,567)	(3,865,134)	(3,865,134)	-
Unexpended Loan Funds Brought Forward	(89,910)	(425,401)	(850,802)	(850,802)	-
Proceeds from New Loans	-	(2,875,000)	(5,750,000)	(5,750,000)	-
Net Cash from Investing Activities	4,098,880	8,382,395	16,764,790	17,181,125	416,335
Restricted Assets	-	-	-	-	-
Estimated Surplus/(Deficit) July 1 B/Fwd	(5,884,029)	(5,884,029)	(5,884,029)	(5,884,029)	-
Estimated (Surplus)/Deficit June 30 C/Fwd	9,524,849	7,863,950	-	72,548	-
AMOUNT REQUIRED TO BE RAISED FROM RATES	10,542,466	10,582,809	10,582,809	10,582,809	-

Shire of Manjimup

Statement of Financial Position		ACTUAL 2022/2023 \$	ACTUAL 2021/2022 \$
Current Assets			
Cash and cash equivalents		18,033,052	16,882,841
Trade and other receivables		3,394,124	1,465,910
Inventories		381,556	327,459
Other assets		387,134	822,382
Tax Assets		261,904	67,448
Total Current Assets		22,457,770	19,566,040
Non-Current Assets			
Other receivables		467,210	426,794
Property, plant & equipment		67,063,394	66,007,188
Infrastructure		232,198,366	233,904,728
Total Non-Current Assets		299,728,970	300,338,709
TOTAL ASSETS		322,186,740	319,904,748
Current Liabilities			
Trade and other payables		4,585,199	4,893,123
Provisions		1,915,058	1,911,970
Current Portion of Long Term Borrowings		357,813	722,720
Total Current Liabilities		6,858,070	7,527,814
Non-Current Liabilities			
Long term borrowings		5,389,561	5,338,547
Provisions		409,593	374,017
Total Non-Current Liabilities		5,799,154	5,712,564
TOTAL LIABILITIES		12,657,224	13,240,378
NET ASSETS		309,529,517	306,664,370
Equity			
Accumulated losses		(17,374,519)	(20,526,177)
Reserves - Cash Backed		6,323,837	6,610,349
Reserves - Asset Revaluation		320,580,198	320,580,198
TOTAL EQUITY		309,529,517	306,664,370

	Accumulated Losses	Reserves Cash Backed	Asset Revaluation Reserves	Total Equity
	\$	\$	\$	\$
Statement of Changes in Equity				
Balance as at 1 July 2021	(19,471,865)	6,285,835	318,603,098	305,417,066
Comprehensive Income				
- Net Result	(729,797)	-	-	(729,797)
- Change on Revaluation of Non-Current Assets			1,977,100	1,977,100
- Adjustment due to Accounting Std Changes	-	-	-	-
Total Other Comprehensive Income	(729,797)	-	-	(729,797)
Transfers from/(to) Reserves	(324,514)	324,514	-	-
Balance as at 30 June 2022	(20,526,177)	6,610,349	320,580,198	306,664,370
Net Result	2,865,146	-	-	2,865,146
Adjustment due to Accounting Std Changes	-	-	-	-
Total Other Comprehensive Income	-	-	-	-
Transfers from/(to) Reserves	286,512	(286,512)	-	-
Balance as at 31 December 2022	(17,374,519)	6,323,837	320,580,198	309,529,517

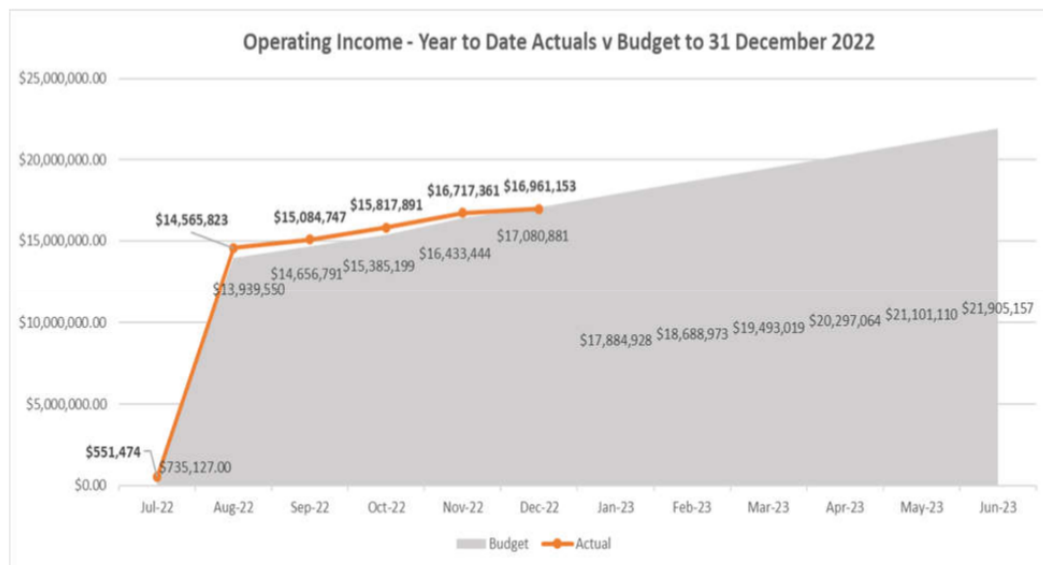
Operating Items

The graphs below reflect what the expected cumulative budget to 30 June 2023 is (grey area), with the line graph represented actuals to 31 December 2022.

Operating Income

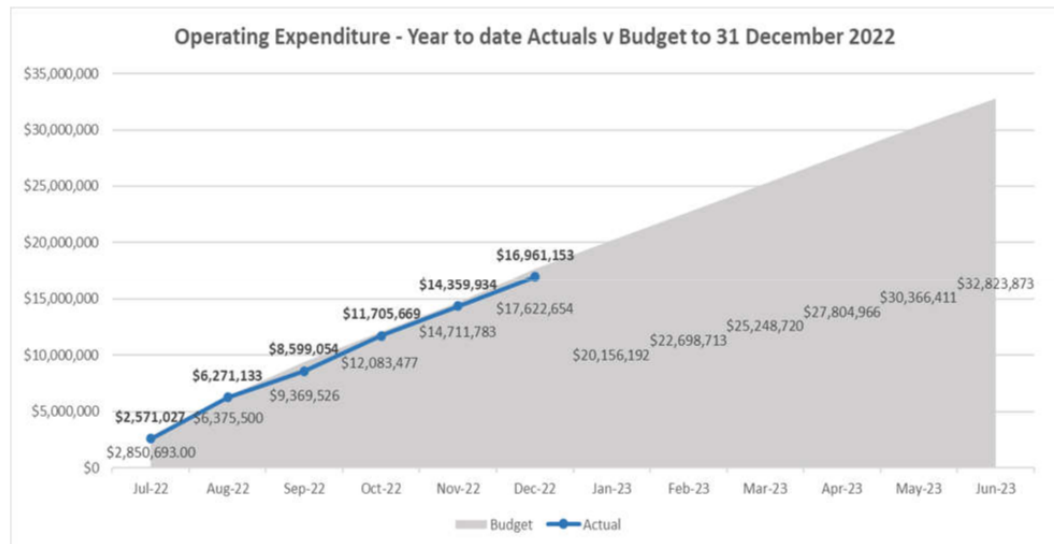
At present operating income to the 31 December 2022 is trending behind budget with actuals sitting at \$16,961,153 compared to a budget of \$17,080,881. Whilst a difference of \$119,728 is significant, it is difficult to predict the timing of payments for special operating project grants. The trend of the graph below has changed slightly for December 2022 with income now behind budget when it was previously ahead of budget.

This change has occurred due to the quarterly adjustments required by accounting standard AASB16 that set rules as to when revenue can be recognised, meaning if a grant was received but certain obligations have not been met yet the money is set aside until the obligations are met. An example of this would be if the Department of Fire and Emergency Services have paid \$100,000 in operating grants for Bush Fire Brigades however only \$60,000 has been expended, \$40,000 must be set aside until expended. This reduced income is reflected by the equivalent reduced expenditure for the same period. To date there are no areas of concern related to operating income.



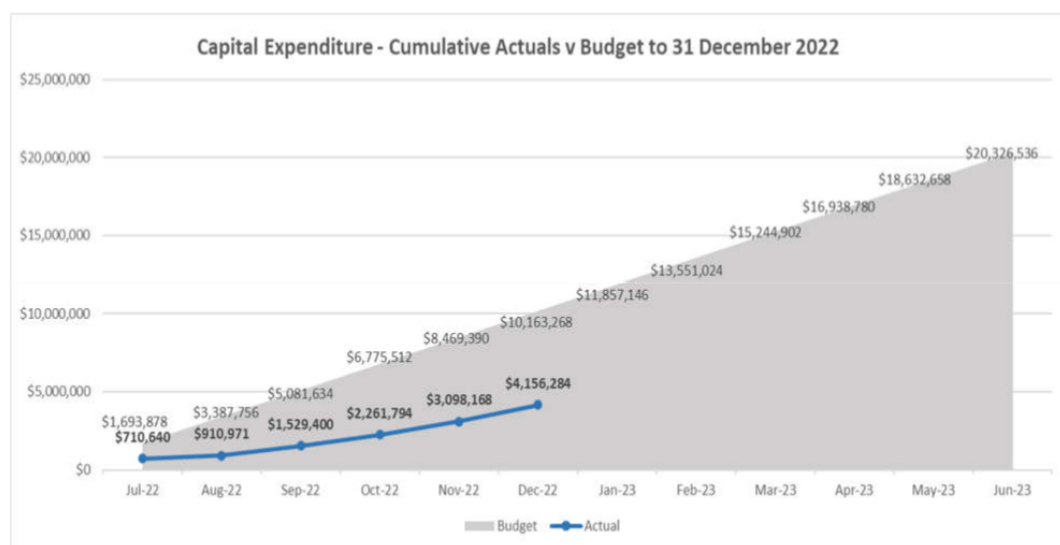
Operating Expenditure

Operating Expenditure is trending behind budget with actuals of \$16,961,153 compared to a budget of \$17,622,654, a difference of \$661,501. This sort of variance is typical this time of year as one off grant projects that are operating in nature, generally accelerate expenditure in the latter half of the year.



Capital Expenditure

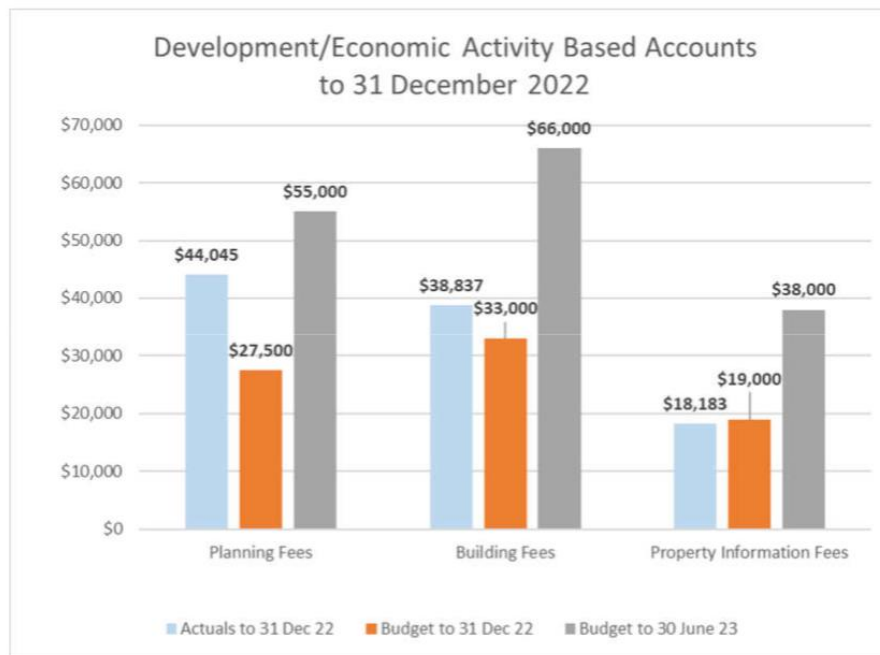
Capital expenditure is typically behind budget at this time of year as the majority of the Shire of Manjimup's capital budget relates to Road Infrastructure works, which is very weather dependent. Of note, capital expenditure is \$1,145,258 ahead of this time last year. The availability of contractors will also influence the Works Directorate progression through their budgeted projects. The Shire also has \$5,160,000 of capital bridge works scheduled by Main Roads WA which influences capital actual expenditure comparison to budget, with only the Hatchery Road Bridge invoiced to date for \$207,000.



Economic Activity

Development activity accounts again have shown strong performance in December. Planning Fees have jumped to \$16,545 ahead of the year-to-date budget with Building Fees moving \$5,837 ahead of the year-to-date budget. Property Information Fees has tempered a little in December 2022 going from \$28 ahead of budget to \$817 behind budget. This may be just a monthly anomaly however Shire Officers will monitor this closely going forward for any possible longer term trends.

The graph shows a similar trend to last year, whilst the figures are slightly lower than November 2021, they show Planning Fees well ahead of budget and the continued high level of properties being sold compared to those years prior to the Pandemic.



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)

- 1. Governance** as at 31 December 2022, is projected to be \$37,168 over budget but after the removal on Non-cash items is projected to be \$65,000 under.

Office of CEO		
No significant variations		
Human Resource Management		
No significant variations		
Public Relations		
No significant variations		
Occupational Health & Safety		
No significant variations		
Administration & Finance		
Interest at Bank Accounts	(\$65,000)	The budget related to interest over the past 3 years has been reduced however with the increase of interest rates in 2023 the actuals to the 31 December 2022 was \$123,966 of a \$60,000 whole year budget.
Depreciation on Right of Use Assets	\$102,168	Depreciation related to leases for IT Equipment and Light Vehicles. Line item is non cash and has no affect on the Shire's cash end of year position.
Corporate Management		
No significant variations		
Information, Communication & Technology		
No significant variations		

- 2. General Purpose Funding** as at 31 December 2022, is projected to be \$75,470 behind budget.

Administration & Finance		
General Purpose Grant	\$27,548	A slight increase in the 2022/23 General Purpose Grant. After a reduction in 2021/22 this grant puts the Shire slightly ahead of the 2020/21 grant. Fluctuations are due to changes to the funding pool as a result of inflation and population increases/decreases to Western Australia. The actual increase was \$62,436 however \$34,888 was used to fund additional works related to Live Streaming of Council Meetings.

3. Law, Order, Public Safety as at 31 December 2022 is projected to be on budget.**Ranger Services**

No significant variations

Fire Prevention

ESL – Non Recurrent	(\$381,447)	The Shire received a new fire unit for the Mordalup Bush Fire Brigade which wasn't accounted for in the 2022/23 adopted budget.
---------------------	-------------	---

4. Health as at 31 December 2022 is projected to be on budget.**Environmental Health**

No significant variations

5. Education and Welfare as at 31 December 2022 is projected to be on budget.**Manjimup Home and Community Care (MHCC)**

Package Payments	(\$157,000)	Higher than budgeted income from Home Care Package works carried out by the MHCC team
Home Care Package Salaries	\$157,000	Increase to salaries as Home Care Package work is primarily labour related

Youth Development

No significant variations

Community Bus

No significant variations

6. Housing as at 31 December 2022 is projected to be on budget.**Administration & Finance**

No significant variations

Community Services

No significant variations

7. Community Amenities as at 31 December 2022 is projected to be on budget.

Statutory Planning	
No significant variations	
Waste Management	
No significant variations	
Building Services	
No significant variations	

8. Recreation and Culture as at 31 December 2022 is projected to be on budget.

Northcliffe Town Hall	
No significant variation	
Manjimup Community Centre	
No significant variation	
Windy Harbour	
No significant variation	
Community Services	
No significant variation	
Manjimup Heritage Park	
No significant variation	
PowerUp Museum	
Entry Income	\$55,000 At present Entry Income at the PowerUp Museum is projected to be \$55,000 behind budget. The Museum has struggled in the past few years since opening due to COVID restrictions. 2022/23 will be the first year with no interruptions which should give the Shire a more realistic picture of how the museum will perform in the longer term.
Recreation Services	
No significant variations	
Manjimup Indoor Sports Pavilion	
No significant variation	
Manjimup Regional AquaCentre	
No significant variation	

Library and Information Services

No significant variations

Parks & Gardens

No significant variation

9. Transport as at 31 December 2022 is projected to be on budget.

Technical Services

Financial Assistance Grant - Roads	(\$41,283)	Higher than budgeted grant. This funding is directly related to road maintenance and as such will see a budget adjustment to road maintenance.
------------------------------------	------------	--

Works

Road Maintenance	41,283	Increased to account for grant directly related to road maintenance.
------------------	--------	--

10. Economic Services as at 31 December 2022 is projected to be on budget.

Building Services

No significant variations

Economic Development

No significant variations

11. Other Property and Services as at 31 December 2022 is projected to be on budget.

Parks & Gardens

No significant variations

Works

No significant variations

...

Net Current Asset Position as at 31 December 2022

Current Assets

Cash and cash equivalents	18,033,052
Trade and other receivables	3,394,124
Inventories	381,556
Other assets	387,134
Tax Assets	261,904

Total Current Assets	22,457,770
-----------------------------	-------------------

Current Liabilities

Trade and other payables	4,585,199
Provisions	1,915,058
Current Portion of Long Term Borrowings	357,813

Total Current Liabilities	6,858,070
----------------------------------	------------------

Total Net Current Assets	15,599,700
---------------------------------	-------------------

...

Capital

Infrastructure

O'Connor St Reseal - \$19,886 over budget due to price increase related to the supply and laying of black asphalt.

Light Vehicles

No significant variances to date.

Plant & Equipment

The Shire is in receipt of an HD Fire Unit for the Mordallup BFB \$413,265. This did not form part of the 2022/23 budget however as it is a funded assets it will have no negative affect on the Shire's end of year position.

Furniture & Equipment

No significant variances to date.

Land & Buildings

No significant variances to date.

...

Debtors

Debtors owing as at 31 December 2022 are \$3,394,124 compared to \$3,987,679 at the same time last year.

Sundry Debtors as at 31 December 2022 are \$214,798 down \$686,733 at the same time last year. The significant variation from last year to this year is due to the claiming of a grant from Department of Primary and Regional Development for \$528,000 in October 2021 unpaid in December 2021.

Rates Debtors as at 31 December 2022 are \$3,179,326 up \$93,178 on the same time last year. While an additional \$474,914 in rates were raised in the 2023 financial year, rates collection has been quite successful with a number of long term problematic rates debtor's properties being sold and outstanding rates paid at settlement.

...

Cash

As at the 31 December 2022 the Shire held \$18,033,052 cash in municipal, unspent loan funds and in reserve.

Municipal	\$ 10,948,323
Unspent Loan Funds	\$ 760,892
Reserve	\$ 6,323,837

...

SUBDIVISION PLAN (GREEN TITLE)

LOT 9002 (No. 332)
GOLF LINKS ROAD, PEMBERTON
SHIRE OF MANJIMUP

Legend

- Subject Land
- Proposed Lot Boundary
- Proposed Lot Detail 2001m²
- Existing Contours
- Fire Service Access Route (6m wide) to become a Shire Reserve
- Screen Planting
- Public Open Space
- Existing Buildings/Structures
- Electricity Asset

All proposed road reserves 20m wide

Existing No. Lots

Proposed No. Residential Lots

Proposed Public Open Space Reserve

Proposed Shire Emergency Services Reserve

Proposed balance lots

Lot 9002 contains no buildings

Proposed screen planting adjoining Vasse Highway 20m wide and proposed screen planting adjoining Pemberton Road North 15m wide.

Proposed Emergency Services Reserve

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

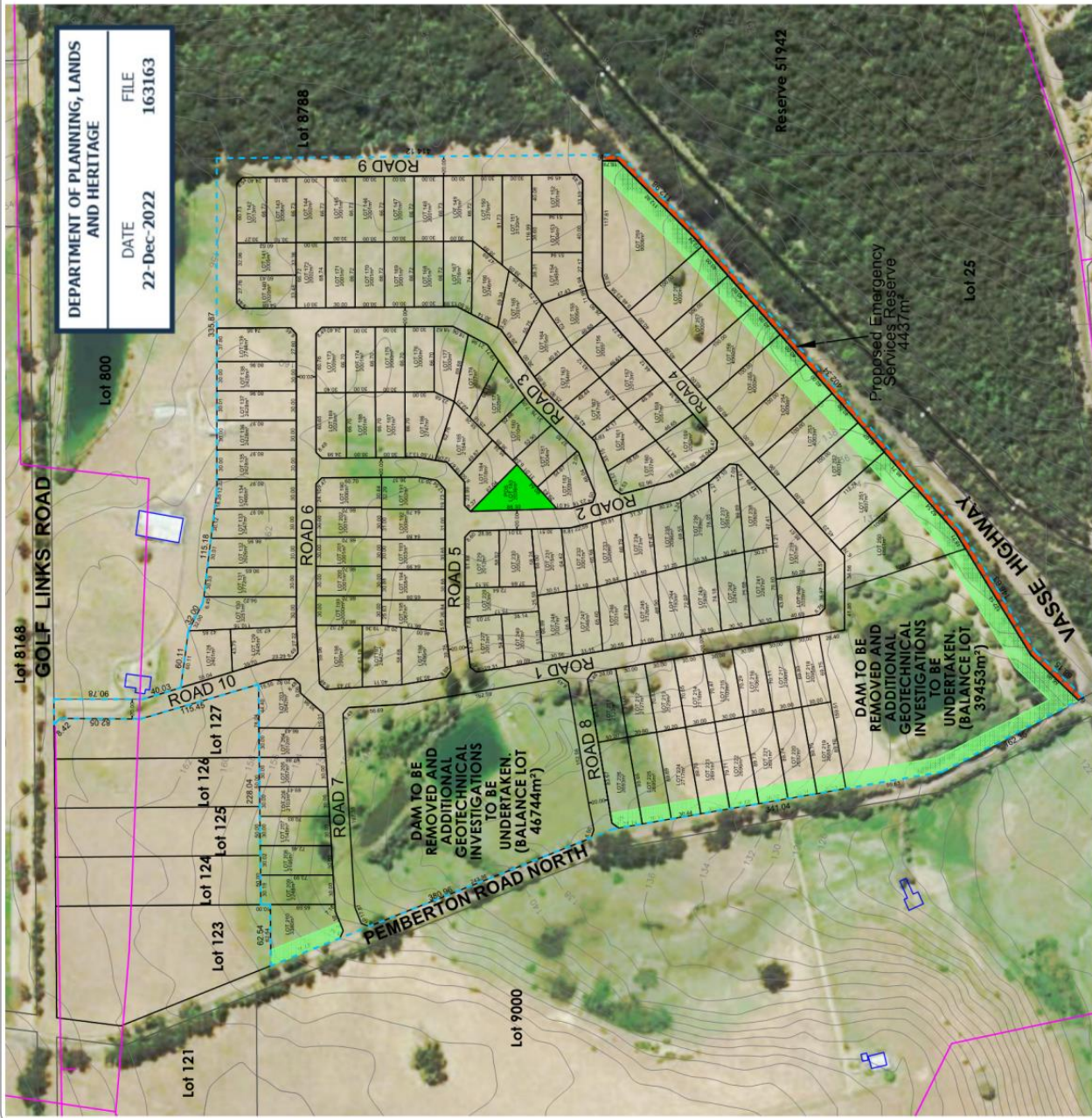
Proposed balance lots

Proposed balance lots

Proposed balance lots

Proposed balance lots

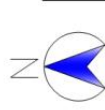
Proposed balance lots



STAGING PLAN

- Legend**
- Subject Land
 - Proposed Lot Boundary
 - Proposed Lot Detail
 - Fire Services Access Route (6m wide) to become a Shire Reserve
 - Public Open Space
 - Stage 1
 - Stage 2
 - Stage 3
 - LOT 145 2001m²
 - 61 lots
 - 71 lots
 - Lot yield for Stage 3 to be later determined

0 40 80 120 160 200m
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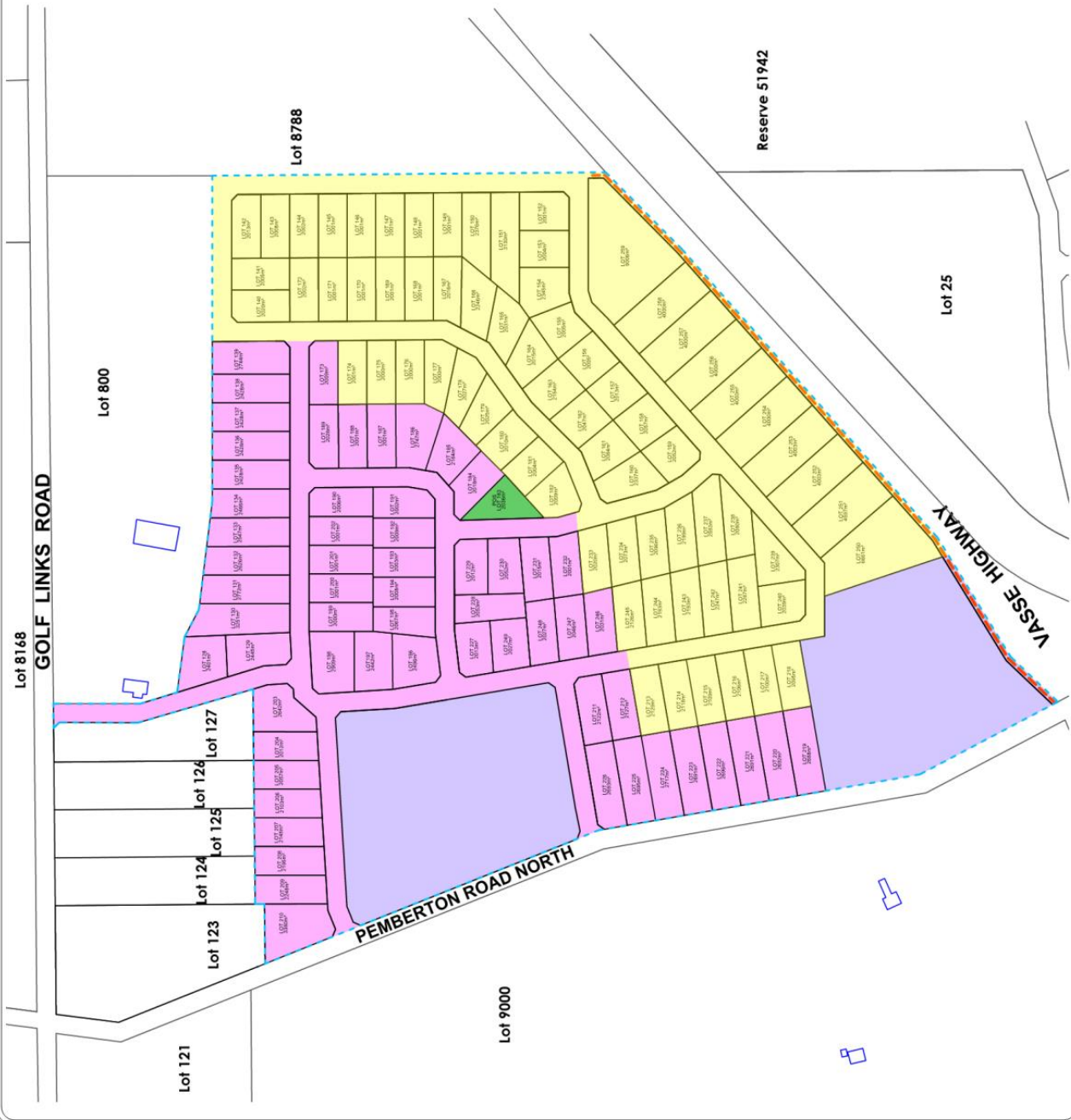


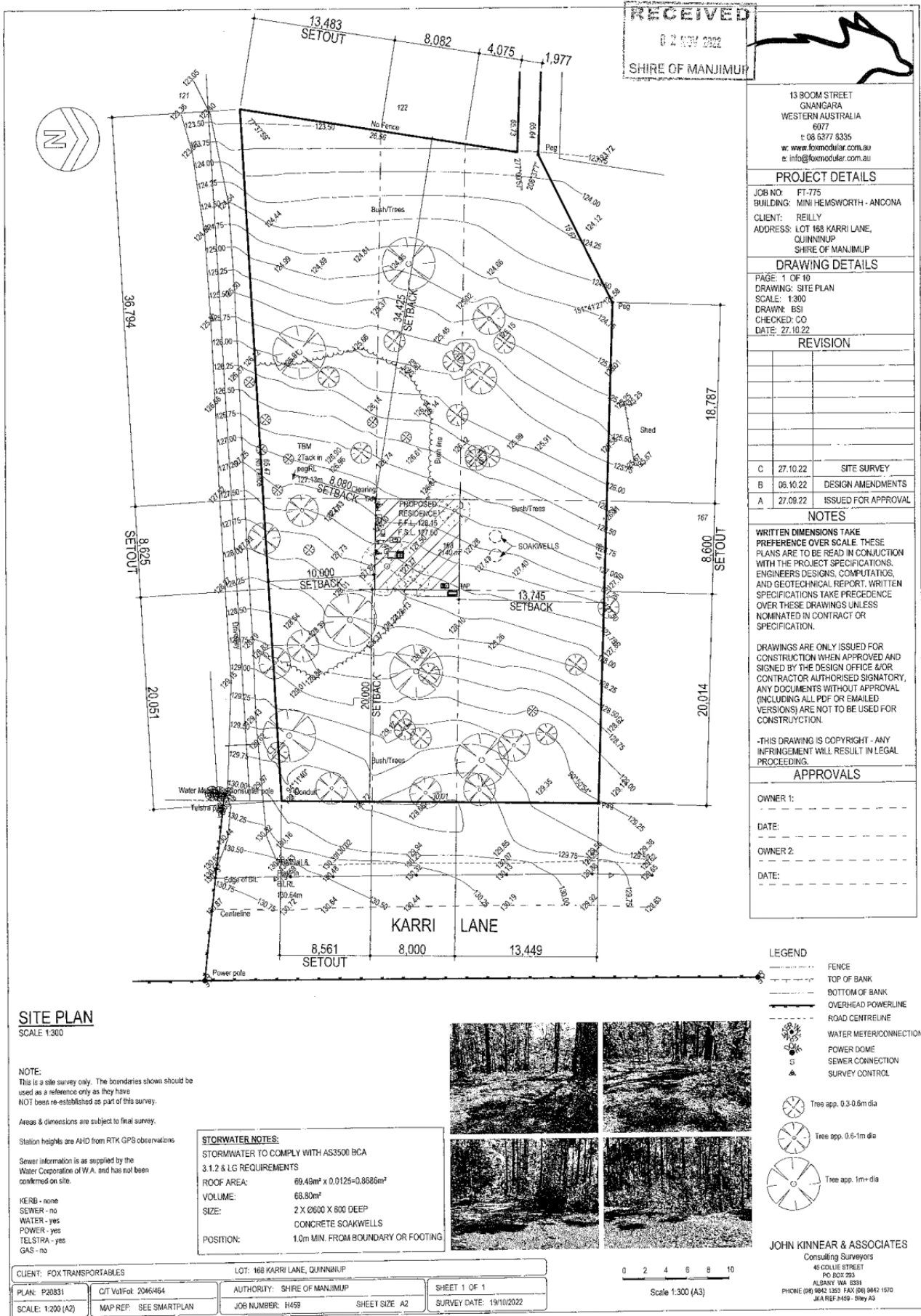
SCALE
APPROX.
1/4000

DATE
10th DECEMBER
2022

edge
PLANNING & PROPERTY

ROD LAKE LINI
PLANNING & PROPERTY
PAGE 171 OF 200
10/12/2022





<p>SUB FLOOR VENTILATION NOTES</p> <p>SUB FLOOR VENTILATION TO COMPLY WITH BCA 3.4.1</p>	<p>GLAZING NOTES</p> <p>GLAZING TO BCA 3.6 AND AS2047/AS1288</p>	<p>WET AREA NOTES</p> <p>WET AREAS TO BCA 3.8.1 & AS1740</p>	<p>METAL WALL GLAZING NOTES</p> <p>METAL GLAZING TO AS1562.1</p>
---	---	---	---

PROJECT DETAILS	
JOB NO: FT-175	
BUILDING: MINI HEWORTH - ANCONA	
CLIENT: REILLY	
ADDRESS: LOT 188 KARRI LANE, QUINNIPIT	
SHEEP OF MANUMIP	
DRAWING DETAILS	
PAGE: 2 OF 10	
DRAWING: FLOOR PLAN	
SCALE: 1/100	
DRAWN: BSI	
CHECKED: CO	
DATE: 27.10.22	

WRITTEN DIMENSIONS TO BE
 PREPARED TO THE FOLLOWING SCALE. THESE
 PLANS ARE TO BE READ IN CONJUNCTION
 WITH THE PROJECT SPECIFICATIONS,
 ENGINEERS DESIGNS, COMPUTATIONS,
 AND GEOTECHNICAL REPORT, WRITTEN
 SPECIFICATIONS TAKE PRECEDENCE
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 PROCEEDING.

APPROVALS

02 NOV 2022

SHIRE OF MANJIMUP

OWNER 1: _____

DATE: _____

OWNER 2: _____

DATE: _____

INSULATION REQUIREMENTS

REFER ENERGY REPORT FOR DETAILS

ROOF: 55mm ANTICON TO ROOF
CEILING: R4.1 CEILING BATTS
WALLS INTERIOR & EXTERIOR: R2.5 BATTS



FINAL DESIGN SUBJECT TO SITE SURVEY,
ENERGY EFFICIENCY ASSESSMENT,
ENGINEER'S REQUIREMENTS AND
COUNCIL APPROVAL

FINISHES NOTE:
EXTENT OF FINISHES SHOWN AS FOLLOWS

IRON ASH CLADDING WITH STAINED
FINISH.

COLORBOND CAPPING.

MATRIX PANNELLING.



15 November 2023

60 Jean St
Beaconsfield, WA 6162

Dear Kaylene

Thank you for reviewing my application to build a Fox modular home on my property at Quinninup.

The purpose for building this home is for my family to holiday and retreat in a peaceful environment surrounded by nature. My family and I live in Perth so this will be an incredibly special place for all of us to visit and spend time.

My vision for this property is to create a beautiful high-quality home, with as minimal an environmental impact as possible that fits into the surrounding landscape whilst meeting the relevant Bushfire Prevention requirements.

I therefore request the Council's approval to build a home, smaller than 100m² (specifically 68.8m²) as the size proposed:

- Is sufficient in size to meet the function and current purpose that I have described
- Minimises the visual footprint of the built environment from the road and for neighbours
- Minimises the number of trees and amount of vegetation I need to remove *
- Requires no environmental or tree clearing on neighbours' blocks; and
- Allows a diversion of funds to external features which increases the visual amenity of the property.

* I have attached the BAL Assessment recently completed which shows the amount of clearing required for the building to meet a BAL 40 or a BAL 29 rating based on a house of 68.8m². There is significant clearing required in both scenarios noting however that both scenarios limit the clearing to my block. A larger property would require more clearing and potentially clearing on neighbouring properties.

Prior to signing with Fox modular for the construction of my home, my brother contacted your planning office on my behalf around the 10 May to seek information in relation to the sale conditions and in particular the requirement to build a property of at least 100m². My understanding from that conversation was that this requirement can be changed at the discretion of the Council and that less tree and vegetation disturbance, by virtue of the construction of a smaller dwelling, was the preference of the Council. This preference made sense to me given the overall state of the environment and was important in my decision to proceed with a contract with Fox Modular for the construction of a smaller home.

I look forward to the Council's response.

Kind regards,

Natalie Reilly

Mob: 0424 807 950



Department of Biodiversity,
Conservation and Attractions



*We're working for
Western Australia.*

Your ref: DA22/187
Our ref: PRS 49780
Enquiries: P Bamess
Phone: 9771 7929
Email: peter.bamess@dbca.wa.gov.au

Kaylee Blee
Planning Customer Liaison Officer
Statutory Planning
Shire Of Manjimup
PO BOX 1
MANJIMUP WA 6258

Dear Kaylee

SUBJECT: ADVICE REQUESTED DA22/187: Lot 168, Karri Lane QUINNINUP

Thank you for your letter dated 23 November 2022 proposing a **Dwelling - Single** on the above-mentioned property.

The Department of Biodiversity Conservation and Attractions (department) provide the following response to your letter.

The department would like to advise that all fire protection requirements, including fire breaks to shire guidelines water supply and hazard separation zones should be provided for on the property itself, and there should be no expectation that any fire protection measures will be provided for the proponent on the adjacent department-managed lands.

The Department has no objections to this proposal providing due consideration is given to the above comments.

Please contact Peter Bamess at the Warren Regional office (9771 7929) if you have any queries regarding this advice.

Yours sincerely,

Tim Foley
AV Regional Manager, Warren Region

23 December 2022

Warren Region
Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 9771 7988 Email: [warren.admin@dbca.wa.gov.au]
Web: pws.dbca.wa.gov.au

Brian Robinson

From: James Crook <
Sent: Monday, 28 November 2022 1:08 PM
To: Kaylee Blee
Subject: Re: Invitation to comment on DA22/187

Hi Kaylee,

We are concerned about the lack of a driveway to access the block. We do not want our driveway used at all, by the block owners and builders/trades.

Regards
James & Ann Maree



Local Government Use

Bushfire Attack Level & Planning Report



Indicative BAL rating

Produced Applying AS 3959:2018 Bushfire Attack Level Determination Methodology

Lot 168 Karri Lane, Quinninup

Shire of Manjimup

Report Date: 23 July 2022

Job Reference No: 220629

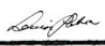
COMPANY AND BUSHFIRE CONSULTANT DETAILS			
<p>BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING ACN: 39 166 551 784 ABN: 39 166 551 784 LEVEL 1, 159-161 JAMES STREET GUILDFORD WA 6055 PO BOX 388 GUILDFORD WA 6935 08 6477 1144 admin@bushfireprone.com.au</p>		<div style="border: 1px solid black; padding: 5px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. BPAD 51589</p> <p>Signature </p> <p>Date 23 July 2022</p> </div> <p style="text-align: center;">Authorised Practitioner Stamp</p>	
Author:	Louise Stokes (BPAD Level 1 No. 51589)		
Reviewed:	Kathy Nastov (BPAD Level 3 No. 27794)		
ASSESSMENT AND REPORT DETAILS			
<p>THIS REPORT HAS BEEN PREPARED BY AN ACCREDITED BPAD PRACTITIONER USING THE SIMPLIFIED BAL DETERMINATION PROCEDURE (METHOD 1) AS DETAILED IN SECTION 2 OF AS 3959:2018.</p> <p>Fire Protection Association Australia, as the accrediting body for BPAD accreditation, makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the practitioner who prepared this report.</p>			
Version	Details	Site Assessment Date	Report Date
1.0	Original	19 July 2022	23 July 2022
-	-		
BAL (Master) Template v14.2			
<p>Period of Validity: Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the accredited practitioner and where required an updated report and/or BAL certificate issued.</p>			
<p>Limitations: The protection measures that will be implemented based on information presented in this report are minimum requirements and they do not guarantee that buildings or infrastructure will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating.</p> <p>This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required protection measures (including bushfire resistant construction) and any other required or recommended measures, will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>All surveys, forecasts, projections and recommendations made in this report associated with the proposed development or use are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.</p> <p>Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.</p>			
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1 REPORT PURPOSE AND SUMMARY OUTCOME

This BAL Report covers the proposed residence for Lot 59 Rainbow Trout Retreat, Quinninup, in the Shire of Manjimup.

2 PROPOSED BUILDING WORKS OR USE

Planning Stage:	Building Application - submitted via Planning and Development
Subject lot/site total area:	2,141m ²
Primary Building Work and/or Use	Construction of a new single house or ancillary dwelling
Associated Building	
Main Class of Building - Building Code of Australia (NCC)	Class 1
Description of the proposed development/use:	
This BAL Report is for the primary residence	

Figure 1: Site plans relied upon to locate the building works on the lot.



220629 Lot 168 Karri Lane, Quinninup (BAL COND)

3



3 INFORMATION FOR LOCAL GOVERNMENT BUILDING SERVICES (& THE LANDOWNER)

BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS

The transfer (flux/flow) of radiant heat from the bushfire to a receiving object is measured in kW/m². The AS 3959:2018 BAL determination methodology establishes the ranges of radiant heat flux that correspond to each bushfire attack level. These are identified as BAL-LOW, BAL-12.5, BAL-19, BAL-29, BAL-40 and BAL-FZ.

The bushfire performance requirements for certain classes of buildings are established by the Building Code of Australia (Vol. 1 & 2 of the NCC). The BAL will establish the bushfire resistant construction requirements that are to apply in accordance with AS 3959:2018 - Construction of buildings in bushfire prone areas and the NASH Standard – Steel framed construction in bushfire areas (NS 300 2021), whose solutions are deemed to satisfy the NCC bushfire performance requirements.

DETERMINED BAL RATINGS

A BAL Certificate can be issued for a determined BAL. A BAL can only be classed as 'determined' for an existing or future building/structure when:

1. It's final design and position on the lot are known and the stated separation distance from classified bushfire prone vegetation exists and can justifiably be expected to remain in perpetuity; or
2. It will always remain subject to the same BAL regardless of its design or position on the lot after accounting for any regulatory or enforceable building setbacks from lot boundaries as relevant and necessary (e.g., R-codes, restrictive covenants, defined building envelopes) or the retention of any existing classified vegetation either onsite or offsite.

INDICATIVE BAL RATINGS

A BAL Certificate cannot be issued for an indicative BAL. A BAL will be classed as 'indicative' for an existing or future building/structure when the required conditions to derive a determined BAL are not met.

This class of BAL rating indicates what BAL(s) could be achieved and the conditions that need to be met are stated.

Converting the indicative BAL into a determined BAL is conditional upon the currently unconfirmed variable(s) being confirmed by a subsequent assessment and evidential documentation. These variables will include the future building(s) location(s) being established (or changed) and/or classified vegetation being modified or removed to establish the necessary vegetation separation distance. This may also be dependent on receiving approval from the relevant authority for that modification/removal.

3.1 BAL Assessment Summary

3.1.1 BAL Assessment Results

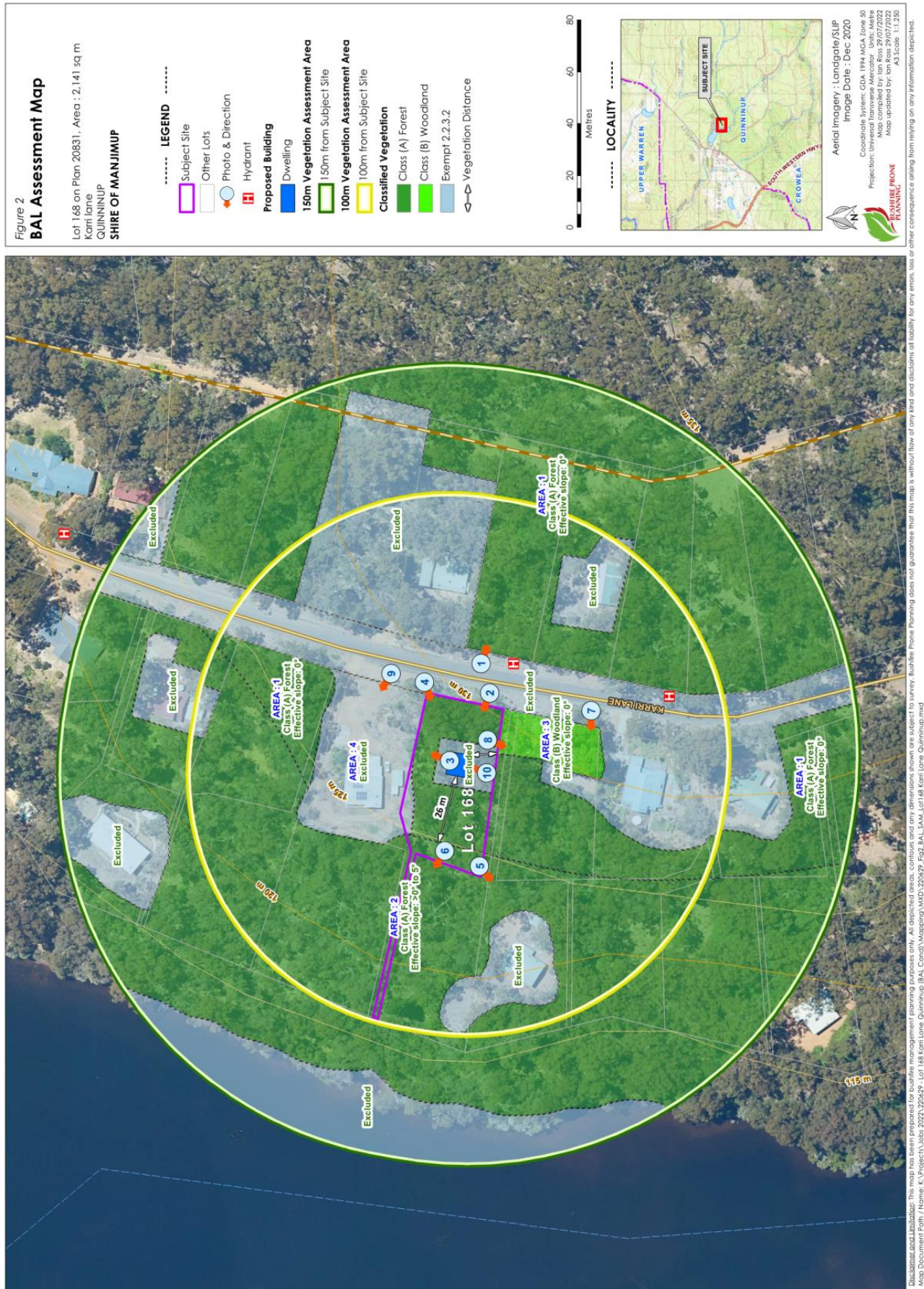
ASSESSMENT RESULT - THE BUSHFIRE ATTACK LEVEL (BAL)			
The Bushfire Attack Level (the highest assessed BAL) for the site (being the part of the allotment of land on which a building stands or is to be erected) / proposed development, has been determined in accordance with AS 3959:2018 clause 2.2.6 for the Method 1 procedure and/or AS 3959:2018 Appendix B for the Method 2 procedure (as relevant). The applicable site data applied to calculations is presented in the next section of this report.			
Future Building on Lot 125.	Primary residence	DETERMINED BUSHFIRE ATTACK LEVEL	BAL-FZ
Future Building on Lot 125.	Primary residence	INDICATIVE BUSHFIRE ATTACK LEVEL	BAL-29



IDENTIFICATION OF SHIELDED ELEVATION(S) – REDUCTION IN CONSTRUCTION REQUIREMENTS		
<p>In accordance with AS 3959:2018 Clause 3.5, where an elevation is not exposed to the source of bushfire attack, the construction requirements for that elevation can reduce to the next lower BAL, but not below BAL-12.5. This shall apply to all elements of the wall, including openings, but shall not apply to subfloors or roofs.</p> <p>When applicable, the shielded elevation(s) are identified on the site plan when practical, otherwise a separate diagram.</p>		
Proposed Building Works	Primary residence	The shielding provisions cannot be applied.

3.1.2 BAL Determination Method(s) Applied and the Location of Detailed Data and Results

Procedure Method (AS 3959:2018)	Applied to the BAL Assessment	Location of the Site Assessment Data			Location of the Results
		Site Assessment Map	Calculation Input Variables		Assessed Bushfire Attack Levels and/or Radiant Heat Levels
			Summary Data	Detailed Data with Explanatory and Supporting Information	
Method 1 (Simplified)	Yes	Figure 1	N/A	N/A	Table 1



3.1.1 BAL Site Assessment Data

Table 1: Summary of applied calculation input variables applied to deriving the BAL rating for the identified exposed element (the relevant building/structure).

DATA APPLIED TO THE DERIVATION OF THE BUSHFIRE ATTACK LEVELS (BAL) ¹									
BAL Determination Method	METHOD 1 - AS 3959:2018 CLAUSE 2.2 - SIMPLIFIED PROCEDURE							Applied Fire Danger Index	FDI 80
The Receiver of Radiant Heat Relevant Building(s) / Structure(s)	Vegetation Classification		Effective Slope		Applied Range	Separation Distance	metres	Bushfire Attack Level (AS 3959:2018 Table 2.5)	
			Measured	degrees					
	Area	Class	degrees	degree range					
	Primary Residence	1	(A) Forest	flat 0	Upslope or flat 0	7			BAL-FZ
		2	(A) Forest	d/slope 4	Downslope >0-5	26			BAL-40
		3	(B) Woodland	upslope	Upslope or flat 0	10			BAL-29
4		Excluded cl 2.2.3.2(e & f)			-	BAL-LOW			
							Determined Bushfire Attack Level	BAL-FZ	

¹ All data and information supporting the determination of the classifications and values stated in this table and any associated justification, is presented in Appendix A.

² The building setback is identified as a component of the total distance when its use (or not) is important to be identified. It can be the relevant R-Code setback or another defined setback (e.g., restricted covenant) that is to apply to the proposed building/structure.



3.2 Provision of a Conditional Bushfire Attack Level

CONDITIONS TO BE MET

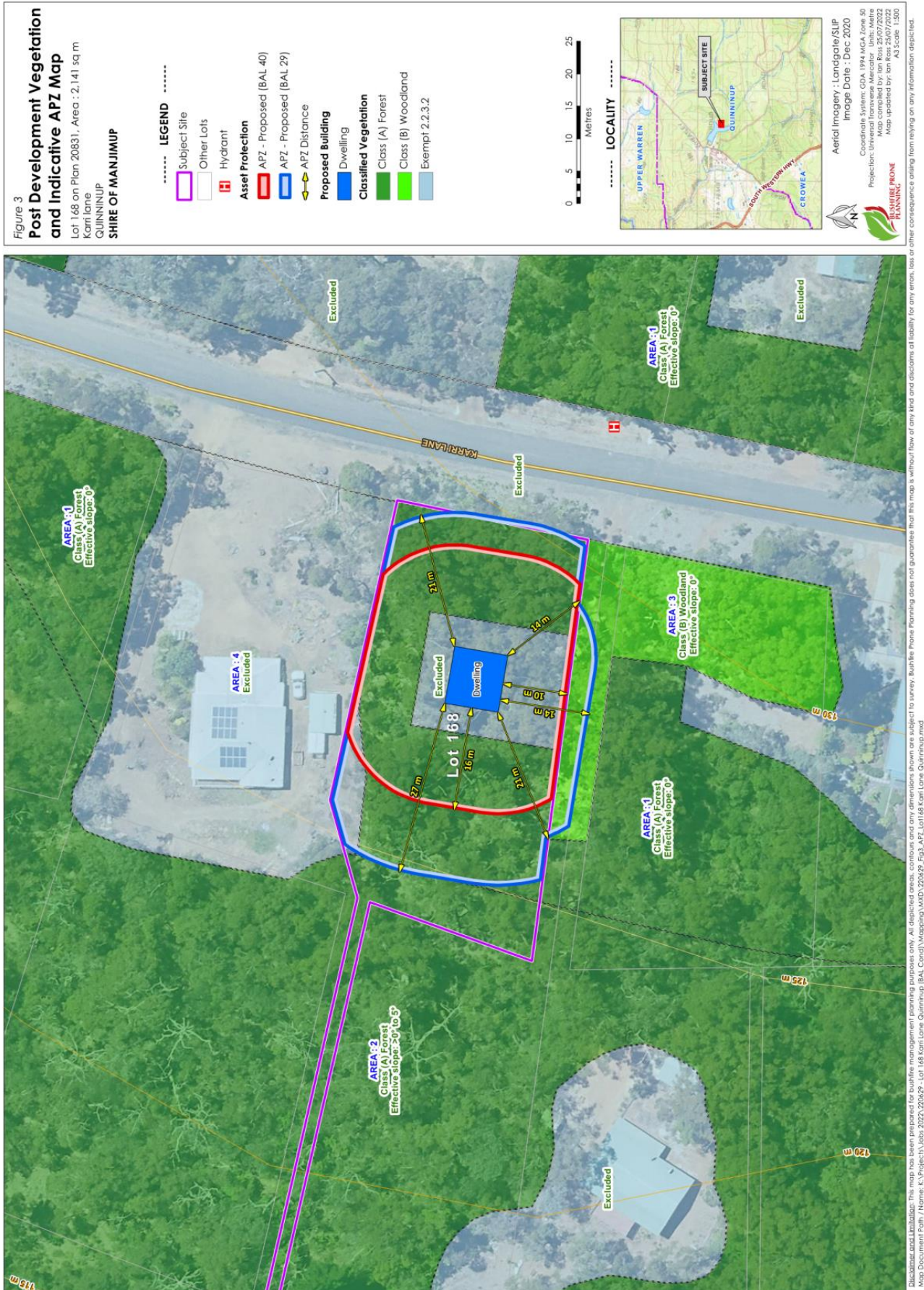
The assessments conducted to produce this report have determined it is possible to achieve a lower Bushfire Attack Level for the proposed development/use. The conditions to be met are:

1. The identified areas(s) of classified vegetation are modified to enable justifiable reclassification to a lower threat classification;
2. Establish increased separation distances between the subject building works and identified areas of classified vegetation by either changing the design or location on the lot of any proposed building works and/or modification/removal of existing bushfire prone vegetation;
3. Ensure the APZ is established within the boundaries of the lot on which the proposed building works or use is situated. It can only include land outside the lot where that land is non-vegetated and/or any existing vegetation is low threat, managed in a minimal fuel condition and it can be justified that it will be maintained in this state in perpetuity; and
4. **Where native vegetation modification/removal is required, that environmental approval from the local government (or other relevant authority) has been received prior to modifying / removing native vegetation.**

THE PROCESS AND INFORMATION PROVIDED BY BUSHFIRE PRONE PLANNING (BPP)

1. When modification/removal of native vegetation is required, BPP will not provide a conditional BAL lower than BAL-29. A lower BAL requires a larger APZ for which approval should be sought from the local government. An exception to this approach may exist if a justification statement identifies that the native vegetation to be modified/removed is minor;
2. When modification/removal of non- native vegetation is proposed, BPP will state the lowest BAL that can be achieved. Due consideration is given to the resultant APZ size and how realistic it will be to maintain; and
3. Once the required conditions are met, a compliance report will be produced, and the BAL Certificate can be issued. If vegetation is modified/removed, a site re-visit will be required to confirm the achievement of the vegetation separation distances or any change to the classification of vegetation.

MINIMUM VEGETATION SEPARATION DISTANCES REQUIRED TO ACHIEVE THE CONDITIONAL BAL						
The Receiver of Radiant Heat Relevant Building(s)/Structure(s)	Vegetation Classification		Conditional Bushfire Attack Level	Vegetation Separation Distance		
	Area	Class		Required (m)	Current (m)	Minimum Additional Required (m)
Proposed residence	1	(A) Forest	BAL-29	21	7	14
	2	(A) Forest		27	26	1
	3	(B) Woodland		14	10	4
	4	Excluded, clauses 2.2.3.2 (e) & (f)		-	-	-
Comments: Additional under clearing of vegetation along the driveways will achieve Woodland classification to the south of the development site.						





APPENDIX A: BAL ASSESSMENT DATA (DETAILED) AND SUPPORTING INFORMATION

A1: Assessed Site Inputs Common to the Method 1 and Method 2 Procedures

A1.1: FIRE DANGER INDICES (FDI/ FDI/GFDI)

When using Method 1 the relevant FDI value required to be applied for each state and region is established by AS 3959:2018, Table 2.1. Each FDI value applied in Tables 2.4 – 2.7 represents both the Forest Fire Danger Index (FFDI) and a deemed equivalent for the Grassland Fire Danger Index (GFDI), as per Table B2 in Appendix B. When using Method 2, the relevant FFDI and GFDI are applied.

The values may be able to be refined within a jurisdiction, where sufficient climatological data is available and in consultation with the relevant authority.

Relevant Jurisdiction:	WA	Region:	Whole State	Method 1	Applied FDI:	80
				Method 2	Applied FFDI:	N/A
					Applied GFDI:	N/A

A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION

Vegetation Types and Classification

In accordance with AS 3959:2018 clauses 2.2.3 and C2.2.3.1, all vegetation types within 100 metres of the 'site' (defined as "the part of the allotment of land on which a building stands or is to be erected"), are identified and classified. Any vegetation more than 100 metres from the site that has influenced the classification of vegetation within 100 metres of the site, is identified and noted. The maximum excess distance is established by AS 3959: 2018 cl 2.2.3.2 and is an additional 100 metres.

Classification is also guided by the Visual Guide for Bushfire Risk Assessment in WA (WA Department of Planning February 2016) and any relevant FPA Australia practice notes.

Modified Vegetation

The vegetation types have been assessed as they will be in their natural mature states, rather than what might be observed on the day. Vegetation destroyed or damaged by a bushfire or other natural disaster has been assessed on its expected re-generated mature state. Modified areas of vegetation can be excluded from classification if maintained in a permanently low threat, minimal fuel condition, satisfying AS 3959:2018 s2.2.3.2(f), and there is sufficient justification to reasonable expect that this modified state will exist in perpetuity.





The Influence of Ground Slope

Where significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.



THE INFLUENCE OF VEGETATION GREATER THAN 100 METRES FROM THE SUBJECT SITE

Vegetation area(s) within 100m of the site whose classification has been influenced by the existence of bushfire prone vegetation from 100m – 200m from the site:	No.
Assessment Statement:	No vegetation types exist close enough, or to a sufficient extent, within the relevant area to influence classification of vegetation within 100 metres of the subject site.





VEGETATION AREA 1						
Classification	A. FOREST					
Types Identified	Tall open forest A-01					
Exclusion Clause						
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees
Foliage Cover (all layers)	30-70%		Shrub/Heath Height	Up to 4m	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Eucalypt vegetation (primarily Jarrah and Marri) trees to 25m in height with 70% vegetation cover. Some clearing has been undertaken in preparation for construction.					
Understorey:	The understorey is a mix of Karri wattle, native bushes, unmanaged grasses and fallen logs and branches					
Additional Justification:	Not Required.					
Post Development Assumptions:	This vegetation is onsite so can be cleared to improve the fire mitigation and to reduce the BAL rating.					
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VEGETATION AREA 2						
Classification	A. FOREST					
Types Identified	Tall open forest A-01					
Exclusion Clause						
Effective Slope	Measured	d/slope 4 degrees		Applied Range (Method 1)		Downslope >0-5 degrees
Foliage Cover (all layers)	30-70%	Shrub/Heath Height		Up to 4m	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Eucalypt vegetation (primarily Jarrah and Marri) trees to a height of 30 metres. There are a small number of individual Karri trees that are in excess of 30m high.					
Understorey:	The understorey is a mix of saplings, Karri Wattle and Acacias, native bushes, bracken and fallen logs/branches with unmanaged grasses.					
Additional Justification:	Not required					
Post Development Assumptions:	Some vegetation is onsite so can be cleared to improve the fire mitigation and to reduce the BAL rating. The balance of the vegetation is offsite, and vegetation cannot be modified or removed.					
<div><div>34°26'12", 116°15'37", 106.1m, 276° 19 Jul 2022 3:50:22 pm</div></div> <div><div>34°26'11", 116°15'37", 103.4m, 259° 19 Jul 2022 3:52:54 pm</div></div>						
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VEGETATION AREA 3								
Classification	B. WOODLAND							
Types Identified	Tall woodland A-02							
Exclusion Clause								
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees		
Foliage Cover (all layers)	10-30%		Shrub/Heath Height		N/A		Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Eucalypt vegetation (primarily Jarrah, Karri and Marri) trees to a height of 30m. Vegetation cover is 10-30%							
Understorey:	The understorey is managed by the property owner.							
Additional Justification:	Not required							
Post Development Assumptions:	Understorey clearing of vegetation along the dual driveways will achieve woodland classification to the south of the development site.							
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VEGETATION AREA 4						
Classification	Excluded, clauses 2.2.3.2 (e) & (f)					
Types Identified						
Exclusion Clause	Vegetation has been removed in preparation for construction. Neighbouring properties are classified as excludable, with appropriate APZ's in place for fire mitigation.					
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)	Upslope or flat 0 degrees	
Foliage Cover (all layers)	-	Shrub/Heath Height		-	Tree Height	-
Dominant & Sub-Dominant Layers (species as relevant)	Low threat vegetation on neighbouring properties that is managed. Onsite vegetation has been removed in preparation for construction.					
Understorey:						
Additional Justification:	Not required					
Post Development Assumptions:	Vegetation within the building envelope can be removed or managed to achieve an Exclusion area and appropriate APZ around the proposed residence.					
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A1.3: EFFECTIVE SLOPE

Measuring

Effective slope refers to the slope "under the classified vegetation which most significantly influences bushfire behaviour (AS 3959:2018, clause B4, CB4). It is not the average slope.

It is described as upslope, flat or downslope when viewed from the exposed element (e.g., building) looking towards the vegetation – and measured in degrees. Ground slope has a direct and significant influence on a bushfire's rate of spread and intensity, which increases when travelling up a slope.

The slope under the vegetation in closest proximity to the exposed element(s), over the distance that will most likely carry the entire depth of the flaming front, will be a significant consideration in the determination of the effective slope. This distance is determined as a function of the potential quasi-steady rate of spread and expected residence time (i.e., the flaming combustion period at a single point on the ground), of a bushfire in the specific vegetation type/landscape scenario.

Slope Variation Within Areas of Vegetation

Where a significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.

Slope Variation Due to Multiple Development Sites

When the effective slope, under a given area of bushfire prone vegetation, will vary significantly relative to multiple proposed development sites (exposed elements), then the effective slopes corresponding to each of the different locations, are separately identified.

The relevant (worst case) effective slope is determined in the direction corresponding to the potential directions of fire spread towards the subject building(s).

Differences in Application of Effective Slope - AS 3959:2018 Method 1 versus Method 2 Procedures

The Method 1 procedure provides five different slope ranges from flat (including all upslopes) to 20 degrees downslope to define the effective slope and bushfire behaviour model calculations apply the highest value in each range (i.e., 0°, 5°, 10°, 15° or 20°).

The Method 2 procedure requires an actual slope (up or down in degrees) to be determined. AS 3959:2018, clause B1 limits the effective slope that can be applied to 30 degrees downslope and 15 degrees upslope. Where any upslope is greater than 15 degrees, then 15 degrees is to be used.

SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION

The effective slopes determined from the site assessment are recorded in Table 1 of this Report. When their derivation requires additional explanation and justification, this is provided below.

A1.4: SEPARATION DISTANCE

Measuring

The separation distance is the distance in the horizontal plane between the receiver (building/structure or area of land being considered) and the edge of the classified vegetation (AS 3959:2018, clause 2.2.4)

The relevant parts of a building/structure from which the measurement is taken is the nearest part of an external wall or where a wall does not exist, the supporting posts or columns. Certain parts of buildings are excluded including eaves and roof overhangs.

The edge of the vegetation, for forests and woodlands, will be determined by the unmanaged understorey rather than either the canopy (drip line) or the trunk (AS 3959:2018, clause C2.2.5).

Measured Separation Distance as a Calculation Input

If a separation distance can be measured because the location of the building/structure relative to the edge of the relevant classified vegetation is known, this figure can be entered into the BAL calculation. The result is a determined BAL rating.

Assumed Separation Distance as a Calculation Input

When the building/structure location within the lot is not known, an assumed building location may be applied that would establish the closest positioning of the building/structure relative to the relevant area of vegetation.

The assumed location would be based on a factor that puts a restriction on a building location such as:

- An established setback from the boundary of a lot, such as a residential design code setback or a



restrictive covenant; or

- Within an established building envelope.

The resultant BAL rating would be indicative and require later confirmation of the building/structure actual location relative to the vegetation to establish the determined BAL rating.

Separation Distance as a Calculation Output

With the necessary site specific assessment inputs and using the AS 3959:2018 bushfire modelling equations, the range of separation distances that will correspond to each BAL rating (each of which represents a range of radiant heat flux), can be calculated.

This has application for bushfire planning scenarios such as:

- When the separation distance cannot be measured because the exact location of the exposed element (i.e., the building, structure or area), relative to classified vegetation, is yet to be determined.

In this scenario, the required information is the identification of building locations onsite that will correspond to each BAL rating. That is, indicative BAL ratings can be derived for a variety of potential building/structure locations; or

- The separation distance is known for a given building, structure or area (and a determined BAL rating can be derived), but additional information is required regarding the exposure levels (to the transfer of radiant heat from a bushfire), of buildings or persons, that will exist at different points within the subject site.



APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ

THE ASSET PROTECTION ZONE (APZ) - DESCRIPTION

This is an area surrounding a habitable building containing either no fire fuels and/or low threat fire fuels that are maintained in a minimal fuel condition. The primary objectives include:

- To ensure the building is sufficiently separated from the bushfire hazard to limit the impact of its direct attack mechanisms. That is, the dimensions of the APZ will, for most site scenarios, remove the potential for direct flame contact on the building, reduce the level of radiant heat to which the building is exposed and ensure some reduction in the level of ember attack (with the level of reduction being dependent on the vegetation types of present);
- To ensure any vegetation retained within the APZ presents low threat levels and prevents surface fire spreading to the building;
- To ensure other combustible materials that can result in consequential fire (typically ignited by embers) within both the APZ and parts of the building, are eliminated, minimised and/or appropriately located or protected. (Note: The explanatory notes in the Guidelines provide some guidance for achieving this objective and other sources are available. Research shows that consequential fire, ignited by embers, is the primary cause of building loss in past bushfire events); and
- To provide a defendable space for firefighting activities.

B1: The Dimensions of the APZ to be Established and Maintained

UNDERSTANDING THE APZ PLANNING ASSESSMENT VERSUS ITS IMPLEMENTATION REQUIREMENTS

THE 'PLANNING BAL-29' APZ

It is important to understand is that the 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically established and maintained by a landowner. It is a screening tool for making planning approval decisions.

The assessment against the Bushfire Protection Criteria is conducted for planning approval purposes. To satisfy acceptable solution 'A2.1: Asset Protection Zone', it must be demonstrated that certain minimum separation distances between the relevant building/structure and different classes of bushfire prone vegetation either exist or can be created and will remain in perpetuity.

The required minimum separation distances are those that will ensure the potential radiant heat impact on relevant existing or future buildings does not exceed 29 kW/m². The area of land contained within these separation distances is described as an Asset Protection Zone (APZ) and is to be comprised of non-vegetated land or vegetation managed in a minimal fuel, low threat condition.

The applicable minimum separation distances will vary dependent on the vegetation types, the slope of the land they are growing on and other relevant factors specific to the site and its use.

The resulting 'Planning BAL-29' APZ dimensions may extend outside subject lot boundaries.

It is the purpose of the bushfire consultant's 'Supporting Assessment Detail', that is presented in the assessment against the acceptable solution A2.1, that will identify and justify how any offsite land within the 'Planning BAL-29' APZ (which the subject landowner has no authority or responsibility to manage), will meet the requirements of being either non-vegetated land or vegetation managed in a minimal fuel, low threat condition and likely to remain in this state in perpetuity. Or otherwise, explain how this condition cannot be met.

It is the 'Planning BAL-29' APZ dimensions that will be stated in relevant tables and shown on maps as necessary in this BMP. The exceptions are the tables that are included within this appendix - when relevant to the subject lot(s) - which will present 'BAL Rating' and 'Landowner' APZ dimensions.



THE 'BAL RATING' APZ

The 'BAL Rating' APZ will ensure that the potential radiant heat exposure of the building/structure will be limited to the level that the applied construction requirements, (i.e., those corresponding to the building/structure's determined BAL rating), are designed to resist.

The minimum dimensions of the 'BAL Rating' APZ to be established and maintained will be those that correspond to the determined BAL rating for the specific building/structure. They will account for the specific conditions on and surrounding the subject lot.

The required dimensions of the 'BAL Rating' APZ establish the size of the APZ that must physically exist either entirely within a subject lot or in combination with an area of adjoining land.

If in combination with adjoining (offsite) land, it must be justified how the offsite land can most reasonably be expected to either remain unvegetated or be able to meet and maintain the APZ Standards in perpetuity, without any actions by the owner of the subject lot.

The applicable determined BAL rating will have been stated in the relevant assessment section of this BMP when it can be assessed as a 'determined' rather than 'indicative' rating. Otherwise, it will be shown on the BAL Certificate that is submitted as part of a building application.

THE 'LANDOWNER' APZ

Dimensions: The 'Landowner' APZ is to be established and maintained by the owner of the subject lot. The minimum dimensions are the 'BAL Rating' APZ dimensions except that they will be limited to the distance that they can be established within the subject lot. (Note: Any removal of native vegetation may require the approval of the relevant authority.)

The remaining required separation distance outside the lot has been assessed by the bushfire consultant to be most likely to remain in a low threat state in perpetuity without any actions to be taken by the owner of the subject lot.

These minimum 'within the lot' APZ dimensions will only be greater when the relevant local government's annual firebreak / hazard reduction notice (issued under s33 of the Bushfires Act 1954), specifies the APZ dimensions to be applied within the lot and they are greater. Consequently, the 'Landowner' APZ dimensions can be a combination of the 'BAL Rating' Dimensions and the Local Government requirements. Check their annual notice for revisions to these requirements.

The dimensions of the 'Landowner' APZ establish the size of the APZ that must be established and maintained by the landowner within the subject lot.

Location: The 'Landowner' APZ for which the landowner has the responsibility to establish and maintain, is that which will exist entirely within the boundaries of the relevant lot, unless an approved formal and enforceable agreement allows them to manage a specified area of land external to the subject lot.

In most cases the landowner will only have authority and responsibility to establish and manage the APZ within the subject lot.

Otherwise, when there is a remaining part of the 'BAL Rating' APZ existing outside the subject lot, then these areas of land will, in most situations, include non-vegetated areas (e.g., roads / parking / drainage / water body), formally managed areas of vegetation (e.g., public open space / recreation areas / services installed in a common section of land) or an APZ on a neighbouring lot that is required to be established and maintained by the owner of that adjoining lot.

For vulnerable land uses, the 'BAL Rating' APZ and 'Landowner' APZ will also refer to the dimensions corresponding to radiant heat impact levels of 10 kW/m² and 2 kW/m² (calculated using 1200K flame temperature).

For development applications only, the 'Landowner' APZ dimensions are also shown on the Property Bushfire Management Statement in Section 6.3.1 of this BMP when it is a required component of the Bushfire Management Plan.



THE 'LANDOWNER' APZ DIMENSIONS TO BE ESTABLISHED AND MAINTAINED							
Relevant Buildings(s)	Classified Vegetation Refer to Fig 3.1	Minimum Required Separation Distances (m) - Building to Vegetation					
		The 'BAL Rating' APZ				As Directed by the Applicable 2022 Local Government Firebreak / Hazard Reduction Notice	The 'Landowner' APZ (limited to the subject lot boundary unless otherwise justified)
		Corresponding to the Stated 'Determined' BAL					
		BAL-29	BAL-19	BAL-12.5	BAL-40		
Proposed primary residence	Area 1	21			16		
	Area 2	27			20		
	Area 3	14			10		
	Area 4	-			-		
Comments:							



B2: The Standards for the APZ as Established by the Guidelines (DPLH, v1.4)

Within the Guidelines (source: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>), the management Standards are established by:

- Schedule 1: Standards for Asset Protection Zones (see extract below) established by the Guidelines; and
- The associated explanatory notes (Guidelines E2) that address (a) managing an asset protection zone (APZ) to a low threat state (b) landscaping and design of an asset protection zone and (c) plant flammability.

Guidelines for
Planning in
Bushfire
Prone Areas

71

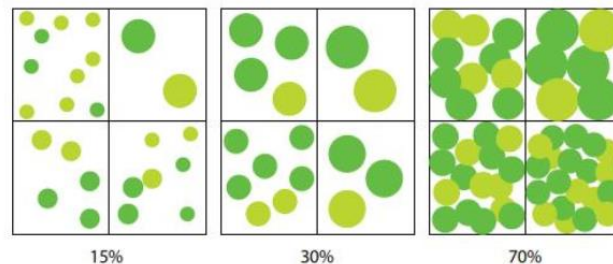


ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> • Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> • Should be managed and removed on a regular basis to maintain a low threat state. • Should be maintained at <2 tonnes per hectare (on average). • Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> • Trunks at maturity should be a minimum distance of six metres from all elevations of the building. • Branches at maturity should not touch or overhang a building or powerline. • Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. • Canopy cover within the APZ should be <15 per cent of the total APZ area. • Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.

Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity





Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> • Should not be located under trees or within three metres of buildings. • Should not be planted in clumps >5 square metres in area. • Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> • Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. • Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
Grass	<ul style="list-style-type: none"> • Grass should be maintained at a height of 100 millimetres or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> • Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> • Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

* Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes

B3: The Standards for the APZ as Established by the Local Government

Refer to the firebreak / hazard reduction notice issued annually (under s33 of the Bushfires Act 1954) by the relevant local government. It may state Standards that vary from those established by the Guidelines and that have been endorsed by the WAPC and DFES as per Section 4.5.3 of the Guidelines.

A copy of the relevant annual notice is not included here as they are subject to being reviewed and modified prior to issuing each year. Refer to ratepayers notices and/or the local government's website for the current version.



B4: Maintaining Low Threat and Non-Vegetated Areas Excluded from Classification

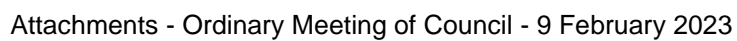
AS 3959 establishes the methodology for determining a bushfire attack level (BAL). The methodology includes the classification of the subject site's surrounding vegetation according to their 'type' and the application of the corresponding bushfire behaviour models to determine the BAL. Certain vegetation can be considered as low threat and excluded from classification. Where this has occurred in assessing the site, the extract from AS3959:2018 below state the requirements (including the size of the vegetation area if relevant to the assessment) for maintenance of those areas of land.

15	AS 3959:2018
<p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>The following vegetation shall be excluded from a BAL assessment:</p> <ul style="list-style-type: none"> (a) Vegetation of any type that is more than 100 m from the site. (b) Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation. (c) Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified vegetation. (d) Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation. (e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops. (f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks. <p>NOTES:</p> <ul style="list-style-type: none"> 1 Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm). 2 A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees. 	

APPENDIX E: ADVICE - BAL RATINGS – CORRESPONDING THREATS AND CONSTRUCTION REFERENCES

BAL ¹	DESCRIPTION OF PREDICTED BUSHFIRE DIRECT ATTACK MECHANISMS (THREATS) AND LEVELS OF EXPOSURE	REFERENCES FOR CONSTRUCTION REQUIREMENTS	
		AS 3959:2018 Construction of Buildings in Bushfire Prone Areas	The NASH Standard (2021) – Steel Framed Construction in Bushfire Areas
		Referenced by the Building Code of Australia for Building Classes 1, 2, 3 & 10a	Referenced by the Building Code of Australia for Building Classes 1 & 10a
BAL – LOW	There is insufficient risk to warrant specific construction requirements but there is still some risk. (Note: DFES recommend that ember attack protection features be incorporated into the design where practicable).	Section 4. No Requirements	No Requirements
BAL – 12.5	There is a risk of ember attack. Construction elements are expected to be exposed to heat flux not greater than 12.5 kW/m ² .	Sections 3 & 5.	All construction requirements for BAL-12.5 to BAL-40 are the same except for windows and external doors, which must comply with AS 3959.
BAL – 19	There is a risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 19 kW/m ² .	Sections 3 & 6	The construction requirements are set out as essentially non-combustible construction systems for each of the following building elements:
BAL – 29	There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 29 kW/m ² .	Sections 3 & 7.	Section 1.4: General Requirements Section 2: Roof and Ceiling System Section 3: External Wall System Section 4: Floor System Section 5: Carports Verandahs and Decks.
BAL – 40	There is a much increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40kW/m ² .	Sections 3 & 8.	
BAL – FZ (Flame Zone)	There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux greater than 40 kW/m ² .	Sections 3 & 9.	The construction requirements are set out in Sections 1-5 and differ from the requirements for all other BAL ratings.

¹ AS 3959:2018 Construction of buildings in bushfire prone areas, defines a Bushfire Attack Level (BAL) as a "means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact, using increments of radiant heat flux expressed in kW/m², and is the basis for establishing the requirements for construction to improve protection of building elements from attack by bushfire."

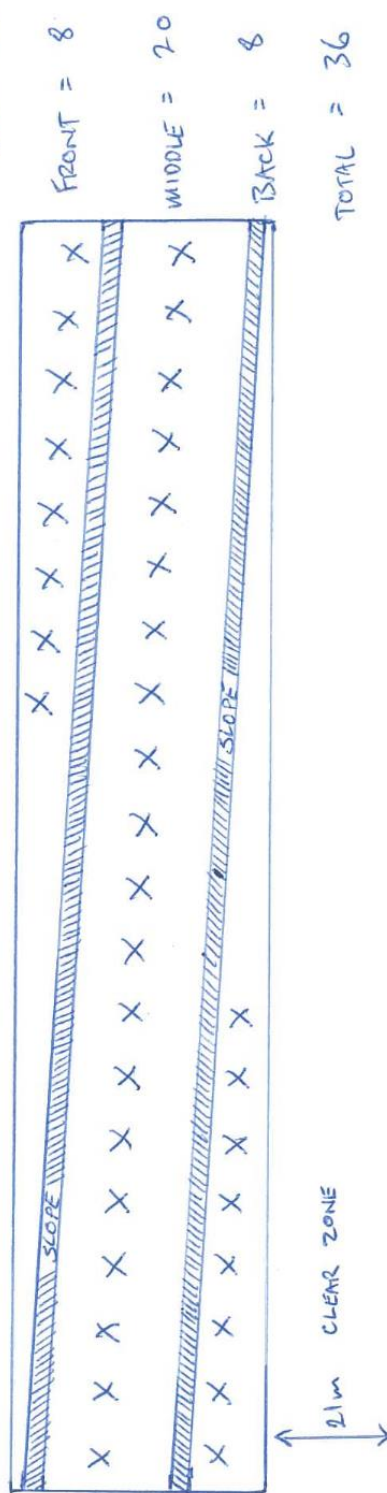




N

ACCESS TO/FROM
BOORARA RD

No. SITES



NOTE: ALL SITES MINIMUM 10m FROM EACH OTHER.

S. RUDD 16.01.2023



Fire Protection
Association Australia
Life. Property. Environment.



Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 9875 No 384 Boorara Road		
Suburb: Boorara Brook	State: WA	P/code: 6262
Local government area: Shire of Manjimup		
Description of the planning proposal: Development Application		
BMP Plan / Reference Number: MSC0531	Version: 1.0	Date of Issue: 27/09/2022
Client / Business Name: Shane Rudd		

Reason for referral to DFES

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the proposal any of the following special development types (see SPP 3.7 for definitions)?

Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

A nature based camping ground is considered a Vulnerable Land Use.

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name Jason Benson	Accreditation Level Level 2	Accreditation No. BPAD37893	Accreditation Expiry 01/08/2023
Company Bio Diverse Solutions		Contact No. 9842 1575	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner

Date 27/09/2022

BUSHFIRE MANAGEMENT PLAN + BUSHFIRE EMERGENCY EVACUATION PLAN



Lot 9875 No 384 Boorara Road
Boorara Brook, WA 6262
Final
27/09/2022



BUSHFIRE | ENVIRONMENTAL | WATER | GIS



Lot 9875 No 384 Boorara Road – BMP

Site Details					
Address:	Lot 9875 (No. 384) Boorara Road				
Suburb:	Boorara Brook	State:	W.A.	Postcode	6262
Local Government Area:	Shire of Manjimup				
Description of Proposal:	Development Application, Proposed Nature Based Camping				
Stage of WAPC Planning	Development Application				

BAL Contour Plan Details			
Report / Job Number:	MSC0531	Report Version:	Final
Assessment Date:	30 March 2022	Report Date:	27 September 2022
BPAD Practitioner	Jason Benson (Level 2)	Accreditation No.	BPAD 37893
BPAD Practitioner	Kathryn Kinnear (Level 2)	Accreditation No.	BPAD 30794
BPAD Practitioner	Erika Dawson (Level 3)	Accreditation No.	BPAD 36371



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Appendix C: Application for Development Approval Shire of Manjimup

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Appendix E: Bushfire Emergency Evacuation Plan

Appendix F: Level 3 Peer Review



1. Introduction

Bio Diverse Solutions (Bushfire Consultants) were commissioned to prepare a Bushfire Management Plan (BMP) and Bushfire Emergency Evacuation Plan (BEEP) to support a development application at Lot 9875 No 384 Boorara Road, Boorara Brook within the Shire of Manjimup (SoM) to utilise a portion of the property as a nature-based camping site. The site will be for camping only, no construction is planned as part of this proposal.

Nature based camping is classified/defined as a "Vulnerable Land Use". A Development Application (DA) for a vulnerable land use in a designated bushfire prone area requires the application of the State Planning Policy (SPP) 3.7 Planning in Bushfire Prone Areas 2015 (WAPC, 2015) and the Guidelines for planning in bushfire prone areas 1.4 (WAPC, 2021). SPP 3.7 requires a BMP which addresses the bushfire protection criteria as well evacuation information for occupants/residents of the proposed accommodation. The intent of this policy measure is to recognise that such sites require special consideration when located in a bushfire prone area. This BMP has been prepared to assess the subject site to the current and endorsed Guidelines for Planning in Bushfire Prone Areas Version (WAPC, 2021) and the State Planning Policy 3.7 (WAPC, 2015).

Evacuation information has been provided in support of this proposal in the form of a BEEP. The evacuation information in Appendix E of this report contains specific consideration for the management of occupants during a bushfire emergency and can be removed to form a stand-alone document. The BEEP has been prepared by a level 2 accredited bushfire practitioner pertinent to the size and scale of the proposed development and has been peer reviewed by an accredited BPAD level 3 bushfire practitioner, see peer review letter Appendix F.

1.1 Location

The subject site is approximately 53.7304ha in size, zoned 'Priority Agriculture' under the Shire of Manjimup Local Planning Scheme No. 4 and located to the southeast of the Northcliffe CBD, in the locality of Boorara Brook, see Figure 1.



Figure 1: Location Mapping of the subject site.



Lot 9875 No 384 Boorara Road – BMP

1.2 Development Proposal

The landowner is preparing a development application with the SoM to utilise a portion of the property as a nature-based camping site. The landowner has specified that there will be less than 100 people onsite at any one time, see Figure 2 for the proposed location of the proposed camping area.



Figure 2: Site Plan.



2 Environmental Considerations

2.1 Native Vegetation – Modification and Clearing

This BMP utilises the assumption that all the proposed camping sites can have an Asset Protection Zone (APZ) maintained in a low fuel state as per the WAPC Asset Protection Zone (APZ) Standards, Schedule 1, see Appendix B. The camping area will require the removal/modification of vegetation to achieve BAL-29 across the whole site. The implementation of this APZ will only involve the removal of grassland and shrubland vegetation. The small area of shrubland vegetation consists of bracken and grasses. The low fuel areas are to be managed in perpetuity and implemented by the landowner at the development approval stage. Strategies to manage low fuel areas for the landowner is outlined in Section 5.2 of this report.

2.2 Review of the Environmental Data Sets (Landgate, 2022)

A review of the environmental data sets (Landgate, 2022) as identified in the Department of Planning Lands and Heritage BMP Template for a complex development application, does not identify that any regulated (restricted) vegetation will be affected by the proposal, see Table 1 Environment Dataset Review.

Table 1: Environmental Dataset Review.

Dataset	Impact on Proposal	Comment
Conservation category wetlands and buffer	No	
Wetlands and Waterways	No	
RAMSAR wetlands (DBCA-010)	No	
Threatened and priority flora (DBCA-036)	No	
Threatened Ecological Communities (DBCA-038)	No	
Bush Forever areas 2000 (DPLH-019)	No	
Clearing regulations –Environmentally Sensitive Areas (DWER-046)	No	
Swan Bioplan Regionally Significant Natural Areas 2010 (DWER-069)	No	
Conservation Covenants Western Australia (DPIRD-023)	Unaware	This dataset is not publicly available.

Note: Relevant checks have been completed and the proposal does not currently impact on and of the above sites. However, the management strategies contained in this BMP, assume that all environmental approvals will be achieved or clearing permit exemptions will be applied. It is recommended that the proponent seeks specific advice in relation to the clearing of any native vegetation that is proposed as part of this development. Clearing of native vegetation may utilise an exemption under the EP act through the DA process. It is advised that the proponent seek further advice from an Environmental Consultant or the WA Department of Biodiversity, Conservation and Attractions (DBCA) on the condition and species contained within the development area and any requirement for referral of the proposal.

2.3 Revegetation or Landscaping

There is no revegetation/landscaping proposed for this development application and any future landscaping in the site will be done so as to not negatively impact the BAL rating. It is recommended that an accredited Level 2 Bushfire Practitioner is to review and approve any future plantings or landscape concept plans to ascertain if the actions increase the bushfire risk in the development.



3 Bushfire Assessment Results

The bushfire assessment for this site has followed the Bushfire Attack Level (BAL) Assessment and WAPC Planning in Bushfire Prone Areas Guidelines Vers 1.4 (WAPC, 2021).

3.1 Assessment Inputs

Bushfire Assessment inputs for the site have been calculated using the Method 1 BAL Assessment procedure as outlined in AS3959-2018. This incorporates the following factors:

- WA adopted Fire Danger Index (FDI), being FDI 80;
- Vegetation Classes;
- Effective Slope under classified vegetation; and
- Distance between proposed development site and classified vegetation.

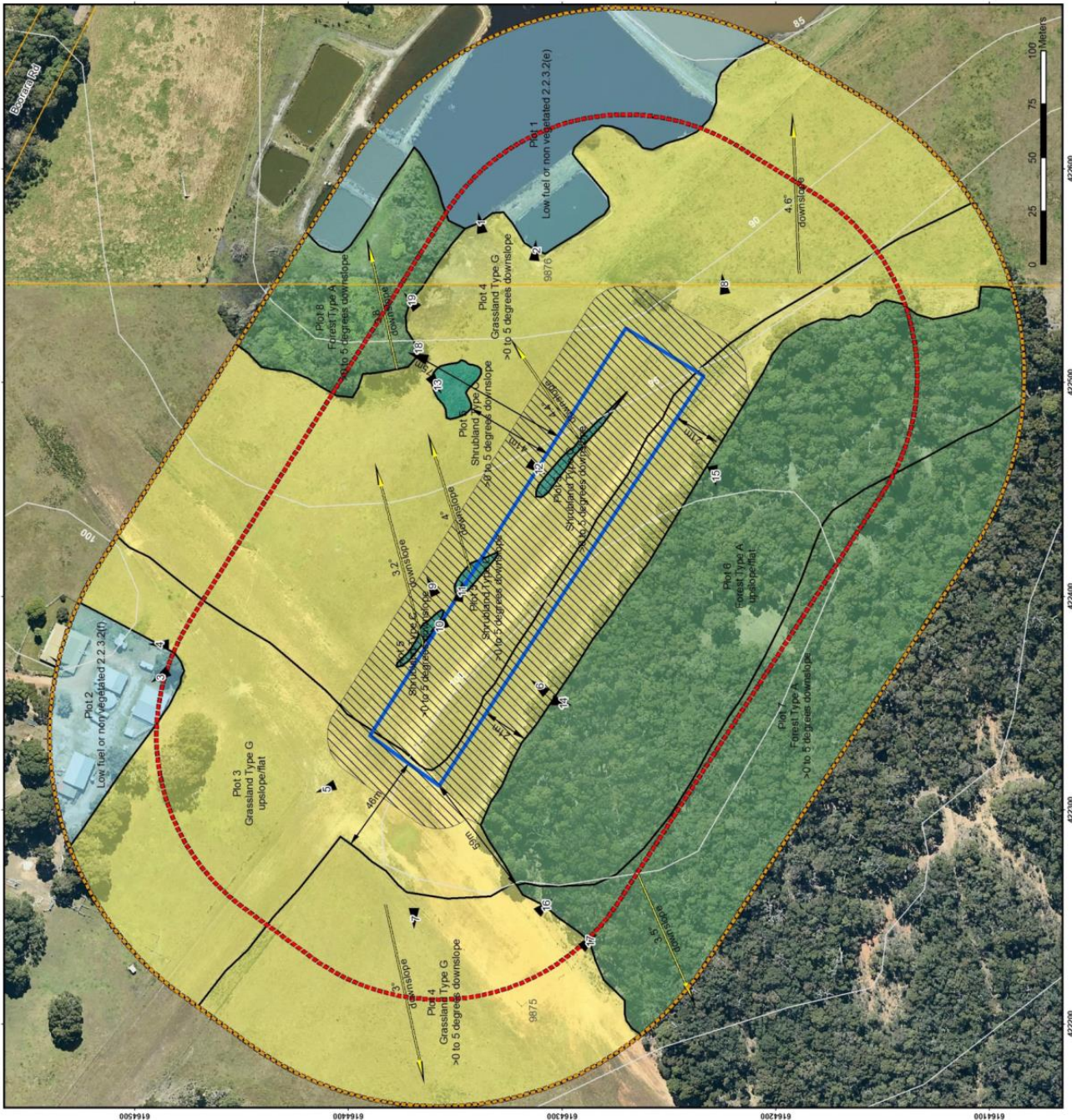
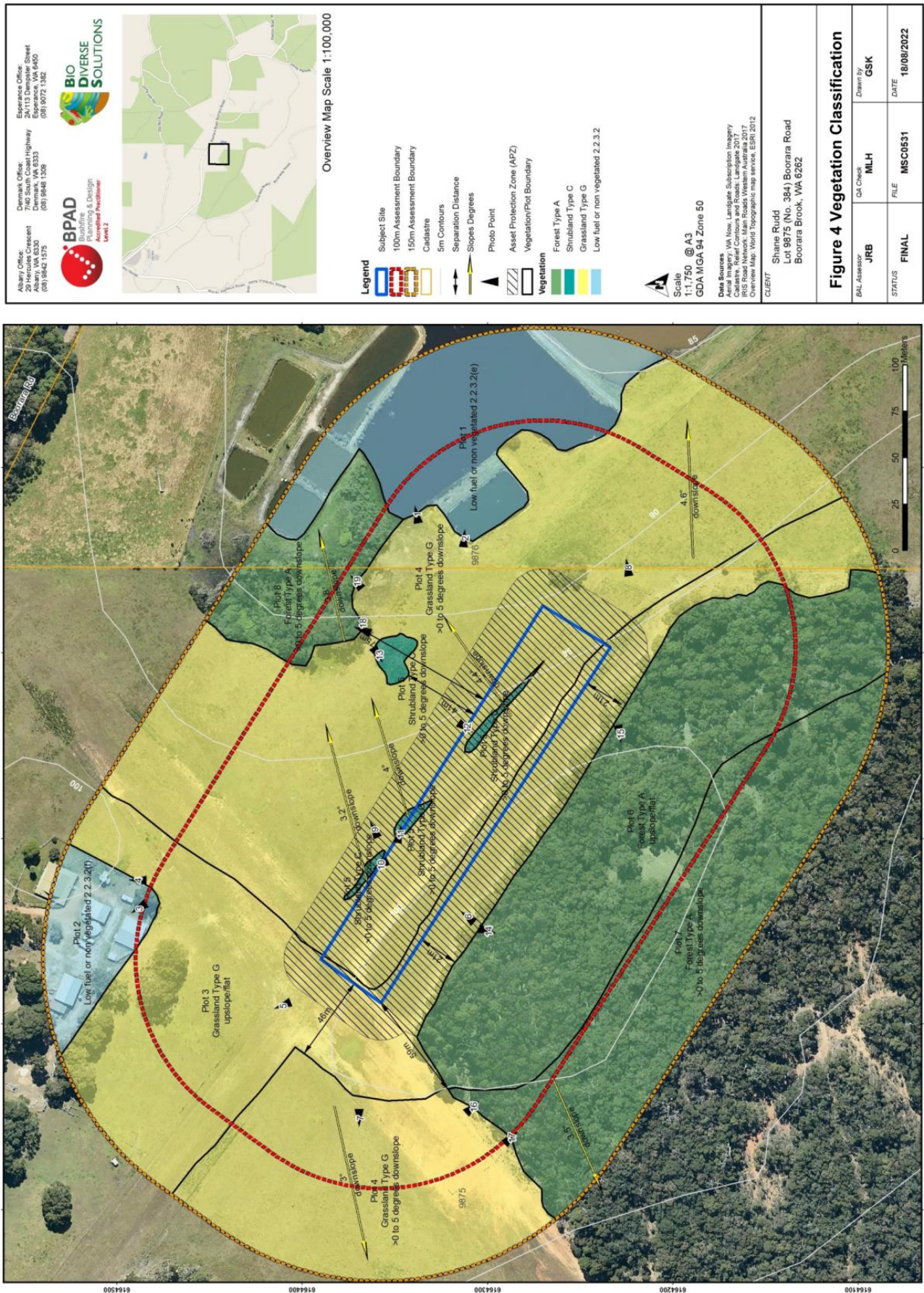
3.1.1 Vegetation Classification

Site assessment occurred on the 16th June 2022 by a Bushfire Practitioner from Bio Diverse Solutions, Jason Benson (BPAD 37893). All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified in the following pages and shown on the Vegetation Classes Map (Figure 4) on the following page.

A summary of the Plot data assessed as per Clause 2.2.3 of AS 3959-2018 is provided below in Table 2 below, detailed plot data is provided in Appendix A.

Table 2: Vegetation Classification Table (in accordance with AS 3959-2018) of the subject site.

Plot Number	Vegetation Classification	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Grassland Type G	Downslope >0-5 degrees
5	Shrubland Type C	Downslope >0-5 degrees
6	Forest Type A	Upslope/flat
7	Forest Type A	Downslope >0-5 degrees
8	Forest Type A	Downslope >0-5 degrees





3.2 Assessment Outputs

A Method 1 BAL calculation (in the form of BAL contours) has been completed for the proposed development in accordance with AS3959-2018 methodology. The BAL rating gives an indication of the level of bushfire attack (i.e., the radiant heat flux) that may be received by proposed buildings and subsequently informs the standard of building construction required to increase building tolerance to potentially withstand such impacts in line with the assessed BAL. No construction is planned as part of this proposal, in this case the BAL contour map is being utilised to show the overall risk to the site.

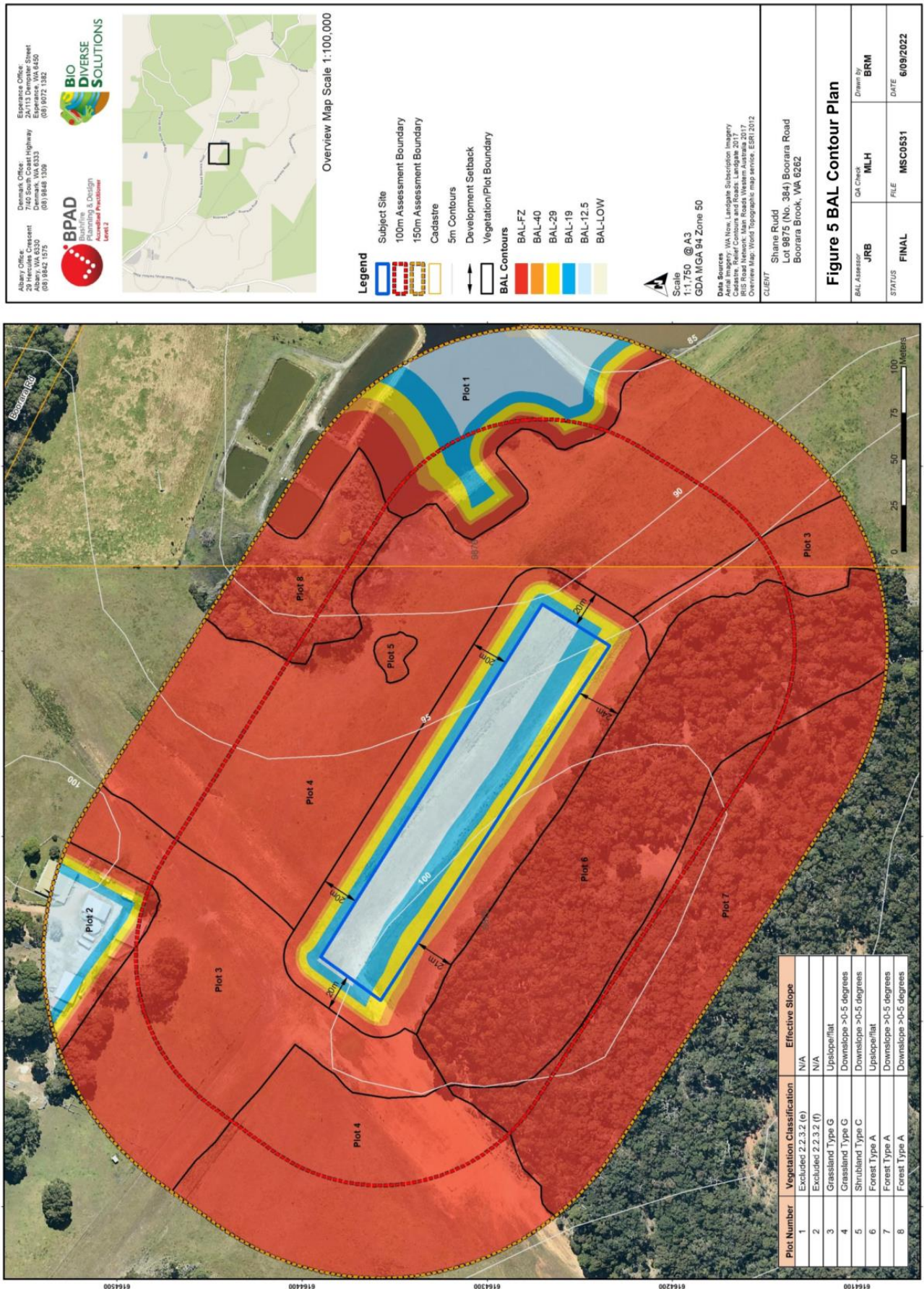
The assessed BAL ratings for the camping site are depicted as BAL contours, as shown on Figure 5 and Table 3.

Table 3: AS3959 Determined BAL Rating for the Camping Ground.

Subject Site	Vegetation Classification	Effective Slope	Separation Distance	Highest BAL rating impacting the lot/s	BAL Allocation across the Camping Ground
Camping Ground	Forest Type A (Plot 6)	Upslope/flat	21m	BAL-29	BAL-29, BAL-19 and BAL12.5

Assumptions/comments on BAL Contour Plan:

- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification and BAL Assessment process;
- The BAL Contour Plan was prepared by an Accredited Level 2 Bushfire Planning Practitioner (BPAD37893);
- The BAL Contour Map (Figure 5) has been prepared in accordance with Department of Planning (WAPC) Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021);
- All vegetation within the APZ Area, indicated on Figure 4 Vegetation Classes Map, will be removed/modified to a low threat state and managed in perpetuity;
- The assumptions contained within the BAL Contour Plan are based on the plan of the development as supplied by the client (Figure 2); and
- Subject site is located in a Bushfire Prone Area, see Figure 3 (OBRM, 2021).





4 Identification of Bushfire Hazard Issues

4.1 Bushfire Hazard Level

The identified bushfire risks associated with the subject site is the continuous vegetation to the south and west. This area presents as Forest Type A which is defined as Extreme Bushfire Hazard Level (BHL). Under hot, dry and unstable conditions (Severe to Catastrophic bushfire weather) the subject site is most at risk from bushfire from this direction.

Currently, internal to Lot 9875 surrounding the subject site and in the adjacent lot to the east is large areas of Grassland Type G. These areas, if left unmanaged will pose a moderate BHL to the proposed development.

All camps can be set up in BAL-29, BAL-19 and BAL-12.5 zones within the camping area (refer to the BAL Contour Plan Figure 5).

4.2 Landscape Risk

Analysis of the vegetation types and corresponding bushfire fuels (to AS3959-2018) outlines the south and west of the subject site which correspondingly has the highest risk of fire run into the subject site. Forest Type A are classified as Extreme BHL and present the highest risks to the subject site. Landscape scale bushfires are most likely to impact the site from the northeast, south and west, if a bushfire presents in the nearby state forests of national parks.

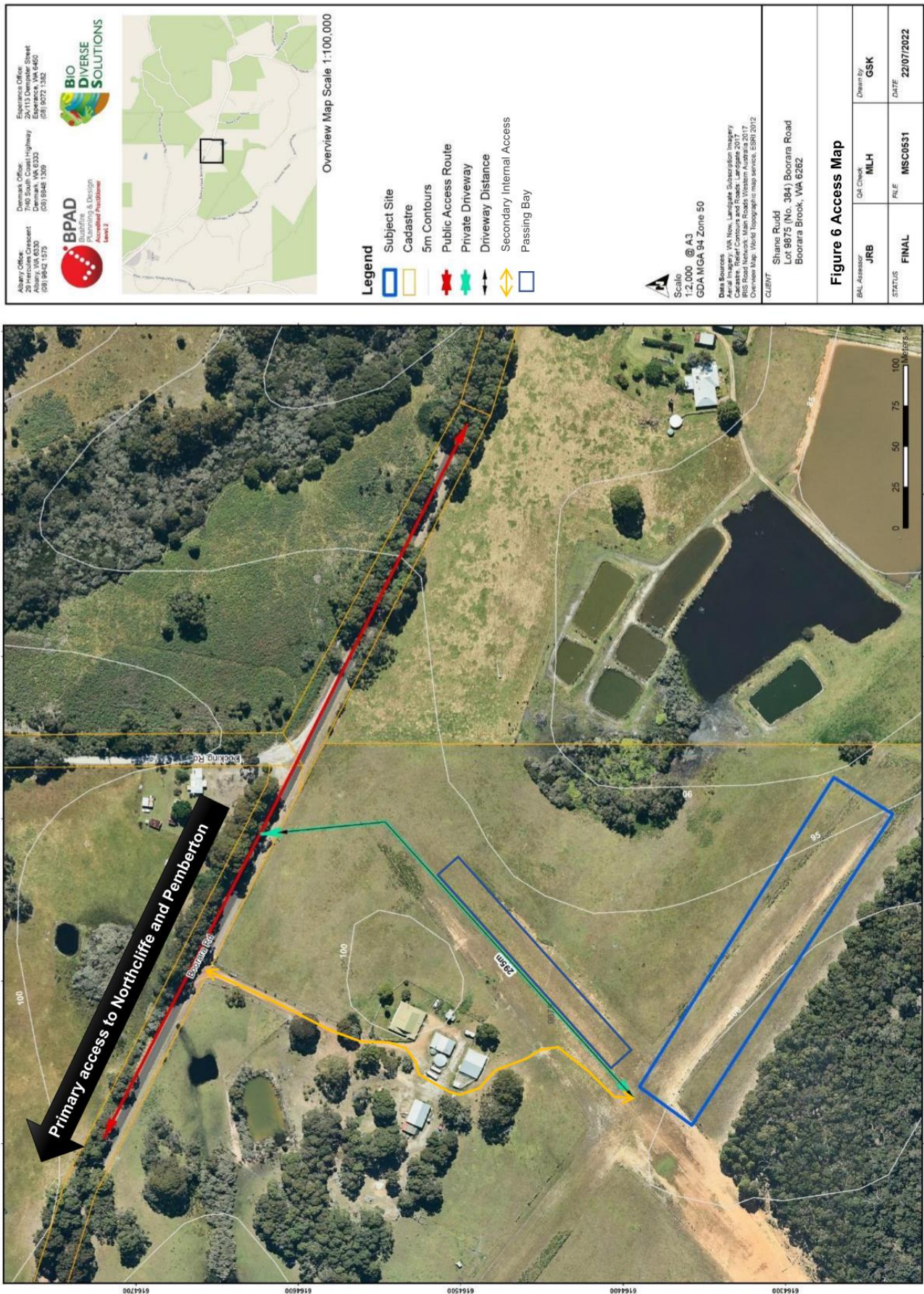
4.3 Access

Currently the subject site is accessed via Boorara Road which provides options to travel in two different directions to two suitable locations, see Figure 6 Access Map. To the west, the Northcliffe townsite is accessed via Boorara Road and Windy Harbour Road. To the east, multiple locations can be accessed via Boorara Road, Preston Road, Bannister Road, Middleton Road and the South Western Highway. While considered compliant with the guidelines, the primary route for evacuating this property, where possible, should be the western route, due to the large areas of continuous forest vegetation to the east of the site.

No new public roads will be constructed as part of this proposal and the existing public road network is constructed to the required standards. All new driveways will be constructed to the minimum technical requirements established by the guidelines and will be conditioned as part of the development approval. Part of the driveway was previously a functioning airstrip and is greater than 20m in width. This area is considered suitable for use as a passing area for vehicles.

4.4 Water Supply

Under the Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021), for nature-based camping Acceptable Solution 5.12a, there is no requirement for a water tank for firefighting purposes. There is to be no construction as part of this proposal, the site will not be actively defended as the primary action in the event of a bushfire will be evacuation.





5 Assessment against the Bushfire Protection Criteria

5.1 Compliance Table

The Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021) outlines bushfire protection criteria which subdivision and development proposals are assessed for compliance. The bushfire protection criteria (Appendix 4; WAPC, 2021) are performance-based criteria utilised to assess bushfire risk management measures and they outline five elements, being:

- Element 1: Location;
- Element 2: Siting and Design of Development;
- Element 3: Vehicle Access;
- Element 4: Water; and
- Element 5: Vulnerable Tourism Land Uses.

This proposed development is required to be assessed against Element 5 being a Vulnerable tourism land use, it is required to meet the “Acceptable Solutions” of each of the subcomponents of siting and design, access and water contained in this element of the bushfire mitigation measures (WAPC, 2021). The proposal has been found to be compliant, refer to Table 4.

Table 4: Bushfire protection criteria applicable to the subject site.

Element	Acceptable Solution	Applicable or not Yes/No	Proposal meets Acceptable Solution
Element 5.10 – Siting and Design	A5.10a	Yes	Compliant. By maintaining a minimum 21m separation distance from the forest (Plot 6) to the south and implementing a 20m APZ area into the remaining plots, all camping sites will have the ability to have camps located in an area that will be subject to a BAL rating of BAL-29 or lower. As the BAL contour Plan (Figure 5) demonstrates all tents and camps are to be located in BAL-29, BAL-19 and BAL-12.5 zones. The camping site location has been optimised to reduce the potential levels of radiant heat impacting the site and provide hazard separation between areas of classified vegetation. The low fuel managed area surrounding the camp ground will be managed in a low threat state in perpetuity, as per Schedule 1 Appendix B and it is recommended that the camping area is fenced/ to delineate areas available for camping.
			Proposal meets Acceptable Solution A5.10a.
	A5.10b	Yes	Compliant. Fire pits will be used to contain camping and cooking fires at all time and will be utilised in accordance with the current Section 33 LCA notice (See example Appendix D), <i>Bush Fires Act 1954</i> and the local authority total fire ban designations.
	A5.10c	No	Proposal meets Acceptable Solution A5.10b. An on-site shelter is not being proposed. Not assessed to A5.10c
	A5.10d	No	An open space area is not being proposed as an on-site shelter. Not assessed to A5.10d
Element 5.11 – Vehicular Access	A5.11a	Yes	Compliant. Boorara Road and the existing public road network provides safe access and egress in two different directions to at least two different destinations. The two-road network provides safe access and egress to two different destinations. As public roads, they will be available to all residents and the public at all times and under all weather conditions. Refer to the Access Map (Figure 6). The recommended primary route for evacuation is to the northwest to Northcliffe, for further information regarding evacuation, see Appendix E Bushfire Emergency Evacuation Plan.
			Proposal meets Acceptable Solution A5.11a.
	A5.11b	Yes	Compliant. Boorara Road and the surrounding road network are considered through roads.
	A5.11c	No	Proposal meets Acceptable Solution A5.11b Emergency Access Ways are not being utilised as part of this proposal. Not assessed to A5.11c
	A5.11d	No	Compliance with A5.11a can be achieved, A5.11b and c are not required to be achieved, and the development will have a maximum capacity of 100 guests and staff at any one time. Therefore, a shelter is not required. Not assessed to A5.11d
	A5.11e	Yes	Compliant. The internal access will provide a single access point of be approximately 295m onto Boorara Road. Refer to the Access Map (Figure 6). There is potential for a second alternative access onto Boorara Road, utilising the private driveway for the existing buildings.
			Proposal meets Acceptable Solution A5.11e.

Table 4 cont.

Element	Acceptable Solution	Applicable or Not Yes/No	Proposal meets Acceptable Solution
Element 5.11 – Vehicular Access Cont.	A5.11f	Yes	<p>Compliant.</p> <p>The internal access is approximately 295m in length. Refer to the Access Map (Figure 6) and will meet the technical requirements established by the guidelines, see Figure 7 Column 4. The internal access is utilising a former airstrip and is for the most part over 30m wide and has sufficient turnaround and passing areas. The driveway construction will be conditioned as part of the development approval.</p> <p>Proposal meets Acceptable Solution A5.11f.</p>
	A5.11g	Yes	<p>Compliant.</p> <p>Signage will be provided advising of where the internal access travels to and the distance, whether the vehicular access is 4-wheel drive only and what to do in the event of a bushfire. Illuminated (reflective) directional signage is recommended to ensure visitors can locate the exits in a bushfire emergency. See further detail on the recommended signage in Section 5.2.5.</p> <p>Proposal meets Acceptable Solution A5.11g.</p>
	A5.12a	No	A water tank for firefighting purposes is not planned as part of this proposal. Not assessed to A5.12a
Element 5.6 – Provision of Water	A5.12b	Yes	A water tank for firefighting purposes is not planned as part of this proposal. Not assessed to A5.12b
	A5.12c	No	A water tank for firefighting purposes is not planned as part of this proposal. Not assessed to A5.12c



5.2 Other Bushfire Mitigation Measures

The bushfire risk assessment (Section 4.0) has outlined the bushfire risks for the site and the future development. The following section outlines additional measures to assist in mitigating the bushfire risk for the proposed development.

This proposal does not include any new public access. Internal access/private driveways will meet the standards stated in the Figure 7 Column 4 'Private Driveways' below.

TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way ¹	3 Fire service access route ¹	4 Battle-axe and private driveways ²
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road ³	As outlined in the IPVVEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road ³		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

Notes:

¹ To have crossfalls between 3 and 6%.

² Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

³ Dips must have no more than a 1 in 8 (12.5% -7.1 degree) entry and exit angle.

Figure 7: Vehicle Access Technical Requirements.

5.2.1 Minimise Ignition Sources

There is little control of offsite ignition sources, however the following is recommended to be undertaken by the landowner while in ownership of the land.

Prior to the bushfire season (October) the following activities are undertaken:

- Mowing, slashing and brush cutting (noting illegal to do so on designated total fire ban days); and
- Sub-contractors are aware of their obligations through contractual requirements.

During the summer bushfire season (December to April inclusive as designated in the fire control notice) maintenance activities internal to the site should be planned and risk assessed prior to commencement. This includes but not limited to:

- Mowing, slashing and brush cutting (noting illegal to do so on designated total fire ban days);
- Welding, grinding and hot works (not undertaken on designated total fire ban days);
- Any fires for camping or cooking should be contained in fire pits and not undertaken on designated total fire ban days;
- Temporary waste disposal areas and green waste dumps – ensure piles are not exceeding 1.5m high and have bare mineral earth surrounding (min of 10m).

The landowner is responsible for fire safety in mitigation activities during the bushfire season and is to ensure safety of the site and adjacent properties at all times from potential ignition sources.



5.2.2 Fuel Reduction and APZ Management

Ongoing fuel reduction by landowners to ensure their allocated BAL applies through mechanical slashing and mowing will be required to be undertaken regularly to ensure the grasses within the low threat managed area are slashed and maintained in a low fuel condition. The lot owner is to be responsible for implementation of the maintenance schedule to maintain their BAL and general bushfire preparedness which should generally reflect the following actions, refer to Table 5.

Table 5: Maintenance schedule – landowners.

Frequency	Activity
Weekly (During fire season operations and prior to bushfire event) Also refer to Schedule 1, Appendix B	Ensure all vegetation within the low fuel managed area surrounding the camp site is maintained in a low fuel condition in perpetuity.
	Check waste materials collected from site are correctly sorted and stored (i.e., green waste, refuelling in designated areas only).
	Mowing, slashing and maintaining grasses as required, more frequent during Spring and Autumn growth periods.
Monthly	Pruning climbing vegetation (such as vines) on a trellis.
	Whipper snipper/grass cutter around all buildings and fences.
	Trimming and removing dead plants or leaf litter.
	Ensure piles of combustible material is not stored within the managed area and disposed of correctly.
Yearly (prior to bushfire season)	Ensure weeds or woody material is not encroaching into the APZ area (see Figure 4 Vegetation Classes Map), attend to any dead material through trimming and pruning, raking and removing to green waste.
	Any material from pre fire season preparation is either disposed to green waste or burn in piles with a 10m mineral earth break around each pile.



5.2.3 Strategic Water Sources for Bushfire

Strategic, standalone water sources for bushfire and structural fires are not planned as part of this proposal. However, if a strategic water supply is installed for firefighting purposes in addition to any water tanks for drinking and domestic water purposes. It is recommended that it is installed as per Schedule 2 of the WAPC guidelines (WAPC, 2021):

Above ground tanks: should be constructed of a non-combustible material, and may need to comply with AS/NZ 35001:2018. Fittings for above ground tanks are to be in accordance with the following standards:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm male camlock coupling with full flow valve; and
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard house hold tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fire.

Below ground tanks: Should have a 200mm dia access hole to allow tankers or emergency service vehicles to refill direct from the tank with the outlet clearly marked on the top. The tank may need to comply with AS/NZ 35001:2018.

Tank outlets: Where an outlet is provided for an emergency service then an unobstructed, hardened surface is to be provided within 4m of the water supply. Refer to Figure 8 below outlining the location of a tank to a hardstand area.

Pipe fittings: All above-ground; exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of the bushfire attack.

Water tank location: Tanks are to be located with a consideration to surrounding vegetation and should avoid locations where the tanks is situated near or under vegetation or where vegetation might grow or overhang the tank. Refer to Figure 8 below.



Figure 8: A good and a bad example of landscaping around a water tank and relation to hardstand areas (WAPC, 2021).



5.2.4 Signage for Emergency Fire Exit

Reflective directional signage for emergency fire exit to be used along driveways, Emergency Access Ways and Fire Service Access Ways, as applicable to site. The signage is to assist people to navigate the access in a smoke and ember filled environment. It is noted that evacuation should always be early and ahead of fire scenarios.

Reflective signage is to assist to guide vehicles and cars along the access way. Approval from the Local government should be sought prior to ordering the signage. Examples below are of and can be ordered from most sign makers in WA.



Figure 9: National signage standards directional signage examples

2.5.1 Hazard Marker Series: MR-HM

Sign	Name	Sign No.	Replace with
	LARGE ARROW	MR-HM-13 (L or R)	Use MR-HM-3.
	LARGE ARROW	MR-HM-14 (L or R)	
	LARGE ARROW BIDIRECTIONAL	MR-HM-15	Use MR-HM-2.

Figure 10: Main Roads Western Australia (MRWA) directional hazard marking signs, (MRWA, 2022).



6 Implementation Actions

The responsibilities of the developer(s), Landowners and local government are shown in Table 6 and 7.

6.1 Developer/Landowner Responsibility

It is recommended the developer/landowner be responsible for the following:

Table 6: Implementation actions landowner.

Developer/Landowner Prior to use as a Nature Based Camping Site		
No	Implementation Action	Clearance Stage
1	A notation may be placed on the certificate of title pursuant to Section 70A Transfer of Land Act 1893 ensuring that future landowners are aware that their lot is located within a bushfire prone area, the property is subject to a Bushfire Management Plan and that the management strategies contained in the bushfire management plan must continue to be implemented. This may be a local government condition of development approval.	Prior to use of the development
2	Continue to manage lot as per the current SoM Firebreak and Fuel Hazard Reduction Notice and this BMP requirements.	Ongoing
3	Ensure the APZ area internal to and surrounding the camping area (see Figure 4 Vegetation Classes Map) is implemented. Fencing/barrier is recommended clearly demarcating the tent/camping areas to ensure sites are located BAL-29 or less.	Prior to use of the development
4	Maintain the APZ area internal to and surrounding the camping ground (see Figure 4 Vegetation Classes Map) to the dimensions and standard stated in this BMP, as per WAPC Asset Protection Zone (APZ) Standards, Schedule 1 (refer to Appendix B).	Ongoing
5	Ensure all fires for camping and cooking are contained within fire pits to ensure the fire is contained, in accordance with the <i>Bush Fires Act 1954</i> and not lit on total fire ban days.	Ongoing
6	Install the internal access and private driveways to the standards stated in the BMP, see Figure 7, Column 4.	Prior to DA
7	Ensure the internal access and private driveways are maintained to the standards stated in the BMP.	Ongoing
8	Ensure Signage is provided within the site, advising of where each access route travels to, the distance to the destination and general information signs on what to do in the event of a bushfire, see Section 5.2.5 of this document.	Prior to use of the development
9	Maintain signage within the site in good working order, to ensure the signs and directions are readable and useable at all times, advising occupants of where each access route travels to.	Ongoing
10	Prepare a Bushfire Emergency Evacuation Plan (BEEP) to assist in evacuation planning and response for this site.	Prior to DA
11	Ensure Bushfire Emergency Evacuation Plan (BEEP) is implemented at all times. An annual review of the BEEP is recommended every year prior to the bushfire season to ensure any protocols from Emergency Services have not changed.	Annually and ongoing
12	Ensure that the people responsible for the management of occupants in the event of a bushfire emergency are aware of the BEEP and their responsibilities.	Ongoing
13	Implement the measures in this BMP and the associated BEEP, in perpetuity.	Ongoing



6.2 Local Government Responsibility

It is recommended the local government be responsible for the following:

Table 7: Implementation actions, Shire of Manjimup.

SoM		
No	Implementation Action	Clearance Stage
1	Monitor landowner compliance with the Bushfire Management Plan and the SoM Firebreak and Fuel Hazard Reduction Notice.	Annually
2	Ensure the low fuel area internal to and surrounding the camping area is implemented through condition of DA.	Prior to Use
3	Ensure a driveway cross over to be designated/installed for access into the development to the minimum technical requirements established by the guidelines.	Prior to Use
4	All internal access/private driveways to be designated/ installed for access into the site to the minimum technical standards as required by WAPC and outlined in Figure 7, Column 4 of this document. To be demonstrated to SoM at Planning approval/building approval stages.	Prior to Use
5	Ensure Signage is installed within the site, advising of where each access route travels to, the distance to the destination and general information signs on what to do in the event of a bushfire.	Prior to Use
6	An update and review of this BMP is required if any aspect of design changes in the subsequent stages and to document the updated BEEP and refuge strategies for the site.	Ongoing



7 Disclaimer

The recommendations and measures contained in this assessment report are based on the information available at the time of writing following the instructions of the regulatory authorities and following the requirements of the Australian Standards 3959-2018 – Building in Bushfire Prone Areas, WAPC State Planning Policy 3.7 (WAPC, 2015), WAPC Guidelines for Planning in Bushfire Prone Areas vers 1.4 (WAPC, 2021), and applying best practise as described by Fire Protection Association Australia. These are considered the minimum standards required to balance the protection of the dwellings and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire, people injured, or fatalities occur either at the site or while evacuating. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed development are made in good faith on the basis of the information available to the fire protection consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the bushfire consultant has no control. Notwithstanding anything contained within, the consultant/s will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the bushfire consultant) arising out of the services rendered by the consultant.

AS3959-2018 disclaimer: It should be borne in mind that the measures contained within this Standard (AS3959-2018) cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather condition.

Building to AS3959-2018 is a standard primarily concerned with improving the ability of buildings in designated bushfire prone areas to better withstand attack from bushfire thus giving a measure of protection to the building occupants (until the fire front passes) as well as to the building itself (AS3959, 2018).

8 Certification

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level (s) stated in this document have been prepared in accordance with the requirements of AS 3959-2018 and the Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021).

SIGNED, ASSESSOR: DATE: 27/09/2022

Jason Benson, Bio Diverse Solutions

Accredited Level 2 Bushfire Practitioner (Accreditation No: BPAD37893)





9 Revision Record

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id	Jason Benson	Internal QA review	Mary Holt	21/07/2022
Draft Id	Jason Benson	Internal Technical Review	Kathryn Kinnear	26/07/2022
Draft Id	Jason Benson	Level 3 Peer Review	Erika Dawson	16/08/2022
Draft Id	Jason Benson	Amendments as per Level 3 Peer Review	Erika Dawson	9/09/2022
Final Id	Jason Benson	Issued to client		27/09/2022



10 References

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11 Appendices

Appendix A: Vegetation Classifications to AS3959-2018

Appendix B: Schedule 1 - WAPC Asset Protection Zone (APZ) standards to apply

Appendix C: Application for Development Approval Shire of Manjimup

Appendix D: Shire of Manjimup, Firebreak & Fuel Hazard Reduction Notice (SoM, 2021/2022)

Appendix E: Bushfire Emergency Evacuation Plan

Appendix F: Level 3 Peer Review

**Appendix A**

Vegetation Classification to AS3959-2018

Vegetation classification to AS3959-2018

Site Details			
Address:	Lot 9875 (No. 384) Boorara Road		
Suburb:	Boorara Brook	State:	W.A.
Local Government Area:	Shire of Manjimup		
Stage of WAPC Planning	Development Application		


BMP Plan Details			
Report / Job Number:	MSC0531	Report Version:	Final
Assessment Date:	16 June 2022	Report Date:	31 August 2022
BPAD Practitioner	Jason Benson	Accreditation No.	BPAD 37893

Vegetation Classification


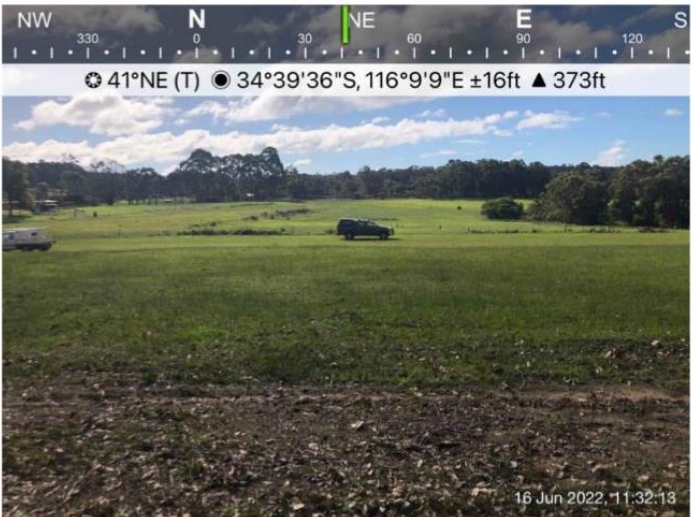
Site assessment occurred on the 16th June 2022 by Jason Benson (BPAD 37893). All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified in the following pages and shown on the Vegetation Classes Map Page 2.

Table 1: Vegetation Classification Table (in accordance with AS 3959-2018) of the subject site

Plot Number	Vegetation Classification	Slope (Table 2.4.3)
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Grassland Type G	Downslope >0-5 degrees
5	Shrubland Type C	Downslope >0-5 degrees
6	Forest Type A	Upslope/flat
7	Forest Type A	Downslope >0-5 degrees
8	Forest Type A	Downslope >0-5 degrees

Plot	1	Classification or Exclusion Clause	Non-vegetated areas exclusion 2.2.3.2 (e)
			<p>Location: Northeast, east and southwest of the subject site.</p> <p>Description: Driveways, dams and other non-vegetated areas.</p> <p>As per exclusion clause 2.2.3.2 (e) of AS3959-2018.</p>
<p><i>Photo 1d 1: View to the east-northeast toward a dam, located northeast of the subject site.</i></p>			
Plot	1 cont.	Classification or Exclusion Clause	Non-vegetated areas exclusion 2.2.3.2 (e)
			<p>Additional Photo of Plot 1.</p>
<p><i>Photo 1d 2: View to the east toward a dam, located to the east of the subject site.</i></p>			

Plot	2	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
<div> <div> <div>W</div> <div>NW</div> <div>N</div> <div>NE</div> </div> <div> <div>240</div> <div>270</div> <div>300</div> <div>330</div> <div>0</div> <div>30</div> <div>60</div> </div> </div> <div> <div>☉ 327°NW (T) ● 34°39'30"S, 116°9'9"E ±16ft ▲ 336ft</div>  <div>16 Jun 2022, 12:11:34</div> </div>			
Photo Id 3: View facing north-northwest towards a maintained APZ, located to the north of the subject site.			
Plot	2 cont.	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
<div> <div> <div>W</div> <div>NW</div> <div>N</div> <div>NE</div> <div>E</div> </div> <div> <div>270</div> <div>300</div> <div>330</div> <div>30</div> <div>60</div> <div>90</div> </div> </div> <div> <div>☉ 1°N (T) ● 34°39'30"S, 116°9'10"E ±16ft ▲ 334ft</div>  <div>16 Jun 2022, 12:11:21</div> </div>			
Photo Id 4: View facing north towards a maintained APZ, located to the north of the subject site.			

Plot	3	Classification or Exclusion Clause	Grassland Type G
			
<p>Location: North, south and west of the subject site.</p> <p>Separation Distance: 0m.</p> <p>Description: Mixed unmanaged grasses, sedges and weeds in paddock area. Some trees present, less than 10% canopy cover noted.</p> <p>Average vegetation height: 50-300mm.</p> <p>Vegetation Coverage: <10% trees.</p> <p>Available fuel loading: 4.5t/ha.</p> <p>Effective slope: Upslope/flat.</p>			
<p><i>Photo 1d 5: View to the north-northwest towards managed area, located to the northwest of the subject site.</i></p>			
Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			
<p>Additional Photo of Plot 3.</p>			
<p><i>Photo 1d 6: View to the northeast towards grassland vegetation, located to the south of the subject site.</i></p>			

Plot	4	Classification or Exclusion Clause	Grassland Type G
<p><i>Photo Id 7: View to the west towards a grazed paddock, located to the west of the subject site.</i></p>			
Plot	4 cont.	Classification or Exclusion Clause	Grassland Type G
<p><i>Photo Id 8: View to the east towards a grazed paddock, located to the east of the subject site.</i></p>			

Plot	4 cont.	Classification or Exclusion Clause	Grassland Type G
			Additional Photo of Plot 4.

Photo Id 9. View to the east-northeast towards a paddock area, located to the north of the subject site.



Plot	5	Classification or Exclusion Clause	Shrubland Type C
			<p>Location: North of the subject site.</p> <p>Separation Distance: 0m.</p> <p>Description: Shrubland vegetation consisting predominately of bracken and grasses.</p> <p>Average vegetation height: 0.5-1m.</p> <p>Vegetation Coverage: <30% foliage cover.</p> <p>Available fuel loading: 15t/ha.</p> <p>Effective slope: Downslope >0-5 degrees.</p>

Photo Id 10: View to the north-northwest towards shrubland vegetation, located to the north of the subject site.

Plot	5 cont.	Classification or Exclusion Clause	Shrubland Type C
			Additional Photo of Plot 5.
Photo Id 11: View facing east-southeast towards shrubland vegetation, located to the north of the subject site.			
Plot	5 cont.	Classification or Exclusion Clause	Shrubland Type C
			Additional Photo of Plot 5.
Photo Id 12: View facing south-southwest towards shrubland vegetation, located internal to the subject site in the north.			




Plot	5 cont.	Classification or Exclusion Clause	Shrubland Type C
			Additional Photo of Plot 5.
Photo Id 13: View facing west-southwest towards shrubland vegetation, located to the north of the subject site.			
Plot	6	Classification or Exclusion Clause	Forest Type A
			<p>Location: South of the subject site.</p> <p>Separation Distance: 21m.</p> <p>Description: Forest vegetation consisting Jarrah and Marri trees. Dense canopy cover with multilayered scrub mid/understorey of Acacia, Tea Tree, Kingia, sedges and rushes. Modified and burnt understorey noted. However, the precautionary principle has been applied.</p> <p>Average vegetation height: 6-15m.</p> <p>Vegetation Coverage: 30-70% foliage cover.</p> <p>Available fuel loading: 25-35t/ha.</p> <p>Effective slope: Upslope/flat.</p>
Photo Id 14: View facing south-southwest towards forest vegetation, located to the south of the subject site.			

Photo 1d 15: View facing west towards forest vegetation, located to the south of the subject site.

Plot	7 cont.	Classification or Exclusion Clause	Forest Type A
<div><div><div>E6090120150180210SW</div><div>138°SE (T) 34°39'36"S, 116°9'4"E ±16ft 322ft</div><div></div><div>16 Jun 2022, 12:09:02</div></div></div> <div>Additional Photo of Plot 7.</div>			
Photo Id 17: View facing southeast towards forest vegetation, located to the southwest of the subject site.			
Plot	8	Classification or Exclusion Clause	Forest Type A
<div><div><div>NW300330N030NE60E90</div><div>21°N (T) 34°39'35"S, 116°9'15"E ±16ft 340ft</div><div></div><div>16 Jun 2022, 11:50:22</div></div></div> <div><div>Location: North of the subject site.</div><div>Separation Distance: 75m.</div><div>Description: Forest vegetation consisting Eucalyptus and Callistachys trees. Dense canopy cover with multilayered scrub mid/understorey of Acacia, Tea Tree, sedges and rushes in wet area.</div><div>Average vegetation height: 6-10m.</div><div>Vegetation Coverage: 30-70% foliage cover.</div><div>Available fuel loading: 25-35t/ha.</div><div>Effective slope: Downslope >0-5 degrees.</div></div>			
Photo Id 18: View facing north-northeast through forest vegetation, located to the north of the subject site.			

Plot	8 cont.	Classification or Exclusion Clause	Forest Type A
			Additional Photo of Plot 8.
<p><i>Photo Id 19: View facing northeast towards forest vegetation, located to the north of the subject site.</i></p>			

COMMENTS ON VEGETATION CLASSIFICATIONS:

- Distances from vegetation were made based on surface fuels to edge of lot (subject site) boundary;
- Effective slopes were measured in the field using a Nikon Forestry Pro and represented on the respective plots;
- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification Assessment process;
- All vegetation was classified within the subject site and within 150m of the lot boundaries to AS3959 Table 2.3; and
- The perimeter of the vegetation was measured using field GPS and notations on field GIS maps.

CERTIFICATION

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018.



SIGNED, ASSESSOR: DATE: 31/08/2022

Jason Benson, Bio Diverse Solutions
Accredited Level 2 BAL Assessor (Accreditation No: BPAD37893)

**REVISION RECORD**

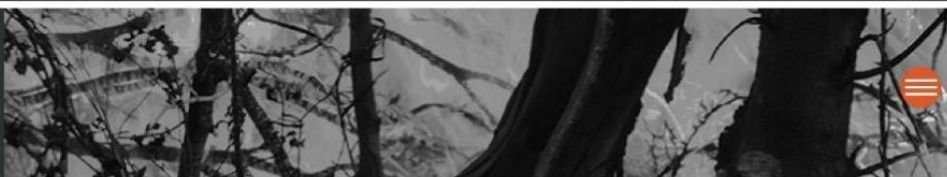
Revision	Prepared By	Summary	Reviewed By	Date
Draft Id	Jason Benson	Internal Review	Mary Holt	30/06/2022
Draft Id	Jason Benson	Level 3 Peer Review	Erika Dawson	16/08/2022
Final Id	Jason Benson	Final Issued to Client		31/08/2022



Lot 9875 No 384 Boorara Road – BMP

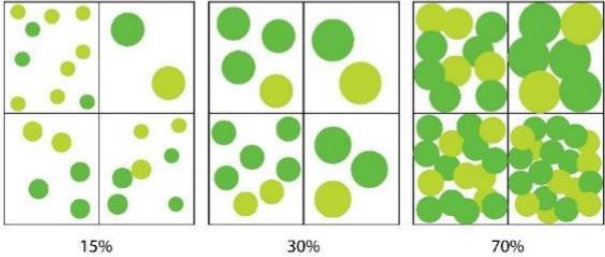
Appendix B

Schedule 1 WAPC Asset Protection Zone (APZ) standards to apply



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> Should be managed and removed on a regular basis to maintain a low threat state. Should be maintained at <2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> Trunks at maturity should be a minimum distance of six metres from all elevations of the building. Branches at maturity should not touch or overhang a building or powerline. Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. <p>Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity</p>  <p>15% 30% 70%</p>
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> Should not be located under trees or within three metres of buildings. Should not be planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Grass	<ul style="list-style-type: none"> Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. The pressure relief valve should point away from the house. No flammable material within six metres from the front of the valve. Must sit on a firm, level and non-combustible base and be secured to a solid structure.

* Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes



Lot 9875 No 384 Boorara Road – BMP

Appendix C

Application for Development Approval Shire of Manjimup

SHIRE OF
MANJIMUP

**Application for Development Approval
Shire of Manjimup
Local Planning Scheme No. 4**

PO Box 1 Manjimup WA 6258
Phone: (08) 9771 7777 Fax: (08) 9771 7771

ALL SECTIONS MUST BE COMPLETED

Owner Details		
Name: William Shane Rudd & Lynnette Van Rijn		
Company/Organisation Name (if applicable):		
ABN (if applicable):		
Postal Address: 384 Boorara Rd Northcliffe Postcode: 6262		
Phone: 97 767187		Fax:
Home:	Work: 0429 419749	Mobile: 0427 081428
Email: shanerudd@westnet.com.au		
Contact Person for correspondence:		
Signature: [Signature] 0427081428		Date: 16-5-22
Signature: [Signature] 0429419749		Date: 16-5-22
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62 (2).		

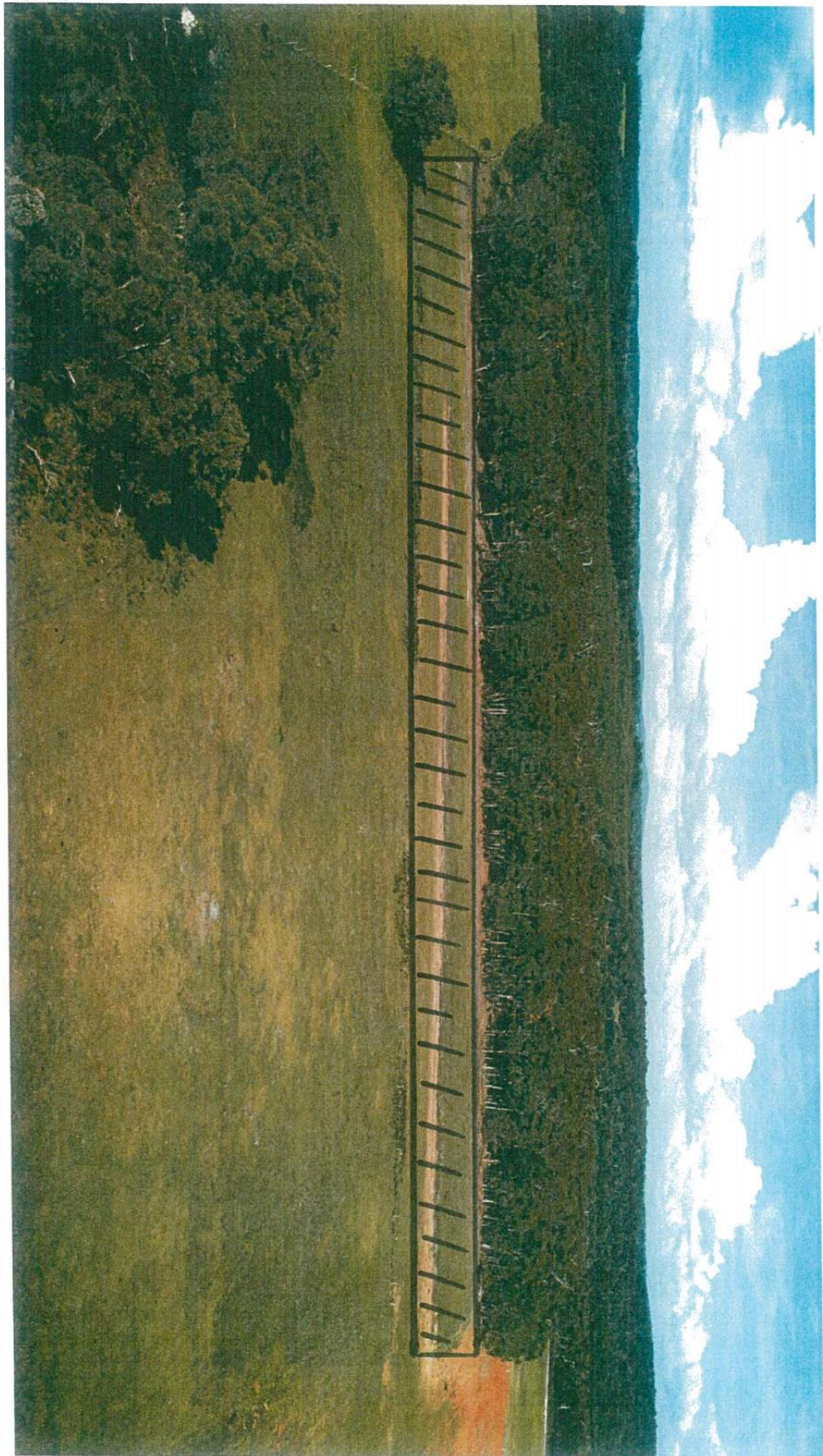
Applicant Details (if different from owner)	
Name:	
Postal Address:	
Postcode:	
Phone:	Fax:
Home:	Work:
Mobile:	
Email:	
Contact Person for correspondence:	
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Signature: [Signature]	Date: 16-5-22

Property Details		
Lot No. 9875	House/Street No. 384	Location No. 9875
Diagram or Plan: 203108	Certificate of Title Vol. No: 1762	Folio: 871
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name: Boorara Rd		Suburb: Boorara Brook
Nearest Street Intersection: Boorara Rd - Docking Rd		

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use <input type="checkbox"/> Retrospective Application
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: Nature Based Low Impact Tourist Accommodation - Transit Park.	
Description of exemption claimed (if relevant):	
BAL Assessment of BAL Contour Map Number (if Bushfire Prone Area):	
Does this proposal require the clearance of native vegetation indigenous to the local area:	
If so what is the area:	
Nature of any existing buildings and/or use:	
Approximate cost of proposed development: \$5,000~	
Estimated time of completion: 30th June 2022	
Materials / Colours to be used on External Surfaces:	

Office Use Only	
Acceptance Officer's initials:	Date Received:
Local government reference No.	Fee:

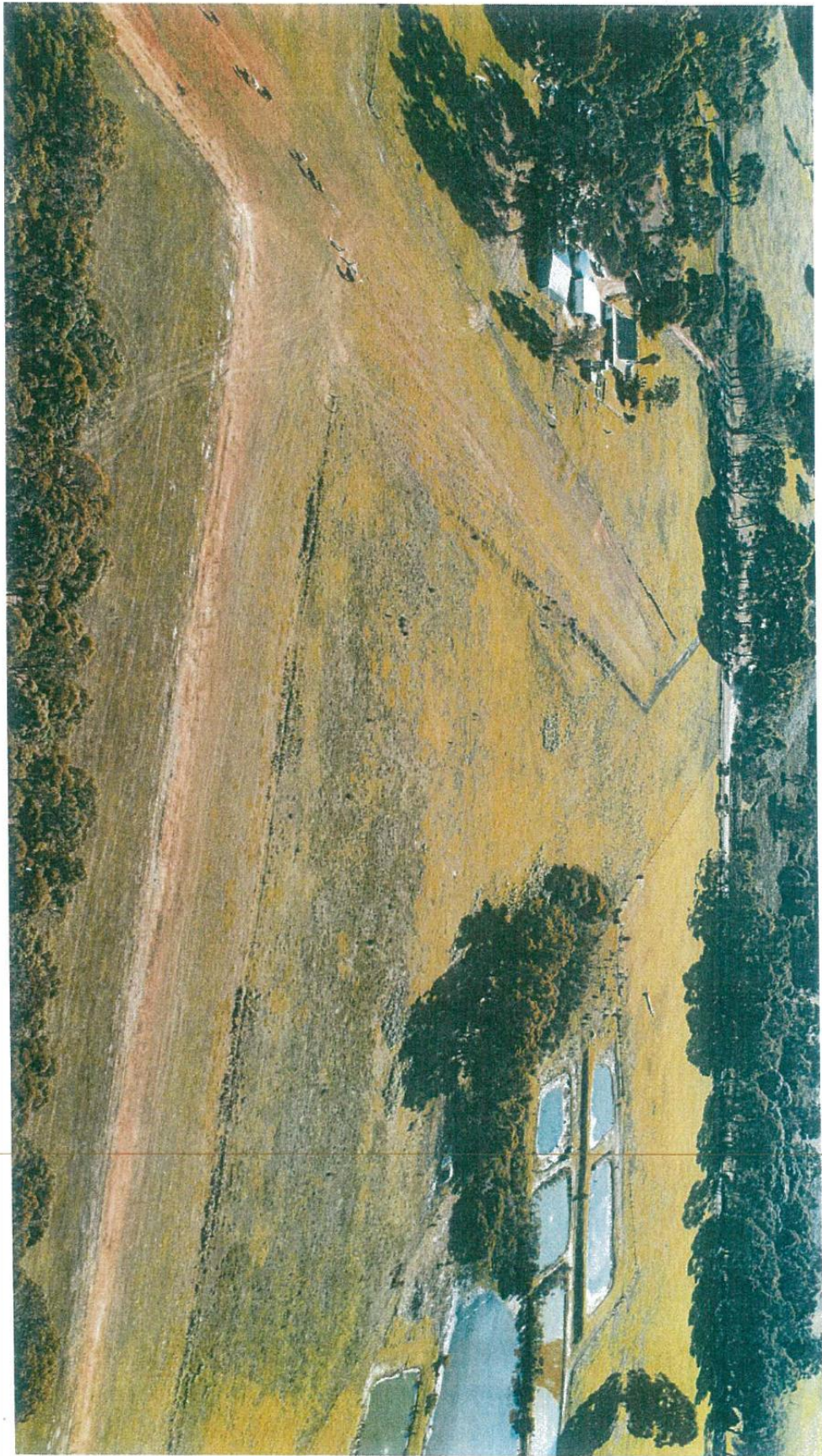




Proposed Camping Area 200m x 40 metres









Lot 9875 No 384 Boorara Road – BMP

Appendix D

Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice

DEFINITIONS

BUSH LAND: Land other than pastured or grassed land including plantations of less than (8) hectares.

EXTERNAL BOUNDARY: Means the external perimeter boundary of contiguous land contained within the same ownership, irrespective of whether it contains one or more allotments.

FIRE BREAK: Means a trafficable portion of land being the prescribed width and height, clear of all flammable material, litter and forest fuels.

FLAMMABLE MATERIAL: Means accumulated fuel (living or dead) such as leaf litter, twigs, bark, dead trees and grass over the height of 100mm and anything deemed by an Authorised Officer to be capable of combustion. Flammable Material excludes cultivated plants located in gardens, fruit or vegetables plants, live standing trees or approved structures.

FOREST FUEL: Is any combustible material, dead or alive, in isolation, in clusters or aggregated with other combustible materials. It includes but is not limited to vegetation both on the ground and suspended, leaves, sticks, fallen branches, twigs and bracken. This definition excludes live standing trees.

FIRE SEASON: Means the period of time set out as the *Restricted and Prohibited Burning Season* and any variation. When applying 'Fire Season' to the summary of requirements for your property the start dates are (*Zone 8 - 11 December 2021 & Zone 6 - 18 December 2021*).

GRASED LAND: Land used for the purpose of grazing or cropping.

LITTER: Means leaves, small sticks, twigs and branches immediately above the soil surface.

LIVE STANDING TREE: Means perennial plant having a permanent woody, self-supporting main stem or trunk, usually growing to considerable height and usually developing branches at some distance from the ground. Live standing trees exhibit a distinct crown of foliage with a stem diameter at breast height of at least 100mm. A live standing tree will continue to have sap movement along the cambium layer (layer of living cells) located under the bark.

PLANTATIONS: Land upon which any pine or eucalypt species of tree is planted on an area exceeding (8) hectares.

PLANTATION BOUNDARY: Shall mean contiguous parcels of land under separate ownership, lease or any form of contractual or financial arrangements whatsoever.

TOWN SITE LAND: All land located within the gazetted townsite boundaries of Manjimup, Pemberton, Northcliffe, Walpole, and Settlements of Jardee, Palgarup, Quininnup, Nyamup, Windy Harbour and Deanmill.

TRAFFICABLE: Means a portion of land free from overhanging trees, limbs or vegetation or any other natural or man made object to a vertical height of (5) metres, traversable by a large fire fighting appliance.

PARK LAND CLEARING: Means the removal of forest fuels whilst leaving live standing trees and predominate vegetation so as to maintain a reasonable forest fuel load at the required standard or below.

ZONED LAND: Means all land described in the *Shire of Manjimup Local Planning Scheme No 4*.

REGULATED BURNING TIMES

THESE DATES ARE INCLUSIVE AND
SUBJECT TO CHANGE

RESTRICTED	PROHIBITED (NO BURNING)	RESTRICTED
ZONE 8 MANJIMUP / PEMBERTON / QUINNINUP		
9 NOV 2021 TO 21 DEC 2021	22 DEC 2021 TO 14 MAR 2022	15 MAR 2022 TO 26 APR 2022
ZONE 6 NORTHCLIFFE / WALPOLE		
19 NOV 2021 TO 31 DEC 2021	1 JAN 2022 TO 15 MAR 2022	16 MAR 2022 TO 12 APR 2022

Prohibited Burning Time

- No Burning is permitted.

Restricted Burning Time

- Burning can only be carried out with a Permit from your Fire Control Officer.

For further information regarding fire control

www.manjimup.wa.gov.au
www.dbca.wa.gov.au
www.dfes.wa.gov.au

Application to Vary

- If considered impractical for any reason to comply with this Notice, you must apply to the Shire for an 'Application to Vary' no later than the **1 December 2021**.



The requirements of this notice must be in place by:

ZONE 8	Manjimup Pemberton Quinninup	11 December 2021
ZONE 6	Northcliffe Walpole	18 December 2021

FIRST AND FINAL NOTICE

RANGERS WILL BE INSPECTING PROPERTIES,
PENALTY FOR NON-COMPLIANCE \$5,000






FOR EMERGENCIES CALL 000

SHIRE OF MANJIMUP	9771 7777
FIRE DUTY OFFICER A/HOURS	0427 913 252
CHIEF BUSH FIRE CONTROL OFFICER	
Remo Pessotto	0427 270 714
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	
Brad Wren	0427 959 431

FIRE CONTROL OFFICERS

Brigade	Fire Control Officer	
Balbarrup / Wilgarup	Gary Ryan	9771 2955
Diamond	Jardee: Mick Terrigno	0419 864 687 9771 1637
	Middlesex: Rob Thorn	0409 815 977 9771 1703
Dingup	Josh Kanny	0429 881 528
Dunreath	Tom Muir	0418 831 296 9773 1296
Glenoran	Kim Skoss	0475 432 825
Linfarne	Frank Shaw	0473 371 185
Manjimup / Pemberton	Shire Rangers	9771 7777
Mordalup	Mark Muir	0427 691 001 9769 1001
Northcliffe Central	Robert Daubney	9776 6018
Northcliffe Townsite	Paul Owens	0427 667 199
Northcliffe	Rod Parkes	9776 7345
	Peter Russell	9776 7148
	Len Dickson	9776 7071
	John Old	9776 8398
Pemberton Rural	Browns Road: Mark Roche	0427 761 510
	Eastbrook: Dennis Barnsby	9776 1114
	Pemberton North: Hugh Jackson	0417 761 557
Perup	Eric Ipsen	0427 831 237
Quinninup	Maurice Humphrey	0419 138 685
Quinninup Town	Mick Eastwood	0438 731 960
Ringbarkers	Paul Tempra	0417 095 899 9771 1311
Seven Day Rd / Appadene	Tom Winfield Peter Parker	0417 964 463 0427 761 285
SmithBrook	Bill Rice	0427 057 243 9772 3543
Springfield	Tom Backhouse	0447 872 265 9776 1472
	Keith Jackson	9776 1206
Upper Warren	John Mottram	0417 993 536 9773 1179
Walpole	Glen Burton	0447 822 897
	Richard Williams	0429 442 252
	Rod Leggerini	0439 896 323
Yanmah	Brad Wren	0427 959 431 9772 1397

SUMMARY OF REQUIREMENTS (WHAT YOU NEED TO HAVE IN PLACE ON YOUR PROPERTY)

Land Category <small>(where you are unsure of your Land Category please contact the Shire of Manjimup)</small>	The Sections you are required to have in place.									
Land within a Townsite Boundary and land zoned Caravan Park	A									I
Karri Lakes Estate Quininnup		B	C		E					I
Land used for Timber Plantations		B				F				I
Land zoned Rural, Reserves, Rural Small Holdings, General and Priority Agriculture		B	C				G			I
Land zoned Rural Residential, Bush Land Protection, Rural Conservation, Tourist Enterprise (Bush Land Properties only)		B	C	D	E					I
Land zoned Rural Residential, Tourist Enterprise (Grassed or Pastured only)		B							H	I
SECTION A Remove all <i>flammable material</i> from the whole of the property OR all <i>flammable material</i> mowed and maintained at a level not exceeding 100mm throughout the fire season.										
SECTION B Building Protection Zone - Where a dwelling exists on your property you are required to have a Building Protection Zone for minimum of (20) metres measured from any external wall of a dwelling. <u>Subject to the required clearing permit being obtained</u> , a property owner may extend the Building Protection Zone to a maximum of (40) metres. For all outbuildings on your property you need only to comply with Clause 1 in this Section. <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 65%;"> <ol style="list-style-type: none"> Remove all flammable material within (20) metres of any dwelling or outbuilding. Tree trunks to be free of branches to a height of (2) metres. No trees are to over hang the dwelling. No tall shrub over (1) metre in height or live standing tree is to be located within (2) metres from any part of a dwelling. Shrubs are not to be located under trees, are not to be planted in clumps greater than 5m² in area, clumps of shrubs should be separated by at least (5) metres. The Shire of Manjimup permits the clearing of live standing trees in the Building Protection Zone <u>subject to the land owner obtaining a clearing permit</u> from the Department of Water and Environmental Regulation. Please contact the Shire of Manjimup for assistance. </div> <div style="width: 30%; text-align: center;">  </div> </div>										
SECTION C Fuel Hazard Reduction Bush lands - Forest fuel in your bush land must not exceed the following parameters for your property. (Sampling and fuel calculation should be as approved by the Department of Fire & Emergency Services procedures) <ul style="list-style-type: none"> Karri: 15 tonnes per hectare = 1,500 grams of forest fuel per square metre. Jarrah / Marri: 8 tonnes per hectare = 800 grams of forest fuel per square metre. Mixed Forest: 15 tonnes per hectare = 1,500 grams of forest fuel per square metre. Acceptable methods of fuel hazard reduction include Hand Clearing, Mechanical Clearing, Park Land Clearing, Fuel Hazard Reduction Burning.										
SECTION D Where Bush Land exists on your property A <i>trafficable firebreak</i> clear of all <i>flammable material</i> and not less than (3) metres wide shall be constructed immediately inside the external boundary of all land and be maintained throughout the fire season . Turn around areas designed to accommodate a 3.4 fire fighting appliance (as pictured) must be constructed every 500 metres. <div style="display: flex; justify-content: space-around; align-items: center;">     </div>										
SECTION E Where <i>strategic firebreaks</i> are located on your land, they must be maintained in accordance with this notice or approved subdivision plans, whichever requirement is greater.										
SECTION F <ol style="list-style-type: none"> Construct a <i>trafficable firebreak</i> of not less than (15) metres wide around and inside the boundaries of all plantations established after 2009 (existing plantations established in 2009 or earlier require a firebreak of (10) metres wide). Construct a <i>trafficable firebreak</i> not less than (6) metres wide within the plantation so as to divide the plantation into compartments not exceeding (30) hectares each. Maintain all <i>firebreaks</i> in a <i>trafficable</i> condition. Trees on both sides of the firebreaks are to be pruned to a minimum height of (5) metres to allow for unrestricted access to all maintenance and fire fighting vehicles so as to maintain an effective firebreak width. Where dwellings exist within (100) metres of a Plantation, no Plantation trees shall be planted within (50) metres of any existing or proposed dwelling. A further (50) metres of plantation should be pruned and have ground fuels reduced so as to provide a minimum of a (100) metre low fuel zone area immediately surrounding any dwelling. 										
SECTION G <ol style="list-style-type: none"> Abutting a Residential Zone - Where rural land, whether bushland or pastured, abuts a residential zone boundary a (3) metre firebreak shall be constructed along the common boundary of the residential zone. Bushland - Where bushland exceeds more than (1) hectare and abuts a boundary, a <i>trafficable firebreak</i> of not less than (3) metres must be constructed along the boundary and within (15) metres of that boundary. Grain Crops - Shall have a (3) metre firebreak around the perimeter of the crop, this firebreak is to remain in place until the crop is harvested. During harvesting of the crop you must have an operational fire fighting unit full of water (not less than 600 litres) located within the paddock being harvested. Fuel Storage / Hay Sheds - Shall have constructed a (6) metre firebreak immediately adjacent to any fuel storage and or hay sheds. 										
SECTION H <ol style="list-style-type: none"> Fuel Hazard Reduction - All <i>flammable material</i> mowed and maintained at a level not exceeding 100mm and maintained throughout the fire season. Dwelling / Outbuilding - Where a dwelling or outbuilding exists on your property you need to remove all <i>flammable material</i> within (20) metres from any external walls of that building. 										
SECTION I Where a <i>Fire Management Plan</i> exists for a Subdivision or a property, the requirements of the plan needs to be in place.										



Lot 9875 No 384 Boorara Road – BMP

Appendix E

Bushfire Emergency Evacuation Plan

Bushfire Emergency Evacuation Plan

Site Details					
Name of Facility:	Camping Site - Lot 9875 (No. 384) Boorara Road				
Proposal Details:	Nature Based Camping Site				
Address:	Lot 9875 (No. 384) Boorara Road				
Suburb:	Boorara Brook	State:	W.A.	Postcode	6262
Local Government Area:	Shire of Manjimup				
Owner/Operator:	Shane Rudd				
Report / Job Number:	MSC0531	Report Date:	27 September 2022		
BPAD Practitioner	Jason Benson (Level 2)	Accreditation No.	BPAD 37893		
BPAD Practitioner	Kathryn Kinnear (Level 2)	Accreditation No.	BPAD 30794		
BPAD Practitioner	Erika Dawson (Level 3)	Accreditation No.	BPAD 36371		



Document Control

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id	Jason Benson	Internal QA review	Mary Holt	22/07/2022
Draft Id	Jason Benson	Internal Technical review	Kathryn Kinnear	23/06/2021
Draft Id	Jason Benson	Level 3 Peer Review	Erika Dawson	16/08/2022
Draft Id	Jason Benson	Amendments as per Level 3 Peer Review	Erika Dawson	9/09/2022
Final Id	Jason Benson	Final submitted to the client		27/09/2022

Emergency Management Team

Name	Organisation	Contact Details
Shane Rudd	Landowner	0427 081 428
Lynn Van Rijn	Deputy Manager	0429 419 749
Jason Benson	Bio Diverse Solutions (Bushfire Consultant)	0429 924 568
Additional Emergency Management Team Personnel		
Name	Organisation	Contact Details

Disclaimer: The recommendations and measures contained in this assessment report are based on the requirements of the Australian Standards 3959-2018 – Building in Bushfire Prone Areas, WAPC State Planning Policy 3.7 (WAPC, 2015), WAPC Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021), applying best practise as described by Fire Protection Association Australia and CSIRO's research into Bushfire behaviour. These are considered the minimum standards required to balance the protection of the proposed dwelling and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire, people injured, or fatalities occur either at the site or while evacuating. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed dwelling are made in good faith on the basis of the information available to the bushfire consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the bushfire consultant has no control. Notwithstanding anything contained within, the fire consultant/s or local government authority will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the fire consultant/s and the local government authority, their servants or agents) arising out of the services rendered by the fire consultant/s or local government authority.

TO BE REVIEWED ANNUALLY

Section 5 of this plan is removable to assist in Evacuation

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Figure 2: Bushfire Awareness Map

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1 Facility Details

1.1 Summary

This Bushfire Emergency Evacuation Plan (BEEP) is for the nature-based camping site at Lot 9875 (No. 384) Boorara Road, Boorara Brook within the Shire of Manjimup, and has been designed to assist the management of occupants/campers to protect life and property in the event of a bushfire. This plan was developed in line with 'A Guide to developing a Bushfire Emergency Evacuation Plan' (WAPC 2019) to assist with emergency management and align with the recently completed Bushfire Management Plan (BMP) for a nature-based camping site.

This plan outlines procedures for evacuation only to enhance the protection of occupants/campers from the threat of a bushfire.

The Primary Action to follow under normal bush fire conditions is to:

Shelter ☐ **Evacuate** ☒

The key to the evacuation plan is preparedness.

Table 1: Facility Details.

Site Information - Lot 9875 (No. 384) Boorara Road, Boorara Brook	
Contact Person (s):	Shane Rudd
Position/Role:	Landowner / Manager / Fire Warden
Phone Number:	(m) 0427 081 428
Contact Person (s):	Lynn Van Rijn
Position/Role:	Deputy Manager / Fire Warden
Phone Number:	(m) 0429 419 749
Type of Development:	Nature Based Camping – No Construction
Number of Buildings:	0
Lot Size:	Approximately 537,304m ²
Nearest Road:	Boorara Road
Nearest Intersecting Roads:	Windy Harbour Road (4km northwest) Preston Road (3.9km southeast)
Nearest Town:	Northcliffe (4.5km northwest)
Water Supply:	None
Hazards Onsite:	No
Number of Employees:	2 (Landowner / Managers) onsite
Number of Occupants/campers:	Less than 100 people
Number of Occupants/campers with support needs:	Less than 100 people
Permanent or Transient:	Transient (Nature-based camping)
Caretaker onsite:	Yes. Manager located in house approximately 200m from the site to the north.

2 Roles & Responsibilities

The following table or pages outlines who has responsibility of implementing the emergency procedures in the event of a bushfire.

Table 2: Responsibilities in the Event of a Bushfire Emergency.

Position	Name of Person	Area of Responsibility	Contact numbers
Landowner / Manager	Shane Rudd	Contact DFES as required. Inform all occupants/campers onsite of any potential emergency situations. Make contact with occupants/campers and ensure they are aware of the situation and assist in evacuation as required. Close site in Catastrophic FDR conditions.	(m) 0427 081 428
Joint Landowner / Manager	Lynn Van Rijn	Contact DFES as required; Inform all occupants/campers of any potential emergency situation; Make contact with occupants/campers and ensure they are aware of the situation and assist in evacuation as required.	(m) 0429 419 749
Additional Responsibilities			
Position	Name of Person	Area of Responsibility	Contact numbers

3 Emergency Contacts

Name of Organisation	Office / Contact	Phone Number / Website
DFES	Emergency and Fire	000
DFES	Emergency Information	13 33 37 DFES - Department of Fire and Emergency Services
DFES	Speech or Hearing Impediment	106
DFES	If calling from a satellite phone, international or interstate	+61 8 9395 9395
Emergency WA	Warnings and Incidents	Home - Emergency WA Warnings & Incidents
WA Ambulance	Accident / Injury	000
WA Police	Criminal Activity	000
Bureau of Meteorology (BoM) Recorded Information	Recorded Information	1300 659 213
SES	Emergency Assistance	132 500
Main Roads WA	Traffic Incidents and Road Closures	138 138
Northcliffe Volunteer Fire and Rescue Service	Local Fire	(08) 9776 7169
Pemberton Police	Local Police	(08) 9776 1202
Northcliffe Nursing Post	Medical	(08) 9776 7080
Pemberton Hospital	Medical	(08) 9776 4000

Radio:

- ABC: Southwest – Local Radio (738AM, 558AM or 105.9FM)

Internet Sites:

- ABC Emergency Website - [ABC Emergency](#)
- Prepare your property – [property-preparation-dfes-checklist.pdf](#)
- Emergency WA – [www.emergency.wa.gov.au](#)
- DFES on Facebook – [www.facebook.com/dfeswa](#)
- DFES on Twitter – [www.twitter.com/dfes.wa](#)
- National Bushfires app – [**Australia's Number 1 Bushfire App** \(bushfireblankets.com\)](#)

4 Bushfire Preparedness, Awareness and Pre-Emptive Measures

The following actions are to be undertaken by the Landowner / Managers at the specified times, see Table 3 Maintenance Schedule.

4.1 Ongoing Actions.

To ensure the APZ area internal to and surrounding the camping area is maintained in a low threat state **at all times**, management of onsite vegetation will be as per Table 3 Maintenance Schedule and Schedule 1 standards for Asset Protection Zone (WAPC 2021), see below:

- **Fine fuel load (combustible, dead vegetation matter <6 mm in thickness):** All combustible and dead vegetation should be managed and removed on a regular basis to maintain a low threat state, should be maintained at <2 tonnes per hectare (on average). Non- combustible mulches such as stone, gravel, crushed mineral earth or wood mulch >6 millimetres in thickness may be used.
- **Trees (>6 metres in height):** Any trees located within the APZ area at maturity should have lower branches, dead material and loose bark removed to a height of two metres above the ground and / or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies maybe treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to a tree canopy outside the APZ.
- **Shrub and scrub (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees:** Shrubs should not be located under trees and should not be planted in clumps >5 square metres in area. All clumps should be separated from each other by at least 10 metres.
- **Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs):** Ground covers can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.
- **Grass:** Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and water efficient irrigation.

Table 3: Maintenance Schedule.

Frequency	Activity
Weekly (During fire season operations and prior to event)	Ensure all vegetation within the low fuel managed area surrounding the camp site is maintained in a low fuel condition in perpetuity.
	Check waste materials collected from site are correctly sorted and stored (i.e., green waste, refuelling in designated areas only).
	Mowing, slashing and maintaining grasses as required, more frequent during Spring and Autumn growth periods.
Monthly	Pruning climbing vegetation (such as vines) on a trellis.
	Whipper snipper/grass cutter around all buildings and fences.
	Trimming and removing dead plants or leaf litter.
	Ensure piles of combustible material is not stored within the managed area and disposed of correctly.
Yearly (prior to bushfire season)	Ensure weeds or woody material is not encroaching into the APZ area (21m minimum), attend to any dead material through trimming and pruning, raking and removing to green waste.
	Any material from pre fire season preparation is either disposed to green waste or burn in piles with a 10m mineral earth break around each pile.

The above maintenance schedule is to be implemented as part of the ongoing management for the site.

For any replanting or landscaping within the camping area refer to the Country Fire Authority's Landscaping for Bushfire: Garden Design and Plant Selection (CFA, 2012) – Plant Selection Key or aim for plants within the APZ that have the following characteristics:

- Grow in a predicted structure, shape and height.
- Are open and loose branching with leaves that are thinly spread.
- Have a coarse texture and low surface-area-to-volume ratio.
- Will not drop large amounts of leaves or limbs, that require regular maintenance.
- Have wide, flat, and thick or succulent leaves.
- Trees that have bark attached tightly to their trunk or have smooth bark.
- Have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed).
- Do not produce or hold large amounts of fine dead material in their crowns.
- Will not become a weed in the area.

4.2 Actions Prior the Bushfire Season.

It is recommended that prior to the start of each bushfire season, this Evacuation Plan is reviewed and updated with assistance from a Bushfire Consultant as required. The below points should be considered, but are not limited to.

- Review Emergency Evacuation Plan to ensure details, procedures and contact phone numbers are correct.
- Ensure employees and other occupants/campers are informed and familiar with the procedures laid out in the Emergency Evacuation Plan.
- Place current version of site layout in facility in visible location(s).
- Any issues or suggestions noted during the previous bushfire season should be actioned and amended in the Evacuation Plan.
- Any changes to the responsible persons mentioned in this report or their associated contact details, should be reflected in the amended Evacuation Plan.
- Any changes to evacuation routes.
- Changes to the emergency contact details or information sources to be reflected in the amended Evacuation Plan.
- Ensure no hazards are present (for example, rubbish piles) that could contribute to increased fire intensity.
- Ensure property access is kept clear and easily trafficable.
- Ensure first aid kits, fire extinguishers, emergency lighting and other emergency resources are current, serviceable and accessible.
- Display Evacuation Route and Plan in obvious and accessible position.
- Get an understanding of the situation by consulting a range of information sources including local ABC radio, the Emergency WA website (emergency.wa.gov.au), DFES Facebook or Twitter, 13 DFES (13 33 37) information line and local emergency services.

4.3 Actions During the Bushfire Season.

It is recommended the actions below, but not limited to are completed throughout the bushfire season.

- Ensure evacuation plan and maps of evacuation routes are made available to all guests during their stay.
- Take note of any relevant information regarding potential amendments or improvements that could be made to this Evacuation Plan.
- Maintain the camping area and its surrounds to the standards stated in section 4.1 of this Evacuation Plan **at all times**.
- Maintain compliance with the local government's annual firebreak and fuel load notice issued under section 33 of the Bush Fires Act 1954.
- Ensure the private driveway and passing areas are maintained as an all-weather surface that provides access to all occupants and campers at all times.
- Ensure assembly points are maintained.
- Update contact details of the emergency management team and employees as required.
- Ensure that on very hot days occupants/campers are made aware that the property is located in a bushfire prone area and may be subject to closure if weather conditions are Catastrophic Fire Danger Rating (FDR).
- Ensure that the camp ground is closed and all occupants are relocated to a safer location when the weather conditions are Catastrophic Fire Danger Rating (FDR).
- Prepare all guests during the bushfire danger period (1st November to 30th April) on bushfire evacuation procedures. Briefing of evacuation procedures by the Manager (or person responsible) to guests prior to stay.
- Daily checks of the Fire Danger Rating (FDR).
- Be aware of fires located within and nearby the 5km Evacuation Zone and the 10km Bushfire Awareness Zone.
- Fuel reduction through mechanical slashing and mowing will be required to be undertaken regularly to ensure all internal grasses are maintained. The landowner or site manager is to be responsible for implementation of the maintenance schedule, refer to Table 3.

4.4 Fire Danger Ratings

Evacuation and additional preparedness actions to be undertaken under certain Fire Danger Rating (FDR) conditions and / or Total Fire Ban (TFB) days.

The FDR tells you how dangerous a fire would be if one started. The higher the FDR, the more severe the bushfire is expected to be.

A TFB is issued for days when in the event of a fire weather conditions would make it very difficult to control and are most likely to threaten lives and property. On a TFB day, all open-air fire activities are prohibited, including campfires, cookers and ovens that use solid fuel like wood or charcoal.

It is vital that you are aware of the FDR and TFB for the areas you plan to travel in. You can find all of the current FDRs and TFB for WA [Here](#) or on the TFB information line on 1800 709 355.

Table 4: Bushfire Preparedness.

ACTION	NO RATING	MODERATE	HIGH	EXTREME	CATASTROPHIC
Site Manager to perform daily check (after 4pm) on the DFES and BoM websites to determine the Fire Danger Rating (FDR) for the following day and weekly prediction. Update employees / visitors if there is a likelihood of the site being closed due to a Catastrophic FDR.					
BUSHFIRE PREPAREDENESS MATRIX					
Site Manager to monitor Emergency WA or DFES websites, ABC Radio or 'National Bushfire's app for fire incidents.	No Requirement for FDR checks	Min. 1pm	Min. 6.15am, 1pm, 3pm	Min. 6.15am, 11am, 1pm, 3pm (or more frequently if fire event in locality).	Close site and relocate occupants/campers. Cancel future bookings, or assist occupants/campers to relocate away from the site until there is a reduction in FDI.

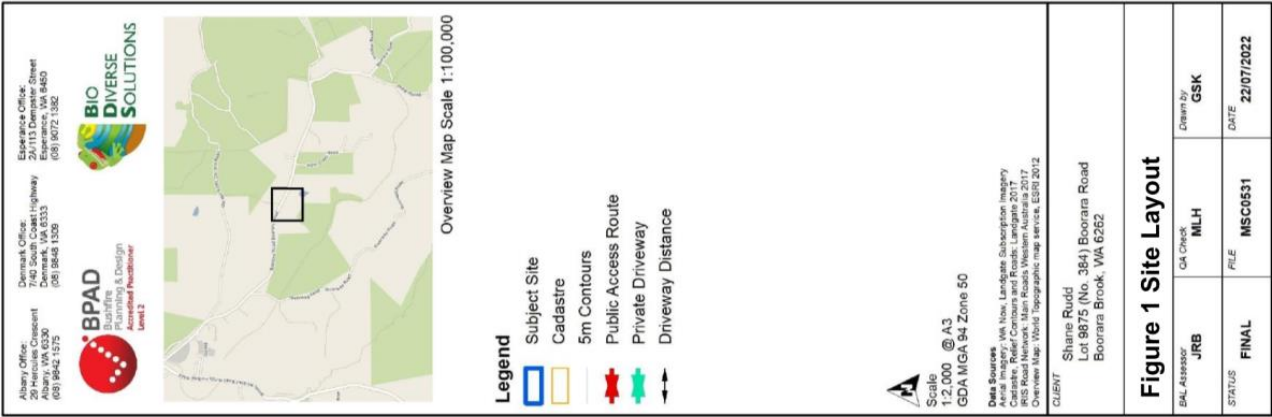
Note: The camping ground is to be closed on Catastrophic FDR Days.

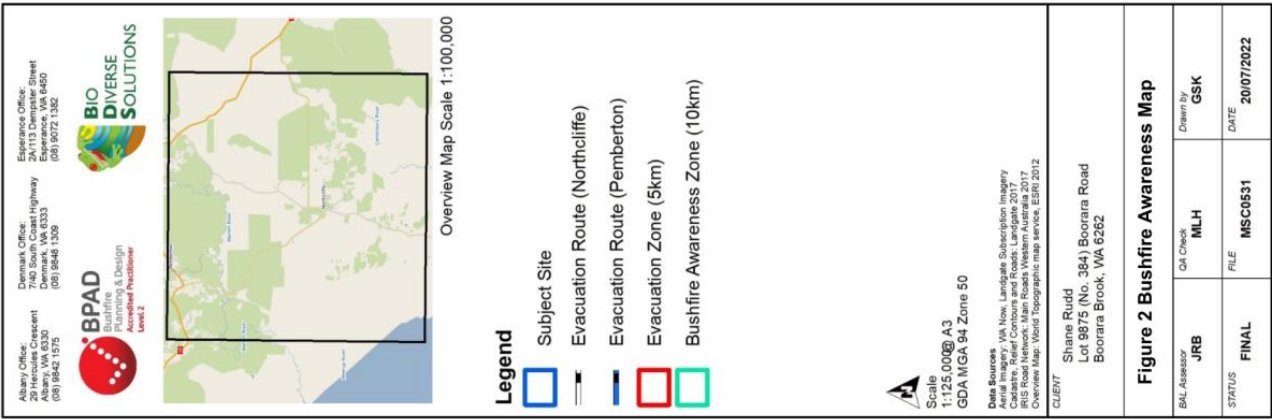
Section 5 Bushfire Emergency Evacuation Plan

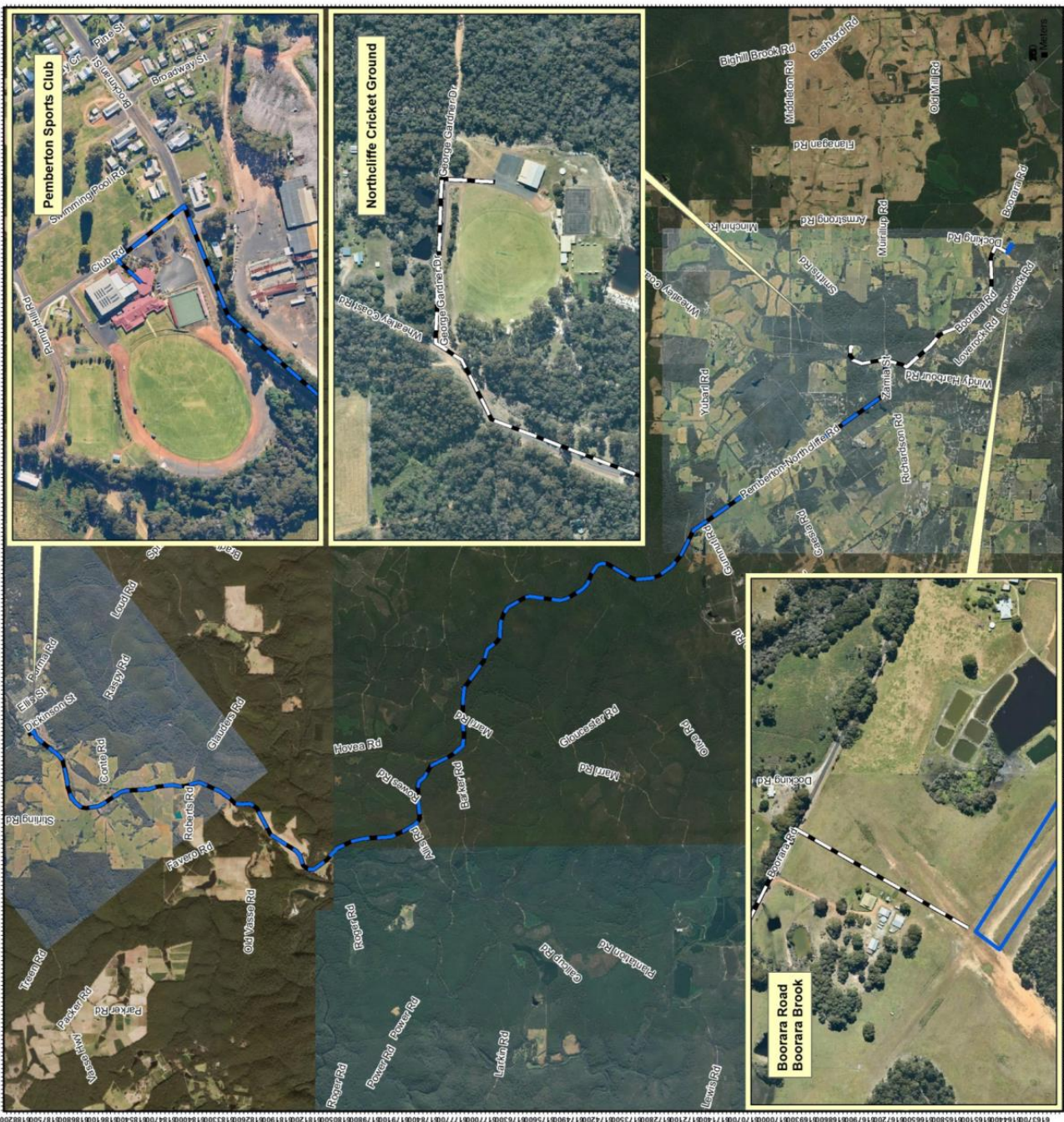
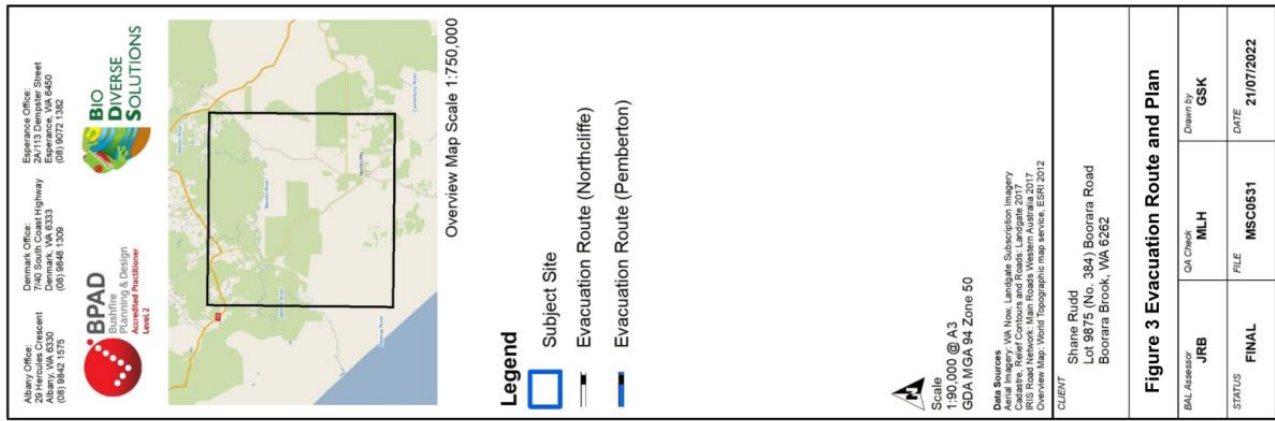
Removeable Section for use during the Bushfire Season

Site Details					
Name of Facility:	Camping Site - Lot 9875 (No. 384) Boorara Road				
Address:	Lot 9875 (No. 384) Boorara Road				
Suburb:	Boorara Brook	State:	W.A.	Postcode	6262
Local Government Area:	Shire of Manjimup				











5 Emergency Response

5.1 Evacuation (Primary Emergency Action)

Evacuation is the primary action in the event of a bushfire, if safe to do so.

Triggers for Evacuation:

- 'Advice', 'Watch and Act' or 'Emergency Warning' alert from the Department of Fire and Emergency Services or Department of Biodiversity, Conservation and Attractions.
- Direction to evacuate from an emergency service authority.
- When a bushfire is within the 5km Evacuation Zone.
- When the Fire Danger Rating (FDR) is "Catastrophic".
- Also be aware of any bushfire within the 10km Bushfire Awareness Zone and be ready to implement evacuation procedures if required or directed by emergency services.

The designated evacuation location is the Northcliffe Recreation Centre (Primary) or the Pemberton Sports Club (Secondary).

Early evacuation should always be the primary action – you should never 'wait and see what happens'. Sheltering-in-place during a bushfire should be a **Last Resort Option**, when all other plans fail, and occupants/campers are unable to leave due to there being insufficient time to evacuate early to a safer place well away from the fire; or emergency services advise, through official warnings, that sheltering-in-place is the safest option. Given this is a camping site and the occupants/campers will likely be in caravans or vehicles it is strongly recommended against sheltering in place as an option.

If advised by DFES or other emergency services that the evacuation route is no longer safe, all staff and guests are advised to move all vehicles into the **Place of Last Resort Vehicle Parking Area** in the north of the camping area and remain in the vehicle until the threat has passed.

If caught in a vehicle in a bushfire, follow the directions stated in Section 5.6 of this Evacuation Plan.



5.2 The Procedures for Evacuation:

Managers are to lead the evacuation procedures and ensure the occupants/campers have a clear direction of the below procedures. Evacuation is considered the safest alternative, provided adequate time is available to complete the evacuation safely. Evacuating well in advance of a fire's predicted arrival time is safer than remaining on-site.

- The Managers are to confirm with lead agencies (DFES or other Emergency Service) prior to evacuation and provide the directions to the occupants/campers.
- Managers are to make contact with the occupants/campers and provide direction, occupants/campers should gather in one location (Muster Point) and prepare to evacuate.
- Any occupants/campers that are away from the site once an evacuation has commenced, must not return to the site under any circumstances. In this situation occupants/campers must find alternative accommodation, go to the nearest designated refuge centre or follow the directions of the leading emergency agency.
- Managers should ensure the occupants/campers have sufficient space in vehicles to account for all people. If there is not enough space for all occupants/campers in the designated vehicles the manager should organise for alternative transport.
- The youngest children or persons with support needs, should be in the first evacuating vehicles.
- Managers and occupants/campers should monitor the ABC local radio (Southwest – (738AM, 558AM or 105.9FM) regularly for local bushfire information (weather trends, warnings and bushfire locations).
- Managers should look to identify the bushfire location on the Bushfire Awareness Map (Figure 2), consider the wind direction and identify the direction the fire might be traveling.
- Managers should ensure the evacuation route is safe to travel, alternative routes may be available and safer.
- Manager to decide the evacuation location Northcliffe Recreation Centre (Primary) or the Pemberton Sports Club (Secondary), or other as directed by emergency services.
- If safe to do so, as directed, the occupants/campers should evacuate the property to a safer location Northcliffe Recreation Centre (Primary) or the Pemberton Sports Club (Secondary), or other as directed by emergency services.
- Continue to monitor the situation, the evacuation route may become untenable.

If the designated evacuation route/s are no longer considered safe to evacuate occupants/campers may be required to Shelter in Place, managers to follow direction from Lead Agencies (DFES or other Emergency Service). If advised to Shelter in Place all staff and guests are advised to move all vehicles into the Place of Last Resort Vehicle Parking Area in the north of the camping area and remain in the vehicle until the threat has passed.



5.3 Managers Responsibilities

The Managers, Shane Rudd and / or Lynn Van Rijn, have the following responsibilities during evacuation. Section 5 of this Evacuation Plan should be printed out and made available to the occupants/campers prior to their stay to aid evacuation in the event of a bushfire:

- Arrange for communication with Lead Agencies (DFES or other Emergency Service) and advise them of the emergency situation (include phone number).
- Make contact with the occupants/campers and ensure they are aware of the bushfire emergency; people should gather in one location (Muster Point) and prepare to evacuate.
- Occupants/campers will generally have arrived in their own transport and will be directed to leave the property immediately via the driveway to Boorara Road (see Figure 3).
- Ensure all persons are accounted for prior to departure (use client listing).
- Ensure occupants/campers understand the evacuation procedure.
- Contact off-site location (Northcliffe Recreation Centre (Primary), the Pemberton Sports Club (Secondary), or other site as directed by emergency services) and inform them of pending arrival.
- Maintain situational awareness through radio, DFES website, ABC radio, smart phone applications and local firefighting resources.
- Manager (person responsible) to advise the local emergency service (include phone number) that all the persons have been evacuated and are accounted for and safe at the designated location.
- If in the event occupants/campers are unable to drive or do not have a vehicle available, people must group into other available vehicles or alternative transport must be arranged to assist.
- At the designated off-site location, move all persons inside and ensure all persons are accounted for and safe.



5.4 **PRIMARY Evacuation Route - South (Northcliffe Recreation Centre – 5.7 km)**

The **Primary** Evacuation Route should be the first option. If the Fire Warden/s have made the decision to evacuate staff and occupants/campers and the Primary evacuation route is safe, follow the directions below to the Northcliffe Recreation Centre. If the Primary evacuation route is not safe, the Fire Warden/s is to establish if another alternative route is safe. Direction from Lead Agencies (DFES or other Emergency Service) may also determine the appropriate evacuation route.

1. From the Muster Point, use the private driveway to travel to Boorara Road (281m).
2. Turn left on Boorara Road and head northwest towards Windy Harbour Road (3.9km).
3. Turn right on Windy Harbour Road and head north towards Wheatley Coast Road (550m).
4. At the intersection, continue straight onto Wheatley Coast Road and head north towards George Gardner Drive (900m).
5. Turn right on George Gardner Drive and head east toward the Northcliffe Recreation Centre access road (230m).
6. Turn right into Northcliffe Recreation Centre access road and head south towards the Northcliffe Recreation Centre car park (78m).

NOTE: The Northcliffe Recreation Centre is a Primary Local Emergency Management Arrangement Welfare Centre, but given the proximity to the camping site, may not be the optimal safer location. Further direction from Lead Agencies (DFES or other Emergency Service) may also determine alternative safer location/s.



5.5 **Secondary Evacuation Route - South (Pemberton Sports Club – 34.6km)**

The **Secondary** Evacuation Route should be considered if the fire is located in an area that will put the primary safer location under threat. If the Fire Warden/s have made the decision to evacuate staff and students and the **Secondary** evacuation route is safe, follow the direction below to the Pemberton Sports Club. If the **Secondary** evacuation route is not safe, the Fire Warden/s is to establish if another alternative route is safe. Direction from Lead Agencies (DFES or other Emergency Service) may also determine the appropriate evacuation route.

1. From the Muster Point, use the private driveway to travel to Boorara Road (281m).
2. Turn left on Boorara Road and head northwest towards Windy Harbour Road (3.9km).
3. Turn right on Windy Harbour Road and head north towards Zamia Street (550m).
4. Turn left on Zamia Street (State Route 10) and head west towards Pemberton-Northcliffe Road (800m).
5. Veer right and continue on Pemberton-Northcliffe Road (State Route 10) and head northwest towards Brockman Steet/Vasse Highway (27km).
6. Veer right and continue on Brockman Steet/Vasse Highway and head northeast towards Club Road (2.3km).
7. Turn left on Club Road and head northeast toward the Pemberton Sports Club car park (87m).
8. Turn left into the Pemberton Sports Club car park.

NOTE: The Pemberton Sports Club is a Primary Local Emergency Management Arrangement Welfare Centre, but given the proximity to the camping site, may not be the optimal safer location. Further direction from Lead Agencies (DFES or other Emergency Service) may also determine alternative safer location/s.



5.6 Shelter in place (**Last Resort Action**)

Shelter in place if evacuation is not possible (This is a last resort option).

Sheltering-in-place during a bushfire should be a last resort option. As this is a camping site and there are limited options to shelter in place. However, when all other plans fail, and occupants/campers are unable to leave due to there being insufficient time to evacuate early to a safer place well away from the fire; or emergency services advise through official warnings that sheltering-in-place is the safest option.

If the designated evacuation route/s are no longer considered safe to evacuate occupants/campers may be required to Shelter in Place, managers to follow direction from Lead Agencies (DFES or other Emergency Service). If advised to Shelter in Place, all staff and guests are advised to move all vehicles into the **Place of Last Resort Vehicle Parking Area** in the north of the camping area and remain in the vehicle until the threat has passed.

What to do if caught in a vehicle in a bushfire:

- Park the vehicle in the cleared **Place of Last Resort Vehicle Parking Area**, where there is no vegetation, with the vehicle facing toward the fire front and turn the engine off.
- Close the vehicles doors, windows and outside vents.
- Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid smoke inhalation.
- If woollen blankets are available, cover up with them and drink plenty of water to avoid dehydration.
- Remain in the vehicle until the fire front has past and wait for assistance.
- Once the fire front has passed and the temperatures have dropped, cautiously exit the vehicle.

Sheltering in a vehicle is a **last resort option**, and should only occur if it is too late to safely evacuate. If you have to shelter in a vehicle, please follow the DFES "Traveling During a Bushfire" fact sheet attached.



Lot 9875 (No. 384) Boorara Road – BEEP

5.7 Emergency Management Team Contact List

Name	Organisation	Contact Details
Shane Rudd	Landowner	0427 081 428
Lynn Van Rijn	Deputy Manager	0429 419 749
Jason Benson	Bio Diverse Solutions (Bushfire Consultant)	0429 924 568
Additional Emergency Management Team Personnel		
Name	Organisation	Contact Details



5.8 List of Emergency Contacts

Name of Organisation	Office / Contact	Phone Number / Website
DFES	Emergency and Fire	000
DFES	Emergency Information	13 33 37 DFES - Department of Fire and Emergency Services
DFES	Speech or Hearing Impediment	106
DFES	If calling from a satellite phone, international or interstate	+61 8 9395 9395
Emergency WA	Warnings and Incidents	Home - Emergency WA Warnings & Incidents
WA Ambulance	Accident / Injury	000
WA Police	Criminal Activity	000
Bureau of Meteorology (BoM) Recorded Information	Recorded Information	1300 659 213
SES	Emergency Assistance	132 500
Main Roads WA	Traffic Incidents and Road Closures	138 138
Northcliffe Volunteer Fire and Rescue Service	Local Fire	(08) 9776 7169
Pemberton Police	Local Police	(08) 9776 1202
Northcliffe Nursing Post	Medical	(08) 9776 7080
Pemberton Hospital	Medical	(08) 9776 4000

Radio:

- ABC: Southwest – Local Radio (738AM, 558AM or 105.9FM)

Internet Sites:

- ABC Emergency Website - [ABC Emergency](#)
- Prepare your property – [property-preparation-dfes-checklist.pdf](#)
- Emergency WA – www.emergency.wa.gov.au
- DFES on Facebook – www.facebook.com/dfeswa
- DFES on Twitter – www.twitter.com/dfes.wa
- National Bushfires app – [**Australia's Number 1 Bushfire App** \(bushfireblankets.com\)](#)



Australian Fire Danger Rating System

Moderate: Plan and prepare.

Most fires can be controlled. Stay up to date and be alert for fires in your area.

High: Be ready to act.

Fires can be dangerous. Decide what you will do if a fire starts.
Leave bushfire risk areas if necessary.

Extreme: Take action now to protect your life and property.

Fires will spread quickly and be extremely dangerous. Put your bushfire plan into action.
If you and your property are not prepared to the highest level, plan to leave early.

Catastrophic: For your survival, leave bushfire risk areas.

These are the most dangerous conditions for a fire. If a fire starts and takes hold, lives are likely to be lost. Homes cannot withstand fires in these conditions.



When there is minimal risk, Fire Danger Ratings will be set to 'No Rating'.
On these days you still need to remain alert and abide by local seasonal laws and regulations.



Monitor conditions and [emergency.wa.gov.au](https://www.emergency.wa.gov.au) for ratings and bushfire warnings. If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.



Your life may depend on the decisions you make, even before there is a fire. Create or review your bushfire plan at mybushfireplan.wa.gov.au



This publication is intended to be a guide only. While every effort is made to ensure accuracy at the time of publication, DFES makes no representation about the content or suitability of the information provided. DFES expressly disclaims liability for any action or omission done or not done in reliance on the information and for any consequences whether direct or indirect, arising from such action or omission.

JUNE/2022/V1.0



Fire Danger Ratings and Bushfire Warnings

- **When a bushfire starts, things can change in a matter of minutes so it's important to stay up to date through official information sources.**

During a bushfire, emergency services will provide you with as much information as possible, but no system is foolproof. If you believe you are in danger, act immediately to stay safe and do not wait for a warning.

If you see smoke or flames call Triple Zero (000) and put your bushfire plan into action immediately.

Bushfire warning levels change to reflect the increasing risk to your life or property, and the decreasing amount of time you have until the fire arrives.

The warning levels for bushfires are:

Advice	Watch and Act	Emergency Warning	All Clear
			
A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.	There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.	There is a threat to lives or homes. You are in danger and need to take immediate action to survive.	The danger has passed and the fire is under control. Take care and remain vigilant in case the situation changes.

Where to find ratings and warnings:

- Emergency WA [emergency.wa.gov.au](https://www.emergency.wa.gov.au)
- DFES Emergency Information Line 13 DFES (13 3337)
- ABC Radio or 6PR - Your local radio frequency
- DFES Facebook [facebook.com/dfeswa](https://www.facebook.com/dfeswa)
- DFES Twitter twitter.com/dfes_wa



Make a plan

Dangerous bushfires can start at any time and can quickly turn into a life-threatening situation for you and your loved ones. Your safety will depend on how prepared you are and the decisions you make.

Create a bushfire plan in under 15 minutes at mybushfireplan.wa.gov.au



For more information visit dfes.wa.gov.au/prepare

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JUNE/2022/V1.0



HOW DO I KEEP INFORMED?



FIRES CAN HAPPEN SUDDENLY AND CHANGE QUICKLY, SO DON'T RELY ON RECEIVING A WARNING. It's your responsibility to stay informed and alert. Be flexible – get emergency information from multiple sources and never rely on any one source of information. **Take these four steps to help you keep informed about bushfires and emergencies near you:**



STAY CONNECTED

Connected communities are safer communities.

Join a Bushfire Ready Group to get to know the risk in your local area.

Keep in contact with neighbours, friends and family, especially during high fire-risk day.

Talk to your local brigade about how to prepare for a bushfire.



STAY ALERT

If you can see or smell a bushfire – that's your warning.

Your surroundings could be the best source of information.

If you live in, or near bush, you need to stay alert. If there are signs of a bushfire you could be in danger. Act immediately to keep you and your family safe.



KEEP YOUR DETAILS UP TO DATE

A telephone warning might be sent to your mobile phone or landline in extreme circumstances. This warning system (Emergency Alert) uses the address held by your phone company.

Keep your address details up to date with your phone company to give yourself the best chance of receiving a warning if one is issued.



MONITOR OFFICIAL WARNINGS

During an emergency monitor what's happening. You can find bushfire alerts and warnings at:

Emergency WA
emergency.wa.gov.au

DFES Public Information
13 DFES (13 3337)

DFES Facebook
facebook.com/dfeswa

DFES Twitter
twitter.com/dfes_wa

ABC Radio or 6PR
Your local radio frequency

RSS feeds
(subscribe via www.emergency.wa.gov.au)

For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au
or **9395 9816**



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September 2020/V1.0



HOW FIREPROOF IS YOUR PLAN?



Preparing your Emergency Evacuation Kit

LEAVE EARLY



IN A BUSHFIRE, YOUR HOUSE IS UNSAFE AND MAY BE DAMAGED OR DESTROYED.

Your Emergency Evacuation Kit should include the essential items you need to keep your family comfortable and safe. Prepare your Emergency Evacuation Kit before bushfire season and keep it in an accessible spot. Make sure everyone knows where it is kept.



Our Emergency Evacuation Kit list:

- ☐ Important/legal documents
- ☐ Precious items (jewellery, medals)
- ☐ Clothing for everyone
- ☐ First aid kit
- ☐ Drinking water, food for the trip
- ☐ Personal hygiene items

Prepare your emergency kit before bushfire season.



Items to grab when leaving:

- ☐ Wallet
- ☐ Medications, life support equipment
- ☐ Phone and charger
- ☐ House and car keys
- ☐ Laptop and charger
- ☐ Pets and supplies (food, bowl, cage, leash, etc.)



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au

or 9395 9816

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NOVEMBER 2021/V1.0



**HOW FIREPROOF
IS YOUR PLAN?**

BUSHFIRE PROTECTIVE CLOTHING



IT DOESN'T MATTER IF YOU'RE STAYING OR LEAVING, EVERYONE NEEDS PROTECTIVE CLOTHING.

Prepare for everyone in your household before bushfire season and store with your Emergency Kit.



- ☐ Thick loose fitting clothing made from natural fibres (wool, cotton, denim).
- ☐ Long sleeved shirt and a thick woolen coat.
- ☐ Trousers or long pants.
- ☐ Sturdy boots.



- ☐ Thick woollen or cotton socks.
- ☐ Wide brimmed helmet or hat to protect your head and shoulders.
- ☐ Gloves.
- ☐ Fire protection goggles/glasses.
- ☐ Smoke or particle mask, or wet cloth.



Remember to have a place where everyone can shelter already decided before a bushfire threatens.



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au
or **9395 9816**

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NOVEMBER/2021/V1.0



**HOW FIREPROOF
IS YOUR PLAN?**

TRAVELLING DURING A BUSHFIRE



BUSHFIRES CAN START WITHOUT WARNING. People have been killed or seriously injured during bushfires. If you are travelling or staying near bushland, fire is a real risk to you. **Pack an emergency kit including important items such as woollen blankets, drinking water and protective clothing.**



IF THERE IS A LOT OF SMOKE

- ☐ Slow down as there could be people, vehicles and livestock on the road.
- ☐ Turn your car headlights and hazard lights on.
- ☐ Close the windows and outside vents.
- ☐ If you can't see clearly, pull over and wait until the smoke clears.



IF YOU BECOME TRAPPED BY A FIRE

- Sheltering inside a vehicle is a very high risk strategy. It is unlikely that a person will survive in all but the mildest circumstances.**
- ☐ Park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
 - ☐ Turn the engine off.
 - ☐ Close the car doors, windows and outside vents, **and call 000.**
 - ☐ Stay in the car until the fire front has passed. Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke.
 - ☐ Stay covered in woollen blankets, continue to drink water and wait for assistance.
 - ☐ Once the front has passed and the temperature has dropped, cautiously exit the vehicle.



IMPORTANT INFORMATION

- ☐ Find the local ABC radio frequency in the area. Stay up to date in a major emergency, when lives and property are at risk, ABC radio will issue broadcast warnings at a quarter to and a quarter past the hour.
- ☐ Main Roads provides updated information on road closures throughout WA. Call 138 138 or www.mainroads.wa.gov.au
- ☐ Check the weather forecast and current fire restrictions. Be aware of the Fire Danger Rating for the area you are travelling to and be prepared to reassess your plans.
- ☐ Download the Bushfire Traveller's Checklist at www.dfes.wa.gov.au

For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au
or **9395 9816**



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November 2021/010



**HOW FIREPROOF
IS YOUR PLAN?**

SHELTERING IN YOUR OWN HOME



SHELTERING IN YOUR HOME DURING A BUSHFIRE SHOULD BE YOUR LAST OPTION, WHEN ALL OTHER PLANS FAIL AND YOU ARE UNABLE TO LEAVE. You need to be well prepared if you can no longer leave your property. Have an emergency kit prepared and ensure there is protective clothing and masks for everyone who may need to shelter.



IF IT IS TOO LATE TO LEAVE THE PROPERTY:

- ☐ Stay in the house when the fire front is passing.
- ☐ If people are expecting you to leave, let them know you are now staying.
- ☐ **People have died sheltering in bathrooms and other rooms without an exit door.** Take shelter inside in a room with two exits, furthest from the fire front. At least one exit must lead outside (do not shelter in your bathroom).
- ☐ Make sure all doors and windows are sealed as best as possible.
- ☐ Soak towels and rugs in water, and lay them along the inside of external doorways.
- ☐ Keep woolen blankets handy for protection against radiant heat.
- ☐ Take down curtains and push furniture away from windows.
- ☐ Remove flammable items from outside the house - like door mats.
- ☐ Get down low to limit your exposure to smoke.
- ☐ Actively defend your property by putting out spot fires.
- ☐ Remember to check the roof cavity through the manhole for any spot fires.
- ☐ Drink plenty of water to avoid becoming dehydrated.
- ☐ Shelter in the house for as long as possible.
- ☐ If your house catches fire and the conditions inside become unbearable, leave through the door furthest from the approaching fire and go to an area that has already been burnt.
- ☐ People die in a bushfire from radiant heat. Protect yourself with thick long sleeves and long trousers, strong leather boots, gloves and head protection.



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au

or 9395 9816

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November/2021/V1.0



**HOW FIREPROOF
IS YOUR PLAN?**



Lot 9875 No 384 Boorara Road – BMP

Appendix F

Level 3 Peer Review



Our Ref.: 22037-L03_A

Jason Benson
 Bio Diverse Solutions
 29 Hercules Crescent
 Albany WA 6330

27 September 2022

Dear Jason

BPAD LEVEL 3 PEER REVIEW | PROPOSED NATURE BASED CAMPING – 384 BOORARA ROAD, BOORARA BROOK

This letter is provided to document that a Peer Review has been undertaken by an accredited Bushfire Planning and Design (BPAD) Level 3 Practitioner for the project as outlined in **Table 1** in accordance with Identified Procedure 2 (IP2) – Review of work undertaken by a Practitioner with the appropriate level of accreditation of the Fire Protection Association Australia's (FPAA) *Practice Note 03-2019 Performing work outside of accredited level*.

Table 1: Project Review Details

Component	Details
Development Details	
Proposed Development	Proposed Nature Based Camping
Street Address	384 Boorara Road, Boorara Brook
Real Property Description	Lot 9875 P203108
Author Project Reference	MSC0531
Reviewer	
Name	Erika Dawson
Accreditation No.	BPAD 36371
Accreditation Level	3
Accreditation Jurisdiction	WA & NSW
Accreditation Expiry	31/8/2023
Reviewee (Author)	
Name	Jason Benson
Accreditation No.	BPAD 37893
Accreditation Level	2
Accreditation Jurisdiction	WA
Accreditation Expiry	1/8/2023



In undertaking this review, I confirm that I have undertaken a desktop review of the documents outlined in Table 2.

Table 2: Documents Reviewed

Title	Author	Revision	Date
Bushfire Management Plan	Jason Benson (Bio Diverse Solutions)	Final	9/9/2022
Bushfire Emergency Evacuation Plan	Jason Benson (Bio Diverse Solutions)	Final	9/9/2022

In undertaking this review, I accept the assessment and conclusions of the Reviewees work.

I confirm, following the review as outlined above, that the work is consistent with the submission requirements.

If you have any questions regarding this review, please contact the undersigned on 0400 940 482.

Yours sincerely

Erika Dawson

Director | BPAD Level 3 Accredited Practitioner (NSW & WA) No. 36371 | Registered Planner PIA





Our Ref: D26358
Your Ref: DA22/183 P55785

Karleha Brown
Shire of Manjimup
info@manjimup.wa.gov.au

Dear Ms Brown

RE: VULNERABLE LAND USE – 384 (LOT 9875) BOORARA ROAD, BOORARA BROOK – NATURE BASED CAMPING

I refer to your email dated 16 November 2022 regarding the submission of a Bushfire Management Plan (BMP) (Version 1), prepared by Bio Diverse Solutions and dated 27 September 2022, for the above development application.

This advice relates only to *State Planning Policy 3.7: Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining approvals that apply to the proposal including planning, building, health or any other approvals required by a relevant authority under written laws.

Assessment

- The intent of SPP 3.7 is to reduce and mitigate the risk of bushfire to people and property which is prescribed through demonstrating compliance to Element 1: Location. DFES maintains the view that Element 1 should not be ignored in the context of vulnerable land use.
- Tourism land uses, such as primitive camping, are considered a vulnerable tourism land use as prescribed by section 5.5 'Vulnerable Land Uses' of the Guidelines.
- Consequently, and in accordance with our advisory role, DFES have highlighted in the assessment below the residual bushfire risks associated with the tourism development and compliance with the bushfire protection criteria to aid decision making.

1. Policy Measure 6.5 a) Preparation of a BAL Assessment / BAL Contour Map

Element	Assessment	Action
Evacuation Assumptions	Comments relating to evacuation should be contained within the Bushfire Emergency Evacuation Plan and not within the BMP. Please remove the place of last resort from the BMP.	Modification to the BMP is required.

2. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
Vulnerable Tourism Land Uses	Intent – non-compliant The BMP should not ignore the site context and the serious threat of bushfire to people, property and infrastructure at this location.	Does not comply.

DFES Land Use Planning | 20 Stockton Bend, Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844
Tel (08) 9395 9703 | advice@dfes.wa.gov.au | www.dfes.wa.gov.au

ABN 39 563 851 304

	<p>The likelihood of a bushfire, its severity and intensity, and the potential impact on life and property posed by the bushfire hazard at this location represents an extreme bushfire risk that cannot be adequately reduced.</p> <p>The DFES advice considers the intent of the element, which is to ensure the proposal <i>“provides bushfire protection for tourism land uses....to preserve life and reduce the impact of bushfire on property and infrastructure.”</i></p> <p>This location does not provide for appropriate bushfire protection to manage the bushfire risk based on a range of factors including, but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> There are vast tracts of bushfire prone vegetation within 150 metres of the site boundary which represents an extreme bushfire risk. <input type="checkbox"/> Due to the extreme bushfire prone vegetation on multiple aspects, catastrophic bushfire behaviour is likely, and a bushfire could develop rapidly and grow to a significant size, resulting in the loss of life, property and infrastructure. In the event of a major event in this location, response capability may be detrimentally impacted due to limitations with access, which passes through vegetation classified as extreme hazard. <p>The topography, type and extent of bushfire prone vegetation may result in landscape-scale destruction as it interacts with the bushfire hazard on and close to the site.</p>	
Vulnerable Tourism Land Uses - Vehicular Access	<p>A5.11b – not demonstrated</p> <p>The BMP states that compliance has been achieved as the surrounding public road network are ‘considered through roads’. It is unclear if access in two different directions to two different destinations, in accordance with the acceptable solution is available to the east. It is noted that the public road system traverses areas of extreme bushfire risk and it is therefore imperative that appropriate access/egress is demonstrated as being available. Boorara Road becomes unsealed and connects with a number of unsealed roads which run through the Boorara-Gardner National Park.</p>	Modification to the BMP is required.
	<p>A5.11e – not demonstrated</p> <p>A second access to the public road is possible, using the exiting private driveway (as shown in figure 6), but has not been confirmed within the BMP.</p>	Modification to the BMP is required.

	In addition, any proposed secondary internal access near the main dwelling should be included in the BEEP.	
--	--	--

3. Policy Measure 6.6.1 Vulnerable land uses

Issue	Assessment	Action
Bushfire Emergency Evacuation Plan (BEEP)	The referral has included a ' <i>Bushfire Emergency Evacuation Plan</i> ' for the purposes of addressing the policy requirements. Consideration should be given to the Guidelines Section 5.5.4 'Developing a Bushfire Emergency Evacuation Plan'. This contains detail regarding what should be included in a BEEP and will ensure the appropriate content is detailed when finalising the BEEP to the satisfaction of the Shire.	Comment only.

Recommendation – not supported due to non-compliance

The development application is not supported as it does not meet the intent of Element 5: Vulnerable Tourism Land Uses. The proposal is intensifying land use in a bushfire prone area with an extreme bushfire hazard both in and surrounding the lot. In addition to non-compliance with the intent of Element 5, the proposed development is also not supported for the following reasons:

1. The development design has not demonstrated compliance to the acceptable solutions of Element 5: Vulnerable Tourism Land Uses.
2. The proposed development is intensifying land use in a bushfire prone area where the vehicular access is uncertain.

Modification to the BMP should respond to the non-compliance to influence the appropriate bushfire management measures to reduce vulnerability and to minimise the threat of bushfire to visitors and the site itself.

If you require further information, please contact Land Use Planning Officer – Michelle Gray on telephone number 9395 9561.

Yours sincerely



Sasha De Brito
A/DIRECTOR LAND USE PLANNING

5 January 2023

Brian Robinson

From:
Sent: Tuesday, 13 December 2022 2:14 PM
To: Info
Cc: Kaylee Blee
Subject: [External] Comment on Development Proposal for - 'Nature Based Campground' adjoining Northcliffe BushCamp

To the Chief Executive Officer,

re: Development Proposal Lot 9875,384 Boorara Road BOORARA BROOK

I am most concerned that this development will undermine the integrity of the aims of a 'Nature' based campground, in light of the fact that it fails to meet every single one of the guidelines. An application for being a proper 'normal' caravan park may suit that location, but it definitely fails to meet the requirements of a 'Nature Based' park.

1) Does not meet Licensing Guideline (b)

The Licensing Guidelines state that a Nature Based Park means a facility in an area that;

(b) has been predominately formed by nature

The proposal Figure 1 Site Layout shows the location in a blue rectangle labelled 'Camping Site' - and this is a disused airstrip.

An airstrip most definitely has **not** been *predominantly formed by nature*, thus the proposal fails to meet the 'predominantly formed by nature' criteria.

2) Does not meet Licensing Guideline (a)

The Licensing Guidelines also state that a Nature Based Park must be;

*"...not in close proximity to an area that is built up with **structures used for business, industry or dwelling-houses** at intervals of less than 100 metres for a distance of 500 metres or more;*

However the proposal Figure 1 Site Layout shows the location in a blue rectangle labelled 'Camping Site' which is both; less than 100m from the dwelling house

and also

less than 50m from the nearest aquaculture dam (which by definition is a structure used for the neighbouring business, being aquaculture industry)

and these aquaculture structures themselves are all at intervals of mere meters apart for a distance extending from less than 50m from the camp site to more than 500 meters from the site.

Due to all of these factors the proposal fails to meet this criteria making it not Nature based.

3) Does not meet Licensing Guideline (c)

The Licensing Guidelines also state that a Nature Based Park must have;

“... limited or controlled artificial light and noise intrusion”.

Being positioned on a hill facing directly at the main bitumen road with zero sound buffer, no forrest between the traffic that is driving up and down this main tarred road means the campsite is directly exposed to traffic noise intrusion. The camping site directly overlooks a main tarred road and an aquaculture business, definitely not 'nature'.

The proposal fails to meet this 'noise intrusion' criteria also making the proposal location more suited to a normal Caravan Park.

Based on the Development Proposal Site location and Layout and all 3 of the above criteria it is definitely NOT a 'Nature Based Park'.

4) Further to the above 3 items, I feel it worth further comment as follows;

The town of Northcliffe has 1 x Caravan Park and 1 x Nature Based Park already, plus a 3rd recently approved.

Is this the best land use in this part of the Shire? Does the town need another?

I believe the proposal fails to demonstrate how it will result in net community benefit, and I would go as far as to say it will be to the net detriment of the community.

This will degrade the integrity of what a 'Nature Based' Park is intended to be and what people coming into the Shire expect one to be.

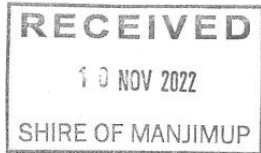
Thanks you for your time.

regards
Mike Beanland
Northcliffe Bush Camp
(previously Sids Campground)

Camp mob: 0427 767 127
Marine mob: 0415 937 967

www.facebook.com/northcliffebushcamp

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Extra 2metres around building envelope
and thinning of timber on the south end
to thin canopy for fire safety.



DA22/185
D22/20502

Burringurrah Remote Community
Mt James Locked Bag
Meekatharra 6642

9th November, 2022

Dear Kaylene,

I would like to request permission to clear my block at Lot 135 Karri Lane, Quinninup. I am in the process of looking to build a house on the block within the next two to three years.

I would like to clear an extra two metres around the building envelope for fire safety reasons, the Bushfire Planning Report has shown that the closeness of my intended residence could be hindered by the closeness of the trees and their canopy, and the trees on the southern end should be thinned due to having a <70% coverage. I feel this would benefit both my residence and those around me.

Kind regards,

Denise Heydon

D23/1
DA22/185

Kaylene Roberts

From: Holly Thomas <holly.thomas@dbca.wa.gov.au>
Sent: Friday, 23 December 2022 3:45 PM
To: Info
Subject: [External] Advice Requested DA22/185: Lot 135,17 Karri Lane Quinninup

Good morning,

Thankyou for your letter regarding the above application.

DBCA Parks and Wildlife Services has no comments or objections to make on this proposal.

Kind Regards,

Holly Thomas
Warren Region - Manjimup
Locked Bag 2, Brain Street
Clerical Officer
Department of Biodiversity, Conservation and Attractions
Parks and Wildlife Service
Phone: 9771 7988



Department of Biodiversity,
Conservation and Attractions



**PARKS AND
WILDLIFE
SERVICE**

*We're working for
Western Australia.*

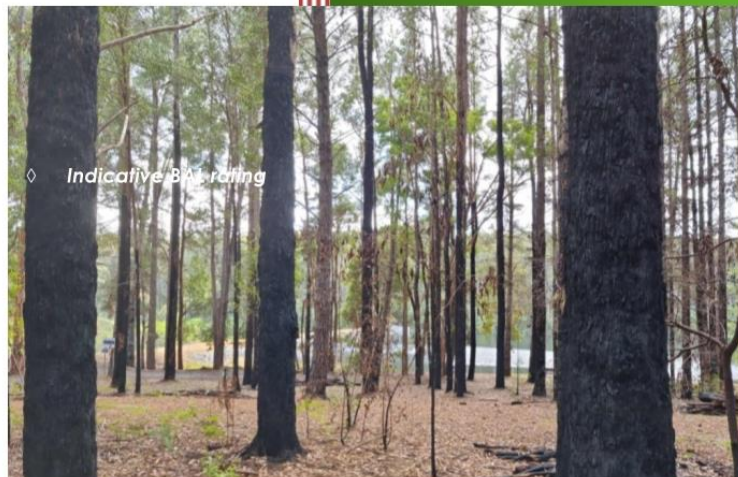
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Local Government Use

Bushfire Attack Level & Planning Report



Produced Applying AS 3959:2018 Bushfire Attack Level Determination Methodology

Lot 135 Karri Lane, Quinninup

Shire of Manjimup

Report Date: 17 October 2022

Job Reference No: 220883

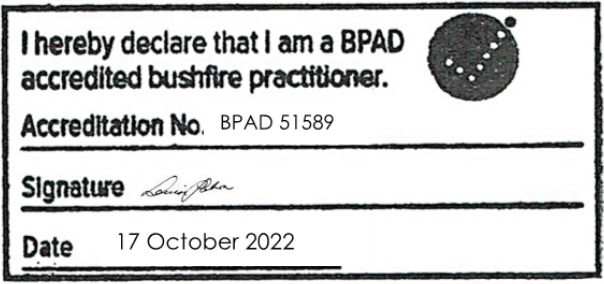
COMPANY AND BUSHFIRE CONSULTANT DETAILS			
BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING ACN: 39 166 551 784 ABN: 39 166 551 784 LEVEL 1, 159-161 JAMES STREET GUILDFORD WA 6055 PO BOX 388 GUILDFORD WA 6935 08 6477 1144 admin@bushfireprone.com.au		 <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. BPAD 51589</p> <p>Signature <i>Louise Stokes</i></p> <p>Date 17 October 2022</p> <p>Authorised Practitioner Stamp</p>	
Author:	Louise Stokes (BPAD Level 1 No. 51589)		
Reviewed:	Kathy Nastov (BPAD Level 3 No. 27794)		
ASSESSMENT AND REPORT DETAILS			
<p>THIS REPORT HAS BEEN PREPARED BY AN ACCREDITED BPAD PRACTITIONER USING THE SIMPLIFIED BAL DETERMINATION PROCEDURE (METHOD 1) AS DETAILED IN SECTION 2 OF AS 3959:2018.</p> <p>Fire Protection Association Australia, as the accrediting body for BPAD accreditation, makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the practitioner who prepared this report.</p>			
Version	Details	Site Assessment Date	Report Date
1.0	Original	17 October 2022	17 October 2022
-	-		
BAL (Master) Template v14.2			
<p>Period of Validity: Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the accredited practitioner and where required an updated report and/or BAL certificate issued.</p>			
<p>Limitations: The protection measures that will be implemented based on information presented in this report are minimum requirements and they do not guarantee that buildings or infrastructure will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating.</p> <p>This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required protection measures (including bushfire resistant construction) and any other required or recommended measures, will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>All surveys, forecasts, projections and recommendations made in this report associated with the proposed development or use are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.</p> <p>Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.</p>			
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1 REPORT PURPOSE AND SUMMARY OUTCOME

This BAL Report covers the proposed residence for Lot 135 Karri Lane, Quinninup, in the Shire of Manjimup.

2 PROPOSED BUILDING WORKS OR USE

Planning Stage:	Building Application - submitted via Planning and Development
Subject lot/site total area:	3,754m ²
Primary Building Work and/or Use	Construction of a new single house or ancillary dwelling
Associated Building	
Main Class of Building - Building Code of Australia (NCC)	Class 1
Description of the proposed development/use:	
This BAL Report is for the primary residence	



3 INFORMATION FOR LOCAL GOVERNMENT BUILDING SERVICES (& THE LANDOWNER)

BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS

The transfer (flux/flow) of radiant heat from the bushfire to a receiving object is measured in kW/m². The AS 3959:2018 BAL determination methodology establishes the ranges of radiant heat flux that correspond to each bushfire attack level. These are identified as BAL-LOW, BAL-12.5, BAL-19, BAL-29, BAL-40 and BAL-FZ.

The bushfire performance requirements for certain classes of buildings are established by the Building Code of Australia (Vol. 1 & 2 of the NCC). The BAL will establish the bushfire resistant construction requirements that are to apply in accordance with AS 3959:2018 - Construction of buildings in bushfire prone areas and the NASH Standard – Steel framed construction in bushfire areas (NS 300 2021), whose solutions are deemed to satisfy the NCC bushfire performance requirements.

DETERMINED BAL RATINGS

A BAL Certificate can be issued for a determined BAL. A BAL can only be classed as 'determined' for an existing or future building/structure when:

1. It's final design and position on the lot are known and the stated separation distance from classified bushfire prone vegetation exists and can justifiably be expected to remain in perpetuity; or
2. It will always remain subject to the same BAL regardless of its design or position on the lot after accounting for any regulatory or enforceable building setbacks from lot boundaries as relevant and necessary (e.g., R-codes, restrictive covenants, defined building envelopes) or the retention of any existing classified vegetation either onsite or offsite.

INDICATIVE BAL RATINGS

A BAL Certificate cannot be issued for an indicative BAL. A BAL will be classed as 'indicative' for an existing or future building/structure when the required conditions to derive a determined BAL are not met.

This class of BAL rating indicates what BAL(s) could be achieved and the conditions that need to be met are stated.

Converting the indicative BAL into a determined BAL is conditional upon the currently unconfirmed variable(s) being confirmed by a subsequent assessment and evidential documentation. These variables will include the future building(s) location(s) being established (or changed) and/or classified vegetation being modified or removed to establish the necessary vegetation separation distance. This may also be dependent on receiving approval from the relevant authority for that modification/removal.

3.1 BAL Assessment Summary

3.1.1 BAL Assessment Results

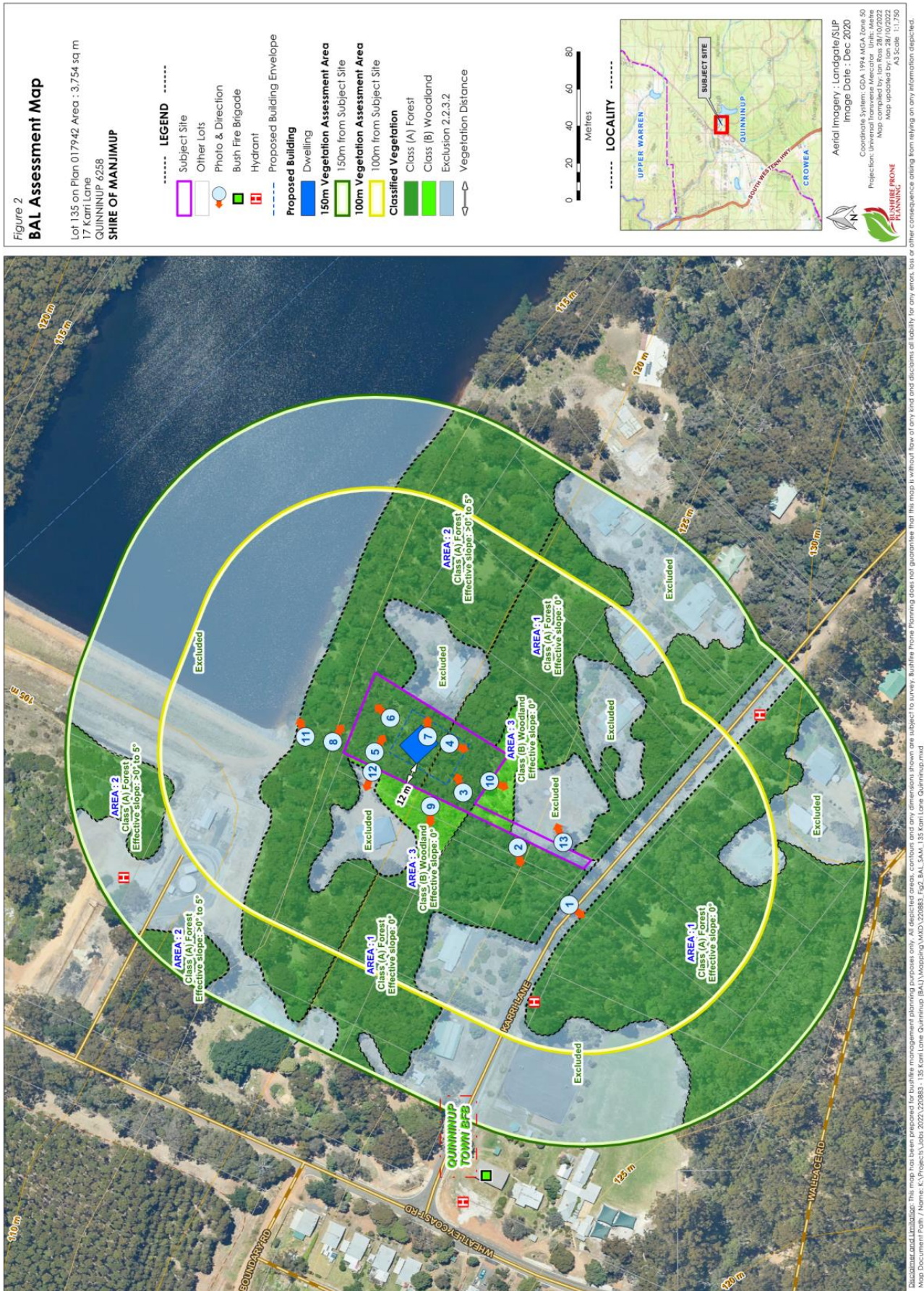
ASSESSMENT RESULT - THE BUSHFIRE ATTACK LEVEL (BAL)			
The Bushfire Attack Level (the highest assessed BAL) for the site (being the part of the allotment of land on which a building stands or is to be erected) / proposed development, has been determined in accordance with AS 3959:2018 clause 2.2.6 for the Method 1 procedure and/or AS 3959:2018 Appendix B for the Method 2 procedure (as relevant). The applicable site data applied to calculations is presented in the next section of this report.			
Future Building on Lot 135.	Primary residence	DETERMINED BUSHFIRE ATTACK LEVEL	BAL-FZ
Future Building on Lot 135.	Primary residence	INDICATIVE BUSHFIRE ATTACK LEVEL	BAL-40



IDENTIFICATION OF SHIELDED ELEVATION(S) – REDUCTION IN CONSTRUCTION REQUIREMENTS		
<p>In accordance with AS 3959:2018 Clause 3.5, where an elevation is not exposed to the source of bushfire attack, the construction requirements for that elevation can reduce to the next lower BAL, but not below BAL-12.5. This shall apply to all elements of the wall, including openings, but shall not apply to subfloors or roofs.</p> <p>When applicable, the shielded elevation(s) are identified on the site plan when practical, otherwise a separate diagram.</p>		
Proposed Building Works	Primary residence	The shielding provisions cannot be applied.

3.1.2 BAL Determination Method(s) Applied and the Location of Detailed Data and Results

Procedure Method (AS 3959:2018)	Applied to the BAL Assessment	Location of the Site Assessment Data			Location of the Results
		Site Assessment Map	Calculation Input Variables		Assessed Bushfire Attack Levels and/or Radiant Heat Levels
			Summary Data	Detailed Data with Explanatory and Supporting Information	
Method 1 (Simplified)	Yes	Figure 1	N/A	N/A	Table 1



3.1.1 BAL Site Assessment Data

Table 1: Summary of applied calculation input variables applied to deriving the BAL rating for the identified exposed element (the relevant building/structure).

DATA APPLIED TO THE DERIVATION OF THE BUSHFIRE ATTACK LEVELS (BAL) ¹									
BAL Determination Method	METHOD 1 - AS 3959:2018 CLAUSE 2.2 - SIMPLIFIED PROCEDURE							Applied Fire Danger Index	FDI 80
The Receiver of Radiant Heat Relevant Building(s) / Structure(s)	Vegetation Classification		Effective Slope		Separation Distance	metres	Bushfire Attack Level (AS 3959:2018 Table 2.5)		
			Measured	Applied Range					
	Area	Class	degrees	degree range					
	Primary Residence	1	(A) Forest	flat 0	Upslope or flat 0	0	BAL-FZ		
		2	(A) Forest	d/slope 4	Downslope >0-5	0	BAL-FZ		
3		(B) Woodland	upslope	Upslope or flat 0	12	BAL-40			
4		Excluded cl 2.2.3.2(e & f)			-	BAL-LOW			
							Determined Bushfire Attack Level		BAL-FZ
¹ All data and information supporting the determination of the classifications and values stated in this table and any associated justification, is presented in Appendix A.									
² The building setback is identified as a component of the total distance when its use (or not) is important to be identified. It can be the relevant R-Code setback or another defined setback (e.g., restricted covenant) that is to apply to the proposed building/structure.									



3.2 Provision of a Conditional Bushfire Attack Level

CONDITIONS TO BE MET

The assessments conducted to produce this report have determined it is possible to achieve a lower Bushfire Attack Level for the proposed development/use. The conditions to be met are:

1. The identified areas(s) of classified vegetation are modified to enable justifiable reclassification to a lower threat classification;
2. Establish increased separation distances between the subject building works and identified areas of classified vegetation by either changing the design or location on the lot of any proposed building works and/or modification/removal of existing bushfire prone vegetation;
3. Ensure the APZ is established within the boundaries of the lot on which the proposed building works or use is situated. It can only include land outside the lot where that land is non-vegetated and/or any existing vegetation is low threat, managed in a minimal fuel condition and it can be justified that it will be maintained in this state in perpetuity; and
4. **Where native vegetation modification/removal is required, that environmental approval from the local government (or other relevant authority) has been received prior to modifying / removing native vegetation.**

THE PROCESS AND INFORMATION PROVIDED BY BUSHFIRE PRONE PLANNING (BPP)

1. When modification/removal of native vegetation is required, BPP will not provide a conditional BAL lower than BAL-29. A lower BAL requires a larger APZ for which approval should be sought from the local government. An exception to this approach may exist if a justification statement identifies that the native vegetation to be modified/removed is minor;
2. When modification/removal of non- native vegetation is proposed, BPP will state the lowest BAL that can be achieved. Due consideration is given to the resultant APZ size and how realistic it will be to maintain; and
3. Once the required conditions are met, a compliance report will be produced, and the BAL Certificate can be issued. If vegetation is modified/removed, a site re-visit will be required to confirm the achievement of the vegetation separation distances or any change to the classification of vegetation.

MINIMUM VEGETATION SEPARATION DISTANCES REQUIRED TO ACHIEVE THE CONDITIONAL BAL						
The Receiver of Radiant Heat Relevant Building(s)/Structure(s)	Vegetation Classification		Conditional Bushfire Attack Level	Vegetation Separation Distance		
	Area	Class		Required (m)	Current (m)	Minimum Additional Required (m)
Proposed residence	1	(A) Forest	BAL-40	16	0	16
	2	(A) Forest		20	0	20
	3	(B) Woodland		10	12	0
	4	Excluded, clauses 2.2.3.2 (e) & (f)		-	-	-
Comments: The location of the residence may have to move closer to the western boundary to achieve a BAL – 40 or to change the dimensions of the proposed building. See the BAL Contour map for visual representation of the BAL ratings based on existing plans. Otherwise a BAL – FZ is achievable and would not require the entire block to be cleared.						
Please see below Building Protection Zone excerpt from the Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice. Vegetation must be more than 2m from the building and cannot overhang the building.						



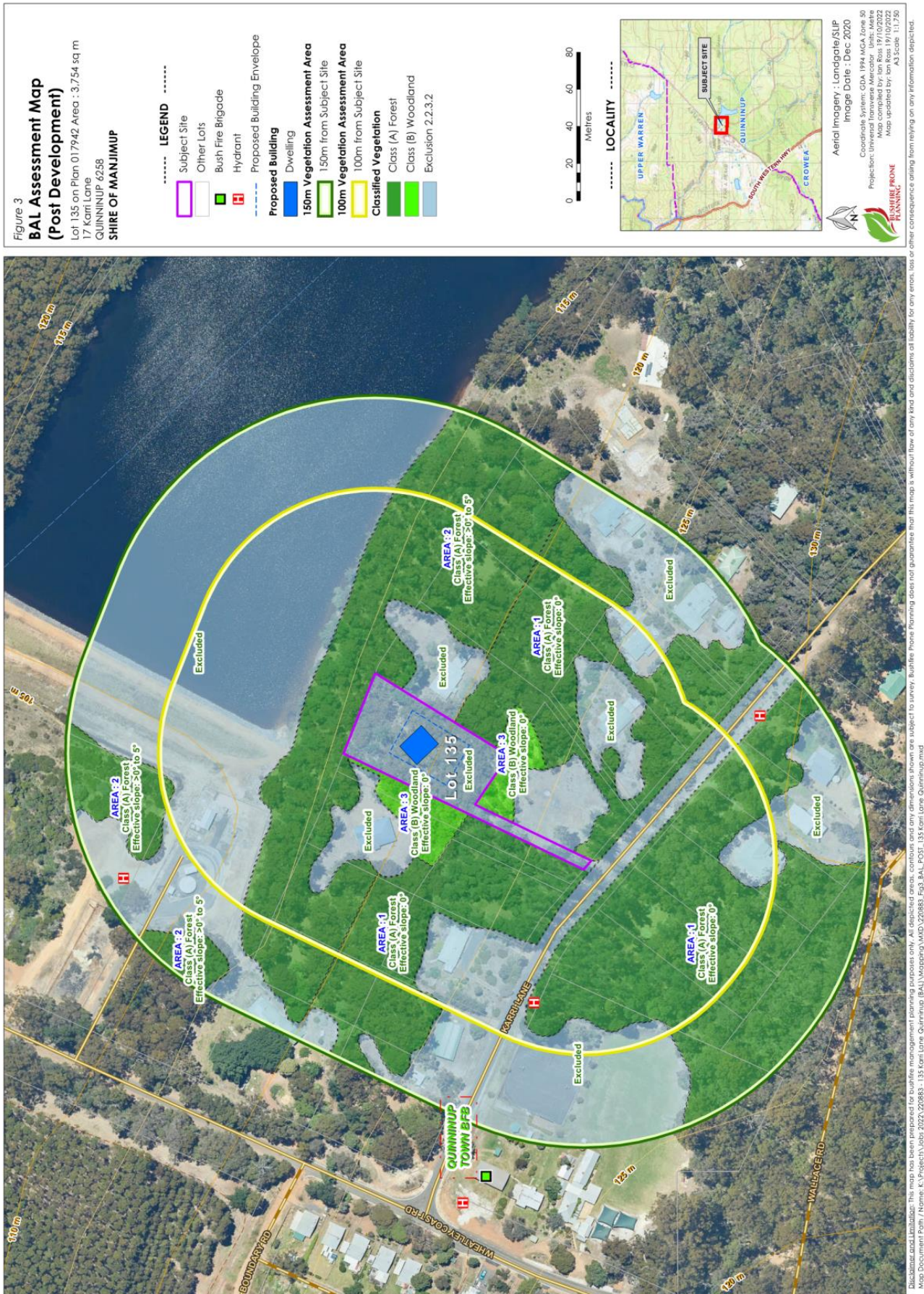
SECTION B

Building Protection Zone - Where a dwelling exists on your property you are required to have a Building Protection Zone for minimum of (20) metres measured from any external wall of a dwelling. Subject to the required clearing permit being obtained, a property owner may extend the Building Protection Zone to a maximum of (40) metres.

For all outbuildings on your property you need only to comply with Clause 1 in this Section.

1. Remove all flammable material within (20) metres of any dwelling or outbuilding.
2. Tree trunks to be free of branches to a height of (2) metres.
3. No trees are to over hang the dwelling.
4. No tall shrub over (1) metre in height or live standing tree is to be located within (2) metres from any part of a dwelling.
5. Shrubs are not to be located under trees, are not to be planted in clumps greater than 5m² in area, clumps of shrubs should be separated by at least (5) metres.
6. The Shire of Manjimup permits the clearing of live standing trees in the Building Protection Zone subject to the land owner obtaining a clearing permit from the Department of Water and Environmental Regulation. Please contact the Shire of Manjimup for assistance.







APPENDIX A: BAL ASSESSMENT DATA (DETAILED) AND SUPPORTING INFORMATION

A1: Assessed Site Inputs Common to the Method 1 and Method 2 Procedures

A1.1: FIRE DANGER INDICES (FDI/ FDI/GFDI)

When using Method 1 the relevant FDI value required to be applied for each state and region is established by AS 3959:2018, Table 2.1. Each FDI value applied in Tables 2.4 – 2.7 represents both the Forest Fire Danger Index (FFDI) and a deemed equivalent for the Grassland Fire Danger Index (GFDI), as per Table B2 in Appendix B. When using Method 2, the relevant FFDI and GFDI are applied.

The values may be able to be refined within a jurisdiction, where sufficient climatological data is available and in consultation with the relevant authority.

Relevant Jurisdiction:	WA	Region:	Whole State	Method 1	Applied FDI:	80
				Method 2	Applied FFDI:	N/A
					Applied GFDI:	N/A

A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION

Vegetation Types and Classification

In accordance with AS 3959:2018 clauses 2.2.3 and C2.2.3.1, all vegetation types within 100 metres of the 'site' (defined as "the part of the allotment of land on which a building stands or is to be erected"), are identified and classified. Any vegetation more than 100 metres from the site that has influenced the classification of vegetation within 100 metres of the site, is identified and noted. The maximum excess distance is established by AS 3959: 2018 cl 2.2.3.2 and is an additional 100 metres.

Classification is also guided by the Visual Guide for Bushfire Risk Assessment in WA (WA Department of Planning February 2016) and any relevant FPA Australia practice notes.

Modified Vegetation

The vegetation types have been assessed as they will be in their natural mature states, rather than what might be observed on the day. Vegetation destroyed or damaged by a bushfire or other natural disaster has been assessed on its expected re-generated mature state. Modified areas of vegetation can be excluded from classification if maintained in a permanently low threat, minimal fuel condition, satisfying AS 3959:2018 s2.2.3.2(f), and there is sufficient justification to reasonable expect that this modified state will exist in perpetuity.









The Influence of Ground Slope

Where significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.





THE INFLUENCE OF VEGETATION GREATER THAN 100 METRES FROM THE SUBJECT SITE

Vegetation area(s) within 100m of the site whose classification has been influenced by the existence of bushfire prone vegetation from 100m – 200m from the site:	No.
Assessment Statement:	No vegetation types exist close enough, or to a sufficient extent, within the relevant area to influence classification of vegetation within 100 metres of the subject site.





VEGETATION AREA 1													
Classification	A. FOREST												
Types Identified	Tall open forest A-01			Pine plantation									
Exclusion Clause													
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees							
Foliage Cover (all layers)	>90%		Shrub/Heath Height	Up to 4m	Tree Height	Up to 30m							
Dominant & Sub-Dominant Layers (species as relevant)	Onsite vegetation is a Eucalyptus macrorhyncha (Stringybark) plantation with undergrowth removed and recently burnt to manage leaf litter. Trees growing to a height of 30m with 70% vegetation cover. Offsite vegetation is a mixture of pine plantation, Eucalypts and native shrubs.												
Understorey:	The offsite understorey is a mix of Karri wattle, native bushes, unmanaged grasses and fallen logs and branches												
Additional Justification:	Not Required.												
Post Development Assumptions:	Some vegetation is onsite so can be cleared to reduce the BAL rating. The balance of the vegetation is offsite, and vegetation cannot be modified or removed.												
<div><div><div><div>34°26'31.11"S 116°15'13.09"E, 99.8m, 246°</div><div>17 Oct 2022 10:50:07 am</div></div></div><div><div><div>34°26'31.11"S 116°15'10.98"E, 98.9m, 28°</div><div>17 Oct 2022 10:50:13 am</div></div></div></div> <div><div>PHOTO ID: 1</div><div>PHOTO ID: 2</div></div> <tr><td colspan="7"><div><div><div><div>34°26'31.11"S 116°15'13.95"E, 95.8m, 346°</div><div>17 Oct 2022 10:48:02 am</div></div></div><div><div><div>34°26'01.11"S 116°15'14.100"E, 100.3m, 338°</div><div>17 Oct 2022 10:46:31 am</div></div></div></div><div><div>PHOTO ID: 3</div><div>PHOTO ID: 4</div></div></td></tr>							<div><div><div><div>34°26'31.11"S 116°15'13.95"E, 95.8m, 346°</div><div>17 Oct 2022 10:48:02 am</div></div></div><div><div><div>34°26'01.11"S 116°15'14.100"E, 100.3m, 338°</div><div>17 Oct 2022 10:46:31 am</div></div></div></div> <div><div>PHOTO ID: 3</div><div>PHOTO ID: 4</div></div>						
<div><div><div><div>34°26'31.11"S 116°15'13.95"E, 95.8m, 346°</div><div>17 Oct 2022 10:48:02 am</div></div></div><div><div><div>34°26'01.11"S 116°15'14.100"E, 100.3m, 338°</div><div>17 Oct 2022 10:46:31 am</div></div></div></div> <div><div>PHOTO ID: 3</div><div>PHOTO ID: 4</div></div>													






VEGETATION AREA 2						
Classification	A. FOREST					
Types Identified	Tall open forest A-01			Pine plantation		
Exclusion Clause						
Effective Slope	Measured	d/slope 4 degrees		Applied Range (Method 1)		Downslope >0-5 degrees
Foliage Cover (all layers)	>90%	Shrub/Heath Height		Up to 4m	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Onsite vegetation is a Eucalyptus macrorhyncha (Stringybark) plantation with undergrowth removed and recently burnt to manage leaf litter. Trees growing to a height of 30m with 70% vegetation cover. Offsite vegetation is a mixture of pine plantation, Eucalypts and native shrubs.					
Understorey:	The offsite understorey is a mix of saplings, Karri Wattle and Acacias, native bushes, bracken and fallen logs/branches with unmanaged grasses.					
Additional Justification:	Not required					
Post Development Assumptions:	Some vegetation is onsite so can be cleared to reduce the BAL rating. The balance of the vegetation is offsite, and vegetation cannot be modified or removed.					
<div><div><p>34°26'1", 116°15'12", 57.2m, 345° 17 Oct 2022 10:44:06 am</p></div><div><p>34°26'0", 116°15'13", 99.6m, 345° 17 Oct 2022 10:46:07 am</p></div></div>						
PHOTO ID: 5				PHOTO ID: 6		
<div><div><p>34°26'1", 116°15'14", 98.5m, 343° 17 Oct 2022 10:47:03 am</p></div><div><p>34°25'59", 116°15'13", 95.6m, 135° 17 Oct 2022 10:52:48 am</p></div></div>						
PHOTO ID: 7				PHOTO ID: 8		



VEGETATION AREA 3					
Classification	B. WOODLAND				
Types Identified	Tall woodland A-02				
Exclusion Clause					
Effective Slope	Measured	flat 0 degrees	Applied Range (Method 1)	Upslope or flat 0 degrees	
Foliage Cover (all layers)	10-30%	Shrub/Heath Height	N/A	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Eucalypt vegetation (primarily Jarrah, Karri and Marri) trees to a height of 30m. Vegetation cover is 10-30%				
Understorey:	The understorey is managed by the property owner.				
Additional Justification:	Not required				
Post Development Assumptions:	Vegetation is offsite so cannot be modified or removed.				
<div><div></div><div></div></div>					
PHOTO ID: 9			PHOTO ID: 10		



VEGETATION AREA 4					
Classification	Excluded, clauses 2.2.3.2 (e) & (f)				
Types Identified					
Exclusion Clause	Lake Katherine is a body of water to the north of the property. The Water Treatment Plant adjacent to the Lake has vegetation managed by the property owners. Neighbouring properties are classified as excludable, with appropriate APZ's in place for fire mitigation.				
Effective Slope	Measured	flat 0 degrees	Applied Range (Method 1)	Upslope or flat 0 degrees	
Foliage Cover (all layers)	-	Shrub/Heath Height	-	Tree Height	-
Dominant & Sub-Dominant Layers (species as relevant)	Low threat vegetation on neighbouring properties that is managed.				
Understorey:					
Additional Justification:	Not required				
Post Development Assumptions:	Vegetation within the building envelope can be removed or managed to achieve an Exclusion area and appropriate APZ around the proposed residence.				
<div style="display: flex; justify-content: space-around;">   </div>					
PHOTO ID: 11			PHOTO ID: 12		
					
PHOTO ID: 13					



A1.3: EFFECTIVE SLOPE

Measuring

Effective slope refers to the slope "under the classified vegetation which most significantly influences bushfire behaviour (AS 3959:2018, clause B4, CB4). It is not the average slope.

It is described as upslope, flat or downslope when viewed from the exposed element (e.g., building) looking towards the vegetation – and measured in degrees. Ground slope has a direct and significant influence on a bushfire's rate of spread and intensity, which increases when travelling up a slope.

The slope under the vegetation in closest proximity to the exposed element(s), over the distance that will most likely carry the entire depth of the flaming front, will be a significant consideration in the determination of the effective slope. This distance is determined as a function of the potential quasi-steady rate of spread and expected residence time (i.e., the flaming combustion period at a single point on the ground), of a bushfire in the specific vegetation type/landscape scenario.

Slope Variation Within Areas of Vegetation

Where a significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.

Slope Variation Due to Multiple Development Sites

When the effective slope, under a given area of bushfire prone vegetation, will vary significantly relative to multiple proposed development sites (exposed elements), then the effective slopes corresponding to each of the different locations, are separately identified.

The relevant (worst case) effective slope is determined in the direction corresponding to the potential directions of fire spread towards the subject building(s).

Differences in Application of Effective Slope - AS 3959:2018 Method 1 versus Method 2 Procedures

The Method 1 procedure provides five different slope ranges from flat (including all upslopes) to 20 degrees downslope to define the effective slope and bushfire behaviour model calculations apply the highest value in each range (i.e., 0°, 5°, 10°, 15° or 20°).

The Method 2 procedure requires an actual slope (up or down in degrees) to be determined. AS 3959:2018, clause B1 limits the effective slope that can be applied to 30 degrees downslope and 15 degrees upslope. Where any upslope is greater than 15 degrees, then 15 degrees is to be used.

SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION

The effective slopes determined from the site assessment are recorded in Table 1 of this Report. When their derivation requires additional explanation and justification, this is provided below.

A1.4: SEPARATION DISTANCE

Measuring

The separation distance is the distance in the horizontal plane between the receiver (building/structure or area of land being considered) and the edge of the classified vegetation (AS 3959:2018, clause 2.2.4)

The relevant parts of a building/structure from which the measurement is taken is the nearest part of an external wall or where a wall does not exist, the supporting posts or columns. Certain parts of buildings are excluded including eaves and roof overhangs.

The edge of the vegetation, for forests and woodlands, will be determined by the unmanaged understorey rather than either the canopy (drip line) or the trunk (AS 3959:2018, clause C2.2.5).

Measured Separation Distance as a Calculation Input

If a separation distance can be measured because the location of the building/structure relative to the edge of the relevant classified vegetation is known, this figure can be entered into the BAL calculation. The result is a determined BAL rating.

Assumed Separation Distance as a Calculation Input

When the building/structure location within the lot is not known, an assumed building location may be applied that would establish the closest positioning of the building/structure relative to the relevant area of vegetation.



The assumed location would be based on a factor that puts a restriction on a building location such as:

- An established setback from the boundary of a lot, such as a residential design code setback or a restrictive covenant; or
- Within an established building envelope.

The resultant BAL rating would be indicative and require later confirmation of the building/structure actual location relative to the vegetation to establish the determined BAL rating.

Separation Distance as a Calculation Output

With the necessary site specific assessment inputs and using the AS 3959:2018 bushfire modelling equations, the range of separation distances that will correspond to each BAL rating (each of which represents a range of radiant heat flux), can be calculated.

This has application for bushfire planning scenarios such as:

- When the separation distance cannot be measured because the exact location of the exposed element (i.e., the building, structure or area), relative to classified vegetation, is yet to be determined.

In this scenario, the required information is the identification of building locations onsite that will correspond to each BAL rating. That is, indicative BAL ratings can be derived for a variety of potential building/structure locations; or

- The separation distance is known for a given building, structure or area (and a determined BAL rating can be derived), but additional information is required regarding the exposure levels (to the transfer of radiant heat from a bushfire), of buildings or persons, that will exist at different points within the subject site.



APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ

THE ASSET PROTECTION ZONE (APZ) - DESCRIPTION

This is an area surrounding a habitable building containing either no fire fuels and/or low threat fire fuels that are maintained in a minimal fuel condition. The primary objectives include:

- To ensure the building is sufficiently separated from the bushfire hazard to limit the impact of its direct attack mechanisms. That is, the dimensions of the APZ will, for most site scenarios, remove the potential for direct flame contact on the building, reduce the level of radiant heat to which the building is exposed and ensure some reduction in the level of ember attack (with the level of reduction being dependent on the vegetation types of present);
- To ensure any vegetation retained within the APZ presents low threat levels and prevents surface fire spreading to the building;
- To ensure other combustible materials that can result in consequential fire (typically ignited by embers) within both the APZ and parts of the building, are eliminated, minimised and/or appropriately located or protected. (Note: The explanatory notes in the Guidelines provide some guidance for achieving this objective and other sources are available. Research shows that consequential fire, ignited by embers, is the primary cause of building loss in past bushfire events); and
- To provide a defensible space for firefighting activities.

B1: The Dimensions of the APZ to be Established and Maintained

UNDERSTANDING THE APZ PLANNING ASSESSMENT VERSUS ITS IMPLEMENTATION REQUIREMENTS

THE 'PLANNING BAL-29' APZ

It is important to understand is that the 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically established and maintained by a landowner. It is a screening tool for making planning approval decisions.

The assessment against the Bushfire Protection Criteria is conducted for planning approval purposes. To satisfy acceptable solution 'A2.1: Asset Protection Zone', it must be demonstrated that certain minimum separation distances between the relevant building/structure and different classes of bushfire prone vegetation either exist or can be created and will remain in perpetuity.

The required minimum separation distances are those that will ensure the potential radiant heat impact on relevant existing or future buildings does not exceed 29 kW/m². The area of land contained within these separation distances is described as an Asset Protection Zone (APZ) and is to be comprised of non-vegetated land or vegetation managed in a minimal fuel, low threat condition.

The applicable minimum separation distances will vary dependent on the vegetation types, the slope of the land they are growing on and other relevant factors specific to the site and its use.

The resulting 'Planning BAL-29' APZ dimensions may extend outside subject lot boundaries.

It is the purpose of the bushfire consultant's 'Supporting Assessment Detail', that is presented in the assessment against the acceptable solution A2.1, that will identify and justify how any offsite land within the 'Planning BAL-29' APZ (which the subject landowner has no authority or responsibility to manage), will meet the requirements of being either non-vegetated land or vegetation managed in a minimal fuel, low threat condition and likely to remain in this state in perpetuity. Or otherwise, explain how this condition cannot be met.

It is the 'Planning BAL-29' APZ dimensions that will be stated in relevant tables and shown on maps as necessary in this BMP. The exceptions are the tables that are included within this appendix - when relevant to the subject lot(s) - which will present 'BAL Rating' and 'Landowner' APZ dimensions.



THE 'BAL RATING' APZ

The 'BAL Rating' APZ will ensure that the potential radiant heat exposure of the building/structure will be limited to the level that the applied construction requirements, (i.e., those corresponding to the building/structure's determined BAL rating), are designed to resist.

The minimum dimensions of the 'BAL Rating' APZ to be established and maintained will be those that correspond to the determined BAL rating for the specific building/structure. They will account for the specific conditions on and surrounding the subject lot.

The required dimensions of the 'BAL Rating' APZ establish the size of the APZ that must physically exist either entirely within a subject lot or in combination with an area of adjoining land.

If in combination with adjoining (offsite) land, it must be justified how the offsite land can most reasonably be expected to either remain unvegetated or be able to meet and maintain the APZ Standards in perpetuity, without any actions by the owner of the subject lot.

The applicable determined BAL rating will have been stated in the relevant assessment section of this BMP when it can be assessed as a 'determined' rather than 'indicative' rating. Otherwise, it will be shown on the BAL Certificate that is submitted as part of a building application.

THE 'LANDOWNER' APZ

Dimensions: The 'Landowner' APZ is to be established and maintained by the owner of the subject lot. The minimum dimensions are the 'BAL Rating' APZ dimensions except that they will be limited to the distance that they can be established within the subject lot. (Note: Any removal of native vegetation may require the approval of the relevant authority.)

The remaining required separation distance outside the lot has been assessed by the bushfire consultant to be most likely to remain in a low threat state in perpetuity without any actions to be taken by the owner of the subject lot.

These minimum 'within the lot' APZ dimensions will only be greater when the relevant local government's annual firebreak / hazard reduction notice (issued under s33 of the Bushfires Act 1954), specifies the APZ dimensions to be applied within the lot and they are greater. Consequently, the 'Landowner' APZ dimensions can be a combination of the 'BAL Rating' Dimensions and the Local Government requirements. Check their annual notice for revisions to these requirements.

The dimensions of the 'Landowner' APZ establish the size of the APZ that must be established and maintained by the landowner within the subject lot.

Location: The 'Landowner' APZ for which the landowner has the responsibility to establish and maintain, is that which will exist entirely within the boundaries of the relevant lot, unless an approved formal and enforceable agreement allows them to manage a specified area of land external to the subject lot.

In most cases the landowner will only have authority and responsibility to establish and manage the APZ within the subject lot.

Otherwise, when there is a remaining part of the 'BAL Rating' APZ existing outside the subject lot, then these areas of land will, in most situations, include non-vegetated areas (e.g., roads / parking / drainage / water body), formally managed areas of vegetation (e.g., public open space / recreation areas / services installed in a common section of land) or an APZ on a neighbouring lot that is required to be established and maintained by the owner of that adjoining lot.

For vulnerable land uses, the 'BAL Rating' APZ and 'Landowner' APZ will also refer to the dimensions corresponding to radiant heat impact levels of 10 kW/m² and 2 kW/m² (calculated using 1200K flame temperature).

For development applications only, the 'Landowner' APZ dimensions are also shown on the Property Bushfire Management Statement in Section 6.3.1 of this BMP when it is a required component of the Bushfire Management Plan.



THE 'LANDOWNER' APZ DIMENSIONS TO BE ESTABLISHED AND MAINTAINED							
Relevant Buildings(s)	Classified Vegetation Refer to Fig 3.1	Minimum Required Separation Distances (m) - Building to Vegetation					
		The 'BAL Rating' APZ				As Directed by the Applicable 2022 Local Government Firebreak / Hazard Reduction Notice	The 'Landowner' APZ (limited to the subject lot boundary unless otherwise justified)
		Corresponding to the Stated 'Determined' BAL					
		BAL-29	BAL-19	BAL-12.5	BAL-40		
Proposed primary residence	Area 1				16		
	Area 2				20		
	Area 3				10		
	Area 4				-		
Comments:							



B2: The Standards for the APZ as Established by the Guidelines (DPLH, v1.4)

Within the Guidelines (source: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>), the management Standards are established by:

- Schedule 1: Standards for Asset Protection Zones (see extract below) established by the Guidelines; and
- The associated explanatory notes (Guidelines E2) that address (a) managing an asset protection zone (APZ) to a low threat state (b) landscaping and design of an asset protection zone and (c) plant flammability.

Guidelines for
Planning in
Bushfire
Prone Areas

71

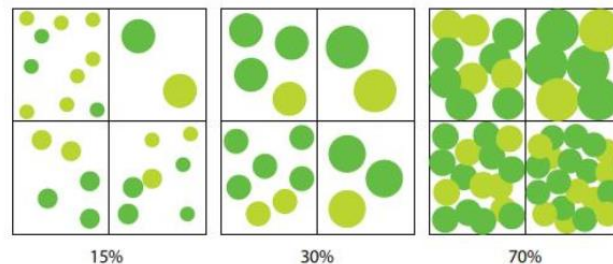


ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> • Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> • Should be managed and removed on a regular basis to maintain a low threat state. • Should be maintained at <2 tonnes per hectare (on average). • Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> • Trunks at maturity should be a minimum distance of six metres from all elevations of the building. • Branches at maturity should not touch or overhang a building or powerline. • Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. • Canopy cover within the APZ should be <15 per cent of the total APZ area. • Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.

Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity





Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> • Should not be located under trees or within three metres of buildings. • Should not be planted in clumps >5 square metres in area. • Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> • Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. • Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
Grass	<ul style="list-style-type: none"> • Grass should be maintained at a height of 100 millimetres or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> • Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> • Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

* Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes

B3: The Standards for the APZ as Established by the Local Government

Refer to the firebreak / hazard reduction notice issued annually (under s33 of the Bushfires Act 1954) by the relevant local government. It may state Standards that vary from those established by the Guidelines and that have been endorsed by the WAPC and DFES as per Section 4.5.3 of the Guidelines.

A copy of the relevant annual notice is not included here as they are subject to being reviewed and modified prior to issuing each year. Refer to ratepayers notices and/or the local government's website for the current version.



B4: Maintaining Low Threat and Non-Vegetated Areas Excluded from Classification

AS 3959 establishes the methodology for determining a bushfire attack level (BAL). The methodology includes the classification of the subject site's surrounding vegetation according to their 'type' and the application of the corresponding bushfire behaviour models to determine the BAL. Certain vegetation can be considered as low threat and excluded from classification. Where this has occurred in assessing the site, the extract from AS3959:2018 below state the requirements (including the size of the vegetation area if relevant to the assessment) for maintenance of those areas of land.

15	AS 3959:2018
<p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>The following vegetation shall be excluded from a BAL assessment:</p> <ul style="list-style-type: none"> (a) Vegetation of any type that is more than 100 m from the site. (b) Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation. (c) Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified vegetation. (d) Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation. (e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops. (f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks. <p>NOTES:</p> <ul style="list-style-type: none"> 1 Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm). 2 A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees. 	

APPENDIX E: ADVICE - BAL RATINGS – CORRESPONDING THREATS AND CONSTRUCTION REFERENCES

BAL ¹	DESCRIPTION OF PREDICTED BUSHFIRE DIRECT ATTACK MECHANISMS (THREATS) AND LEVELS OF EXPOSURE	REFERENCES FOR CONSTRUCTION REQUIREMENTS	
		AS 3959:2018 Construction of Buildings in Bushfire Prone Areas Referenced by the Building Code of Australia for Building Classes 1, 2, 3 & 10a	The NASH Standard (2021) – Steel Framed Construction in Bushfire Areas Referenced by the Building Code of Australia for Building Classes 1 & 10a
BAL – LOW	There is insufficient risk to warrant specific construction requirements but there is still some risk. (Note: DFES recommend that ember attack protection features be incorporated into the design where practicable).	Section 4. No Requirements	No Requirements
BAL – 12.5	There is a risk of ember attack. Construction elements are expected to be exposed to heat flux not greater than 12.5 kW/m ² .	Sections 3 & 5.	All construction requirements for BAL-12.5 to BAL-40 are the same except for windows and external doors, which must comply with AS 3959.
BAL – 19	There is a risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 19 kW/m ² .	Sections 3 & 6	The construction requirements are set out as essentially non-combustible construction systems for each of the following building elements:
BAL – 29	There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 29 kW/m ² .	Sections 3 & 7.	Section 1.4: General Requirements Section 2: Roof and Ceiling System Section 3: External Wall System Section 4: Floor System Section 5: Carports Verandahs and Decks.
BAL – 40	There is a much increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40kW/m ² .	Sections 3 & 8.	
BAL – FZ (Flame Zone)	There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux greater than 40 kW/m ² .	Sections 3 & 9.	The construction requirements are set out in Sections 1-5 and differ from the requirements for all other BAL ratings.

¹ AS 3959:2018 Construction of buildings in bushfire prone areas, defines a Bushfire Attack Level (BAL) as a "means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact, using increments of radiant heat flux expressed in kW/m², and is the basis for establishing the requirements for construction to improve protection of building elements from attack by bushfire."



Development and Regulation Directorate

Quarterly Report

October – December 2022

Key Activities / Achievements

Director Activities

- Attending meetings with South West Development Commission over Land Activation opportunities within Manjimup and forwarded summary of opportunities available;
- Attended workshop on Brockman Street park design with Pemberton Town Centre Activation Committee;
- Attended Walpole Town Centre Activation Committee meeting;
- Had several meetings/worked with Windy Harbour Caretaker on preparing draft design for upgraded Windy Harbour Camp Ground design;
- Attended Manjimup Town Centre Activation Workshop and Committee meeting;
- Participated in interviews and appointment process for Relief Windy Harbour Caretaker;
- Met with several landowners/developers over potential developments, including subdivisions, pellet mill, cheese manufacture and reopening of Warren Way Caravan Park and provided relevant advice on Local Planning Scheme No 4;;
- Monitored weekly lists relating to development applications to be considered by DCU and provided comments as required;
- Processed Purchase Orders and Invoices/Payments as required;
- Agenda preparation, attendance at Council meetings on 20 October 2022, 17 November 2022 and 8 December 2022;
- Liaised with Human Resources Manager over advertising of vacant Environmental Health Officer positions; and
- Assisted Statutory Planning by processing multiple applications for Development Approval and administration duties, processed under delegated authority.

Statutory Planning

- Processed a total of 49 statutory applications as shown in the table below, being a minor increase from 60 applications in the previous quarter. This brought the year to date total applications processed to 204 for the calendar year;
- Planning Officer took leave 28 November to 5 December and Planning Customer Liaison Officer took several sick leave days between 12 December and 23 December 2022;
- Held weekly Development Control Unit Meetings;
- Completed advertising of various applications for statutory applications;
- One staff member contracted Covid-19; and
- Responded to numerous enquiries in addition to complaints regarding unauthorised land uses.

Statutory Planning Statistics for October - December 2022

October	
Total Applications Determined	16
Value of Applications Approved	\$725,966
Average Days Total Determined	67.19
November	
Total Applications Determined	15
Value of Applications Approved	\$1,733,303
Average Days Total Determined	55.73

September	
Total Applications Determined	18
Value of Applications Approved	\$2,014,861
Average Days Total Determined	63.72

DEVELOPMENT

**Activity calendar YTD
December 2022**

**Delegated and
Council
Determined**

	Planning YTD		Building YTD	
	#	\$m	#	\$m
2022 year	204	\$21.45	280	\$27.3

Sustainability

The Sustainability Officer completed the following tasks during within the October to December 2022 quarter:

Community

- Continued liaison with; MWAG, South West Catchments Council, CoastSwap.

Windy Harbour Weed Management Program

- Weed control and mapping.

Windy Coastal Hazard Risk Management and Adaption Plan (CHRMAP)

Stakeholder and Community Coastal Values Survey completed.

- Second Draft Chapter received and under review.
- Monthly reporting to DPLH undertaken.

Climate

- Attended WABAC Climate Change Action Plan Implementation Reference Group where priority actions were determined; and
- Attended Cities Power Partnership forum in Busselton.

Planning

- Drafting of new Environment Sustainability Strategy; and
- Provided advice on landscaping for Manjimup Tennis Club development.

Weed Control and mapping – 28 species targeted

Windy Harbour Reserve, Mottram Street Reserve, Faunadale Reserve, Quinnup, Rae Park, Deanmill Heritage Trail and Road reserves.

Pest Management

Responded to enquiry on Wild Horses at Lake Muir.

Forecast for January to March 2023

- Windy Harbour CHRMAP – revision of Draft Chapter 2,3,4,5 and 6 to be completed;
- Windy Harbour Weed Control in consultation with Caretaker and Contractor;
- Greenland Estate – Stage 2 subdivision revegetation audit;
- Drafting of new Environment Sustainability Strategy;
- Walpole Foreshore Weed Assessment;
- Attend MWAG and WBAC Climate Change Impact Reference Group meetings;
- Liaise with Shire of Denmark on coastal management.

Following adoption of the Terms of Reference for the Shire of Manjimup Sustainability Advisory Committee it is anticipated that the Sustainability Officer and Director of Development and Regulation will be participating in the administration of that Advisory Committee and will attend all meetings.

Building Services

During the October to December 2022, Building Services processed a total of 75 applications for the quarter with a value of \$14,195,032. This was a substantial increase from the 56 permits issued the previous quarter and in line with the April to June 2022 quarter total of 75 permits.

A total of 13 certifications were issued, being an increase of 2 from the previous quarter.

Building Services Statistics for November to December 2022

	Value	Building Permits	Demolition Permits	Occupancy Permits	Building Approval Certificates	Total	Av. Days
October	\$1,621,206	31	4	0	0	35	13 days
November	\$10,341,851	25	0	0	0	25	8 days
December	\$2,231,975	19	3	1	0	23	5 days
TOTAL	\$14,195,032	75	7	1	0	83	

	Shire of Manjimup Certification Projects	External Certifications	Total
October	1	3	4
November	0	6	6
December	0	3	3
TOTAL	1	12	13

The following is a summary of other matters relating to the Shires Building Services section and the activities undertaken:

- Manager of Building Services took leave from 20 December to 2 January 2022;
- Building Maintenance Coordinator and Building Maintenance Officer commenced works on a substantial number of projects, including the significant projects being subject to the latest round of Federal funding;
- Finalised installation of air conditioning at 5B Brockman Street as funded under the LRCIF funding program;
- Responded to numerous urgent building maintenance works;
- Liaised with contractor over delays with power supply to the new toilet Pemberton; and
- Consistent follow up with contractors failing to provide quotes or confirmation of availability.

Environmental Health

A full report of the activities undertaken by the Environmental Health Officer is not available due to the resignation of the Principal Environmental Health Officer and Environmental Health Officer who have relocated to Perth. The following is a summary of the key matters that arose during the quarter, with specific emphasis on activities undertaken to ensure the continued provision of Environmental Health Services:

- The Assistant Environmental Health Officer had their final day on 30 September 2022;
- The Principal Environmental Health Officer (PEHO) completed the annual report for the Windy Harbour Drinking Water Supply, lodging it with Department of Health;
- Prepared a draft consultant brief on Windy Harbour Drinking Water Supply Management Plan review;
- PEHO processed numerous applications relating to Food Premises, Waste Water Disposal systems and events;
- PEHO liaise with numerous landowners regarding outstanding matters of non-compliance;
- Assisted the Director in identifying relief support through employment of temporary Environmental Health Contractor;
- The PEHO had their final day of employment with the Shire on 7 December 2022;
- Advertisement completed for both positions, with 3 applicants.
- Temporary Arrangements in place whilst recruitment being undertaken:
 - Environmental Health contractor appointed for two days per week;
 - DDR and other staff assisting in administration tasks;
 - DDR processing application relating to events;
 - Chief Executive Officer assisting as required, due to them being a qualified Environmental Health Officer.

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Ranger Services

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

- Shire Rangers completed 3,035 inspections relating to compliance with

Annual Firebreak and Hazard Reduction Notice;

- Responded to:
 - 28 complaints regarding dogs, impounding 17 dogs and issuing 25 warnings and 4 infringements;
 - 9 complaints regarding cats, issuing 5 warnings and 2 infringements;
 - 12 "other complaints" relating to animals, and 5 animal welfare complaints
- Issued 12 warnings relating to parking infringements and a further 12 warnings relating to thoroughfares;
- Spent considerable time attempting trapping.

Budget Performance

All activities were undertaken in accordance with the adopted 2022/23 annual budget.

Staff Movement

- Principal Environmental Health Officer resigned to take up a new position with a metropolitan local authority;
- Advertising for a new graduate Environmental Health Officer and Principal Environmental Health Officer undertaken; and
- New relief caretaker for Windy Harbour appointed.

Occupational Health & Safety (for Directorate)

Meetings

Nil.

First Aid treatments:

Nil.

Near Miss incidents:

Nil.

Property Damage

Various minor damage by vandalism and minor storm damage.

Future challenges / activities

- Appointing replacement Principal Environmental Health Officer and Environmental Health 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.

Brian Robinson

Director

Development & 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	2022/23 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; Mulching associated with Victorian Tea Tree eradication program at Windy Harbour; Foreshore planting and stabilisation at Broke Inlet Introduced first recycling street bins in Manjimup CBD; Aim to reduce overall energy requirements despite increase in number of buildings and facilities.

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.				
A3.2 Work with stakeholders to form a partnership and strategic plan to manage feral animals across the shire	Partnership is formed and agreed course of action determined	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> \$5,000 to Feral Pig Eradication at Lake Muir. Future challenge will be rabbit control at Windy Harbour
A4. Improve weed management on land.				
A4.1 Support all community volunteer groups and Ribbons of Blue to manage weeds in the area	Annual outcomes report received from Ribbons of Blue / Manjimup Heritage Park water quality testing meets government guidelines	Works and Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continued mapping weeds and activities in various areas with Weed Action Group; NRM Roadside Weeds Mapping. Future challenge will be achieving control of VTT and onion weed in Windy Harbour.
A4.2 Undertake weed management on urban and rural road verges and in Shire reserves	Visibility and height of weeds / presence of weeds in road clearance envelope / successful implementation of rural road spraying program	Works and Services/Development and Regulation		

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.
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 2015 - 2018</i>	Initiatives undertaken in accordance with the Plan	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Nine (9) prescribed burns on Shire reserve (90ha) and four (4) on other land. 58ha of land mechanically treated. 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.				
	Number of prosecutions and retrospective approvals	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Two offenders identified, court action pending for one. Identification of offenders where clearing on public land.
A8.1 Enforce the environmental protection provisions of the <i>Local Planning Scheme #4</i>				
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
	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.
A9.1 Undertake initiatives to reduce energy consumption, improve energy efficiency and increase the use of renewable energy 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.
A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations				
	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.
A9.3 Enforce compliance with energy and water efficiency requirements of the <i>Building Code of Australia</i>				

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	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> 41 incidents investigated, 16 warnings and 5 infringements issued. Note: Records were not kept for two months of the year. Record keeping to be addressed.
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"> Two modified penalties issued for minor unauthorised clearing.
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"> Support provided for Donnelly River Huts.
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.

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 issues with unauthorised camping by backpackers outside townships. 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"> No action at this stage.
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.
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 –
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 –
A17.3 Review and implement the <i>Shire's Weed Strategy 2008</i>	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Development and Regulation/ Works and Services		Achievements/Activities –

A18. Pursue regional climate related opportunities through Warren Blackwood Alliance of Councils				
Initiatives undertaken	Office of CEO/ Development and Regulation	Achievements/Activities – WBAC Climate Change Response Plan finalised. Action Plan finalised and sub group meeting to facilitate implementation		
A18.1 Collaborate regionally with other local governments to deliver climate related initiatives				
A19. Partner with Western Australian Local Government Association (WALGA) and government agencies to address climate – related issues.				
Initiatives undertaken	All Directorates	Achievements/Activities – See above		
A19.1 Utilise WALGA's Climate Change Action Framework to guide the Shire's climate related actions where appropriate				
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.				
Advocacy actions undertaken where appropriate to the local government	Development and Regulation	Achievements/Activities – Nil at this stage.		
A20.2 Support State and Commonwealth initiatives to foster the transition to a resilient, low carbon economy.				
A20.3 Actively seek State and Commonwealth funding for climate adaptation/mitigation measures	All Directorates			Achievements/Activities – Nil at this stage
A21. Advocate for sustainable water supply and security for our local communities.				
Initiatives undertaken	Development and Regulation/Works & Services	Achievements/Activities – Nil at this stage		
A21.2 Undertake to reuse domestic waste water where appropriate				
A21.3 Encourage landowners to install and maintain rainwater harvesting infrastructure to service their properties	Advocacy actions undertaken			Achievements/Activities – Nil for this quarter
A22. Advocate for sustainable renewable energy supply and security for our communities.				
Supports provided	Office of CEO/ Development and Regulation	Achievements/Activities – Nil for this quarter, other than Sustainability Officer attending forum in Busselton.		
A22.1 Support State and Commonwealth initiatives to utilise effective renewable energy solutions in all Shire communities				

A22.2 Encourage Shire landowners to utilise effective renewable energy solutions	Supports provided	Development and Regulation		Achievements/Activities – Nil at this stage.
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 – Nil this quarter.
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates		Achievements/Activities – Nil this quarter.
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 – CEO working with Synergy to establish charge stations in Manjimup and Walpole.
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 – See above

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.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B1. Build on the Manjimup town's capacity as a regional service centre for the Warren Blackwood.				
B1.2 Complete footpath, traffic and parking infrastructure renewal projects in Manjimup CBD	Progress against project milestones	Development and Regulation/ Works and Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Nil action this quarter.
B1.6 Develop a Linear Park linking the southern and northern ends of Manjimup town site	Progress against project milestones	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Manjin Rec Plaza complete along with outdoor gym. Design works complete, construction contracts awarded for path construction. Manjin Park and Linear Park works to be completed by end of November 2018.

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 investors identified and engaged / investment occurs	Development and Regulation		Achievements/Activities –
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.				
B4.1 Protect priority agricultural land through <i>Local Planning Scheme #4</i> zonings	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.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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.
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		
B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Consultation ongoing.
B12.3 Support the development of a Light Industrial Area in Pemberton	Advocate and undertake initiatives where possible	Office of CEO/Development and Regulation		Nil in this quarter.
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 participation	services volunteer	Development and Regulation	Achievements/Activities – <ul style="list-style-type: none"> Training programs co-ordinated by Community Emergency Services Manager.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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 completed and reviewed. Increased funding required for State Emergency Services maintenance perceived as a future issue.
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.
C2.6 Seek to retain and improve the retention of emergency services volunteers within the Shire	Retention of/ increase in emergency services volunteers yearly	Development and Regulation		

C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.				
				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.
C10.1 Implement strategies contained in the <i>Age-friendly Communities Plan 2016-2026</i>	Initiatives undertaken	All Directorates	Ongoing	
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.				
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"> SES Waipole completed. DFES BFB and Shire funding expenditure coordinated by CESM.
C14. Manage domestic animals and livestock to ensure the safety of both the animal and the community.				
C14.1 Enforce compliance with the <i>Cat Act 2011</i>	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 excessive. 34 cats impounded during the year. Trapping of Nuisance Cats and ongoing education of ratepayers.
C14.2 Enforce compliance with the <i>Dog Act 1976</i>	Number of dog registrations	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Registration numbers have increased. A total of 101 dog impoundments. There were 18 dog attacks.
C14.3 Enforce compliance with the <i>Local Government (Miscellaneous Provisions) Act 1960</i> in regards to the containment of livestock	Number of incidences involving escaped livestock	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> A total of 46 cases of straying stock occurred. Aim to reduce number of stray stock cases through education and enforcement.
C14.4 Amend the Shire of Manjimup Dog Local Laws and prepare new local laws	Laws are repealed and replaced	Development and Regulation		Achievements/Activities –

C15. Manage environmental health risks in the community.					
C15.1 Develop a <i>Public Health Plan (new)</i>	Plan is developed and implemented	Development and Regulation	To be confirmed	Achievements/Activities – <ul style="list-style-type: none">No action at this stage.	
C15.2 Implement strategies contained in the <i>Public Health Plan (new)</i>	Initiatives undertaken	Development and Regulation	To be confirmed	Achievements/Activities – <ul style="list-style-type: none">No action at this stage.	
C15.3 Develop a <i>Public Buildings Inspection Program (new)</i>	Plan is developed and implemented	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none">Inspection program is being refined. Inspections have commenced.Qualified resources required to keep up with inspection regime.	
C15.4 Implement strategies contained in the <i>Public Buildings Inspection Program (new)</i>	Initiatives undertaken	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none">Implementation delayed due to staff turnover.Expect to complete inspection prior to preparation of 2019/20 annual budget.	
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">Pemberton and Surrounding Areas Fire Protection Information workshop.Aim to expand program to other areas of Shire.	

C16.2 Community awareness campaigns in public safety and health	Campaigns undertaken	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Nil at this stage. • No resources available at this time.
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.
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	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.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5.7 Maintain assets in accordance with the 10-year <i>Building Maintenance Plan</i>	Assets are maintained in accordance with the plan	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Maintenance in accordance with adopted budget, modified to address urgent matters. New Maintenance Plan to be prepared at a future date.
D6. Plan for and manage Windy Harbour holiday settlement infrastructure needs.				
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 2018/2019.
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 –

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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.				
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 2018/19 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"> Education/enforcement by Rangers as required.
D16.3 Develop parking strategies for each Shire town	New developed strategies 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	
5.9	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.
5.10	The Shire's long-term planning and activities deliver on the community's goals and aspirations.
5.11	Our elected members represent the best interests of the community.
5.12	Community participation in decision making is maximised.
5.13	The Shire communicates effectively with all its communities.
5.14	The Shire is a resilient and financially stable organisation that uses public funds responsibly.
5.15	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.
5.16	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"> Considered when opportunity exists. Awards received for Young Women's Expo, Messy Play Day. HACC received award for Wellness and Respite Centre. Economic Development Award received for Town Centre Revitalisation Stage 1.

E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.				
E7.3 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.
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 rotated 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.
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SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

3.1 COMMUNITY DEVELOPMENT POLICIES

3.1.3 Community Funds Allocation

SHIRE OF MANJIMUP COMMUNITY FUND PROGRAM

Background & Issues

Council has established a scheme to support the community through the provision of a Shire of Manjimup Community Fund Program. Each year, where economically possible, the level of community funds available will be 2.5% of the prior year's rates revenue. The funds will be allocated across four categories being:

1. General Community Groups and Projects;
2. Financial Hardship;
3. Youth; and
4. Events.

The allocation of community funds will be held annually by formal application, with a closing date in March of each year. Where the budget allocation to any category is not fully committed, the amount remaining will be allocated across the other categories of the Community Fund Program.

Funds available across all categories are limited. The final decision for awarding funds will be in accordance with those applications that Council deem to have the highest merit and greatest benefit to the Shire of Manjimup residents and ratepayers.

Objectives

The objective of this policy is to provide clear guidelines for:

1. **Community groups, projects and event organisers** within the Shire of Manjimup in their application for community funds;
2. **Council** for their allocation of funds in a consistent and transparent manner; and
3. **Staff** in the administration of the Shire of Manjimup Community Fund Program.

Area of Application

Whole of Shire.

Policy Measures

See following pages.



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GLOSSARY OF TERMS

For the purposes of the Shire of Manjimup Community Fund Program, the terms listed below are understood to have the following meanings:

Auspecting organisation	An incorporated organisation with a current ABN which agrees to work with a non-incorporated community group to receive hold & disburse grant funds on behalf of the non-incorporated group. The auspecting organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the eventual acquittal of those funds (working closely with the community group to achieve this.)
Community group	A group of people working together to pursue a common interest. Generally, almost all members of a community group will be participating in a volunteer capacity (i.e. not as a part of their paid work duties). A community group may have a formal governance structure or may be a less structured group.
Incorporated association	An organisation that has been incorporated under the Associations Incorporation Act 2015. Such an organisation has a formally adopted constitution and is governed by an elected committee.
Not-for-profit group	A group or organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. Any profit made by the group or organisation goes back into its operation to carry out its purposes and is not distributed to any of its members.
Umbrella organisation	An organisation (of sound capacity) which provides support to smaller community groups such as assistance in grant writing, auspecting grant funds or other support including office accommodation and administrative assistance. In the Shire of Manjimup Community Fund Program an umbrella group may support its community groups in their applications for funds but still apply for funds themselves as long as the funds in the different applications are not for the same purpose, project or event.
Youth	Young people between the ages of 12 and 25 years inclusive.
Youth group or youth project	A group or project catering to the needs of young people between the ages of 12 and 25 years inclusive.



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3.1.3 Community Funds Allocation

CONDITIONS OF THE COMMUNITY FUND PROGRAM

The following conditions are applicable across ALL categories of the Program:

- a. The Community Fund Program will be advertised to the public in February each year.
- b. Applicants will be notified of their success or otherwise after the adoption of the budget each year (between July and September).
- c. The region in which the activities supported by funds can be carried out is the area of the Shire of Manjimup and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Manjimup.
- d. Generally speaking, schools are not eligible for funding under this program, proposed projects which have a strong broader community benefit may be considered and prospective applicants should approach the Shire in the first instance to discuss eligibility. If eligible the proposal would be submitted as a General Community Group & Project grant application.
- e. Category Funding will be guided by the following table. The amounts listed are maxima and should not be viewed as a guarantee of that level of funding. (These amounts will be reviewed each three years.)

Application Category	Shall not exceed (excl. GST)
Category 1. General	
Cat. 1A. General community groups & projects	\$5,000
Cat. 1B. Arts (acquisitive) prizes	\$5,000
Category 2. Financial Hardship	
Cat. 2A. Financial assistance – community care/ service or in high need	\$5,000
Cat. 2B. Financial assistance – with premises	\$3,000
Cat. 2C. Financial assistance – no premises	\$1,500
Category 3. Youth & Chaplaincy	
Cat. 3A. Community youth groups/programs	\$6,000
Cat. 3B. Chaplaincy	\$7,000
Category 4. Events	
Cat. 4A. Events with broader target area	\$5,000
Cat. 4B. Events with a more limited target area	\$3,000
Cat. 4C. Events which are new and emerging	\$2,000



SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

3.1 COMMUNITY DEVELOPMENT POLICIES

3.1.3 Community Funds Allocation

- f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants and activities.
- g. Funds will be paid only to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing organisation or umbrella group which will receive the funds on their behalf if the application is successful. (The auspicing agency may not be subject to Condition h.)
- h. With the exception of applications under the Financial Hardship category, the following condition applies:
Only one application per group may be funded each financial year, unless circumstances warrant multiple applications from a group. Where a group applies for more than one grant, either in the same or different categories, it must indicate the priority of each application. Council will consider the group's priority rating for each application and may (partially) approve or decline any application at its discretion.
- i. Grants will be paid in full on receipt of a tax invoice.
- j. The proposed project or event must take place and be completed within the financial year that funding is made available.
- k. Prior approval must be sought for any substantial change of proposal.
- l. All funded groups and organisations will be required to acknowledge the support of the Shire of Manjimup in any promotional or publicity material.
- m. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
- n. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.
- o. Council may use the project information provided by funded groups and organisations for promotional and networking purposes.
- p. Full disclosure of any other Council contribution (cash or in-kind) towards the project including traffic management plans and civic receptions is required.
- q. Applicants must illustrate that reasonable effort has been made to



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secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities or other commercial activities such as ticket or produce sales.

- r. Acquittal of all granted monies must be completed and submitted, using the acquittal form provided, as soon as possible after the completion of the project, but no later than three (3) months after the end of the Shire's financial year (i.e. by 30 September of the following financial year).

CATEGORY 1. GENERAL

Any applications that do not fit within another category as described in this Policy (Youth & Chaplaincy, Events, and Financial Assistance Requests), should be submitted as a general community grant.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the General Community Groups & Projects category.

Category 1A. General community groups & projects

Community groups and not-for-profit organisations may apply for funding for projects and activities that have a target focus which benefits communities within the Shire of Manjimup. Council will assess each application during budget deliberations and will grant funds to projects that are deemed to have merit.

Category 1B. Arts (acquisitive) prizes

Artwork can be created in any medium, which can include, but is not limited to, sculpture, painting, installation, multimedia, sound or performance.

Funds for the arts acquisitive prize are incorporated in the Shire's annual operational budget. For the purpose of transparency and equity, the applications for arts acquisitive prizes will follow the same process as Community Grant applications.

Should multiple applications for the arts acquisitive prize be received in the same grants round, then Council may distribute the available funds at its discretion.

Requests for (a contribution to) arts prizes and arts acquisitive prizes should be submitted as a general community grant 1B. Council's intent for these prizes is to support and encourage growth of local artists, and stimulation of the local arts and cultural environment. The aim of the acquisitive prize is to



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expand, conserve and display the Shire's art collection for everyone to study and enjoy.

Eligibility criteria for community grant funding for arts (acquisitive) prizes are:

- The arts competition/exhibition should be held within the Shire of Manjimup
- The winning/awarded artists are to be residents of the Shire of Manjimup, with the following exception:
- Where the applicant adds (either through their own contribution, sponsorship or other grant funding) a monetary amount equal or larger to the Shire's acquisitive prize, with the aim to purchase a larger/more expensive artwork, it is allowable for the awarded artist not to be a resident of the Shire of Manjimup.

Any artwork which is acquired with (assistance of) the Shire's acquisitive prize will:

- Be added to the Shire's arts collection, thus owned and insured by the Shire;
- Be displayed for public viewing at a location in the Shire of Manjimup to be decided in discussion between the applicant and the Shire, noting the following:
 - It needs to be located on land under management and control of the Shire of Manjimup;
 - The proposed location for the artwork is to be included in the Community Grant application;
 - Selection of sculptures or larger art pieces requiring transportation and installation may incur considerable extra costs. The Community Grant Applicant is responsible to consider these costs in their application and identify any additional funding sources. Additional funds requested from the Shire of Manjimup will need to be determined by Council.
- Need to meet public safety and security considerations (including: no sharp edges, no finger pinching points, not climbable, securable against fire, theft, etc.); and
- Be selected by a selection panel, which is to be established by the applicant, and is to include an elected member.

CATEGORY 2. FINANCIAL HARDSHIP COMMUNITY GROUPS

There are three sub-categories of financial assistance for community groups:

- Category 2A: Requests for financial assistance by community groups with a care/service function to the community, or by community groups deemed in high need by Council;
- Category 2B: Requests for financial assistance by community groups responsible for premises; and



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- Category 2C: Requests for financial assistance by community groups without premises.

It is Council's vision that all community groups, in order to be sustainable, should aim to operate without relying on ongoing financial assistance to cover operational costs. Council understands that in certain circumstances a community group might require financial assistance for operational costs, such as utilities, insurance and venue lease or maintenance costs.

Community groups with the primary aim to provide services to the greater community are eligible for a higher level of financial assistance funding (refer to table on page 3) than other community groups (e.g. hobby clubs, arts groups, photography groups). Groups that occupy a building to undertake their primary activity and as such have greater responsibility are eligible for a higher level of funding.

It should be noted that start-up financial assistance for new groups should be applied for in the General Grant section as Hardship is to support existing groups suffering financial escalation pressures.

Groups may apply for the financial hardship funding to be considered for a 3-year period to give a level of ongoing surety during a period of hardship. Council may approve an application for this length of time, however this is subject to the annual budget allocation to the Community Grants Program.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the Financial Assistance Community Groups category.

CATEGORY 3. COMMUNITY YOUTH GROUPS & CHAPLAINCY

The Shire of Manjimup Youth Strategic Plan 2013 – 2023 recognises the strategic importance of supporting youth activity and development throughout the Shire.

To support youth programs and chaplaincy across the Shire, Council endeavours to:

- Category 3A: Support a youth (development) program (e.g. youth group or facilitated development program) in each town; and
- Category 3B: Support youth chaplaincy; and

Submissions for funding of proposed general youth projects, that are not eligible under Categories 3A and 3B, should submit their application under Category 1. General Community Groups & Projects.

The sum available for youth groups and chaplaincy in 2017/18 was \$37,000



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(amended in 2014). While this policy is not intended to apply limitations to the support of youth activity and development, the inclusion of a prescribed allocation pool sum for this category will ensure there is at least a minimum level of ongoing support for youth groups and chaplaincy in particular.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the Community Youth Groups & Chaplaincy category. In addition to conditions a. to r., there are extra conditions specific to the Community Youth Groups & Chaplaincy category which are:

- s. Youth groups can submit their application in partnership with an auspicing incorporated umbrella group.
- t. For the purposes of the Shire of Manjimup Community Fund Program, 'youth' are defined as young people between the ages of 12 and 25 years inclusive.

CATEGORY 4. EVENTS

There are three sub-categories of event sponsorships; each is treated separately in the Community Fund Program:

- Category 4A events have a broader target area which may include state, interstate and international visitors;
- Category 4B events have a more limited target area including South West and Great Southern regions; and
- Category 4C events are new, incl. events celebrating a significant anniversary, and emerging events seeking to establish themselves on the Shire's annual events calendar.

Category 4A. Events

Council recognises the opportunity and economic benefit in sponsoring events that will market and promote the Shire to a target population residing beyond the South West and Great Southern regions.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4A Events. In addition to conditions a. to r., there are extra conditions specific to Category 4A Events which are:

- u. Demonstrate strong ties to broad scale marketing and promotional outcomes.
- v. Demonstrate that the target group is much broader than the South West and Great Southern regions.



SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

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Category 4B. Events

Council recognises the social benefit in sponsoring events that will promote a particular theme or activity to a target audience from within the Shire and extending to the South West and Great Southern regions.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4B Events.

Category 4C. Events

Council recognises the potential for increased social and economic opportunity in sponsoring new and emerging events which are endeavouring to become established on the Shire's annual events calendar.

Events celebrating a significant anniversary, for example 50 or 100 years, may also be considered for funding under this category.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4C Events.

UNALLOCATED FUNDS

Any unallocated funds of the Community Fund Program, will be marked as 'Unspecified', and may be distributed throughout the financial year in response to requests, which will be assessed on a case by case basis.

Any unallocated funds in the Financial Hardship category will be marked as 'Unspecified Financial Hardship', and may be distributed throughout the financial year in response to requests in this category, which will be assessed on a case by case basis.

Administration

The Community Services Directorate is responsible for the management and administration of the Community Fund Program.

Adoption and Date Due for Revision

ADOPTED 24 OCTOBER 2019

REVIEWED FEBRUARY 2021

REVIEWED FEBRUARY 2023

NEXT DUE FOR REVIEW FEBRUARY 2026

The Administration of this Policy is by Community Services Directorate

Pemberton Community Hub

Quote to Supply and Construct: Colorbond Fence (Basalt) along rear service lane.



Central looking North



Southern end looking north (CWA)



Northern end looking south (DFES)

Specifications for quote:

Colorbond - Basalt

Overall 50m

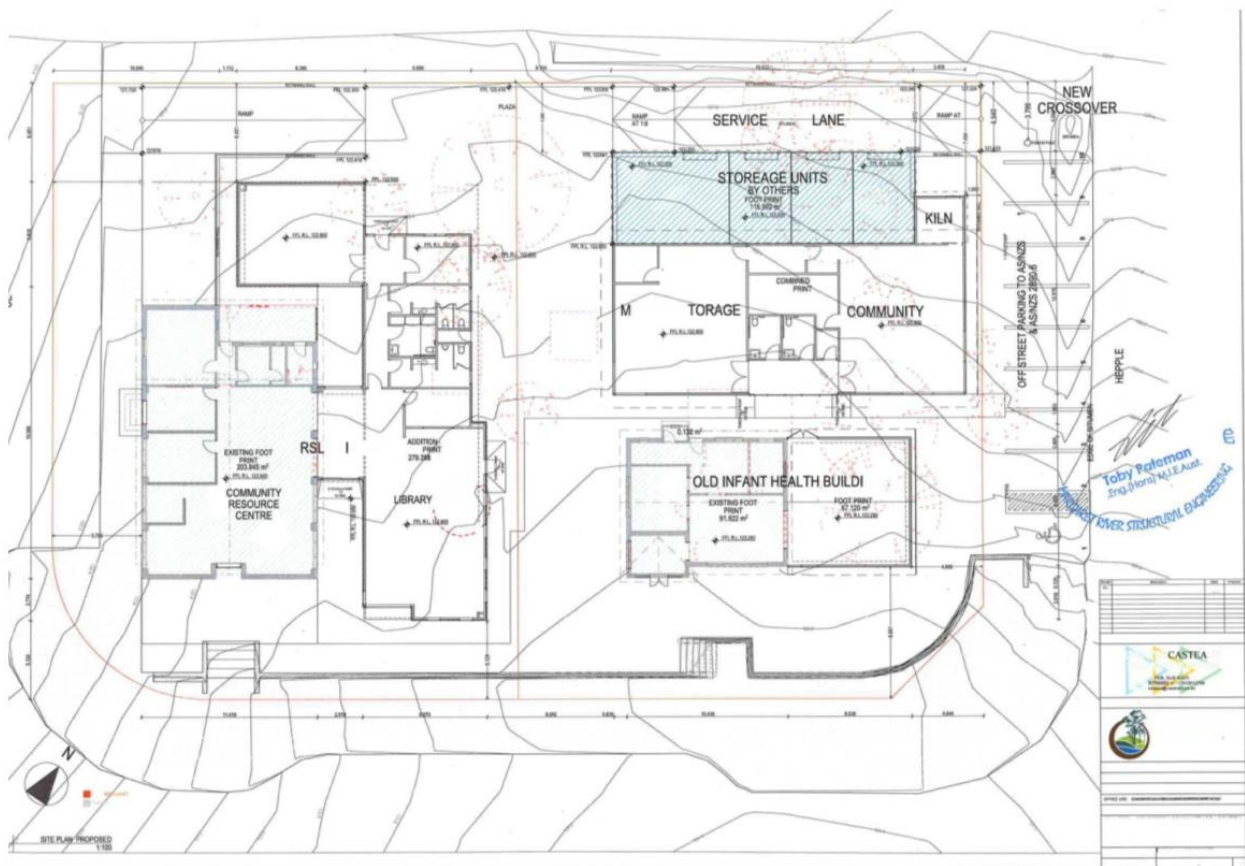
32m @ 1.8m

12m @ 1m with tapered panel to South

6m @ 1m with tapered panel to North

50ml above base.

Cored into base – limestone blocks.





Community Services Directorate

Quarterly Report

October - December 2022

Key Activities / Achievements

- Key Project progress including Pemberton Colocation Hub, Manjimup Trail Bike Hub; Rea Park and Collier Street Redevelopment and Youth Engagement and Empowerment Project.
- *Roald Dahl and the Imagination Seekers* children's theatre performances in Manjimup and Walpole and 11 Children's Book Week author workshops held Shire's four major towns.
- Pemberton Community Hub Balang Miya project, delays have added pressure to the staff resource with completion now scheduled for December.
- Seniors Week event 7–13 November 2022.
- New after-hours bookclub initiated at the Manjimup Library

Budget Performance

- Power Up Electricity Museum revenue continues to lag. Limited international travellers and tourist accommodation in Manjimup continues to impact visitation.
- No other significant adverse trends or concerns.

Staff Movement

- AquaCentre: resignation of Alicia Applin (Swim instructor) and Katie Bookless (Lifeguard), appointment of Lily-Rose (Lifeguard), Melissa Boydell (Services Supervisor) and Sharni Harris (Creche and Fitness Instructor).
- Project Manager for Manjimup Trail Bike Hub project appointed but resigned shortly thereafter for personal reasons. Vacancy being re-advertised.
- Two aged care traineeships completed with permanent part time aged and disability support worker positions offered and accepted.
- Resignation of two casual support workers. Not yet replaced.
- Appointment of casual Enrolled Nurse to commence in January 2023.
- Community Development – resignation of Community Development Project Officer Jessica Winters.

Occupational Health & Safety (for Directorate)

Meetings

- Avenue for discussion at all staff meetings at AquaCentre, Community Services Library and Manjimup Home and Community Care.

First Aid treatments:

- No significant change in trends recorded.

Near Miss incidents:


- No significant change in trends recorded.

Property Damage


- No significant change in trends recorded.
-

Future challenges / activities

- Staff recruitment has continued to be a challenge with time pressures placed on existing Community services staff.
- Staff capacity to undertake precinct activation limited due to current resources.
- Event applications continue to increase in number, stretching limited resources.
- Youth 'Engage and Empower' Project (July 2021 to June 2023) and progressing sustainable projects.
- Redevelopment of Rea Park and Collier Street Precinct – project planning, securing of funding, and implementation.
- Manjimup Trail Bike – project implementation.
- Transferring Pemberton Library to new co-located space.
- Moving all Manjimup library shelving and furniture into Art Gallery during floor replacement.
- Development of Community Wellbeing Plan, and growth of Youth Advisory Group.
- Pemberton Community Hub Balang Miya project delays have added pressure to the staff resource with completion now scheduled for March.
- Developing the Tourism Marketing and Promotional Strategy and 12 month plan .
- Recruitment of additional Registered Nurses.
- Scitech to conduct Early Childhood Science Workshops in Shire's four major towns in first half of 2023.



Gail Ipsen Cutts
Director Community Services



Shire of Manjimup

Community Services Quarterly Report

October - December 2022

DONATIONS WERE PROVIDED IN SUPPORT OF:			
SECTION	PURPOSE		AMOUNT
Community	JB Ipsen Golf Tournament - Manjimup Country Club		\$ 100
Community	Delyth Phillips Johns - State representation soccer		\$ 200
			\$ 300

COUNCIL-APPROVED EVENTS HELD DURING QUARTER		14
02/10/2022	Quinninup Fair	
7/10/2022	Youth Advisory Group Movie Night	
11/10/2022	GP Down South Mental Health Expo	
14/10/2022	Pemby Trail Fest	
18/10/2022	On Your Bike - Southern Foerest Tour	
05/11/2022	Potters House Concert	
06/11/2022	Pemberton Trout Festival	
19/11/2022	En Pointe Dance Academy SW Concert	
03/12/2022	Paddock to Plate at Pemberley	
03/12/2022	Walpole Blessing of the Fleet & Thank a Volunteer Day Event	
9/12/2022	Manjimup Cherry Harmony Festival	
14/12/2022	East Manjimup Primary School EoY Concert	

Grant Funding Update		grant title	funding body	amount	strategic plan					
section						0	0	0	1	1
TOTALS										
Community Development		Tackling Tough Times Together	Foundation for Regional and Rural Renewal	\$60,000	Shire of Manjimup Youth Strategic Plan 2013-2023		1			
Community Development		Criminal Property Confiscation Grants	WAPOL	\$95,053	Shire of Manjimup Youth Strategic Plan 2013-2023		1			
Community Development		Community Action Plan	Alcohol & Drug Foundation	\$14,967	Shire of Manjimup Youth Strategic Plan 2013-2023		1			
Libraries & Cultural Services		Regional Arts Fund	Country Arts WA	\$9,560	Arts & Culture Strategic Plan 2013 - 2024			1	1	
Libraries & Cultural Services		Funding for English language tuition program	Manjimup Rotary Club	\$872	Arts & Culture Strategic Plan 2013 - 2024		1	1	1	
Libraries & Cultural Services		Year One Super Readers' Program- Extension of Second Year Funding	Lions Club of Manjimup	\$2,651	Arts & Culture Strategic Plan 2013 - 2024		1	1	1	
Libraries & Cultural Services		Children's Book Week	Children's Book Council of Australia, WA Chapter	\$3,000	Arts & Culture Strategic Plan 2013 - 2024		1	1	1	
Libraries & Cultural Services		Public Regional Galleries Improvement Fund	Art on the Move	\$7,954	Arts and Culture Strategic Plan 2013-2024		1		1	
Libraries & Cultural Services		Strengthening Rural Communities Grant	Foundation for Regional and Rural Renewal	\$4,100	Arts and Culture Strategic Plan 2013-2024		1			
Libraries & Cultural Services		Indigenous Visual Arts Grant	Indigenous Visual Arts Industry Support	\$30,000	Arts and Culture Strategic Plan 2013-2024		1			
Community Services (Pemberton colocation precinct)		Development of Community Precinct in Pemberton	Lotterywest	\$1,198,682	Strategic Community Plan		1	1	1	
Recreation		Manjimup Trail Bike Hub - establishment	Regional Recovery Partnerships	\$ 980,000	Strategic Community Plan		1			
Recreation		Rea Park & Collier Street Redevelopment - new Playing Field Lights	Department of Local Government, Sport and Cultural Industries	\$ 511,555	Strategic Community Plan		1			
Community Development		Small Grants Program 2021 (Pemberton Community Co-location)	Department of Primary Industries and Regional Development	\$60,000	Strategic Community Plan		1			

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	2022/23 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	Development and Regulation / All Directorates		Achievements/Activities – <ul style="list-style-type: none"> Project scoped and funding obtained for new LED playing field lighting at Rea Park & Collier Street. Project implementation in progress. RFT for appointing contractor in progress.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				Achievements/Activities – <ul style="list-style-type: none"> Ongoing Waterwise Accreditation (Gold status) at Manjimup Regional AquaCentre. Ongoing promotion to event organisers to not use single use plastics. Provision of free water station for all community events.
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		
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.				
A20.3 Actively seek State and Commonwealth funding for climate adaptation/mitigation measures	Funding acquired	All Directorates		Achievements/Activities –
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates		Achievements/Activities –

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.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B1. Build on the Manjimup town's capacity as a regional service centre for the Warren Blackwood.				
B1.1 Undertake a range of transformational activities in the Manjimup Heritage Park	Progress against project milestones	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Implementation of management & Development Plan 2022 - 2027 ongoing.
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.				
B4.2 Contribute to Southern Forests Food Council marketing	Contribution made	Community Services	Complete	Achievements/Activities – <ul style="list-style-type: none"> Partnering on events and promotions as relevant. Extension to annual funding agreement

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B7. Encourage wellness industries related to rehabilitation, mental and physical health, aged and disabilities related services and wellness tourism.				
B7.1 Advocate for and support related programs and industries	Initiatives supported	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Ongoing programs. Stakeholder in establishment of the WB Youth Mental Health Group. Youth Engage and Empower project.
B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Consultation ongoing. Pemberton Chamber role in new Pemberton Community Hub. Supported Southern Forest Food Council (SFFC). Manjimup Art Gallery supported SFFC by hosting Cherry Festival Food & Art Tour participants at the Gallery to view the Manjimup Cherry Harmony Festival Art Competition exhibition.
B13. Establish a Local Tourism Organisation to coordinate the efforts of government and industry in marketing and developing visitor services, amenities and attractions across the region.				
B13.1 Support the establishment of a Local Tourism Organisation	Supports provided	Community Services/Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Done.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B13.2 Encourage the establishment and promotion of a state-level iconic visitor experience in the Southern Forests	Iconic experience identified and endorsed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continue to work with TWA and ASW and DBCA Contributed to TWA Destination Management Plan Valley of the Giants Trails Project Heritage Park Activation Pemberton Trails Trout and Eco Centre investigation for Pemberton
B14. Encourage and support quality Southern Forests visitor servicing and marketing.				
B14.1 Implement strategies contained in the <i>Marketing Strategy 2010</i> (under review)	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Caravan and Camping Promotions 4 wheel drive show – TV series ASW campaign partners Digital marketing Destination WA TV series – Northcliffe Windy harbour area planned for Feb – March 2023
B14.2 Support Local Visitor Centres	Supports provided	Community Services		Achievements/Activities – <ul style="list-style-type: none"> Liaising with Walpole VC to assist with sustainability – focus on 23-24 budget Pemberton Visitor Centre key stakeholder in Pemberton Community Hub redevelopment. Famils support VC quarterly meeting.
B15. Further develop the 'Trails Hub' tourism destination concept and facilitate the implementation of a range of trail options connecting to and linking key destinations.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B15.1 Partner with the Bibbulmun and Munda Biddi Foundations to maintain or improve trails and provide amenities	Contributions made to trail maintenance or upgrades	Community Services/Works & Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Some significant Milestone anniversaries pending. Bibbulmun Key Anniversary 2022-23, some local partnered celebrations.
B15.2 Support initiatives contained in the <i>South West Mountain Bike Master Plan 2015</i>	Supports provided	Community Services/Works & Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Business case development for Pemberton Trails Town by DBCA completed. Concept design for trails in Pemberton Arboretum completed by DBCA. Shire staff on Project Reference Group.
B15.3 Encourage and facilitate the next stage of planning and implementation of the <i>Manjimup Trail Bike Feasibility Study 2017</i>	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Design and Construct tender for Trails Centre in progress – completion expected February 2023. Stage 1 route planning in progress. New Project Manager appointed but resigned shortly thereafter; position being advertised.
B15.4 Support development of the Warren Blackwood Stock Route	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Awaiting installation of signage at campsite and marketing of Route (by Project Manager/ Warren Blackwood Alliance of Councils). Celebration attended of Triple M ride and radio broadcasts.
B15.5 Develop a scoping plan for the development of rail trails using existing corridors	Plan is developed	Community Services/Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Planning commenced rail trail development Manjimup to Pemberton.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B15.6 Lobby and support the development of rail trails using existing corridors	Meet requirements of Plan developed by Department of Transport	Community Services/ Office of CEO		<ul style="list-style-type: none"> Proposed rail trail Manjimup-Pemberton included in Pemberton Trails Town business case.
B15.7 Support the development of recreational trails throughout the Shire	Supports provided	Community Services		<ul style="list-style-type: none"> Several trails projects in progress, incl. Pemberton, Valley of the Giants, Walpole/Normalup Paddle Trails, Manjimup Trail Bike Hub.
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"> Youth Engage Project: Providing of free youth RSA training. MHCC host students from TAFE and Manjimup Senior High School in community services, Aged and Disability and business studies. School Based, Part time and Full time Traineeships are made available.

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
C1. Encourage co-locations, partnerships and resource sharing to deliver community services.				
C1.1 Progress the Pemberton Co-location Project to develop a new shared and co-managed facility for the Pemberton Visitor Centre, Community Resource Centre and Public Library	Progress against project milestones / a new facility is funded and built	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Balang Miya Pemberton Community Hub nearing completion of construction with stakeholders working together to develop operational model. Lotterywest grant received by Pemberton CRC for the fit out and Place making of the Hub. 7 community groups as partners. MOUs signed. Lease progress endorsed by Council. Groups continue to seek funding for fit out and landscaping. Continued delays experienced with completion anticipated March 2023. Some fit-out occurring in parallel with the Contractor.
C1.2 Investigate colocation options for the Walpole Visitor Centre, Community Resource Centre and Public Library	Recommendations investigated and course determined	Community Services	To be reassessed	Achievements/Activities – <ul style="list-style-type: none"> Preliminary meeting held with Walpole VC. Preference seems to be to try and wait it out at current location until the new trail head is established in Pioneer Park.
C2. Support volunteer community groups, encourage participation (particularly in the areas of emergency management) and acknowledge contributions to the community.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C2.3 Provide training and support to local sport and recreation clubs	Supports provided / sports ground usage rates	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Club newsletter published when required to advise clubs of development and grant opportunities. One on one support provided as needed.
C2.4 Provide annual Community Grants to community groups and not-for-profit organisations for projects or activities that have a focus on benefiting communities within the Shire (2% of previous FY rates)	Grants provided	Community Services	Annual	Achievements/Activities – <ul style="list-style-type: none"> Grant announcements for 2022/23 in July/August 2022. Grant round 2023/24 open Feb-Mar. Follow up of grant acquittals 2021/22. Review Community Funds Policy in progress.
C2.5 Provide acknowledgement and support to a diverse range of local volunteer groups	Support and acknowledgement provided / Thank a Volunteer program delivered annually	All Directorates (budget sits with Community Services)	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Funds distributed to community groups in each town to organise a TaVD activity.
C3. Increase the availability of mental health, alcohol and other drug addiction, domestic violence and homelessness support.				
C3.1 Advocate for services and support programs and industries as needs identified	Advocacy undertaken and initiatives supported	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> \$14,990 from ADF approved toward Youth project; RSA training and several youth activities with AOD message being organised. Current AOD and Mental health support services displayed in public restrooms and youth spaces. Facilitation of Good Sports forum in Manjimup.
C4. Maintain public libraries in all four towns and continue to expand and modernise services and activities.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C4.1 Continue to provide free public library services	Key service initiatives undertaken	Community Services	Ongoing	<p>Achievements/Activities –</p> <ul style="list-style-type: none"> • Accessibility to e-books and online material increased by the addition of the new Hoopla platform. • Featured Roald Dahl and the Imagination Seekers children's theatre group at Walpole Primary School and at Manjimup Library. • Hosted two Kindergarten visits (i.e. to introduce children to libraries and available resources and activities) – from Kearman College and East Manjimup Primary School. • Hosted 11 Children's Book Week workshops featuring Indigenous author, Alton Walley, in Manjimup, Pemberton, Northcliffe and Walpole. • Member of South West Library Consortia which includes 25 libraries in South West of Western Australia. • Book sale held in early October to raise funds for purchase of client-requested publications not covered by publisher. • New after-hours book club started at the Manjimup Library has already attracted significant interest. • Presentation by Albany author, Dr Meryl Broughton, was very well received.
C5. Actively engage children and young people to better understand and encourage services and initiatives that respond to their needs and aspirations.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C5.1 Implement strategies contained in the <i>Youth Strategy 2013-2023</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> 7 'Big Minds 4 Bright Futures' workshops provided in 2022. 2023 'Big Minds 4 Bright Futures' workshop schedule in progress. Youth RSA training opportunities provided. YMHFA training provided. Youth Advisory Group developed and hosting youth-driven community events. Youth movie nights in all towns in collaboration with YAG and youth groups.
C5.2 Investigate and advocate for development of a dedicated youth space in Manjimup	Obtain grant funding to progress. Identification of a suitable location.	Community Services		<ul style="list-style-type: none"> Discussions with Department of Education for Peppercom lease for Rose St space ongoing Funding avenues being explored and sustainable model to be determined. Southern Forests Youth Action (SFYA) group looking for a youth venue in Manjimup locality. Conversation with PCYC and local Police for Manjimup developing a 'Blue Light District' in progress.
C6. Advocate for the provision of out-of-school and school holiday programs.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C6.1 Facilitate out of school programs across the shire	Programs conducted	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Manjimup Visitor Centre providing school holiday activities in Manjimup Heritage Park. "Hunt in the Heritage Park" booklet in the park continues to be popular for young families and school aged children. YAG partnering with Walpole holiday program to deliver a movie night. Supporting Institute of Indigenous Wellbeing and Sport in providing school holiday activities in Manjimup Heritage Park.
C6.2 Provide annual Youth Grants to support youth groups, workers or projects operating within the shire	Youth supported services	Community Services	Annual	Achievements/Activities – <ul style="list-style-type: none"> As per annual Community Grants. Community Grants provided to 3 youth groups within each town. Contribution made to chaplaincy at Manjimup Senior High School.
C7. Improve early-years development and education outcomes.				
C7.1 Investigate the possibility of an education foundation (future fund) targeted at improving early-years education outcomes	Feasibility investigated and recommendations produced	Community Services	Targeted for 2021	Achievements/Activities – Not progressed.
C7.2 Finalise and commence implementation of strategies contained in the <i>Early Years Strategy 2017</i>	Strategy is formally adopted / initiatives undertaken	Community Services	Ongoing	Achievements/Activities – Ongoing – Network is well established and working independently.
C8. Improve access to services that allow residents to stay well in their own community and manage their health conditions.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C8.1 Continue provision of the Commonwealth Home Support Program through Manjimup HCC	Individuals supported / hours of support	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Registered Home Support Program (CHSP) Provider.
C8.2 Provide disability support services through Manjimup HCC	Individuals supported / hours of support	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Registered National Disability Insurance Scheme (NDIS) provider.
C8.3 Provide Home Care Packages through Manjimup HCC	Individuals supported / hours of support	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Home Care Package (HCP) provider.
C9. Plan and develop a diverse range of affordable housing options to meet the needs of older people, people with disabilities and other vulnerable groups.				
C9.1 Partner with the state Housing Authority to redevelop the Manjimup Primary School site for the Senior Housing Project	Number of houses delivered	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> State Government Dept Communities has deprioritised Affordable Housing Project – Cherry Glades for over 55's. Staff endeavouring to progress housing with Development WA who have had half the site transferred to their control
C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C10.1 Implement strategies contained in the <i>Age-friendly Communities Plan 2016-2026</i>	Initiatives undertaken	All Directorates		<p>Achievements/Activities –</p> <ul style="list-style-type: none"> Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup town site. Seniors Housing investigation in Cherry Glades next stages. Project deprioritised by the State Government. <p>Ongoing</p>
C10.2 Implement strategies contained in the <i>Access & Inclusion Plan 2013-2018</i>	Initiatives undertaken	All Directorates		<p>Achievements/Activities –</p> <ul style="list-style-type: none"> Investigating addition of accessible play equipment. <p>Ongoing</p>
C10.3 Undertake a review of the <i>Access & Inclusion Plan</i> every 5 years	Plan is reviewed and new version adopted every 5 years	Community Services		<p>Achievements/Activities –</p> <ul style="list-style-type: none"> Plan reviewed in 2018. Annual reporting achieved. <p>Complete</p>
C10.4 Implement recommendations from dementia-friendly communities pilot program	recommendations implemented	Community Services		<p>Achievements/Activities –</p> <ul style="list-style-type: none"> Ongoing <p>Ongoing</p>
C11. Engage with all stakeholders and establish improved public transport information, delivery and options across the Warren Blackwood region.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C11.1 Lobby for improved access to and availability of public transport options	Lobbying activities undertaken	Community Services		Achievements/Activities – <ul style="list-style-type: none"> Ongoing. Very challenging to progress. Shire continues to provide transport subsidy for community bus hire and use for events.
C11.2 Make information available to the community regarding the range of transport options available across all communities, including public, commercial, private (e.g. Ride Share & Travel Partners) and not-for-profit providers and any accessible features or subsidy schemes	Information available and reviewed annually	Community Services		Achievements/Activities – <ul style="list-style-type: none"> MHCC currently providing information. To be further investigated.
C11.3 Provide community bus transport to and from major Shire events and activities	Events where transport support is provided	Community Services		Achievements/Activities – <ul style="list-style-type: none"> Provided for key Shire partners and events. Email reminding key partners of this opportunity within each town.
C12. Support communities to acquire and upgrade 'community buses'.				
C12.1 Provide support to communities seeking to purchase or upgrade community buses	Supports provided	Community Services		Achievements/Activities – <ul style="list-style-type: none"> Support provided as required.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C13. Plan for emergency and natural disaster response, management, evacuation and recovery.				
C13.3 Implement strategies to improve the long term welfare and resilience of community members after an emergency or disaster	Strategies undertaken after a significant emergency or disaster	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continue to support and encourage collaboration emergency relief agencies in the Shire through the Emergency Relief Agencies Network. Support community mental health initiatives.
C16. Undertake a broad range of safe behaviour and risk awareness campaigns.				
C16.3 Community awareness campaigns in community safety and crime prevention	Campaigns undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Partnership activity with St John of God for Alcohol & Other Drug Program – programme currently in doubt.
C16.4 Implement strategies contained in the <i>Southern Forests Alcohol and Other Drugs Strategic Plan 2016-2018</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none">
C17. Support the maintenance of law and order and initiatives to prevent crime.				
C17.1 Implement strategies contained in the <i>Community Safety and Crime Prevention Plan 2014-2018</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none">

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C17.2 Utilise CCTV in crime hot spots or where genuine risk of crime against persons or public assets are identified	Initiatives implemented		Development and Regulation/All Directorates	<ul style="list-style-type: none"> CCTV system in Manjimup CBD continues to function well and assist Police. Advice to community groups and financial support (eg. through Community Grants) for CCTV systems.
C18. Create, support and promote a broad range sporting, recreational and social opportunities that are accessible and inclusive for all ages and abilities.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C18.1 Implement strategies contained in the <i>Sports & Recreation Strategic Plan 2014-2024</i> in regards to community and club development and support	Initiatives undertaken		Community Services	<p>Achievements/Activities –</p> <ul style="list-style-type: none"> Assisting Northcliffe Rec Association with facility development (24/7 gym, gazebo with BBQ). Activities as outlined in the Plan ongoing; see C2. Ongoing activities, incl. for youth and seniors, at AquaCentre. Rea Park & Collier St Redevelopment - Lighting & Power Upgrade project being implemented. Planning MRCR components progressing well. Concept design development new Collier Street pavilion commenced. Trails projects; see B15. Ongoing financial assistance to associations operating town recreation centres (Pemberton, Northcliffe and Walpole). Consultant engaged for RFQ Review Operational & Governance Model of Pemberton Sports Centre. <p>Ongoing</p>
C18.2 Apply Council's adopted <i>Donations Policy</i> (2.3.4) in regards to participation in sport, recreation, art and culture	Donations made		Community Services	<p>Achievements/Activities –</p> <ul style="list-style-type: none"> 2 donations made in this quarter. <p>Ongoing</p>

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C18.3 Administer state funded KidSport Vouchers	Number of vouchers issued	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continuing to administer KidSport program and attending DLGSC update sessions. KidSwim available at AquaCentre.
C19. Support public events to ensure they are successful and safe.				
C19.1 Provide annual Event Grants to individuals or groups to assist with the marketing and promotional costs of hosting of public events in the shire	Grants provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Grants provided annually; see C2.4.
C19.2 Provide organisers with an Organiser's Manual for Public Events and other advice and approvals to support their event's success	Number of approved public events	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Events Package and one on one sessions provided.
C20. Facilitate, develop and promote a broad range of cultural and art capabilities, facilities, events and achievements.				
C20.1 Implement strategies contained in the <i>Arts & Culture Strategic Plan 2013-2023</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Display of Indigenous artwork to celebrate NAIDOC Week. Successful staging of Fantastic Fungi photographic exhibition. Other activities as outlined in the Plan ongoing. Manjimup Cherry Harmony Festival Art Competition exhibition.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C21. Install and maintain quality public artworks for everyone to enjoy.				
C21.1 Develop an inventory of artworks in public spaces including condition reports and maintenance responsibility	Inventory complete and maintenance or renewal requirements determined	Community Services	Targeted for 2020	Achievements/Activities – <ul style="list-style-type: none"> • Yet to commence.
C22. Document and conserve local historical records, stories and artefacts and make them available for everyone to study and enjoy.				
C22.1 Implement strategies contained in the <i>Heritage Connections Project Implementation Plan 2014-2024</i>	Initiatives prioritised and undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Some funds annually set aside in a Reserve, to save sufficient amount to implement the Plan. Probable relaunch 23/24 by leveraging grant funding.
C22.2 Implement Manjimup Heritage Park interpretation strategies	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Ongoing implementation of Manjimup Heritage Park Management & Development Plan 2022-2027.
C22.3 Undertake a significance assessment and preservation needs analysis for Shire's own historical records and artefacts	Assessment and analysis completed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Assessment commenced. • Some work undertaken.
C22.4 Provide support to local history groups	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Support provided as required. • Several Historical Groups received a community grant.
C23. Work with stakeholders to preserve and share local Indigenous tradition and culture, including identified sites of significance.				

C23.1 Support initiatives to preserve and share local indigenous tradition and culture where opportunities arise	initiatives supported	Community Services	Ongoing	<p>Achievements/Activities –</p> <ul style="list-style-type: none"> • Aboriginal name endorsed for the now Balang Miya Pemberton Community Hub. • NAIDOC week supported through online with leaders lunch, reconciliation breakfast, and promotion. • Manjimup Library arranged a 'Bush Bounty' workshop focussed on the dietary and medicinal aspects of a wide variety of plants in Noongar Culture.
C23.2 Implement the outcomes as identified in the Reconciliation Action Plan	Actions undertaken in accordance with the Reconciliation Action Plan	Community Services		<ul style="list-style-type: none"> • Art Gallery working with RAP Advisory Group on Noongar Seasons – Nature in Transition project. First step - seeking artist participation - is in train. • Final endorsement of RAP by Reconciliation Australia. • Biddi Trail proposal developing

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.				
D5.12 Develop a new maintenance and renewal plan for the Manjimup Regional AquaCentre plant and infrastructure	New plan is developed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Several sections of Asset Management Plan for AquaCentre completed. Commencement Shire wide service/maintenance contracts.
D5.13 Implement the <i>Manjimup Regional AquaCentre Maintenance and Renewal Plan (new)</i>	Maintenance is undertaken in accordance with the schedule and approved budget	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Implemented once Plan is available for use.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5.14 Review the <i>Heritage Park Master Plan 2012</i> and the <i>Heritage Park Management & Development Plan 2006-2016</i> to develop a new management and maintenance plan once the current revitalisation project have been completed	New plan is developed	Community Services	Targeted for 2020	Achievements/Activities – <ul style="list-style-type: none"> Completed.
D12. Assist communities to build and maintain sport and recreation facilities whilst encouraging co-locations, collaborations and resource sharing wherever possible.				
D12.1 Implement strategies contained in the four town <i>Recreation Facility Master Plans</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Construction Manjimup Tennis Club facilities in progress. Rea Park & Collier Street Redevelopment underway; see C18.1 Northcliffe Rec Grounds: establishment of 24/7 gym underway.
D12.2 Implement strategies contained in the <i>Sports & Recreation Strategic Plan 2014-2024</i> in regards to infrastructure	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> See C18.1 and D12.1. Northcliffe skate park revitalisation in progress through youth project. Design of new safety signage in Walpole, Pemberton, and Northcliffe skate parks. Incorporation of AUSLAN/KWS in all skatepark signage in progress

D13. Support the development of a state-level sporting facility in the township of Manjimup.

D13.1 Lobby and advocate in accordance with identified opportunities and feasibility	Lobbying activities undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Rea Park Collier Street redevelopment in progress.
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5. Our Local Government

Community Goals	
5.9	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.
5.10	The Shire's long-term planning and activities deliver on the community's goals and aspirations.
5.11	Our elected members represent the best interests of the community.
5.12	Community participation in decision making is maximised.
5.13	The Shire communicates effectively with all its communities.
5.14	The Shire is a resilient and financially stable organisation that uses public funds responsibly.
5.15	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.
5.16	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 – •
E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E7.3 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"> Continuous engagement of stakeholders during Rea Park & Collier Street Redevelopment planning & implementation. Undertaken as required.
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		Achievements/Activities – <ul style="list-style-type: none"> Event Grants spread across the Shire. Library and Cultural workshop opportunities spread around libraries. Funding support for Australia Day, ANZAC and volunteer events in each community as requested. Australia Day Ceremony 2023 to be held in Pemberton.
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		<ul style="list-style-type: none"> Risk is assessed against all projects and activities undertaken. Risk mitigation is a key aspect of the Events application package.
E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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)		<ul style="list-style-type: none"> Procedures to optimise use of new customer management software at AquaCentre under development.

Southern Forests and Valleys

Tourism Marketing & Destination Opportunities Plan

www.southernforestsandvalleys.com

**SOUTHERN
FORESTS & VALLEYS**





Acknowledgement of Country

We would like to acknowledge the traditional owners of the country on which we work, the Wadandi/Piblemen people, and recognise their continuing connection to land, water and culture in the region.
We pay our respects to Elders past, present and emerging.

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The development of the Southern Forests and Valleys Tourism Marketing and Destination Opportunity Plan has been facilitated by the Warren Blackwood Alliance of Councils (WBAC). The WBAC is a Voluntary Regional Organisation of Councils representing the Shires of Boyup Brook, Bridgetown-Greenbushes, Donnybrook-Balingup, Manjimup and Nannup.

The WBAC manages the the Southern Forests and Valleys (SF&V) tourism brand which stretches from Balingup to Walpole, Nannup to Boyup Brook and encompass Bridgetown, Pemberton, Greenbushes,

Manjimup and Northcliffe.

The process to edvelop this plan brought together representatives from stakeholder groups that benefit from the visitor economy; local government and state government agencies to develop a plan.

This Plan seeks to identify the challenges and opportunities facing WBAC and to establish achievable priorities that if delivered would increase the SF&V's competitiveness.

Introduction

The Plan is an implementation initiative of the WBAC to focus on growing the visitor economy whilst building capability, capacity and community within the SF&V region.

The visitor economy was Australia's fourth largest exporter prior to COVID 19 – ahead of beef, petroleum and wool. It was growing at a faster rate than the Australian economy generally. The visitor economy directly employed almost 665,000 people, and indirectly employed another 370,000, employing one in 13 Australians directly or indirectly. It involves over 320,000 businesses and plays an important role in the economic development of regional Australia, with 44 cents in every visitor dollar spent in regions.

What is the visitor economy?

The visitor economy comprises the wide range of industries which provide goods and services to visitors who travel to a destination for a variety of purposes including leisure, education, business and employment.

To capture and promote the full picture of what has traditionally been described as the 'tourism' industry, this plan embraces a broader perspective of the 'visitor economy' which better reflects the full scope of visitor types and range of businesses that service those visitors. The shift to a focus on the visitor economy acknowledges that there are many reasons people visit Australian

destinations and there are many individuals and businesses servicing those visitors.

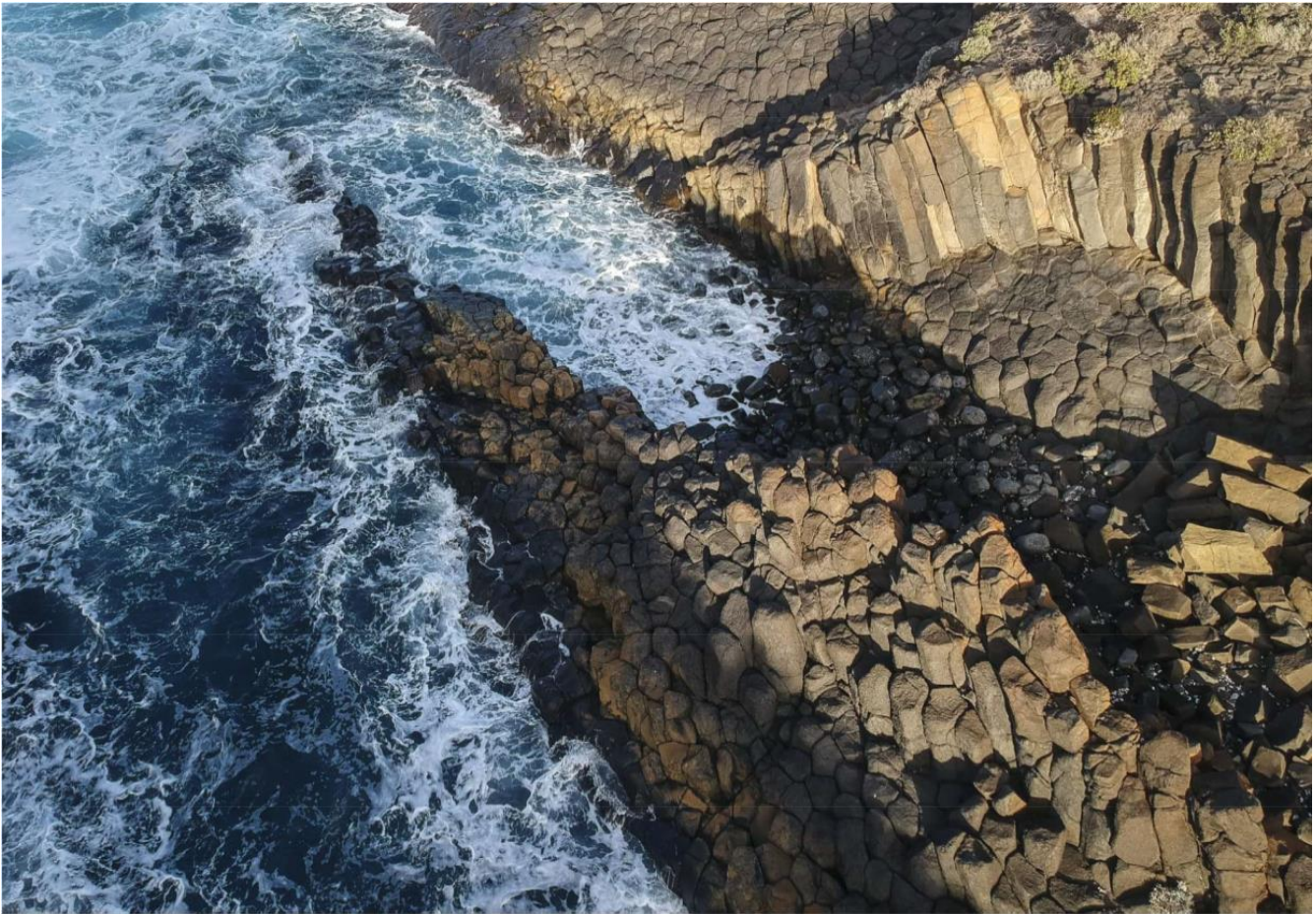
A visitor is anyone from overseas or within Australia who travels to a destination in Australia away from their home. Visitors can make day trips or overnight trips. The purpose of the trip could be for holiday, to visit friends and relatives (VFR), for business (including business events), for education or for employment (providing it isn't their normal daily commute for work purposes).

Businesses in the visitor economy are an important part of local economies and communities, especially in regional Australia, generating jobs and regional growth and providing important amenities to residents.

The visitor economy-related businesses are predominantly small operations, with many being owner operated with limited employees, and 95 per cent having fewer than 20 employees. The prevalence of small operators has important implications, including for capability development and innovation.

For the purpose of this plan, a core focus is to recognise that visitors to the region are primarily attracted to the destination and experiences. Therefore, the development, marketing and management of the region's destination, i.e. SF&V brand, is pivotal to the success of the whole region. This opportunity plan for the SF&V's region identifies priority strategies and actions which, if implemented, will enhance the competitiveness of SF&V as a primary visitor destination in the South West. The plan has been prepared following 1-1 meetings involving Local Government,





State agencies, business, and community representatives who considered questions about tourism development, marketing, management opportunities and challenges.

This plan identifies the key priorities and actions that would make a positive difference to the growth and sustainability of the SF&V regions visitor economy and experiences.

The SF&V region is a unique and picturesque community located midway between Perth and Albany, in the South West Region of Western Australia. The area is approximately 300kms from Perth and boasts an exceptionally clean environment, with spectacular natural beauty.

Originating from its prime agriculture, food production products, the SF&V region produce is well established as a recognised quality brand in Western Australia. Orchard, beef, cider, wine, lamb and dairy produce in particular benefit from this 'top end' product recognition, but the 'Brand' is also now embracing a significant shift into the tourism market – driven largely by nature tourism. A variety of trails are emerging as market collateral in this space. The aim will be to achieve growth from 250,000 visitors to 300,000 in coming years.

5

“The region has significant opportunities”

The return of working holiday makers after border closures due to COVID, will be a major boost to the visitor economy. Working holiday makers tend to stay longer, disperse to the regions, and spend more, as they combine work and travel during their time in Australia. This has been a big step towards reopening Australia internationally and helping restore Australian tourism.



Executive Summary

Our Vision

The Southern Forests and Valleys is an internationally recognised tourism region boasting unique and authentic visitor experiences hosted by a thriving and sustainable tourism industry.



Key Economic Goals

Brand awareness – Mastering our Story – Position the region's image.

Destination Marketing – Sustainably grow visitor arrivals, dispersal, expenditure and "Share of Voice" to the region.

Values – Continuously look for opportunities to deliver value.

Best Practice – Operate within a culture of best practice, continuous improvement, ROI, focus, efficiency and knowledge sharing.

Satisfaction – Operate within a sustainable business model, delivering results for partners, industry, visitors and our community and sharing the region's stories.



Foundational Pillars

Green – Nature and sustainability is at the forefront of the visitor experience, with a strong sense of responsibility for the land.

Southern Forest and Valley's custodians – The region is committed to delivering an outstanding nature experience that is interactive, educational and sustainable.

Southern Forest & Valleys Food story – By sharing the vibrant stories of our people, place and produce, we will enhance the Southern Forest & Valleys region's reputation as a quality agri-tourism destination.



Enablers of Success

- United partnership through WBAC
- Resourcing to deliver
- Data driven culture
- Industry buy in



Strategic Priority Areas

Brand Identity – Development of a shared brand story to showcase the unique experiences across the region and launch it in the domestic and international market.

Product and Experience – Work with industry get the customer to engage in the brand story through an experience development program for the region. The brand story should include a positive approach to telling the story of the Southern Forest and Valleys region.

Build Strong Partnerships with industry, trade, and the tourism community to amplify and share the region's story in key markets backed by clear KPIs and the appropriate level of investment through new partnerships and funding models.

Visitor Experience – Continuously look for opportunities to deliver value.

Marketing and Events – Share of voice, growing visitor numbers and spend. Seasonal and regional dispersal.

About

Since 2013 the WBAC has led the progression of a collective tourism brand for the region with the goal of developing a strong, unified tourism industry for the naturally outstanding SF&V region. Funded and supported by the five WBAC member local governments, the SF&V covers a diverse range of tourism hotspots for biodiversity, nature, Agri-tourism, wild and marine life. The SF&V focusses on nine main towns with over twenty national parks where visitors discover some of the most enchanting forests and awe-inspiring country scenery and boutique villages and towns.

Through regional management of the SF&V tourism brand by the WBAC there is the opportunity to inspire people to visit SF&V region through innovative and effective marketing of the region. There is the potential to grow visitation and dispersal throughout the region.

Digital marketing across owned, bought and earned channels is the key to being noticed in the fast-paced world of travel. The SF&V can provide opportunities for industry to market their business as part of the region through advertising opportunities and campaigns, trade educational activities and in-market training, media familiarisations, e-newsletters, and public relations opportunities.

The SF&V, in partnership with Australia's South West (ASW), will focus on supporting the capabilities of tourism businesses to enable them to be more competitive, adaptive, and resilient so visitors can enjoy a consistently high standard of experience.

Other opportunities may be increased to ensure the region is offering the very best experiences across SF&V.



Experience Development

Experience development is focused on supporting tourism operators to deliver more engaging and memorable visitor experiences by better understanding the needs and preferences of the market and contemporary experience development practices. This may include resources and programmes addressing such issues as customer service, storytelling, customer journey mapping, online marketing, and social media engagement.

Product Development

Product development is focused on the identification of new tourism experiences either as a new product or the enhancement of an existing product. This is done in response to consumer needs and trends and to leverage identified SF&V destination hero experience opportunities. The WBAC will support the initiatives that local governments put forward for infrastructure grant requests along with industry innovation.

Business Development

The SF&V will connect the dots to other organisations that can assist with business development. These include the Tourism Council of WA, Australia's South West and the Australian Small Business Advisory Services program targeting generic development opportunities aimed at improving business viability and performance. Supporting the development and implementation of business plans, marketing plans and sustainable business practices are among the development opportunities that could be offered.

Industry Development

Industry development looks at tourism industry-specific development programmes aimed at supporting tourism businesses to enhance the overall efficiency, effectiveness, and performance of their operations. This may include programs dealing with issues such as market readiness, trade engagement, yield management, channel management and bookable product. The WBAC can work with ASW to identify tourism businesses who may be supported by these programmes.

Southern Forest and Valley's Region today

With its pristine landscape and easy proximity to Perth (two-hour drive), the region is fast growing a reputation for cultivating passionate food and drink purveyors. Located in the centre of the Southwest, the region is home to abundant nature, soft adventure, extraordinary fresh produce and a hub for tracks and trails with good connections to coast and forest.

Tourism is a significant industry for the region, providing employment and a sense of pride and identity for local communities. The SF&V's region attracts more than 250,000 visitors each year. The region has rapidly grown in the last few years and it continues to be a highly desirable destination for interstate and intrastate visitors, with data showing a growth in both visitor numbers and domestic overnight visitor spending. The region's tourism industry is a proactive collective, with a clear sense of passion and commitment to the destination's offerings and the region's overall prosperity. The state designated boundary, as a regional tourism organisation (Australia's South West), also takes in the neighbouring regions of Albany, Bunbury, and Margaret River. Located an average 1.5 hours west of Margaret River, the region boasts spectacular national parks, fertile farming land, as well as friendly, country hospitality and is home to the Timber industry as well as the food bowl of the Southwest. The SF&V's region is further developing a robust destination events calendar that showcases the region's strengths. Increased confidence in the regional economy and destination has resulted in some significant tourism development projects in the past few years. These have included the Nannup Trail hub, Manjimup Heritage park, Manjimup Power museum, RAC Karri Valley Camp Ground, Tall Timbers restaurant and new Brew pub, Donnybrook Skate Park and Pianta's new brewery/café in Donnybrook.



Destination Overview

The SF&V region has geographical coverage of 50 per cent of the South West's total area.

The SF&V region is known as one of Western Australia's most inspiring nature-based destinations. It is the gateway to hundreds of accessible experiences set within the stunning nature of the region. From forests and coastlines to meandering rivers and bustling country towns, this region has it all.

The SF&V can target grassroots industry development, in-region trade, media support and collaborative marketing investment.

On behalf of the tourism industry, the SF&V will liaise with the Regional Tourism Organisation – Australia's South West (ASW) and state body – Tourism Western Australia (TWA).

SF&V will work closely with bordering local governments and have the option of developing Memorandum of Understanding's with the City of Busselton for the Busselton airport, AMRS and Bun Geo to support visitor dispersal.

One of the key roles for the SF&V will be to act as a conduit between the five local governments within the WBAC and between the nine Visitor Centres within the SF&V region.

Collective Strengths

- Desire for partnership to elevate the SF&V tourism brand.
- Regional coordination from WBAC.
- Unique natural attractions.
- Birds, animals, topography.
- Abundance of everything.
- Hidden adventure.
- 'Regional events.
- To see a place where good food comes from.
- Pace of life.
- Epic scenery.
- History and geographical conditions.
- Welcoming nature of locals to visitors.
- Farm tours.
- Clean green reputation.
- Isolation attracts creative people.
- The people – community friendly.
- Strong sense of partnership, flexibility, and agility to move quickly when making decisions.
- The Five Shires in the collective make things happen.
- Collaborative tourism planning and strategies.
- Paid Events Coordinator in selected shires.

There is a rising demand for more experiential travel, personalisation and authentic experiences as the tourism industry matures and more people travel. This presents opportunities and challenges for SF&V's.

Collective Opportunities

Digital Leadership

Digital technologies are playing an increasing role in how we tell the destination story of the SF&V and the WBAC is committed to using these to ensure members will receive immediate benefits. It is important that the whole industry excels in this space.

- Utilise government grants/incentives for tourism infrastructure.
- SF&V regional signage at all entry points to the region to promote the brand.
- Co-creating new product.
- Trail hubs.
- Star gazing.
- New tourism experiences – start up – diversification of current businesses and link for non-tourism experiences.
- Capitalise on the sale of SF&V produce – marketing and product development – Paddock to plate Promote SF&V's point of difference – boutique, rustic, pristine, local, hidden gems off the beaten track.
- Shift TWA/ASW marketing to inland experiences – guerrilla marketing campaigns to leverage against the coastal pitch.
- Encourage multiple diverse options and experiences.
- Quality control for service and experience standards.
- Keep the region open beyond 8pm – night-time experiences.
- Opportunities for young people – employment.
- Maximise opportunities of flora, fauna, and geology.
- Development of Busselton airport.
- Future tourism infrastructure and investment, e.g. 70 room accommodation facility into Manjimup.
- Encourage landowners throughout the region to maintain and develop their properties – tidy properties, tidy region.



Collective Challenges

Lack of Brand Awareness

- Driving distance from Perth to the far-reaching areas, not an easy weekend drive to Walpole and Northcliffe.
- Poor promotion – tourism bodies tend to focus on coastal areas – need to shift to nature's playground and nature's pantry inland.
- Poor tourism signage.
- Limited skilled staff.
- Attracting tourism investment.
- Lack of accommodation to support tourism growth.
- Lack of evening dining opportunities.
- Youth retention, engagement, and skill building.
- Blackspot internet and phone coverage in some areas.
- Dollars for infrastructure.
- Lack of population growth.
- No control of quality service provided.
- Management of brand and collective marketing.
- Transport options for visitors.
- Accommodation for new staff – affordable and reasonable.
- Lack of education and training resources.

- Visitor Centre service delivery.
- Lack of Indigenous experiences which international visitors seek.

The visitor economy focus incorporates three key groups – visitors who seek a quality experience; businesses which are competitive and pursue sustainable growth; and community which benefit from and are enriched by the jobs, growth, and amenities which the visitor economy provides.

Visitors

Visitors experience innovative, high-quality products and exceptional experiences.

Businesses

Businesses are globally competitive, profitable and pursue sustainable growth by diversifying markets and products and embracing modern business practices.

Community

Communities, enjoy the benefits of a sustainable visitor economy through economic opportunity and amenity offered by visitor infrastructure.

Visitor Target Markets

Domestic High Value Travellers (HVTs)

These travellers spend more than the average visitor on leisure trips and are aligned to Western Australia's competitive offering, indicating they are interested in the types of leisure experiences WA has to offer. In the interstate market, HVTs represent 35% of interstate leisure trips, but 63% of overnight visitor expenditure, highlighting their disproportionate share of spending. In the intrastate market, HVTs represent 36% of intrastate leisure trips and 71% of overnight visitor expenditure.

International and National Experience Seekers

International and National travellers seeking an inspiring nature-based destination are targeted through WA campaigns.

Destination Discoverers

From grey nomads clocking thousands of kilometres across the countryside to couples without children seeking winter retreats, to families packing the SUV to travel the highway and find a farm stay, this audience all have the same desire: to explore. With time on their hands, they fit the profile of an audience who accepts the fact that life is deliberately a little slower in SF&V's. No traffic lights or road rage. Just peaceful towns waiting for visitors to explore everything from townships to the river, to forests, ocean, and everything in between. They're looking for something different. They want to take their time to explore what it is a place has to offer.

Adventurers

Much like the Explorers, Adventurers also want somewhere unique and different. But they also seek a sense of adventure. An unbeaten track. An extreme downhill. That need to discover. Often a group of unrelated individuals, they often travel as a pack and seek places that fill their desire for adventure. This speaks to the various trails that exist in the region and can be day trippers or overnights.

Youth and Adventure

The youth and adventure segment was heavily impacted by COVID international border closures where young Aussies opted for an adventurous holiday and through packaging, digital editorial and social media, SF&V is well placed to showcase the



excitement of canoeing, kayaking, rafting, mountain bike riding, horse riding, forest and tree top walks along with wild swimming.

Specially created overnight trail itineraries can also feature activities like yoga, meditation, e-biking, farm experiences and more.

Event Followers

The growing number of events continues to attract this segment of the audience. Driven by the genre and timing of the event, Event Followers come for a more singular reason than Explorers and Adventures. They may never have considered SF&V previously but are attracted to a specific event. Exposure to this audience offers an opportunity for them to fall in love with region and become future Destination Discoverers, Explorers, or Adventurers.

Interstate Escapees

Escaping the confines of Perth metropolitan and the hustle and bustle of city life.

Hero Experiences

SF&V will work with partners to showcase innovative destination marketing to position SF&V as one of the world's most inspiring nature-based destinations. Key pillars to promote are:

- 1 Unique nature
- 2 Art, heritage and culture
- 3 Food bowl of the South West
- 4 Adventure



The key will be capturing strong content on the SF&V tourism website and marketing these key experiences to the key target markets.

The SF&V is made up of 'hero' stories:

- The story of the timber is one of understanding and heritage – an important story of our time.
- The story of the forest is one of hikes, waterfall and waterways, wonder and adventure – set amongst a living story that is over 50 million years old.
- The story of Indigenous culture is one of a deep connection to the land and its people.
- The story of country lifestyle is one of starry night skies, relaxed local culture, rolling hills and valleys, drive tours, farm animals, authentic people, a choice of holiday pace and warm hospitality experiences.
- The story of the region is one of wild flowers, fishing adventures and true country/camping style.
- The story of unique adventure is one of outdoor pursuits, road-tripping, exploring, food touring, mountain-biking, and bucket-listing – unearthing amazing moments.

In particular, the enjoyment of eating and drinking local produce in unique venues and locations is an integral part of the travel experience. Nothing provides visitors with better insight into the local culture and customs than a destination's food and drink, which connects visitors to the people, the produce, and the place. Globally, people are becoming more knowledgeable and engaged with food and bespoke beverages. Visitors are increasingly looking for a destination's

'authentic' experiences and the opportunity to enjoy its fresh local produce. The SF&V region, with its world-class food and drink offering, is well placed to capitalise on these trends. It has it in spades!

The term 'food and drink' in this plan is used to describe a broad category of food, beverages and related experiences that have expanded rapidly over the last decade. It includes wineries, breweries, cideries, distilleries, farmers markets, fruit picking and other farm gate activities, native ingredient producers and 'bush tucker' experiences, artisan bakeries and patisseries, coffee roasters, chocolate makers, cheese factories, cooking schools, food and wine festivals and events, business events, weddings and many more.

This plan aims to increase the positioning of the SF&V as Western Australia's number one food destination. To achieve this honour in the face of strong competition, this plan invites and encourages collaboration and investment from all sectors of the food and beverage industry and Government.

SF&V food and drink tourism strategies can include:

- Featuring food and drink content (film and photography) in destination and partnership marketing programs in Western Australia and priority markets designed to drive overnight visitation to the State.
- Content creation and the development of a comprehensive library of images and video of food and drink tourism experiences featuring different ethnic and demographic groups for example Singaporean and Indians (to tap into the VFR market), and Aussies, young, old and families.

- Domestic and international media coverage and support for social media influencer visits.
- Leadership and support for the regional Network to increase industry engagement and develop more food and drink products and visitor experiences.
- Investments in food and wine tourism festivals, events and media vehicles that support the visitor economy and generate media coverage for the region - this will help create Brand SF&V's.
- Capacity building initiatives to support the growth of the food and drink tourism industry.
- Advice to food and drink businesses who wish to diversify into tourism.
- Input into policy discussions on matters impacting food and drink tourism development.

Association of food, wine and fresh produce with holidays or short break destinations in Australian states



Importance Factors



Source: Tourism Australia Consumer Demand Project 2018.

For international visitors, 'good food, wine, local cuisine and produce' ranks fourth behind 'safe and secure destination', 'world class beauty and natural environments' and 'value for money' as a driver of destination choice.

Developing and promoting the regions quality food and beverage offering will be crucial to increasing domestic and international visitors and their length of stay in the region. The need for a food and drink focus is also driven by other factors. In recent years, the food and wine tourism sector has become increasingly competitive as destinations leverage the growing global interest in the provenance of quality food and wine. With neighbouring Margaret River Wine brand just 1.5 hours' drive away, the SF&V needs to compete with their strong brand recognition so it will be important to highlight the food stories. Elevating the regional food stories provides a strong platform. The region needs to own 'food' just as Margaret River claims 'wine'.

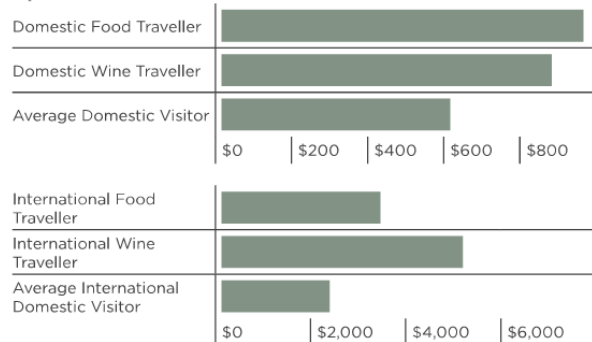
The tourism industry worldwide has acknowledged the power of food and wine to influence holiday-making decisions and has started to focus its energies on developing and promoting the sector in a co-ordinated fashion. In this competitive environment, a strategy would benefit the growth of the regions food and beverage tourism sector and position the SF&V as a leading food and drink destination. This could be done in partnership with ASW, SWDC and TWA.

The diversity of the SF&V region and its growing conditions means that many subregions have a strong local food and wine identity derived from what is grown, harvested, and locally produced. The wine industry alone each with their own signature styles. Similarly, the region is known for high-quality food products that thrive in the local environment such as truffles. For many, these products form part of their unique tourism appeal. These unique food and wine offerings are an opportunity to tell compelling local stories and develop new experiences that highlight each sub-region's differences and strengths. Although restaurants, bars and cafés remain the primary interface between visitors and the food and wine sector, visitors are now looking for more immersive and educational experiences at a destination. Engagement with growers, sampling fresh produce, "hands-on" and educational activities that give greater insights into the produce and region are important drivers for today's travellers. The

power of food and wine to influence visitors has encouraged many operators to focus on targeting the visitor market through product development and promotion. However, for many businesses in this category, tourism is not the core activity with their primary focus being production, distribution, and catering for regular local customers. Therefore, these operators may need support and guidance to develop their ideas and participate successfully in the visitor economy. A part of the SF&V role could be to encourage the food and drink tourism sector to develop, promote and sell unique products that will help define the region's food and drink identity and drive overnight visitation. These attributes can be integrated into marketing and promotional activities to enhance storytelling and build destination appeal.

Visitor Profile

Spend Per Visitor

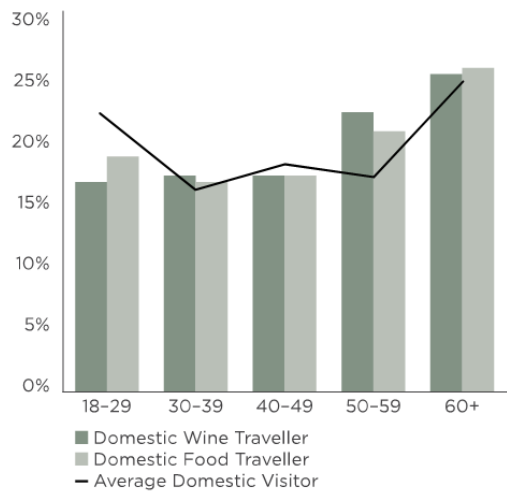


Research conducted by the World Food Travel Association confirms this trend, finding that 'Culinary Travellers' – those who have participated in a unique or memorable food or drink experience on a recent trip and for whom food and drink experiences are a prime motivator in choosing a destination – are more likely to spend more on food and drink, take part in a greater variety of experiences, and take more trips than average travellers.



Image courtesy of manjimuptruffles.com.au

Domestic Overnight Visitor Age Profile



The SF&V initial marketing should have a strong initial focus on domestic travel, as the return of international visitors is taking time to build momentum. In the meantime, there is potential for domestic overnight and day trips to become a larger share of total visitor expenditure as West Australians and Interstate visitors are encouraged to travel and spend more on travel in Regional Australia.

In the immediate term, there is an opportunity to grow the domestic market by encouraging West Australians to explore their own state further and engage in local experiences they never knew existed. By building greater awareness of SF&V unique offerings, there is an opportunity to change how West Australian's travel domestically over the longer term.

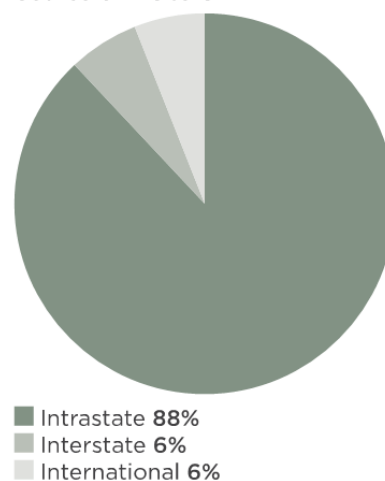
There is also the opportunity to rebuild core markets with a key focus on Singapore as we know Singaporeans enjoy the South West region particularly in winter months. There are other opportunities to target emerging markets over time, where growing wealth is anticipated to drive demand for international travel.

With amazing natural assets and unique environment, there is the opportunity to grow by diversifying into new products and experiences, for example in adventure and small group travel. COVID created a shift in how people consume tourism and with the SF&V pristine nature and isolation, and success in managing COVID will be viewed positively and this can be optimised.

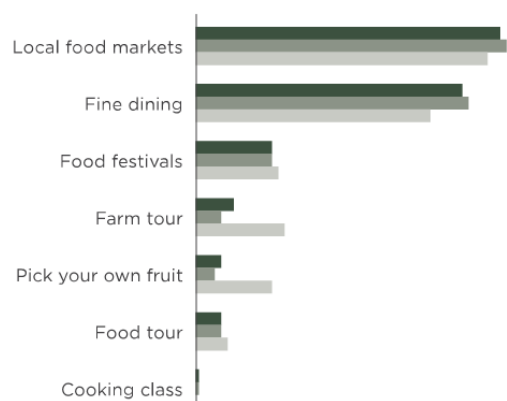
International Overnight Visitor Age Profile



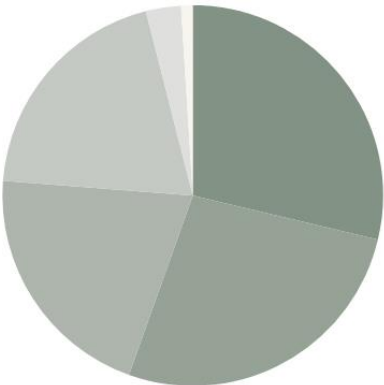
Source of Visitors



Food Experiences of International Visitors



Travel Party



- Adult couple 29%
- Friends/relatives 27%
- Travelling alone 21%
- Family group 20%
- Business 3%
- Other 1%

Average Length of Stay

Intrastate	3.1
Interstate	5.3
International	12.0
Total	3.8

Proposed airline access has made tourism a key driver of a regional economy with borders adjacent to Busselton. The SF&V will be a popular regional destination in Western Australia for domestic visitors which delivers the most visitors and expenditure.

There is strong opportunity for interstate tourism and potential to grow international tourists who may visit friends and relatives, Singaporeans and long stay Europeans who seek Eco-Tourism experiences.



Emerging Trends and Experiences

The next four years will see the continued rise of the experiential traveller. Connectivity is becoming standard, with travellers expecting available WiFi, with sharing now a common feature across all five stages of the traveller cycle.



Demographics are shifting rapidly, and visitor economies must adapt to address the changing needs of different traveller cohorts. Younger travellers are demanding authentic and sustainable experiences and want their interactions digitally enabled throughout the journey. Meanwhile, a growing cohort of older travellers, multi-generational families, and people with disabilities means there must be a focus on accessible infrastructure, quality experiences, and a safe environment.

Embracing Technology and New Service Delivery Platforms

Advances in technology and integration of digital tools into all aspects of the traveller journey provides businesses with opportunities to improve productivity and enhance the consumer experience. However, it means businesses must embrace technology, continue to adapt, and be equipped with appropriately qualified staff.

With a predominantly micro and small business constituency, improving and maintaining business capability is an ongoing challenge. The global explosion of the sharing economy has had an enormous impact on the visitor economy. These business models, and others yet unimagined, are expected to expand and innovate as they gain increasing levels of acceptance.

Real-time access, artificial intelligence, augmented reality, and data personalisation strategies are becoming necessities and will require continuous development to enhance the visitor experience. The SF&V will need to focus heavily on website, social media, and paid positioning.

Engaging the Community

As visitor numbers grow there is potential for pressure on the environment and communities through 'over-tourism'. This is currently being observed overseas and at some locations in Australia. If not managed properly, the natural environment can be degraded, and communities may turn against the visitor economy. Operators must adopt more sustainable practices and engage with the community by acknowledging their needs and educate them about the benefits delivered by the visitor economy. A fully engaged and supportive community will be more welcoming and will appreciate the amenity brought by the visitor economy, thereby adding to a location's reputation for a positive visitor experience.

Margaret River region is experiencing high demand and high visitation to the Cape-to-Cape track. This provides an opportunity for the SF&V tap into this market and target visitors to pivot from the Coast to inland trail opportunities.



Eight key trends have been identified that present opportunities for the region.

- 1 **Seniors are the new Millennials**
This high spending sector travels outside peak periods and is a trillion-dollar economy globally. New research shows if the over 55s market was its own economy, it would be the third largest economy globally behind the USA and China.
- 2 **Passports become cookbooks**
Visitors want to learn the local ingredients of a destination and get close to the source
- 3 **Getting off the tourist path**
There is an increased desire to switch off and as such the visitor is looking for destinations where they can escape the crowds and destinations that are not seen as suffering from 'over tourism'.
- 4 **Dark Skies**
Sky gazing is becoming increasingly important with visitors seeking places where there is no light pollution to gaze at the stars. Dark skies and star gazing is a significant trend for the international visitor in particular Asia and an opportunity for an evening activity where the 'night-time economy' is lacking to compliment the day tour opportunities.
- 5 **Micro trips**
Weekend trips away to switch off and reset especially for couples and groups of friends with no kids.
- 6 **Curated experiences**
Experiential travel continues to grow with visitors valuing experiences over possessions when travelling.
- 7 **Multi-generational travel**
This is a sector that will see continual growth in many forms as groups travel together or separately and come together at a destination as their meeting spot.
- 8 **Sustainably minded**
Millennial and Generation Z travellers will increasingly seek sustainable experiences in their destination choices.

Enablers of Success

While the economic goals for tourism may be ambitious, reaching increased overnight visitor expenditure will invariably have a positive effect on the growth of the industry and the further development of the SF&V region as a destination. Whilst there are several variables in the region's future, including planned infrastructure projects, all will have a positive influence on realising the objectives of increasing the tourism pie. It is important to highlight the following critical success factors that are applicable across the region and will play a key role in enabling success of this plan.

Data Driven Culture

United Partnership in WBAC

Resourcing to Deliver

- A commitment to the principle and practice of partnership and collaboration, and to ensuring that the roles and responsibilities of all stakeholders are participative and complimentary, rather than duplication or competitive.
- A commitment to maintaining levels of funding to ensure that the actions outlined in this plan can progress and opportunities can be further leveraged.
- A focus on monitoring, measuring, and reporting on the implementation of this plan, and an emphasis on celebrating success. Recognition of success will breed success.



A commitment to embracing a data-driven culture. This applies across all areas and is vital to enable better decisions, education, advocacy, perception, and governance to drive decision making. The “big data” landscape is growing rapidly and has the potential to inform strategies for marketing improvement and visitor economy growth. Analysing data can assist the SF&V to better target markets and implement appropriate campaigns.

Data



Sorted



Arranged



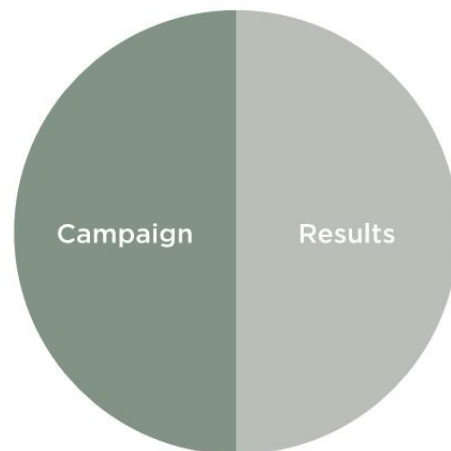
Presented visually



Explained with a story



What they see about marketing



The effort that goes in





Other Success Factors

Characteristics	Comments
Deliver success through comprehensive collaboration	Work in progress
Strong local organisations focused on their core role of visitor servicing	Room for improvement
A strong regional organisation (ASW) focused on their core role of regional marketing and development	Need for engagement and two-way communication
Local government support	Solid
Strong, consistent, and effective leadership by individuals or organisations	Leadership development opportunity
Strategic planning for the region with economic, social, environmental and cultural objectives supported by local plans	Solid
Consistent visitor service excellence	To be addressed as a priority
Research driven cooperative marketing	Work in progress
A breadth and depth of tourism infrastructure, experiences, packaging, events matched to market demand	Product development opportunity
Supportive communities which understand the value of tourism	Opportunity for further action

Priority – Destination Marketing

Action	Priorities
Digital Marketing strategy	High
Develop SF&V unique market positioning (Brand Equity)	High
Participate in ASW's cooperative marketing activities	Medium
Participate in Tourism Western Australia's cooperative marketing activities	Medium
Consider collaborations with other regional and town brands (Experience Nannup, Beautiful Bridgetown, Southern Forest Food Council, etc.)	Medium

Strategic Priorities and Action Plan

Identifying local food and beverage heroes, authentic storytelling, the profiling of award-winning product, and the showcasing of art, heritage, food, and wine trails to enhance a destination’s appeal. Development of fresh content in the form of quality images and video to help showcase the offerings. It will be imperative to action and upload compelling content onto the website with an audit of all tourism product and ensure good quality images and video is available.

Events are seen as strong drivers of food and wine visitation to the region. Key to an event’s success is its strong links to the unique produce and local personalities of the area. Stakeholders note that many regional events are volunteer-driven and that there is a need for local and State government support and capability building across all stages of event development to ensure long term sustainability.

Product Development – Ongoing support and guidance for the development of new tourism sector experiences is identified as an ongoing need, particularly among operators, such as producers, for whom tourism is not core business. Food and wine trails and agritourism initiatives such as farm tours and immersive food and wine experiences are

identified as key opportunities to grow visitor appeal.

Whilst suggestions are provided in this plan, it will be important for the WBAC to consider planning and prioritising and potentially applying the model below:

Planning and Prioritising		
High Effectiveness	Let’s do this right now!	Something to aim for
Low effectiveness	If it really is low effort AND if it helps people feel warm, fuzzy and connected... sure	Absolutely not
	Low Effort	High Effort

Product and Experience Development

Visitors are looking for authentic experiences, that share the story of people, place and produce.

Actions

- Nurture the development of authentic culinary (food and drink) experiences.
- Support development of infrastructure to position the region as the gateway to culinary experiences, trails and nature.
- Implement “Asia friendly” product enhancements to create a competitive advantage for the destination.
- Support development of packaging a culinary trail and explore opportunities for nature-based tourism along the trail.
- Support further development of trails including the Warren Blackwood stock route bridal trail and incorporate the historical story.
- Ensure the history and timber story is maintained and captured in experiences.

Marketing and Events

The SF&V will focus on sharing remarkable, authentic visitor experiences that highlight the destinations point of difference in a crowded global marketplace, through targeted and strategic events and destination marketing. The mission will be to present a unified and consistent brand for SF&V to key target audiences.

Events are a vital part of the tourism offering in SF&V's, especially in the shoulder seasons, as they give people a reason to visit the destination at different times of the year.

They also give an opportunity to showcase the region through media coverage of the event.

The region has an events strategy, which has assisted in bringing new events like Pinot Picnic to the region in 2021. Events such as the Truffle Kerfuffle and Cherry Harmony bring healthy economic impact and have helped position the region as food destination, with other events including:

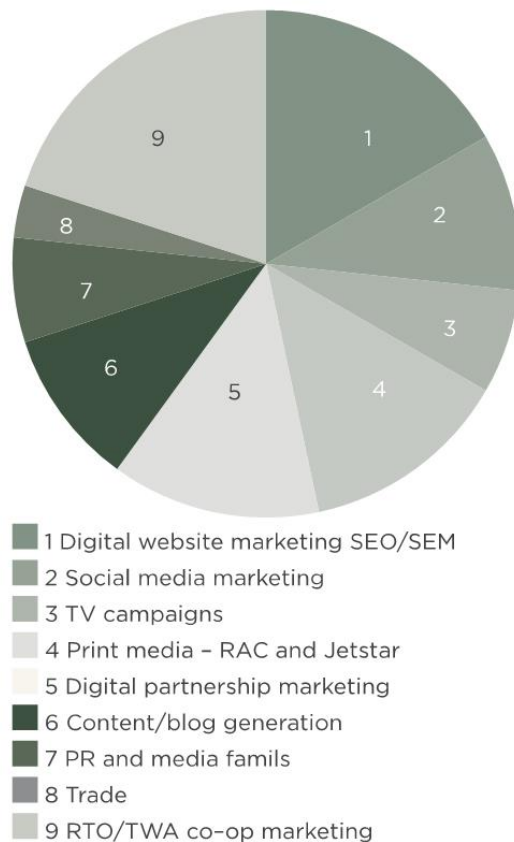
- 15,000 Motocross , Nannup Music Festival, Bridgetown Blues Festival, WA Country Music Festival, Tour of Margaret River and Nannup.
- Regional events are also held throughout the SF&V region, adding to a diverse cultural and sporting event calendar.

The challenge with marketing is the world is operating in a fragmented media market.



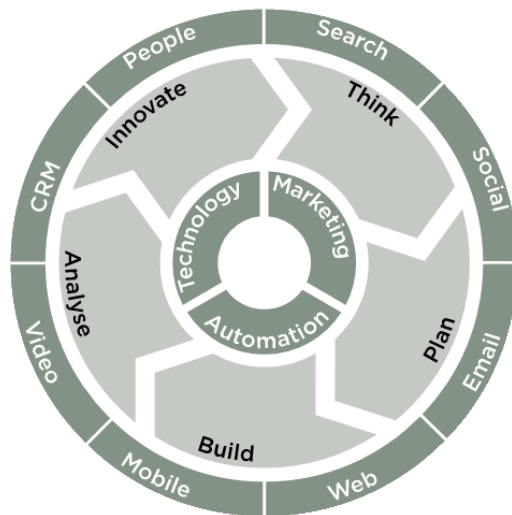
SF&V has a limited budget and therefore this plan provides high level recommendations in terms of spend as well as suggestions for in-house marketing. The key is a strong focus on digital.

Marketing Budget



Digital Strategy

This is the most critical initiative that needs to occur for the SF&V's and is best explained in this diagram:



Digital Opportunities

Opportunity 1

Harness the power of organic search

Content is king, but it is clear not all content wears a crown. Start a content audit of all the SF&V existing assets and ask, are you providing your target audiences with the best information?

You want to be able to match the demand of consumer search for domestic and international tourism with content that answers their queries.

More people are searching "things to do near me" while they remain geographically bound. The lowest hanging fruit when it comes to driving conversion is simply to help them.

- Create a list of content in the market for the destination/product/events and ask question is it dated?
- Read every page of the website – and ask: Is everything accurate? Is everything as informative as it should be?
- Start making a traffic light system of the most urgent content updates that need to be made.

Opportunity 2

When others go dark, the spotlight is yours

In 2022 the race-for-audience-attention-space will be won by the speed at which it hits the market. It has never been more important to get to market first – because Australian tourism is about to enter an era of reduced customer share and increased competition.

Being active when other regions are not, will default the spotlight of the consumer's attention to SF&V.

Plan in advance to be first to market, rather than reactive with marketing materials. For example, get ready for Jetstar with Melbourne or Sydney flight announcements. Have Facebook ads ready to go for these audiences. Equally, all SF&V products and events should have all Singapore facing Facebook ads banked and ready go-live the minute the international border restrictions open to get to market the very same day.

Opportunity 3

Talk to your customers through low-cost means

- eDMS – develop a data base. Send emails, talk to customers.
- Video outperforms still images on every single channel, whether it is Instagram, Facebook, or LinkedIn. Experiment with videos. They do not need to be high production quality – even a simple time-lapse shot on an iPhone will do.
- The Instagram algorithm (at the moment) favours reels, so it's time to get really good making video.

Opportunity 4

Collaborate more. Compete less

As the competition to stand out becomes higher within Australian tourism, it is time to look to industry partners within the region as collaborators rather than competitors.

It is a lot easier to hunt in a pack than on your own, so finding those strategic partnerships will be crucial to your growth and development in this brave new world.

- Collaboration is non-negotiable, so make larger marketing waves than ripples by collaborating.

Opportunity 5

Harness digital literacy

Among the dark clouds of COVID-19, there was an unexpected silver lining, digital literacy. In fact, sociologists believe the digital transformation and adoption we saw between March and May 2021 packed what would normally take about seven years into seven weeks.

Former markets like grey nomads, retirees, silver surfers – who relied on print and in-person services turned into digital literates. It is unlikely they'll be going back to their pen and paper ways now they've got technology on their side.

- Ensure SF&V skew marketing plans towards digital. Not only will it be cheaper than offline methods, but you will also be able to talk more accurately to your diverse target audience.

Opportunity 6

Turn your biggest challenges into opportunities

Australian tourism has always been faced with the tyranny of distance as a big barrier for encouraging people to visit. But now it is a big opportunity. Customers are motivated by safe and secure travel. SF&V USP, is the fact the region is sparsely populated and managing COVID well.

- Wide-open spaces, cleanliness and no crowds should be at the forefront of any marketing.

Opportunity 7

Make friends with the media

- If there was a time for Public Relations to be your biggest marketing play, now is it.
- PR is one of the lowest-cost opportunities in the marketing playbook – with some of the highest returns thanks to the credibility and trust authority it brings with it.

Look at building out a PR plan for the year and get friendly with the local journalists for a more successful pitch.

Refer Media List Appendix 1.

Opportunity 8

Do something new, don't rely on the past

- This is a new world we are living and marketing in – so there's very little benefit to relying on historical data or what's worked in the past. We are in a time of change. Take things to market quickly so if it fails, it fails fast. A new marketing mantra is progress over perfection. Let visitors dictate whether your campaign or idea works well, rather than debating it internally for months to a point your campaign is no longer timely or appealing.
- Aim for targeted, effective, and relevant = the right visitor, right message, right time.

Website

Organic search is outpacing growth in other channels. In 2021, organic search has continued to rise above other search traffic. This is a great opportunity for the SF&V as it will allow the region to compete with any larger regions who have bigger budgets based on the quality of the original content SF&V publishes online.



Quality Score is an estimate of the quality of your ads, keywords, and landing pages. Higher quality ads can lead to lower prices and better ad positions.

Actions

Story: Update the "About Us" descriptions everywhere with a paragraph that speaks to the hero experiences and solves visitors' questions/problems.

SEO: Plan the content to publish next year now. Identify six topic themes, then three topics per theme. Publish on topic per month. Each topic is a blog heading, and each blog needs about three posts for the social media channels.

SEM: Get access to the Analytics and start understanding where visitors are coming from, how long they are on the website and when they convert.

In terms of the website southernforestsanddandvalleys.com, there are a few online tools that allow website 'audit' for performance and usability. Probably the most important one is the Google's PageSpeed Insights <https://pagespeed.web.dev>

Another commonly used one is the Pingdom Website Speed Test; <https://tools.pingdom.com>

Pingdom offers cost-effective and reliable uptime and performance monitoring for websites. It is recommended that the SF&V monitor the websites' uptime, performance, and interactions for a better end-user-experience. These organisations provide load speed tests identifying what webpages are slow, too big and so on.

To the right is the Pagespeed test at time of reporting indicating a metric of 19/100 showing the current site is not performing well.

Refer to Appendix 2 for a proposal on improving the site.



Social Media

Often there tends to be a disproportionate amount of marketing time spent on Instagram and Twitter for tourism bodies targeting the baby boomer audience as an example.

It is important that the choice of social media tactics remains evidence-based and relevant to where visitors are hanging out on social channels.

It pays to create a customer persona that includes socials when \$\$\$ on are spent on both organic and paid social media channels. The top four social media platforms baby boomers hang out in Australia are:

- ☒ Facebook
- ☒ YouTube (also a search engine)
- ☒ Pinterest
- ☒ LinkedIn/Instagram (neck and neck)

Pinterest is of particular interest as it is growing in usage amongst baby boomer women – research shows that boomer women are influencing 85% of the household decisions. Yet not many tourism destinations are using Pinterest business pages as a social media marketing tactic. This is an opportunity for SF&V particularly around brand awareness. Understanding the visitor as a customer can be costly to the brand if not researched well and data analysed.

Suggestions

- Create sticky content, consider copywriting basics: blogs, social media and writing for mobile browsers.
- Design basics.
- Email marketing.
- Facebook marketing.
- Instagram marketing.
- YouTube and Pinterest marketing.
- Online advertising.
- Prepare a 12 month social media calendar.

You can share all the SF&V content through your marketing channels and create your own similar content to share and market to your database, social media fans or using paid digital media options.

However, it is important to understand and monitor the numbers. A great deal of work and time can be spent on social media for small visitation return. Be sure to understand the numbers.

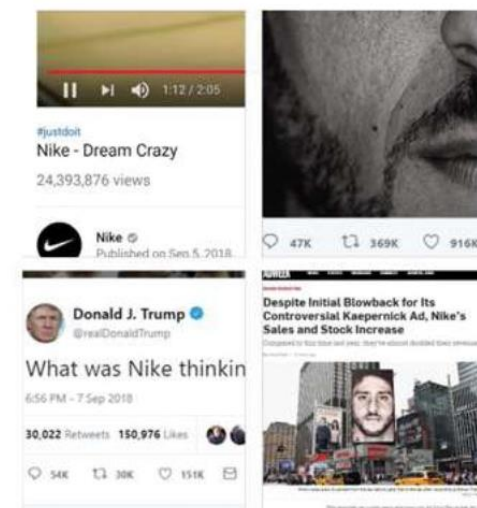
Understand the numbers

Using Hashtags, you will obtain broader reach

Additional hashtags – suggest supporting #wanderoutyonder and #thisisWA. There are some other Perth targeted/tourism hashtags recommended to consider adding to join these conversations, noting that 65% of Instagram users click on hashtags to learn more about holiday destinations and plan itineraries.

These include:

#SeeAustralia – for Tourism Australia @australia
 #HolidayHereThisYear
 #AustraliasSouthWest
 #soperth – TWA partners with them
 #urbanlistperth – another TWA content partner
 #perthisok
 #perthlife



Other Marketing Actions

ATDW <https://atdw.com.au>

ATDW is a national digital tourism database that helps businesses and/or events to be promoted online for FREE via various tourism distributor websites including westernaustralia.com, the Experience WA mobile app and australia.com.

Listing your services or products is an easy three-step process.

How to register:

- Register at <https://atdw.com.au>
- Provide details for your Organisation (business details and a key contact) and first User (the person who will be managing the listing)
- Simply click on the 'add listing' button and follow the prompts

Contact for WA is Avril De Lucia – Support Officer ATDW for WA.

Tourism experiences with high quality photos and videos stand out in online search results and get booked more often. The National Experience Content Initiative (NECI) is designed to support tourism businesses by capturing imagery and footage that showcases the best tourism experiences on offer around Australia, and to bring these to life for consumers and trade. Find out more about NECI: <https://bit.ly/2YObqPF>.

Support the implementation of a destination events strategy, including destination packaging to increase length of stay as well as small business events as an opportunity for growth.

Include the Southern Forest Food council's brand into the WA food story.

Enhance themed drive journeys across Shire and regional boundaries to encourage dispersal and increase length of stay, as well as building partnerships with neighbouring and complimentary destinations such as Bun Geo and Margaret River.

Grow the Warren Blackwood stock route bridal trail experience.

Social media is the best opportunity in terms of messaging updates and promoting the bridal trial and quickly accessing as many horse owners/recreational riders as possible. Target Horse riding clubs and Facebook groups.

Work collaboratively with ASW to showcase the South West Edge.

Review the effectiveness of the regions digital presence and ensure the region is showcased in the best possible way with ease of consumer functionality whilst delivering return on investment.

Limited marketing budget should be approached through a more tightly targeted geography, media can be purchased which results in little wastage, for example focusing on food or trail enthusiasts. Most specifically aimed at modern digital mediums, consider a variety of spend including TVC, print media, digital, public relations/visiting journalists, electronic data management (eDM), segmenting databases, delivering diverse content and blogs.

- **Perth Visitors Centre** is located in the heart of Perth and operates as an information centre and booking agent for Western Australia product.
- **Urban List** includes details of places that offer special tours of interest and is an excellent means of gaining wide exposure at little cost <https://www.theurbanlist.com/perth>
- **Tripadvisor** can be managed to incorporate promotion and feedback on tours. This is an important avenue for managing your profile and market exposure. Ensure the destination is marketed with good images and updated content.
https://www.tripadvisor.com.au/Tourism-g488354-Manjimup_Western_Australia-Vacations.html

Sign Up for Tourism Australia Newsletters – suggest you sign up to the various Tourism Australia newsletters to keep up to date of what is happening in the tourism environment.

<https://www.tourism.australia.com/en/news-and-media/newsletters/subscribe.html>

Partnering with ASW in co-operative campaigns when their media plan fits SF&V's demographic/audience, for example Jetstar guide and trade marketing.

Maximise digital technology to gain better insights into visitation and marketing conversion.

Refer Appendix 2.

The WBAC trails website is totaltrails.com.au will link with SF&V tourism website.

To increase amount of content in existence that promotes the region

- To establish the region online
- To see a direct response between website visitors and regional visitors
- To highlight the unique features of the region
- To boost towns within the WBAC local governments as worthwhile, ideal holiday locations.

To increase the number of newsletter subscribers

- To provide members with access to resources via website portal

Content marketing is all the content that being created to boost SF&V brand. These include:

- Blogs
- Social posts
- Videos and images
- Collateral (PDF brochures, manuals, etc.)
- Landing pages
- Images
- Email

Refer Appendix 2.

Advertise on local television with TVC targeting regional WA with GWN7.

Refer Appendix 4.

Work with ASW to ensure as many tour operators are “trade ready” to take advantages of packages with [Flight Centre](#), [Helloworld](#), etc.

Campaign with RAC to target the Perth and regional drive market.

Refer Appendix 5.

Target Bus companies such as Gannaways Charters and Tours based in Busselton who operate and promote full day coach tours that focus on Events, Food and Wine tours, Historical Tours including Morning tea, entries, and lunch. There is an opportunity to coordinate packages providing them with itineraries and they will take the lead in promoting.

Participate with the Sightseeing Pass out of Perth. Contact Chad De Souza, sightseeingpassaustralia.com or phone 0430 857 165.

PR opportunities working with journalists such as Max Brearley, Diane Bortolello and [Georgia Moore](#) – West Australian Good Food Guide.

Promote to MTB fraternity working with Trails WA and TWA.

Target the Australian Regional Tourism Network annual conference (ARTN) who have previously shown interesting in holding the conference in the region regionaltourism.com.au

Consider attending the Royal Show in Perth to showcase SF&V and elevate brand awareness. Visitor Centres may staff it.

Consider attending Caravan and Camping shows in partnership with ASW, WBAC local governments and SF&V visitor centres, all may assist in staffing.

Marketing and Public Relations – Increase the awareness and appeal of the Region’s diverse range of food and beverage experiences and destinations through effective marketing and Public Relations programs. Consider at least one PR media release per month using the PR template.

Refer Appendix 7.

Working with Tourism WA

Tourism WA (TWA) also promotes tours and services for local businesses. Being represented through TWA can also provide significant exposure through national trade and media promotion, plus international promotion via in-country sales offices managed by TWA staff in countries such as Japan, Singapore, Germany, England, the USA.

Tourism WA's core focus for 2022 and beyond will be to attract out-of-state visitors. It is expected that borders will open in early February and marketing/partnership activity is already being planned.

The branding to the East Coast will be 'Wander Out Yonder' and for international markets 'Adventure Awaits'. It is recommended the region leverage these brands as much as possible by working with ASW on complimentary campaigns.

VFR will be dominant initially with TWA doing very targeted partnerships to encourage spend, for example discounts on flights, accommodation and tours/attractions.

Digitally it is recommended working with ASW to re-target some of WA's warmed up audiences as ASW will be charged with marketing to the intrastate market as opposed to TWA who focus on interstate.

Trails will also be a key focus as will 'Dark Sky Tourism'.

There is a strong opportunity for SF&V to make this a key focus with new product development that incorporates star gazing TWA will commit to elevating awareness and sharing content. Otherwise, night sky imagery and people enjoying experiences would be fantastic by starry night skies will be an advantage.

Tourism WA Domestic Segmentation market research

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:659a866a-9806-4e36-867b-7b7d4bfc3f55>

Post on TWA Hashtags

#thisiswa, #wanderoutyonder, #seeasutaria, #westernaustralia, #australiassouthwest – to ensure they can find the content.

Public Relations

Keeping Tourism Western Australia (TWA) and Australia's South West (ASW) abreast of new information by using the media template and send to media@westernaustralia.com. This is WA which goes out to a global media audience (3,300 subscribers).

Australia's South West mm@australiassouthwest.com

Sign Up for Tourism WA Newsletters

Keep an eye out for opportunities that will enable products to generate bookings – this is usually outlined in the weekly Talking Tourism e-Newsletter – [sign up here](#).

Provide new product updates to Cory Gale – TWA Stakeholder Manager, phone 0439 242 747 or email cory.gale@westernaustralia.com

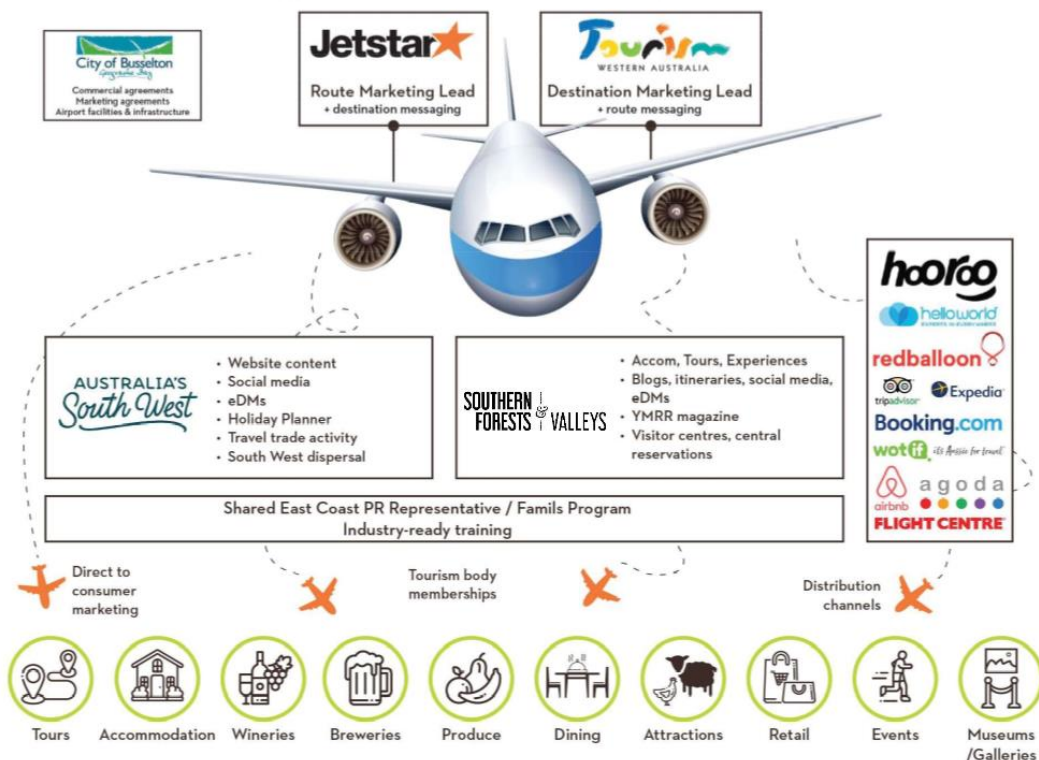
Troy De Souza – Western Australia Visitor Centre Manager – phone 9483 1104, mobile 0419 905 983 or email troy@wavisitorcentre.com.au

Work with TWA and ASW on the marketing opportunities associated with pending Jetstar flights.

Trade opportunities are for the interstate market. At time of writing, ASW currently has proposals in with Qantas Holidays and

Helloworld to activate when the borders reopen, as well as trade and media famils which may also be another opportunity. There would be no campaign specific costs but the trade-ready operators would need to put forward an 'offer' to be considered for inclusion.

Melbourne-Busselton Flights: Marketing Channels for your Business



Working with Australia's South West

Perth Caravan & Camping

- 23-27 March 2022 - Perth Caravan & Camping Show Booth Sharing \$2,000 excl GST. Involves SF&V having a staff representative on the booth for the five days to represent the region.
- Sponsorship in a TV series. ASW pitched a feature in TV Season of Caravan & Camping WA, which would have been broadcast state-wide on Channel 7 and GWN in February/March, leading into the Perth Caravan & Camping Show, 23-27 March

2022. An investment of \$20,000 excl GST would get 3x 2.5 min stories to promote activities, food and wine producers, tours, parks and attractions, 6x shortened 45-60 second social media videos filmed on location, dedicated EDM feature to 40,000 strong Caravan & Camping WA database, social media posts to 11,000 Facebook and 10,500 Instagram followers, overlay promoting the region in each story and closing credit in the episode. This opportunity can only be funded by ASW if co-funded and strategic objectives met.



Major Intrastate Destination Marketing Campaign

- ASW will run one Major Campaign in the intrastate market per year, (previous years this was a 'Winter' campaign that ran May-August).

ASW offer a number of opportunities to be involved in a co-op partnership through the year. Certain campaign opportunities but not limited to:

- Print and Digital Feature or Digital-Only Feature with The West/PerthNow – from \$10,000.
- Video Production/Creation – from \$5,000 excl GST.
- Radio Advertising – exclusive \$7,000 excl GST.
- Native Advertising Content Partnership with media a company such as: SoPerth, PerthIsOk – from \$3,500 excl GST.
- Social Media Advertising through ASW channels – from \$1,000 excl GST.

In addition to the above ASW conduct intrastate campaigns.

RRT Funded Trails Campaign (Interstate)

- There will be a campaign that focuses on trails in the interstate space however this activity is in partnership with TWA and will point to the TrailsWA website, as well as involving product such as Inspiration Outdoors and Cape to Cape Explorer Tours.

Content Partnership Opportunity

- ASW has funds for Digital Asset Creation which they anticipate will be spent on content creation activation, possibly involving hosting an 'InstaMeet' fam for influencers who are also photographers to road trip through the region and create content (video/reels and stills) for their image library, while also posting to channels resulting in marketing/promotion at the same time. Co-funding of this as well as

FOC/industry rates offered by businesses on the ground will allow them to share assets created with SF&V and work together to fill any content gaps.

Marketing Collateral

- ASW produces the 'Your South West Map & Guide' printing 70,000 copies of this highly popular map. It would be prudent for SF&V to advertise to promote the region and brand.
- ASW produces our annual Holiday Planner magazine printing 90,000 copies for distribution at Visitor Centres across the State, to businesses, and trade agents on the East Coast. It would be prudent for SF&V to advertise in this publication with a double page spread. A full page of advert is from \$7,500 incl GST.
- Also consider: Intrastate marketing dollars to help promote the launch of the Nannup Trails and Pemberton Trails in FY 22/23.
- Allocate marketing dollars to upweight event marketing e.g. Truffle Kerfuffle, Nannup Flower & Garden Festival, etc. to nurture relationships and partner with events for strategic promotion.

There are also opportunities for ASW to work in partnership to co-develop a campaign towards strategic objectives, which can be determined by a strategy meeting. A campaign along the lines of Ferguson Valley Marketing is an opportunity. This would be pending ASW's marketing calendar and not coinciding with competing marketing for other local destinations.

Contact for Opportunities

Annabel Owen – Destination Marketing and Comms Specialist 0477 778 353
annabel.owen@australiassouthwest.com

The Visitor Experience

The visitor experience reflects a united region that delivers on the promise of foundational pillars of nature, food and drink, adventure and arts and heritage. Creating a positive visitor experience through the five stages of travel from dreaming through to planning, experiencing and beyond, ensuring all stakeholders are collaborating to deliver an easy, enjoyable experience for visitors to the region. Market research consistently shows that word of mouth is and always has been the predominant influence on the travel decision-making process. In the world of online and digital communication, peer-to-peer conversations are one of the most trusted sources of information for selecting travel destinations and determining which experiences to try. Capturing the sentiment of word of mouth is a powerful way to monitor the success of a destination.

Actions

Nurture and grow products and experiences that showcase the destination and deliver a "best of" experience.

Support Visitor Information Services to be relevant and best practice. Consider economic, social, environmental and cultural ROI.

Establish a commitment to sustainability for the region that visitors can connect with and contribute to through their actions on holidays. Work with ecotourism.org.au.

Undertake an audit of the tourist signage to the region with branded signs, identify gaps for new and updated signage including brand SF&V entry points.

Develop a programme that builds a cohesive regional culture of customer service excellent, authentic hospitality and exceptional visitor experience at every touch point.

Educate industry on the importance of accessible tourism and inclusive design.

Measure Tourism Sentiment Index using TSI Live which will measure sentiment changes through an online dashboard <https://www.sentiment-index.com>

Event Development – support the development of sustainable food and wine events and leverage existing events to showcase regional food and wine.

Work with Australia's South West to build awareness of, and facilitate access to, the Product Development Program for food and drink tourism businesses seeking to develop new tourism products and experiences.

Provide advice and support to food and drink tourism products and experiences seeking to access domestic and international tourist trade markets and understand the markets and visitor segments that their product will appeal to.

Encourage the ongoing development of existing food and drink tourism experiences and products by tailoring the ASW's product development tools and workshops to the food and wine industry and promoting their availability to the industry.

Identify opportunities for and facilitate the development of food and wine trails dispersing across the five shires.

Work with operators to build content for trails (existing and new).

Work with networks and other key partners to assess existing agritourism experiences and investigate the potential for further development.

Enhance industry leadership through leveraging peak body alliances and communication with industry stakeholders.

Convene food and wine forums to coordinate and leverage Government and industry food and wine programs, identify growth initiatives, address limitations such as supply chain constraints, legislative barriers, and skills shortages, and provide an environment for industry to grow its networks.

Integrate food and wine tourism content into all State government strategies.

Develop a database of the key food and wine tourism experiences in their region.

Maintain up-to-date information on the producers and products in the region to facilitate access for restaurants and business event providers to showcase WA produce.

Encourage local restaurants, cafés, and stores to showcase the produce available in the region by building awareness.

Provide guidance to existing and emerging food and wine tourism products and facilitate access to Tourism WA's services.

Work with industry to:

1. Increase SF&V wines and beverages featured on Perth and Western Australia wine lists.
2. Establish regional familiarisation visits for chefs and sommeliers to increase awareness of regional identities and specialities.

Showcase and celebrate the SF&V food and wine to national and international delegates at tourism media and trade events, such as the Australian Tourism Exchange; business events such as conventions booked by Business Events Perth and other conferences in regional WA; and at all official WA Government events.

Develop a calendar of food and wine specific events representing the diversity of SF&V's food and wine product that is updated annually and promoted to visitors and travel trade partners and work with SWDC to elevate profile and take to market in Singapore.

Explore the potential for a WA-wide food and wine campaign to build awareness and drive overnight visitation to the food and wine regions of SF&V.

1. Investigate campaign development costs.
2. Implement campaigns.

Work with food and wine to identify hero products, experiences, venues, and personalities and integrate these into the annual marketing program.

Conduct an audit of existing visual food and wine content, develop new content and implement a content distribution plan to maximise reach through marketing and PR activities, travel trade and industry partnerships.

Continue to integrate food and wine as a core product strength in all domestic and international marketing programs.

Promote food and wine trails to encourage visitation.

Increase consumer engagement via social media.

Integrate food and wine experiences in co-operative partnership marketing campaigns targeting domestic and international audiences.

Seek opportunities to feature hero food and wine experiences, local characters, venues and unique produce in major domestic and international broadcast and editorial media.

Promote unique Aboriginal and 'bush tucker' ingredients as a distinctive element of Australian cuisine.

Utilise culinary ambassadors and key influencers to promote destination food and wine stories in alignment with the WA food and wine public relations strategy.

Ensure new food and wine tourism products are featured in Tourism WA's Industry and Media Updates.

Develop and distribute an information kit for culinary 'ambassadors' and other key food and wine industry stakeholders that includes key destination messages and which highlights the importance of the tourism industry and the promotion of local produce in attracting visitation.

Work with industry to develop protocols and toolkits for measuring visitation and insights from the local food and wine industry – cellar doors, restaurants and events.

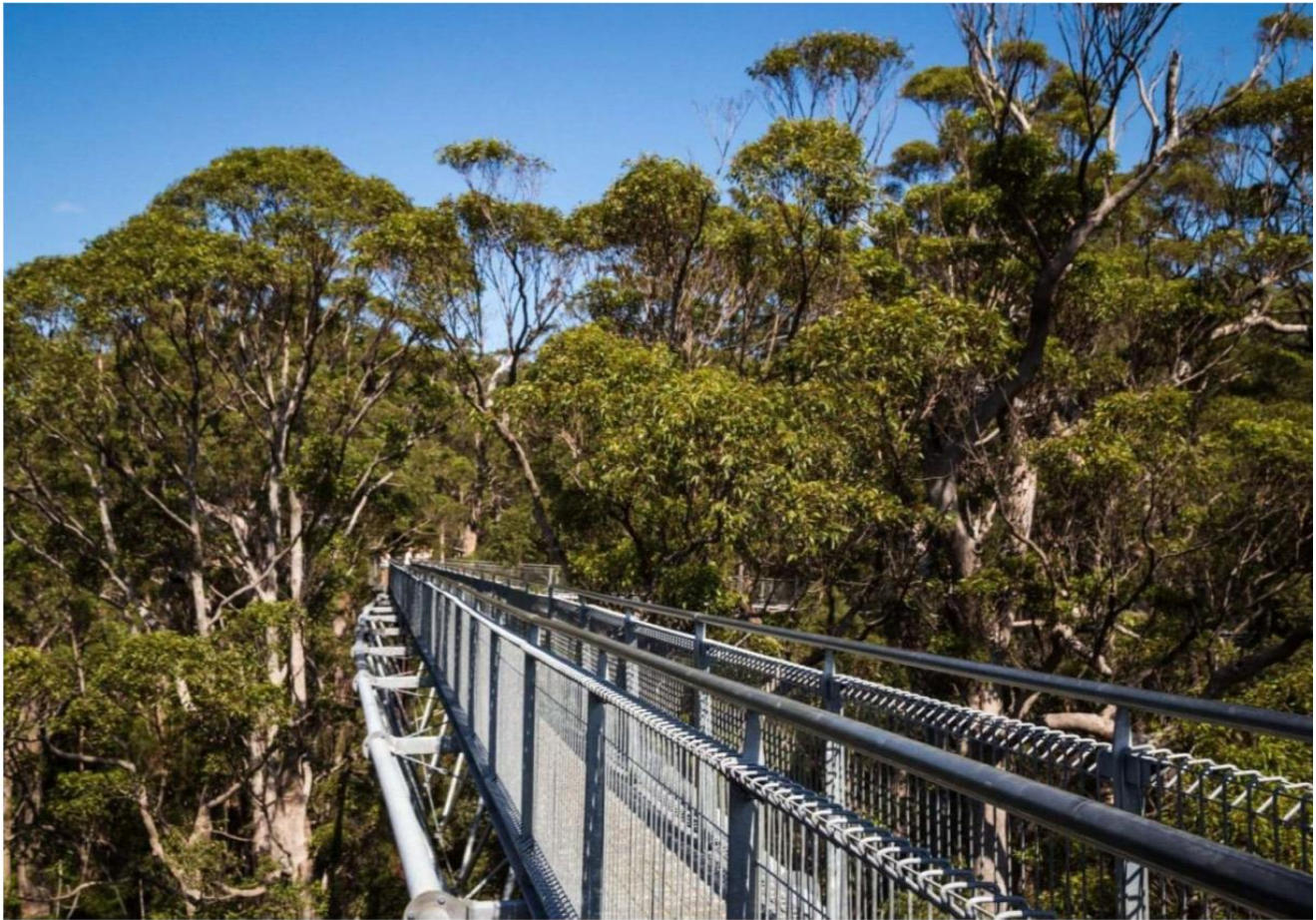
Collaborate opportunities with Southern Forest Wine Assoc. and Blackwood River Valley Wine Association.

Develop Operator shuttles to trails (e.g. Nannup) encourage further product development with operators such as Time Travel Tours or Pemberton Discovery tours.

Encourage visitors to post their experiences on digital sites such as Instagram, Tripadvisor, Pinterest, Facebook and respond and monitor posts as part of the digital strategy.

Promote participation in the Tourism Council of WA accreditation program.

Develop a communications plan to promote the value of visitor economy through schools and to the community.



Introduce a visitor survey to benchmark visitor satisfaction performance, identify opportunities for improvement. Expand the survey to identify opportunities for development of visitor experiences.

Undertake an analysis of existing visitor products and services. Identify opportunities and gaps.

Develop the airport (with City of Busselton) as an “experience centre” to welcome visitors, provide a “taste” of visitor experiences on offer, a tour hub and showcase a unique SF&V produce experience.

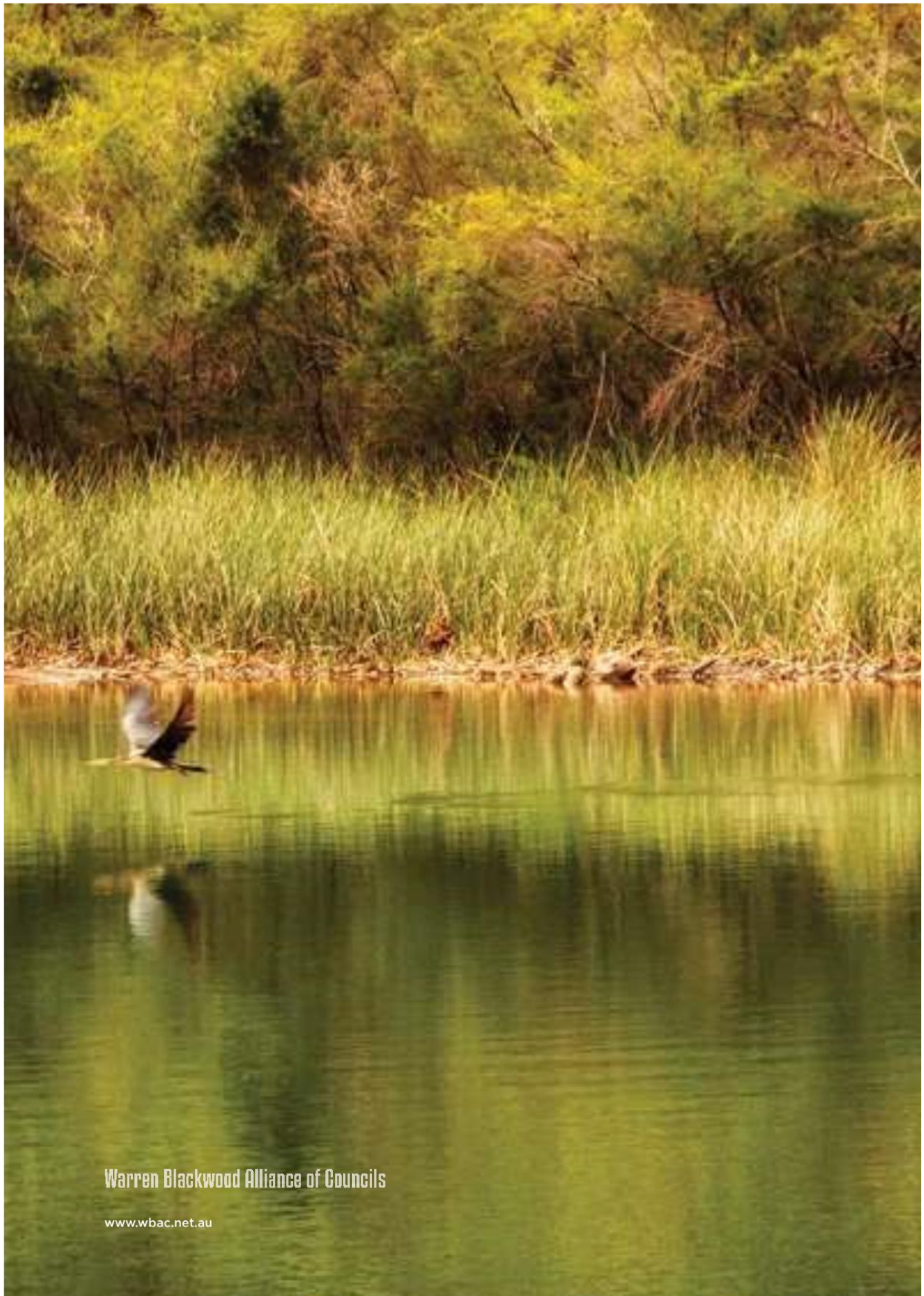
Conclusion

COVID has created mega-trend shifts and changes in how people consume tourism in future. SF&V’s pristine nature and isolation, and success in managing COVID will be viewed positively and can be capitalised. However, tourism operators will need to play their part to develop world’s best practice standards around hygiene to protect this magical part of the world. Tourism visitation can shut down immediately with

an outbreak, so it is essential that industry and local government collaborate and ensure standards are upheld.

SF&V has the desire, ambition and capacity to further develop the region as a strong tourism destination. Having an abundance of natural assets, food and drink experiences, creative industries and trails, the destination has a competitive advantage and this is reflected in the vision to be WA’s best destination to engage with nature. Development of the region must be compatible with the natural assets for it to succeed. SF&V is a diverse region with many stories which must be leveraged and communicated effectively to broaden the understanding and appeal of the destination.

These stories are being captured through the hero experiences to show the diversity of the region and its products. New product that adds to these experiences and showcases will further amplify the appeal of SF&V. Partnerships are integral for further development to succeed. The SF&V is committed to working in partnership with the industry and stakeholders to grow tourism as an economic driver that will deliver economic growth to the SF&V economy in future.





Works and Services Directorate

Quarterly Report

October – December 2022

Key Activities / Achievements

- Completing projects and carrying out ongoing operational activities during COVID-19 State of Emergency restrictions for part of the reporting period and then continuing through the current extraordinary economic conditions.

Parks and Gardens

- Parks and Gardens Officers have been carrying out general maintenance activities in all towns with focus on verge mowing and tree watering. All annual display flower beds have been replanted and the Blechynden Street roundabout has had a revamp with new irrigation, plants and soil conditioning.

Property Care Team

- Property Care Team are focusing on completing all contracted private works, with clients from Bridgetown to Nannup and surrounds.

Works

- Capital Works

Gravel resheeting on 1km of Black Georges Road.

Gravel resheeting on 1.5km of Peppermint Grove/Sherman Road.

Repairs to failures at the intersection of Sommerville Street and Ipsen Street then asphalt resealing on Sommerville Street between Ipsen Street and Lehman Street.

Asphalt resealing to sections of Johnson Street and O'Connor Street in Manjimup plus Brockman Street and Jamieson Street in Pemberton.

Bitumen widening to some sections of Mordalup Road and Middlesex Road.

Preparation work for the reconstruction of a section of Wheatley Coast Road to the north of Quinninup and to Perup Road in Mordalup.

Resealing on sections of North Walpole Road and Allen Road in Walpole.

- Maintenance Work

Repairs (resheeting) to sections of Irish Point Road.

Maintenance grading in different areas of the district.

Sealed road shoulder grading to a number of roads in the Manjimup and Pemberton areas.

Roadside vegetation spraying on rural roads throughout the district.

Establishing intersection warning signage and line marking to West Boundary Road on the approaches to Ipsen Street.

Flood warning signs and depth markers on Ipsen Street.

Annual bridge maintenance program is 80% completed.

Technical Services

- Onsite Technical assistance with construction at Perup Road and Wheatley Coast Road.
- Provide assistance with Traffic Management set up for Manjimup Cherry Harmony Festival.
- Channybearup Road Design 90% complete.
- Contractor engaged to carry out Asset Valuation of roads, footpaths, drainage and carparks.
- Prepared and released a Request For Quote for Walpole Drainage works.

Waste

- On 7 December 2022, Councillors visited the Manjimup Refuse and Recycling Centre on Ralston Road and discussed future strategies alongside a general overview of current operations.
- At Saturday's 10 December 2020 Manjimup Cherry Harmony Festival, the Shire's Waste Management Officer carried out an educational campaign at the conjunction with our current waste contractor Cleanaway. The information was well received by the public.
- At the Northcliffe Transfer Station, a mineral earth fire break has been created around vulnerable infrastructure on the northern edge including the shed and water tank. A substantial fire break around the green waste has also been established ready for it to be burned when conditions are favourable. All works have been carried out in conjunction with Shire's Fuel Hazard Reduction Officer.

Budget Performance

- No material variance of budget expenditure occurred during the reporting period.

Staff Movement

- Nathan Lane resigned.
- Camille Parke commenced as the new Property Care Team Coordinator.
- Karma Wadangi commenced with Technical Services on a Fixed Term contract as a Technical Officer.

Occupational Health & Safety (for Directorate)

Meetings

- Held four Depot Managers meeting.
- Held two Pemberton Town Activation Advisory Committee meetings.
- Attended one Northcliffe Town Activation Advisory Committee meeting.
- Attended one Walpole Town Activation Advisory Committee meeting.
- Attended Two Manjimup Town Activation Advisory Committee meetings.
- Attended one South West Regional Road Group Elected Members meeting with Shire President.
- Attended a Teams meeting with the Office of Appeals Convenor Senior Environmental Officer regarding vegetation clearing permit.

First Aid treatments:

- Officer stumbled while wearing a spray pack with approx. 6-8 kgs in it causing a strain to shoulder.
- Officer knocked/banged knee on trailer while loading truck
- Removing dead daisy stump ripped glove and small abrasion to right ring finger.
- Up a ladder tightening bolts under a bridge when ladder suddenly sunk/moved and fell off ladder and landed in river.
- Lifting sandbags into ute and felt pain in lower back in hip area.

Near Miss incidents:

- When turning mower around, over corrected and miscalculated and mower front wheel went over edge of embankment of mowing area.

Property Damage

- Safety chain missing leaving loops exposed, when stopping swing to remove toddler seat my engagement ring became caught on loop. Caused pain and bending my ring out of shape significantly.
- Driving into shed and misjudged swing into shed and badly bent/damaged post.

Future challenges / activities

- Meeting community expectations of road upgrades and maintenance within the constraints of limited grant opportunities and limited resources.
- Sourcing long term gravel supplies and ensuring roadside vegetation clearing for road construction works does not delay projects.
- Completing projects and carrying out ongoing operational activities during COVID-19 State of Emergency, which has impacts on supply.

Michael Leers

Director Works and Services

Our Corporate Business Plan Actions 2022/2023

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	2022/23 Initiated, Achieved and/or continued in next year
A4. Improve weed management on land.				
A4.1 Support all community volunteer groups and Ribbons of Blue to manage weeds in the area	Annual outcomes report received from Ribbons of Blue / Manjimup Heritage Park water quality testing meets government guidelines	Works and Services		Shire grant contribution paid for 2022/23

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
A4.2 Undertake weed management on urban and rural road verges and in Shire reserves	Visibility and height of weeds / presence of weeds in road clearance envelope / successful implementation of rural road spraying program	Works and Services/Development and Regulation	Ongoing	<ul style="list-style-type: none"> Works ongoing.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
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		
A12. Provide safe recreational-access to our natural assets whilst protecting environmental values and educating the community on how to enjoy their visit responsibly.				
A12.3 Undertake Walpole foreshore development and infrastructure planning	Concept planning completed / budget estimated	Works and Services	Ongoing	
A15. Continue to diversify waste management options and encourage waste avoidance, reduction, reuse and recycling.				
A15.1 Implement waste management community education campaigns	Campaigns undertaken	Works and Services	Ongoing	<ul style="list-style-type: none"> Works underway.
A15.2 Work in partnership with stakeholders and communities to implement new waste management strategies and diversify options	New initiatives undertaken	Works and Services	Ongoing	<ul style="list-style-type: none"> Continuance of road side collections.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
A16. Provide and maintain public rubbish bins to minimise overflow and littering.				
A16.1 Partner with state agencies to provide effective waste control in peak tourist areas and during peak times	Number of complaints	Works and Services	Ongoing	<ul style="list-style-type: none"> Works underway.
A17. Undertake a review of the organisation's environmental strategic planning documents.				
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		
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		
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.				
A20.3 Actively seek State and Commonwealth funding for climate adaptation/mitigation measures	Funding acquired	All Directorates		Will pursue funding as opportunities arise.
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		
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates		

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.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B1. Build on the Manjimup town's capacity as a regional service centre for the Warren Blackwood.				
B1.2 Complete footpath, traffic and parking infrastructure renewal projects in Manjimup CBD	Progress against project milestones	Development and Regulation/ Works and Services	Ongoing	<ul style="list-style-type: none"> In progress.

B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	<ul style="list-style-type: none"> Consultation ongoing.
B15. Further develop the 'Trails Hub' tourism destination concept and facilitate the implementation of a range of trail options connecting to and linking key destinations.				
B15.1 Partner with Department of Biodiversity, Conservation and Attractions and the Bibbulmun and Munda Biddi Foundations to maintain or improve trails and provide amenities	Contributions made to trail maintenance or upgrades	Community Services/Works & Services		<ul style="list-style-type: none"> DBCA initiative, in consultation with the Shire, for trailhead at Walpole Pioneer Park.
B15.2 Support initiatives contained in the <i>South West Mountain Bike Master Plan 2015</i>	Supports provided	Community Services/Works & Services		<ul style="list-style-type: none"> Promote Mountain Bike activities on a regular basis by installing signage, promote/develop parking areas etc. Please refer to Community Services Report for details.
B16. Support services and infrastructure to encourage caravan and RV tourism.				
B16.1 Make provision for long vehicles when developing or upgrading parking areas	Confirmation long vehicles have been accommodated	Works and Services	Ongoing	<ul style="list-style-type: none"> Long Vehicle bays incorporated into Town Centre Revitalisation program.
B16.2 Work with communities to	New infrastructure	Works &		<ul style="list-style-type: none"> Works considered in every

determine priorities for new caravan and RV infrastructure	priorities identified	Services/Development & Regulation		approved infrastructure project.
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	<ul style="list-style-type: none"> 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
C2. Support volunteer community groups, encourage participation (particularly in the areas of emergency management) and acknowledge contributions to the community.			
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
			<ul style="list-style-type: none"> Undertaken whenever the opportunity exists.

C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.				
				<ul style="list-style-type: none">Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup townsite.
C10.1 Implement strategies contained in the <i>Age-friendly Communities Plan 2016-2026</i>	Initiatives undertaken	All Directorates	Ongoing	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Plan reviewed.New development undertaken in accordance with applicable standards.
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 are identified	Initiatives implemented	Development and Regulation/All Directorates	Ongoing	<ul style="list-style-type: none">Multiple events have occurred where CCTV has assisted with cost recovery and/or compensation.

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	
C19. Support public events to ensure they are successful and safe.				
C19.3 Develop traffic management plans for not for profit groups organising public events	Number of public events supported with traffic management plans	Works and Services	Ongoing	<ul style="list-style-type: none"> Incorporated into every approved event.
C19.4 Provide in-kind infrastructure maintenance support to assist local venues to host public events	Support provided	Works and Services	Ongoing	<ul style="list-style-type: none"> Incorporated into every approved event.
C19.5 Make waste management and recycling packages available to public event organisers	Number of bookings of waste management package	Works and Services	Ongoing	<ul style="list-style-type: none"> Incorporated into every approved event.
C21. Install and maintain quality public artworks for everyone to enjoy.				
C21.2 Undertake maintenance or renewal of Shire artworks in public spaces	Public art maintained in accordance with the schedule	Works & Services/Development & Regulation	Ongoing	<ul style="list-style-type: none"> Considered when opportunity and funds exist.

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.				
D5.1 Review and update the <i>Asset Management Plan - Roads, Footpaths and Drainage 2013/14</i>	Plan is reviewed and new version adopted	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.2 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to local road and bridge upgrades and renewals	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5.3 Maintain local roads in accordance with Council's adopted <i>Road Hierarchy Policy (9.1.14)</i>	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.4 Undertake Roman Road Condition Assessments	Condition assessment is undertaken every 5-7 years	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.8 Continue upgrading waste management infrastructure	Upgrades are progressed in accordance with the schedule	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.10 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to drainage	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.11 Redevelop the Walpole Jetty car park and facilities	Progress against construction milestones	Works and Services	Ongoing	<ul style="list-style-type: none"> Community consultation undertaken. Funds secured for upgrade of carpark in 2022/23
D8. Develop town centres to showcase their unique characters and encourage vibrant, mixed-use commercial and public spaces.				

Action	KPI		Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D8.1 Undertake town centre revitalisations and main street upgrades in towns and communities	Initiatives undertaken	Works and Services	Ongoing		
D8.2 Facilitate local involvement in Townscape Committees to determine priorities and endorse revitalisation plans	Community engagement	Works and Services/Development and Regulation	Ongoing	Director of Works/Manager of Parks Operations attend meetings as required.	
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	<ul style="list-style-type: none"> Audit completed of Manjimup. Balance of other townsites remain. Resourcing to complete audit an issue. 	
D10. Provide for public parks and playgrounds that are accessible and attractive with well-maintained amenities and equipment.					
D10.1 Complete the Anunaka Park redevelopment	Obtain grant funding to complete	Works and Services	Ongoing	Considered when funds and opportunity exists.	

Action	KPI		Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D10.2 Implement the 15-year Forward Capital Works Program 2021-2036 and 15 year Playground Renewal Program in relation to playgrounds	Program is implemented within approved budget	Works and Services	Ongoing	Considered when funds and opportunity exists.	
D10.3 Maintain public parks and gardens in accordance with the Council adopted Standard of Maintenance for Parks Assets within the Shire Policy (10.2.2) and approved budget	Maintenance meets Council's approved level of service	Works and Services	Ongoing	Considered when funds and opportunity exists.	
D11. Maintain public gardens and road side tree plantings with attractive, cost efficient, low maintenance and appropriate species for the location.					
D11.1 Undertake road-side tree planting and replacement in accordance with the Council adopted Street Tree Planting and Replacement (Town Based) Policies	Policy implemented	Works and Services	Ongoing	• Works ongoing.	
D15. Undertake long-term regional transport infrastructure planning, giving consideration to future road, rail and air transport needs and user safety.					

Action	KPI		Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
	State and federal funding secured annually / percentage of approved budget expenditure	Works and Services			
D15.1 Work with relevant state departments to upgrade and provide safe, sustainable road infrastructure that assists the movement of industry, agricultural products and tourism		Works and Services	Ongoing	Participate in Regional Road Group and other initiatives as opportunity arises to secure funding.	
D15.2 Advocate for ongoing upgrades to the South Western Highway to accommodate future traffic volumes	Confirmed schedule of works to be delivered by Main Roads WA	Works and Services	Ongoing	Roundabout and new entry to Manjimup townsite completed. • Works on South Western Highway between Pemberton Crossroads and Walpole continuing.	
D15.3 Review the <i>Manjimup Airfield Development Plan 2014-2019</i>	Plan is reviewed and new version adopted	Works and Services	Ongoing	Programmed for FY 2022/23	
D15.4 Implement strategies contained in the <i>Manjimup Airfield Development Plan</i>	Initiatives undertaken	Works and Services	Ongoing		
D16. Provide adequate and safe parking facilities in town sites and enforce compliance with ACROD regulations and local laws.					

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D16.1 Implement the 10-year Forward Capital Works Program 2016-2026 in relation to roads and parking planning	Customer satisfaction surveys / design standards compliance audit every 5 years	Works and Services	Ongoing	Road Infrastructure Committee created by Council to highlight priorities.
D17. Enhance the footpath and bike path networks to enable intra-town mobility and safety of all ages and abilities.				
D18.1 Implement the 10-year Forward Capital Works Program 2016-2026 in relation to footpaths (informed by Local Bicycle Plan including Footpath Plan 2017 - 2027 and other influencing factors)	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> • Accessible path to be constructed Main Road, Northcliffe • Upgrade of almost 2 km of old concrete slab footpath in the Shire

5. Our Local Government

Community Goals				
5.9	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.			
5.10	The Shire's long-term planning and activities deliver on the community's goals and aspirations.			
5.11	Our elected members represent the best interests of the community.			
5.12	Community participation in decision making is maximised.			
5.13	The Shire communicates effectively with all its communities.			
5.14	The Shire is a resilient and financially stable organisation that uses public funds responsibly.			
5.15	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.			
5.16	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	Considered when opportunity exists.
E2. Integrate the Shire's activities with the community's goals and vision whilst managing the long-term financial viability of the organisation.				
E2.7 Review and update the <i>Plant Purchase and Replacement Schedule</i>	Schedule is updated and costed	Works and Services	Complete	Completed and approved by Committee November 2022.
E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E7.3 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	<ul style="list-style-type: none"> Undertaken as required. Undertaken and achieved for major projects.
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	<ul style="list-style-type: none"> Council Meetings conducted in all major towns. Australia Day celebrations and Youth Week rotated 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		
E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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	Considered when funds and opportunity exist.



MANJIMUP RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	<p>Councillor Manager Community & Recreation Community/Sport/Recreation Members (10) (Total 12)</p> <p>Manager Parks & Gardens (Non-voting) Director Works & Services (Non-voting)</p>
Proxies:	1 for each representative
Quorum:	At least 6 voting committee members
Term of Appointment:	2 years to October 2023
Officer Responsible:	Manager Community & Recreation
Meetings:	4 monthly (additional meetings may be called for when required for specific, infrastructure or other, projects)
Reporting:	Direct to Council
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. To provide advice to Council on the development, management and promotion of sport and recreation facilities in Manjimup.
2. To make recommendation to Council in regard to matters that will improve the use and sustainability of the sport and recreation facilities in Manjimup for the benefit of the broader community.
3. To provide advice on trends in sport and recreation (e.g. participation rates, regulations, facilities).
4. To guide & provide feedback to Council and staff in relation to strengthening key programs (such as: KidSport, GoodSport, Youth, Seniors, Club Development, Access & Inclusion)
5. To provide feedback and advice in regard to financial matters pertaining to sport and recreation.
6. To provide feedback and advice in terms of Council's annual adoption of fees and charges.
7. Representative Members acknowledge and accept their role as a representative of their sport (rather than a particular club) and to act as a key liaison for that sport.

[MEMBERSHIP LISTED OVER PAGE]



MANJIMUP RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

MEMBERS FROM 9 FEBRUARY 2023

Cr. Susan Dawson Vidovich	Councillor
Cr. Donnelle Buegge	Councillor (Proxy)
Evy Apeldoorn	Manager Community & Recreation
Gail Ipsen Cutts	Director Community Services (Proxy)
Anthony Stubberfield	Football Representative
Vacant	Football Representative (Proxy)
Vacant	Basketball Representative
Vacant	Basketball (Proxy)
Vacant	Netball Representative
Vacant	Netball (Proxy)
Jodi Johnston	Cricket Representative
Vacant	Cricket Representative (Proxy)
Troy Reid	Soccer Representative
Vacant	Soccer Representative (Proxy)
Peter Simpson	Tennis Representative
Carol Samsa	Hockey Representative
Ray Curo	Manjimup Country Club Representative
Vacant	Manjimup Country Club Representative (Proxy)
Jo Luzny	Warren Equestrian Centre Representative
Vacant	Warren Equestrian Centre Representative (Proxy)
Vacant	Community/Sport/Recreation Member
Vacant	Community/Sport/Recreation Member
Vacant	Community/Sport/Recreation Member
Spencer Roberts	Manager Parks & Gardens (Non-voting)
Michael Leers	Director Works & Services (Non-voting)



SUSTAINABILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

Status: Advisory Committee

Members:

VOTING

2 Councillors
5 Community Members
2 Youth Community Member

NON-VOTING

Director Development and Regulation
Environmental Sustainability Officer
1 Member representing Warren Catchments Council (ex officio)
1 Member representing Department of Biodiversity, Conservation and Attractions (ex officio)

Proxies: **1 Councillor**

Quorum: **5 voting members**

Term of Appointment:

Officer Responsible: **Director Development and Regulation**

Meetings: **Quarterly**

Reporting: **Direct to Council**

Delegated Powers: **Nil**

COMMITTEE OBJECTIVE

To provide advice to Council regarding strategic policy direction with the aim of promoting sustainability outcomes that are environmentally responsible, socially and culturally sound and economically viable. Advice to Council may be provided on the following sustainability topics:

- Climate change;
- Biodiversity;
- Built Environment;
- Land and waterway degradation;
- Water quality and conservation;
- Waste management;
- Community engagement and information sharing on sustainable practices; and
- Economic transition.

FUNCTIONS OF COMMITTEE

1. Identification of opportunities for activation of sustainability practices in the Shire of Manjimup;
2. Liaison with other relevant community groups and / or service agencies over potential sustainability projects;
3. Communicate and inform the local community about activities of the Committee;
4. To provide advice to Council on the development, management and promotion of sustainability practices in the Shire of Manjimup;
5. To make recommendation to Council in regard to matters that will improve sustainability in the Shire of Manjimup for the benefit of the broader community; and
6. To provide advice on trends in sustainability (e.g., technologies, government policy)

CURRENT MEMBERS FROM

	Councillor
	Councillor
	Councillor (Proxy)
	Community Member
	Community Member
	Community Member
	Community Member
	Community Member
	Youth Community Member
	Youth Community Member
Brian Robinson	Director Development and Regulation
Jason Giadresco	Senior Governance Officer (Proxy)
Ann Bentley	Environmental Sustainability Officer
	Department of Biodiversity, Conservation and Attractions (ex officio)
	Warren Catchments Council (ex officio)



Meeting of the Balang Miya Pemberton Community Hub Advisory Committee Tuesday 17 January 2023

1. Acknowledgement of Country

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.

2. Attendance

Cr Ken Lawrence (Counsellor)
 Gail Ipsen Cutts (Shire and Committee Chair)
 Gaye Van Hazendonk (PCRC)
 Sherril Jackson (Library)
 Anna Czerkasow (PAG)
 Deanne Ventris (PHHG)
 Mitchell Goddin (PVC)
 Jacqui Moltoni (PCCI – Proxy)

Vanda Dei-Tos (Library – Proxy and Minute taker)
 Rob Baker (PCRC Proxy)
 Cr Murray Ventris (Counsellor – Proxy)
 Suzanne Fellows (PAG – Proxy)
 Petula Holland (PVC – Proxy)

Apologies

Bob Hammond (RSL)
 Ardal Nigg (PCCI)

Guests

Paul Omodei
 Andrew Campbell
 Leanne Rowe
 Joy Head
 Judy Goldfinch

Prior to commencement of meeting, Chair distributed a copy of the Pemberton Community Hub Advisory Committee Terms of Reference to remind all stakeholder representatives and proxies of their responsibilities in relation to their role on the Committee.

Chair also reconfirmed the Advisory Committee process:

There are seven community groups plus Shire representatives.

- Each group has one spokesperson and one proxy.
- Representatives speak on behalf of their group.
- Proxies speak only if their group's representative is not in attendance thus making them the representative or if invited to speak by the Chair.
- Guests can attend the meeting as observers but do not participate in the discussions.

Chair welcomed guest attendance as it indicated interest in the Committee's work.

3. Declaration of Financial Interests – None

4. Minutes of previous meeting held on 17 and 31 October 2022 are confirmed.

Moved: Ken Lawrence **Seconded:** Mitch Goddin **Carried:**8:0

PCRC Representative joined meeting at 2.06pm

5. Matters arising from recommendations on Council Agenda

PCRC Rep asked whether point 5's reference to implementing an MOU meant that the current MOU was still in place. Chair advised that current MOU was voided when PCRC withdrew its interest in being the head lessee.

6. Business Arising (from previous minutes)

PAG rep advised that some fit-out items had already been stored in the sea container. Other groups needing to store items in the container should notify the PCRC who has a key to the container and is keeping a record of all stored items.

7. General Business

7.1 Fit-out

- 7.1.1 Chair distributed an updated fit out expenditure spreadsheet. In this version, Lotterywest-funded items are listed together and separately from other grant funding.
- 7.1.2 PCRC rep noted that the scanners were listed as a Lotterywest instead of a SWDC funded item. Chair to investigate and amend accordingly.
- 7.1.3 Chair advised she had sought and obtained an extension of the spending deadline for the SWDC grant. The new deadline is May 2023. The Lotterywest acquittal deadline is June 2023.
- 7.1.4 Chair encouraged all stakeholder groups to prioritise fit-out purchases to avoid acquittals occurring while spending was still in train.
- 7.1.5 PCRC Rep asked whether a group's underspend on a fit-out item could be used to fund other related (unfunded) items for that group. She noted that the IT fit-out for the PCRC only required \$21,000 of the \$32,000 allocated for this item resulting in a significant saving. PCRC rep would like to spend the saving on other IT-related equipment.
- 7.1.6 PH&HG noted that one of their plinth items had cost approximately \$4,000 more than their allocation and additional funds could help others in the group.

- 7.1.7 Chair suggested that all savings be reserved until all under and over spends were known and any left-over monies used to balance these costs and/or fund new items as prioritised by the Committee.
- 7.1.8 PVC rep asked whether there would be a need to wait until all under and overspends were finalised before a decision on reprioritising the funds was made. Chair noted that if savings from underspends were spent as they occurred, there might not be funds available to cover overspends by other groups required later.
- 7.1.9 PCRC proxy suggested the Committee wait a while before using underspends. This would allow time for a review of the under and overspend situation.
- 7.1.10 PCRC rep asked whether a new project manager for the Co-location project had been appointed following Jessica Winters' resignation. Chair advised that she had taken on that role and confirmed that the Superintendent for the project had not changed.
- 7.1.11 Chair and PCRC rep reminded all groups of the process for arranging payment for fit-out items:
- Lotterywest Funding
 - Seek quote for item and email it to Chair and PCRC rep.
 - After reviewing it, Chair and/or PCRC rep will confirm that purchase can proceed.
 - Invoice should be addressed to PCRC.
 - PCRC will arrange payment.
 - SWDC Funding
 - Seek quote and forward to Chair.
 - Chair will review, confirm that purchase can proceed and provide a purchase order.
 - Invoice should be addressed to the Shire of Manjimup
 - Funding split across both Lotterywest and SWDC grant funding.
 - Contact Chair and PCRC who will provide guidance on arranging purchase.
 - Chair reminded groups that funding detailed in the fit-out expenditure spreadsheet was excluding GST.
 - PVC rep asked that under and overspends be noted in spreadsheet. Chair confirmed that this was already the case.
- 7.1.12 A motion was presented and carried as follows:
 All savings be reserved until all under and over spends were known and any left-over monies used to balance these costs and/or fund new items as prioritised by the Committee.
Moved: Gail Ipsen Cutts **Seconded:** Gaye Van Hazendonk
Carried: 7:0
- 7.1.13 PAG and PH&HG reps sought to clarify whether former Project Manager had transferred responsibility for arranging plinths to them. Chair to provide confirmation as to whether this was the case.

7.2 Construction Update

- 7.2.1 Chair advised building is at lockup stage but handover from Builder is still 6-8 weeks away.
- 7.2.2 The Builder advised that it ran out of vinyl floor planks and had to wait for a new shipment. Fit-out cannot begin until the floor has been laid.
- 7.2.3 PAG rep asked whether the floor in the art space polished concrete is. Chair confirmed that it is.
- 7.2.4 PVC rep asked whether all groups would be required to move into the co-location space at the same time. Chair advised nobody would be moving in until MOUs and leases have been finalised.
- 7.2.5 Chair advised once all spaces are finished, Builder needs practical completion and occupational certification.
- 7.2.6 PCRC rep noted that at the last meeting, she had queried whether an OH&S check of mould had been conducted on floor and ceiling in back rooms of original RSL building. She asked whether this had been completed. Chair to investigate.
- 7.2.7 PH&H rep asked whether lights had been installed in museum's exhibition hall. Chair advised that the electrician had been working in the building during past week so the lights may have been installed. [Lights to be installed once flooring and painting had been completed].
- 7.2.8 PH&H rep advised that company preparing its plinth had asked for a photo of where it was to be located. Chair suggested a photo could be taken of the site through the fence. [Photo taken during site visit 24/01/23]
- 7.2.9 PAG rep advised that the group had agreed to pay to have the roller door replaced with a sliding door. Chair will provide PAG rep with details on the process for finalising this item. [Details confirmed with PAG and CRC on site visit 24/01/23]
- 7.2.10 PAG rep asked if Mick Eastwood can complete storeroom works while the builder is still on site. Chair to ask the Builder and to clarify arrangements for making the step from the kiln room to the PAG work area, which is too big, safer for users.
- 7.2.11 Cr Omodei (guest) asked whether Chair could clarify the situation regarding the RSL's servery window. Chair advised that the builder had provided a quote of approximately \$8,000 (\$6,000 for the window and \$2000 for the door). The Builder advised that he would not be involved in changing the window to a servery. Once the building has been handed over to the Shire, the situation will be reviewed. A decision on the window is not impacting the completion of the build which is the main priority currently.

7.3 Leases and MOUs

- 7.3.1 Chair advised that the Shire's Property Officer is drafting leases for stakeholder groups. The MOUs will be reworded to reflect recent changes concerning head lessee responsibilities. As the head lessee role had caused some angst among groups the Chair had sought clarification if it was necessary to appoint a head lessee. It has been confirmed that it is not essential, and the Shire could, in the short term at least, provide management of the facility bookings and invoicing.
- 7.3.2 PCRC rep asked if there would be a fee for this service from the Shire. The Chair confirmed there would not be a fee.
- 7.3.3 Chair advised that she planned to meet with each stakeholder group to discuss individual leases over coming weeks. Each group (except the Library) would have a separate lease with the Shire. While PH&HG and PAG's areas were clearly defined, stakeholders in the RSL building have access to common areas that need to be noted in MOUs.
- 7.3.4 The Pemberton Chamber of Commerce is a user of the Co-location space as it shares a storage shed with the PCRC. Chair suggested these two groups could develop their own arrangement to suit their relative needs.
- 7.3.5 Shire has a long-standing commitment with the Pemberton RSL to ensure it has access to a suitable space for its monthly meetings and a place to display its memorabilia. This was the case when the Library occupied the original RSL building and the situation is unchanged.
- 7.3.6 In relation to developing agreements with the PCCI and the Pemberton RSL storage, it may be that something like a Licence to Occupy might be the best option. This is still to be determined.
- 7.3.7 PVC rep asked whether draft leases could be provided to stakeholder groups in advance of their meeting with the Chair.
- 7.3.8 Chair agreed to email the draft lease together with a copy of the original MOU in advance of the meetings.
- 7.3.9 PAG rep asked whether the MOU could be changed after adoption. Chair said the MOU is a living document. Generally, changes are considered once it has been in place for about 12 months.
- 7.3.10 Chair noted that due to concerns raised by some stakeholders, and as manager of the space the Shire could potentially cover 50 per cent of the cost of cleaning the RSL building. This would include the Library, Board Room and some common areas such as amenities.

7.4 Signage

- 7.4.1 Chair distributed two documents prepared by Kingman Signs providing a range of signage options based on requirements advised to former Project Manager (Winters) some months ago. The documents include a range of designs for the various signs to be posted in the co-location precinct and two options for a building logo – a stylised red cockatoo and a more generic image featuring trees and water.
 - 7.4.1.1 As an even number of stakeholder group reps voted for each logo design, Committee members indicated that they

would prefer a logo designed by PAG. The Chair asked PAG rep whether its members would be interested in developing a modified design for consideration. The Chair emphasised that the timeframe for developing a draft was narrow with a deadline of Friday week and queried whether PAG had the capacity to meet the deadline.

7.4.1.2 PAG reps advised that they would like give it a go as they had some ideas and would provide a potential alternative to the Chair by Friday 27 January 2023.

7.4.2 PCRC Proxy asked whether the docs represented a quote for the supply of the signage and whether there was scope to make changes. Chair confirmed that this was the case. Kingman Signs is awaiting feedback on its proposals and there was some licence to suggest alterations.

7.4.3 PCCI proxy asked whether the words *Balang Mia* needed to precede *Pemberton Community Hub*. Chair explained that *Balang Mia Pemberton Community Hub* is the official name, as advertised, for the building.

7.4.4 Councillor rep noted the building façade was large and would require a significantly sized sign with the name of the building to fill the space.

7.4.5 In response to a query, Chair confirmed that the RSL had advised that they did not want to keep the old sign currently on the building. Whilst the sign had been refreshed the Chair would discuss its removal with the Builders.

PCCI rep departed meeting at 2.54pm

7.4.6 In relation to dual welcome sign, Chair suggested Noongar welcome wording could be changed to a more Pemberton-specific text.

7.4.7 PVC Rep (and others agreed) that it might be useful to have the name of each organisation on the outside of the building in which they are located. There was a general preference for the 'around the corner' sign design.

7.4.8 Chair suggested signage (on front wall) should list tenants in alphabetical order with their logo beside their name.

7.4.9 Chair asked all stakeholder to consider signage designs and provide feedback to her by Friday 27 January so that she can advise Kingman Signs.

7.4.10 PCRC rep asked that a meeting with Kingman Signs be arranged. Chair advised this was not possible as the company is based in Perth.

7.4.11 PCRC rep suggested that a site visit would enable a clearer indication of where the signage would go and how it would look. Chair agreed to arrange a site visit. [site visit occurred 24/01/23]

7.5 Landscaping

7.5.1 Chair said the Builder would leave the site clean once construction of the complex is complete. The Shire will endeavour to provide some plantings however, more comprehensive landscaping would need to be covered

through grant funding or soft landscaping requested through the Council budget process.

- 7.5.2 In response to PAG rep's query, Chair confirmed that the Group's \$2,000 contribution was used to develop a concept design for the landscaping.
- 7.5.3 PVC rep agreed to follow-up on \$2,000 Forest Products Commission grant paid to the VC and allocated for the purchase of plants for the co-location garden areas.

7.6 Grants

- 7.6.1 No new grants have been obtained.

7.7 Other

- 7.7.1 Chair advised that a key matrix for the Hub had been prepared on the basis that two keys for each lockable door will be made and tested and any additional copies cut as required. This would avoid the situation of having many keys in circulation and would keep costs contained.
- 7.7.2 RSL update provided by Library Proxy:
 - 7.7.2.1 Three soldier sculptures from RustArt (one for the co-location main entrance and two for the Garden of Quiet Reflection), were delivered to Bob Hammond's home before Christmas.
 - 7.7.2.2 Display cabinets for the conference room are finished and ready for installation.
 - 7.7.2.3 Accent door at side of RSL building with inlaid poppy design has been completed and will be collected and installed by Manjimup Cabinets and Glass in coming days.
 - 7.7.2.4 Glass panel has been delayed due to the difficulty in sourcing toughened glass.
- 7.7.3 Chair said that RSL honour boards were refurbished by the Manjimup Men's Shed and would be returned to Conference Room when the build was complete.
- 7.7.4 Pemberton Heritage and History Group – update
 - 7.7.4.1 PH&HG rep said most of the items for the group's fit out had been either purchased or ordered.
 - 7.7.4.2 PH&HG rep asked for access to the shelving stored at the old Top Notch Café. Chair confirmed that this could be arranged.
 - 7.7.4.3 PH&HG rep moved to nominate Leanne Rowe as her Proxy. Dr Rowe's email address is rowel@westnet.com.au
Moved: Deanne Ventris **Seconded:** Gaye Van Hazendonk
Carried: 8:0
- 7.7.5 PAG update
 - 7.7.5.1 PAG rep confirmed that the group is working towards finalising its purchases.

PAG rep and Proxy left the meeting at 3.25pm

- 7.7.6 Councillor rep asked whether any further thought had been given to arranging security for the co-location building.

7.7.7 Chair advised that all aspects of security of the building would need to be discussed as a separate issue once the construction and move in was complete.

7.7.7.1 Chair noted that Builder had been surprised by the low level of theft on the site during construction.

7.7.8 PVC Update

7.7.8.1 PVC rep asked about potential to add solar panels to co-location building.

7.7.8.2 Chair advised that the purchase and installation of solar panels could generally be co-funded by the Shire and a grant. Currently, the priorities are to finish the construction of the building and complete the fit-out. Funding for solar panels could be considered in the new budget year (2023-2024) as it would require Council approval.

7.7.9 PCRC update

7.7.9.1 PCRC rep supported PVC rep's comments concerning the need for solar panels and submitted a letter of support from Clever Clogs, Community Organisation for Climate Action (a copy will be circulated with these minutes).

7.7.10 Library update

7.7.10.1 Library rep said fit-out was moving ahead in both the library space and resource room. The storage cabinetry and work desk are in train and the public pc workspace is ready for installation.

8. Next Meeting – Tuesday 4 April 2023 at 2.00pm

9. Meeting Closed – 3.44pm



PEMBERTON COMMUNITY HUB ADVISORY COMMITTEE

Terms of Reference

Status:	<u>Stakeholder Representatives</u>
Members:	Pemberton Ward Councillor Community Development Project Officer Pemberton Library Pemberton Community Resource Centre Representative Pemberton Visitor Centre Representative Pemberton RSL Representative Pemberton Chamber of Commerce & Industry Representative Pemberton Arts Group Representative Pemberton Heritage & History Group Representative
	(Total 9 members)
Proxies	1 Councillor, 1 Representative from Shire and 1 each from each stakeholder group (Total 9 Proxys)
Quorum:	5 members
Term of Appointment:	to October 2023
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Delegated Powers:	Nil

Functions of the Advisory Committee;

1. To ensure all facility stakeholders are working in collaboration in regard to the day to day management and general operations of the new Pemberton Community Hub;
2. To provide a platform for communication, troubleshooting and conflict resolution as the new collocation business model is bedded in;
3. To seek guidance from Council, on a needs basis, in regard to matters pertaining to the Hub;
4. To provide financial transparency and reporting in respect of the Hub management;
5. To address telecommunication issues as they arise;
6. To discuss facility hire and community access of the Hub;
7. To assist in identifying maintenance issues; and
8. To administer the functions and intentions of the Memorandum of Understanding (MOU).

Terms of Reference – Pemberton Community Hub Management Committee



Members from 9 February 2023

Cr. Ken Lawrence	Councillor
Cr Murray Ventris	Councillor (proxy)
Gail Ipsen Cutts	Director Community Services
Vacant	Community Development Officer (Proxy)
Sherril Jackson	Librarian
Vanda Dei-Tos	Manager of Library and Cultural Services (proxy)
Anna Czerkasow	Pemberton Arts Group
Suzie Fellows	Pemberton Arts Group (proxy)
Mitchell Goddin	Pemberton Visitor Centre
Petula Holland	Pemberton Visitor Centre (proxy)
Gaye Van Hazendonk	Pemberton Community Resource Centre
Rob Baker	Pemberton Community Resource Centre (proxy)
Bob Hammond	Pemberton RSL
Noeleen Collings	Pemberton RSL (proxy)
Deanne Ventris	Pemberton Heritage & History Group
Leanne Rowe	Pemberton Heritage & History Group (proxy)
Ardal Nigg	Pemberton Chamber of Commerce & Industry
Jacqui Moltoni	Pemberton Chamber of Commerce & Industry (proxy)

Terms of Reference – Pemberton Community Hub Management Committee

Manjimup Art Gallery - Past 2 Exhibitions

Unique Key for GLL	Transaction Date	Posting Period	Transaction Type	Transaction #	ID	Ledger Account	Posting Code	Usage	Description	Amount	Job #
Fantastic Fungi Exhibition - 5 August to 3 September 2022											
Facility Hire Hire											
DI.6804.1	28/09/2022	2023 - 3	Debtor Invoic	6804		Library Gallery hire & Commissi	11100.124i	Fees	Venue hire for 4 weeks - Fantastic Fungi Exhibition	(363.64)	1166
Commissions											
DI.6804.2	28/09/2022	2023 - 3	Debtor Invoic	6804		Library Gallery hire & Commissi	11100.124i	Fees	Tree of Life - Commission from sale of photograph @ \$80.00 each	(14.55)	1166
DI.6804.3	28/09/2022	2023 - 3	Debtor Invoic	6804		Library Gallery hire & Commissi	11100.124i	Fees	Image 2 - Commission from sale of photograph @ \$80.00	(14.55)	1166
DI.6804.4	28/09/2022	2023 - 3	Debtor Invoic	6804		Library Gallery hire & Commissi	11100.124i	Fees	Nature's Umbrella - Commission from sale of photograph @ \$80.00 each	(14.55)	1166
DI.6804.5	28/09/2022	2023 - 3	Debtor Invoic	6804		Library Gallery hire & Commissi	11100.124i	Fees	Cortinarius Archeri Group - Commission from sale of photograph @ \$80.00 each	(14.55)	1166
DI.6804.6	28/09/2022	2023 - 3	Debtor Invoic	6804		Library Gallery hire & Commissi	11100.124i	Fees	Fungi on Tree - Commission from sale of photograph @ \$80.00 each	(14.55)	1166
DI.6804.7	28/09/2022	2023 - 3	Debtor Invoic	6804		Library Gallery hire & Commissi	11100.124i	Fees	Another Red Fungi - Commission from sale of photograph @ \$80.00 each	(14.55)	1166
Total Income - Fantastic Fungi Exhibition (exc GST)										(450.94)	

Manjimup Cherry Harmony Festival Exhibition - 19 November to 13 December 2022

Facility Hire Hire

When the Manjimup Cherry Harmony Festival sought to establish an Art Award linked to the Festival in 2019, two of its Committee members (Pam Bodsworth and Fay Dunstan) asked the Shire to allow the exhibition to be displayed in the Gallery for the first five years. This was to allow the fledgling Art Award to become established. The fifth and final year of this arrangement is 2023.

Commissions

No items sold

GENERAL STATEMENTS

This Subdivision and Development Concept Plan provides a framework for the future subdivision and development of the land. Subject to the consent of the Shire and the WAPC, a Structure Plan or subdivision may vary from this Subdivision and Development Concept Plan. The Subdivision and Development Concept Plan provides a framework for the future subdivision and development of the land. Subject to the consent of the Shire and the WAPC, a Structure Plan or subdivision may vary from this Subdivision and Development Concept Plan. The Subdivision and Development Concept Plan provides a framework for the future subdivision and development of the land. Subject to the consent of the Shire and the WAPC, a Structure Plan or subdivision may vary from this Subdivision and Development Concept Plan.

The proponent is responsible for the preparation of specific studies as set out in the Scheme Provisions and include but not limited to the detailed assessment of:

- drainage;
- access;
- fire protection;
- agricultural impact issues;
- visual management; and
- landscape management.

SUBDIVISION AND DEVELOPMENT

Note: There is a presumption that where possible, trees will be retained (excluding fruit trees). The following Provisions are to be reflected as part of the required Structure Plan process:

1. All houses to have a minimum setback to agricultural land north of Golf Links Road of 170 metres measured from the north side of Golf Links Road reserve.

Within this buffer, there is need for an 80 metre wide densely planted and continuous landscaping strip to the satisfaction of Council and a strategic firebreak of an appropriate width. The minimum lot size of lots fronting Golf Links Road is 1 hectare. In addition, all lots will be subject to a Section 70A notification pursuant to the Transfer of Land Act that clearly informs prospective purchasers and successors in title of the close proximity of agricultural operations in the locality.

2. A Community Purpose Site is to be provided. The Community Purpose Site and Public Open Space will be given up free-of-cost to the Shire and staged accordingly. In order to ensure that an appropriate facility is established, a Memorandum of Understanding between the proponent and the Shire is undertaken to ensure construction of a community facility at a future date consistent with the Shire's budgetary commitments and residents needs.

3. A landscape/water feature to be designed and located to the requirements of the Shire.

4. A suitable fire management to the DEC Estate.

5. A dual use path to Pemberton is to be established on an alignment that seeks to:

- minimize vegetation removal; and
- avoid water bodies.

The dual use path is dependant upon the access to land along the selected route.

6. Potential Link to Golf Course/adjointing land.

7. Potential linkage to adjoining land.

8. No direct access to Vasse Highway.

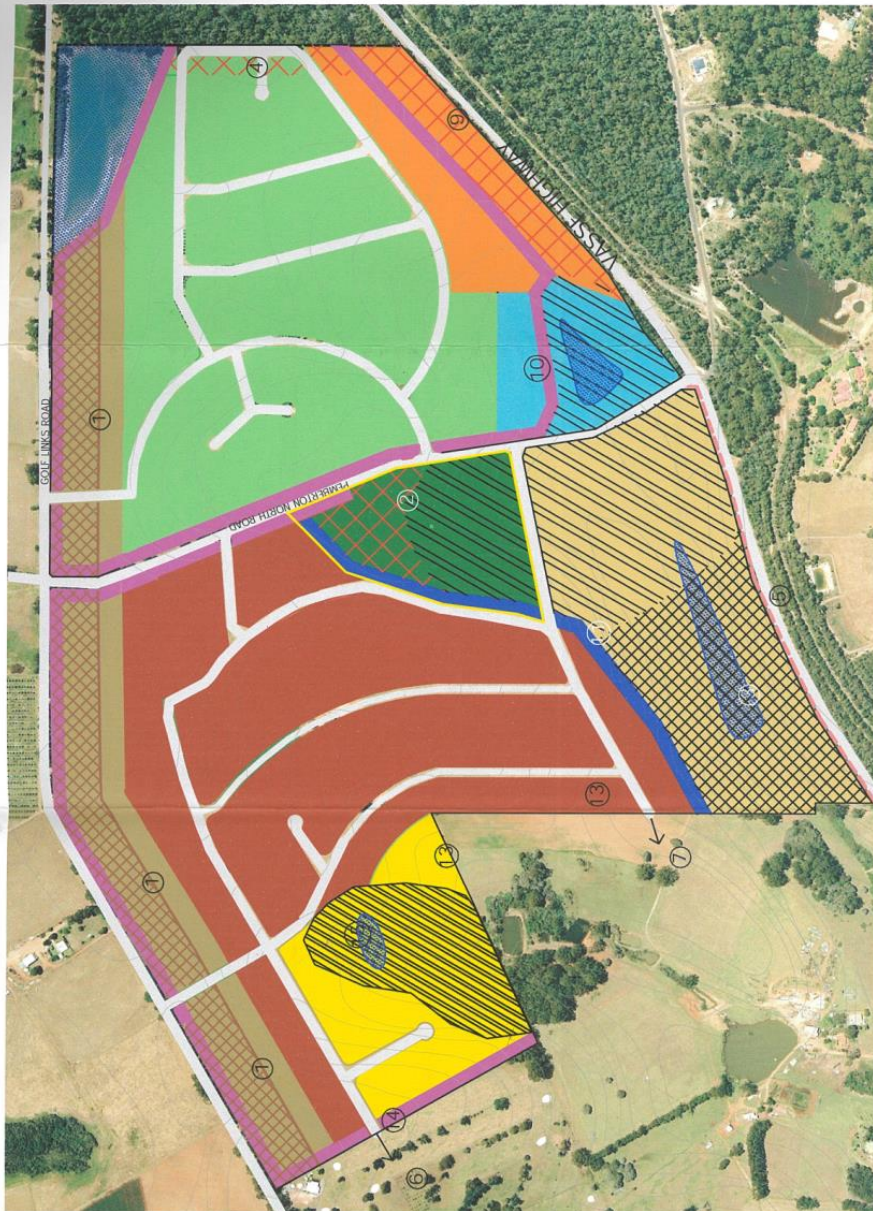
9. No dwellings or buildings are to be located in the Landscape Setback area.

10. The Council and the WAPC seek a clustered approach to development that takes account of landscape features and the area's landscape significance. In this regard, subdivision and development shall not be approved until a detailed landscape assessment is undertaken to the satisfaction of the Council and the Western Australian Planning Commission and that any subdivision and lot size reflects landscape outcomes. Unless agreed by Council, all dwellings and buildings are to be located north of the dense screen planting.

11. Tail screen planting is to be located within the Rural Tourist site.

12. A suitably located 'pocket park' is to be provided on Nelson Location 7256 and identified on the Structure Plan.

13. There is a requirement for a 100 metre dwelling setback (incorporating a 40 metre landscaping strip to the satisfaction of Council and a strategic firebreak of appropriate width) from the boundary of the amendment site, where it adjoins Nelson Location 7485, until Nelson Location 7485



Further, the Council and the WAPC expect that a range of lot sizes sustainability outcomes as on site power generation, on site water capture and re-use, re-use of grey water, correct housing orientation for passive heating and cooling.

20. Residential Precinct - The minimum and average lot size and overall residential yield is to be established via a further detailed planning by way of further detailed Structure Plan. Lots are to be planned to provide a high level of efficiency and use of land or alternative means to the satisfaction of the Department of Health and Department of Water.

21. Dual use paths are to be located on land having gentle gradients so as to encourage their use.

17. Access to individual lots from Golf Links Road and the provision of solid fencing and firebreaks through the landscaped area are to be prohibited.

18. Future Structure Plan(s) are to provide a requirement for house and land packages to be provided on a proportion of the proposed lots, and are to be accompanied by an implementation strategy for the provision thereof.

19. An Implementation Plan shall accompany a Structure Plan to

SUBDIVISION AND DEVELOPMENT CONCEPT PLAN

LOT 1, 200, 201 and LOCATION 7256

GOLF LINKS ROAD, PEMBERTON

SHIRE OF MANJIMUP

ROB PAULL & ASSOCIATES

11 Maitland Street, Glenelg, South Australia 5014
Ph: 08 8398000 Fax: 08 8398001
Email: info@robpaull.com.au

DATE: 15/05/2023

PROJECT: 11 Maitland Street, Glenelg, South Australia 5014

THIS DOCUMENT IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF ROB PAULL & ASSOCIATES

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Chief Executive Officer
Shire of Manjimup
info@manjimup.wa.gov.au
brian.robinson@manjimup.wa.gov.au

Attention: Brian Robinson

Dear Brian

LOT 9001 PEMBERTON ROAD NORTH, PEMBERTON

1. Introduction

I refer to recent discussions regarding the above. The purpose of this correspondence is to seek Council support to modest changes to the Subdivision and Development Concept Plan (2009), to be called 'SDCP 2009', which formed part of Scheme Amendment No. 115. This is in order to support an upcoming subdivision application for generous sized residential lots on Lot 9001 Pemberton Road North.

The modest changes between the SDCP 2009 and the current concept are relocating and widening the 'dense screen planting' from about 50m from the Vasse Highway boundary to near the Vasse Highway boundary and providing a fire service access route (FSAR) on the Vasse Highway property boundary.

The following attachments are provided in support of the request:

- 'Difference Between Current Concept (2022) and Subdivision and Development Concept Plan (2009)' to be called the 'Differences Plan';
- Cross-Section Plan; and
- Landscape Assessment (August 20007) by William James Landscape Architect.



Planning
Institute
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ABN: 51 473 192 534

2. Background

Lot 9001 Pemberton Road North is 54.6022 hectares in area and is located to the east of Pemberton Road North. Lot 9001 is large and has multiple road frontages. Significantly, Lot 9001 can independently be subdivided/developed from the land to the west of Pemberton Road North (Lot 9000). Our client also owns Lot 9000 which is 75.3354 hectares in area.

Various technical investigations were undertaken to support Scheme Amendment No. 115 including landscape, agricultural impact assessment, effluent disposal and drainage. Some of these investigations are still considered generally fit-for-purpose including the Landscape Assessment by William James Landscape Architect.

Based on recent Department of Planning, Lands and Heritage (DPLH) advice, there is no requirement to prepare a Structure Plan on either Lot 9000 or Lot 9001 prior to the Western Australian Planning Commission (WAPC) granting conditional subdivision approval. This is based on section 138(3) of the *Planning and Development Act 2005*.

Recent DPLH advice outlines the requirement to prepare technical investigations, to support the subdivision application, for both Lots 9000 and 9001. While technical investigations are being undertaken for both west and east sides, it is highlighted the upcoming next stage subdivision application is for land to the east of Pemberton Road North.

To address the *Shire of Manjimup Local Planning Scheme No. 4 (LPS4)* and DPLH advice, additional technical assessments have or are being undertaken for both Lot 9000 and Lot 9001. In particular, the technical investigations are:

- Bushfire Management Plan and BAL Contour Map by Smith Consulting;
- Bushfire Hazard Level Assessment – includes land west of Pemberton Road North by Smith Consulting;
- Local Water Management Strategy by Bio Diverse Solutions;
- Site and Soil Evaluation by Bio Diverse Solutions;
- Servicing Report by Peter Eastlake Consulting Engineer; and
- Traffic Impact Assessment by Donald Veal Consultants.

The owner of adjoining Lot 800 (No. 334) Golf Links Road has expressed no interest in subdividing this land in the foreseeable future. Importantly, the subdivision of Lot 9001 can occur without Lot 800 being part of the subdivision application. There is however scope for Lot 800 to be subdivided later on should there be landowner interest.

Various lots associated with the subdivision approval of WAPC reference 157585 have or are being created adjoining Golf Links Road. These lots also contain the 80m wide vegetated buffer.

3. Planning framework

Lot 9001 (previously Lot 7256) has been identified for residential land use and development for decades including in the *Shire of Manjimup Local Planning Strategy* (endorsed by the WAPC on 19 December 2003). Scheme Amendment No. 115 rezoned the site from the 'Rural' zone to the 'Special Development' zone. Scheme

Amendment No. 115 was gazetted on 31 July 2009 and was supported by the associated SDCP 2009. The site is now zoned 'Special Use No. 7 (SU7)' in LPS4 and is within Pemberton Precinct 2 Golf Links Road.

The site is suitably zoned and relevant technical investigations have or are being undertaken to demonstrate that proposed residential lots will be suitable and capable. Based on the SDCP 2009 and supporting technical investigations, the proposed lots will be generous in size and predominantly Residential R5 (2000m²) with some R2.5 lots (4000m²).

The landscape assessment from William James Landscape Architect highlights the major landscape view that needs to be addressed, as part of future subdivision/development, is the iconic view from Vasse Highway towards the old house located west of Pemberton Road North (outside of the proposed upcoming subdivision application site).

Noting that the SDCP 2009 is a broad concept/framework plan, it is suggested there is scope to vary modest components based on changing planning, bushfire and servicing requirements over the past decade or more.

4. Modest changes between SDCP 2009 and current concept

The current concept is consistent with the SDCP 2009 including land uses, lot sizes, addressing land use compatibility, bushfire mitigation measures, key landscape considerations and the provision of a small area of public open space east of Pemberton Road North. The current concept for Lot 9001 will continue to see our client provide a 15m wide planting strip adjoining Pemberton Road North (east side) based on the William James Landscape Architect report. The current concept will respond to the planning framework, landform, site characteristics and required servicing.

Since the SDCP 2009 was prepared, relevant new policies include the *Government Sewerage Policy*, *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP3.7) and *Guidelines for Planning in Bushfire Prone Areas*. The current concept is required to take account of these and other new documents.

The modest changes between the SDCP 2009 and the current concept are relocating and widening 'dense screen planting' from about 50m from the Vasse Highway boundary to near the Vasse Highway boundary and providing a FSAR on the Vasse Highway property boundary.

In support, please see attached the Differences Plan. This highlights the existing and proposed changes to the location/alignment of the dense screen planting and also shows the proposed FSAR (6m wide) adjoining Vasse Highway.

The proposed relocation of the 'dense screen planting' from about 50m from the Vasse Highway boundary to near the Vasse Highway boundary (separated by a proposed 6m wide FSAR) is justified on the following grounds:

- It meets the objectives in the Landscape Assessment from William James Landscape Architect (August 2007) to screen development, east of Pemberton Road North, when viewed from Vasse Highway. This is proposed through

planting with a depth of 20m near Vasse Highway. While details will be addressed as a subdivision condition, a Cross-Section Plan is enclosed which shows the proposed intent which proposes a mix of trees and shrubs of different heights;

- The planting width will be increased from 15m, proposed in the William James Landscape Architect report, to 20m. Our client will be responsible for undertaking planting to the satisfaction of the Shire;
- The proposed 20m wide dense screen planting will complement the existing vegetation within the Vasse Highway road reserve. The proposed planting will ensure future development is effectively screened from Vasse Highway;
- Relocating the dense screen planting assists to provide greater areas of BAL-29 or below for lots backing onto Vasse Highway. In particular, moving the dense screen planting about 50m southward will provide increased separation and will lower BAL ratings for lots backing onto Vasse Highway;
- The current concept again proposes 4000m² lots adjoining Vasse Highway and provides suitable building setbacks from Vasse Highway based on the SDCP 2009 plan;
- The modifications takes account of the *Guidelines for Planning in Bushfire Prone Areas* and the Bushfire Management Plan (in progress) including the provision of multiple access routes, as well as a perimeter road on the eastern boundary;
- The proposed modifications will not negatively impact on surrounding land or on the area's amenity; and
- The modest modifications do not materially change the intent of the SDCP 2009 and do not restrict the use and development of adjoining lands.

5. Cross-Section Plan

The enclosed Cross-Section Plan shows the current concept for land adjoining Vasse Highway. In particular, it shows:

- Vasse Highway road reserve including existing mature vegetation in the reserve;
- 6m wide FSAR;
- 20m wide dense screen planting by subdivider (trees and shrubs of different heights likely to range between 5m to 20m in height with details to be addressed through a subdivision condition);
- Landscape setback – width of 50m from the Vasse Highway property boundary (building exclusion area);
- Building envelope/developable area showing an indicative shed and house;
- Front setback;
- Subdivision road (with street trees to be provided by the subdivider); and
- Contours.

6. Bushfire management

To address SPP3.7 and the *Guidelines for Planning in Bushfire Prone Areas*, the current concept is to:

- Provide multiple access routes via the public road network;
- Construct a perimeter road along the full length of the eastern boundary;

- Provide a FSAR adjoining the southern boundary of the lots backing onto Vasse Highway. The proposed FSAR will be 6m wide and will be located in an easement;
- Future dwellings to be suitably setback from the National Park;
- Provision of a reticulated water supply and fire hydrants; and
- The establishment of an Asset Protection Zone around dwellings.

A FSAR is considered an appropriate outcome rather than a public road adjoining Vasse Highway noting:

- A FSAR will have less visual impact than a public road;
- To address visual amenity considerations from Vasse Highway, the SDCP 2009 did not propose an additional parallel road to Vasse Highway;
- The provision of a FSAR adjoining Vasse Highway will provide suitable access for the bushfire brigade given Vasse Highway is only metres away; and
- The DPLH, based on recent discussions, have outlined in-principle support for a FSAR rather than a public road adjoining Vasse Highway.

7. Other matters

As outlined earlier, our client will provide a 15m wide planting strip adjoining Pemberton Road North (east side) to reflect the SDCP 2009 as part of the upcoming subdivision. This is to enhance the area's amenity and to screen/filter development. Proposed lots are required to have sufficient depth to ensure each lot has suitable areas of BAL-29 or below to locate a dwelling.

While our client is responsible for undertaking the 15m wide planting strip adjoining Pemberton Road North, it is queried whether the Council would prefer the planting to be located in freehold lots or located within the road reserve?

To increase the effectiveness of the planting, twinned/shared crossovers will be provided for lots fronting Pemberton Road North.

The orchard was completely removed some time ago on adjoining Lot 800 (No. 334) Golf Links Road and accordingly the property no longer has a non-conforming use right for an orchard. The owner of Lot 800 is not considering growing any more apples on this land. Instead, the owner undertakes grazing. Given Lot 800 is zoned Special Use (SU7) and the zoning does not permit agriculture-intensive (includes orchards), there is accordingly no issues with possible complaints regarding spray drift onto Lot 9001.

It is understood the Shire continues to require a 'pocket park', based on the SDCP 2009, for land to the east of Pemberton Road North. The public open space will be centrally located. In-time, a major area of POS will be provided west of Pemberton Road North in accordance with the SDCP 2009.

8. Economic and community benefits

Gaining approval and implementing the upcoming subdivision application will have various economic and community benefits to complement the State Government's Just Transition Fund. This includes supporting local employment, assisting to create a

more sustainable local economy, sustaining local facilities and services, and providing a greater choice for those wishing to buy residential lots in Pemberton.

9. Next steps

Gaining Council support to the modest changes between the SDCP 2009 and the current concept, as outlined on the Differences Plan and in Cross-Section Plan, will assist in finalising required technical investigations and refining the subdivision concept. This is with a view of submitting a subdivision application to the WAPC in the short-term.

Please contact me on 0409107336 or steve@edgeplanning.com.au should you have any questions, seek clarification or require additional information.

On behalf of our client, Edge Planning & Property trust the Council will positively consider this request. I look forward to receiving Council support, to the modest changes between the SDCP 2009 and the current concept, at your earliest possible convenience.

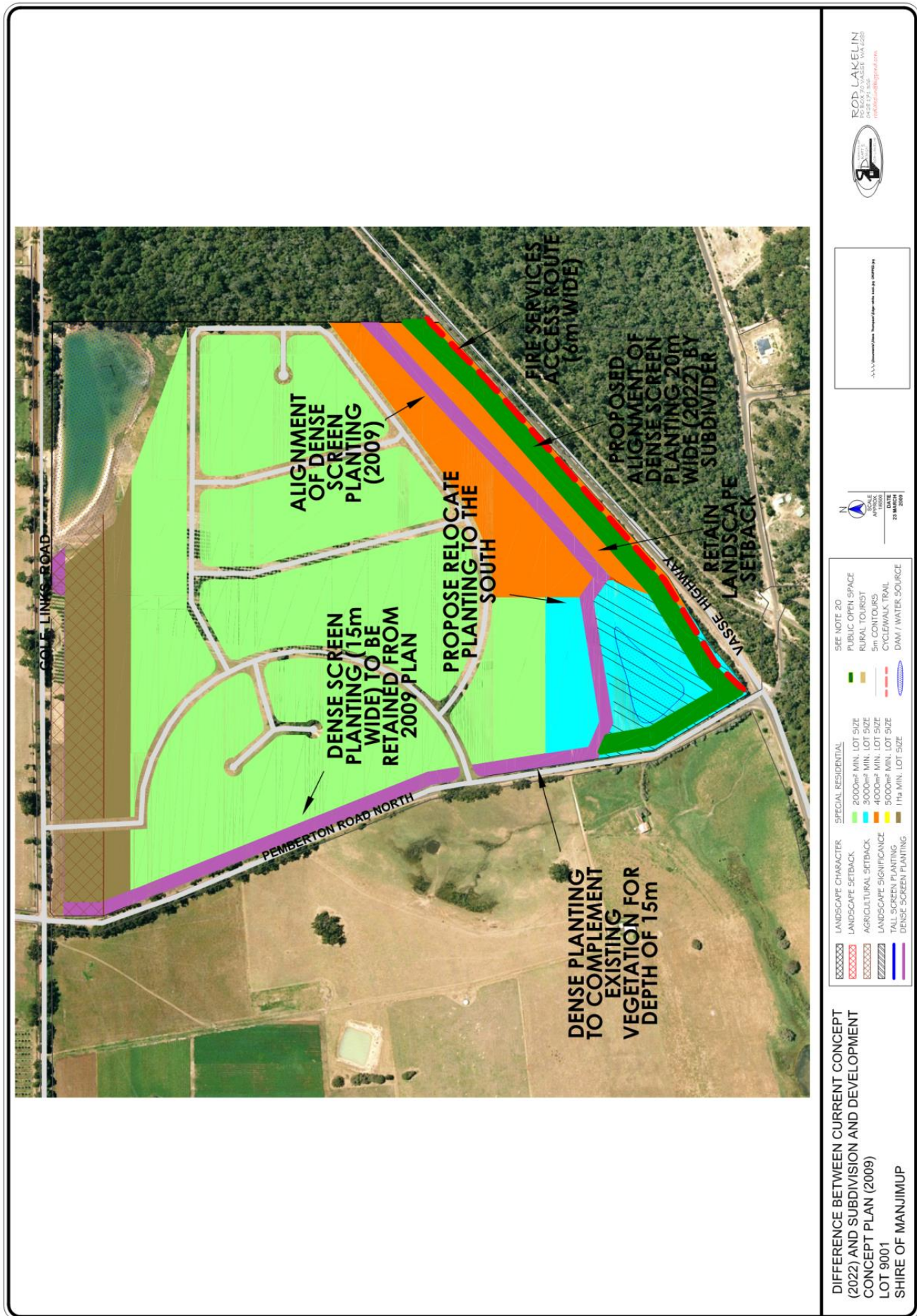
Yours sincerely

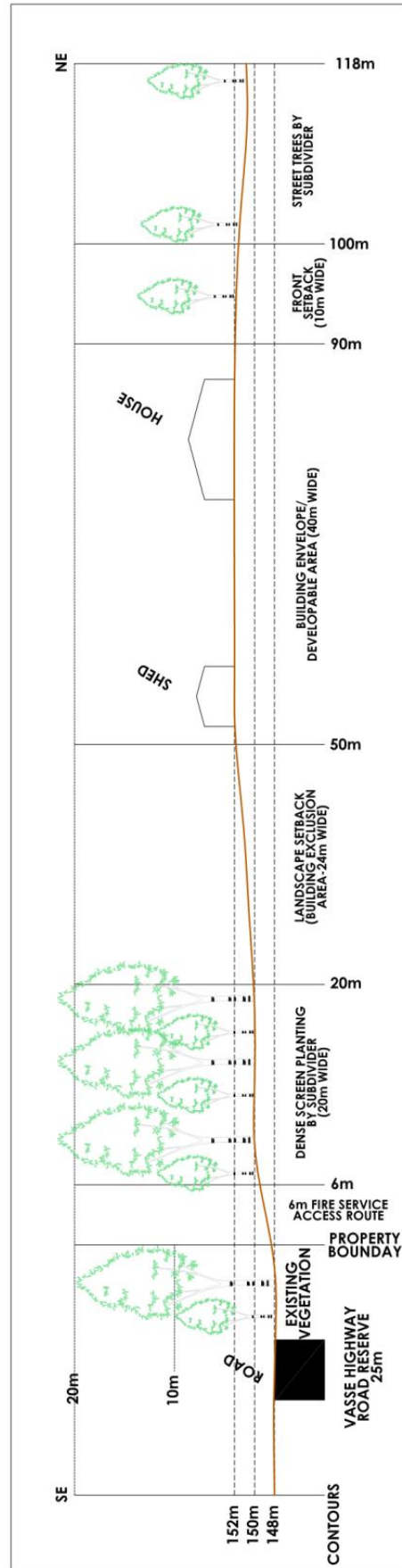
A handwritten signature in black ink, appearing to read 'S Thompson', enclosed within a faint, light blue circular stamp.

Steve Thompson
SENIOR PARTNER

7 September 2022

Enc.





CROSS SECTION PLAN -
LAND ADJOINING
LOT 9001 PEMBERTON ROAD NORTH
SHIRE OF MANJIMUP

SCALE
1:2000
DATE
22nd AUGUST 2022

edge
PLANNING & PROPERTY

ROD LAKELIN
PO BOX 170 VASSE WA 6250
08 9434 8800
rod@rod.com.au

ATTACHMENT APPENDIX

9.5.2 Proposed Modifications to Approved Concept Plan - Lot 9001 Golf Links Road, Pemberton

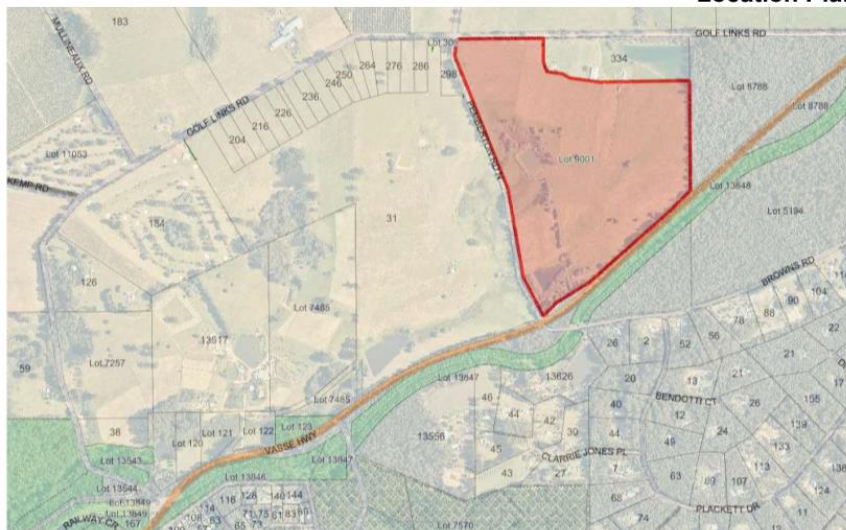
PROPONENT	Edge Planning Consultants
OWNER	Greenland Pemberton Pty Ltd
LOCATION / ADDRESS:	Lot 9001 Golf Links Road, Pemberton
WARD:	West
ZONE:	Special Use
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F220148 P58140
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Brian Robinson
DATE OF REPORT:	2 September 2022
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Greenlands Estate (the Estate) is located on the South side of Golf Links Road, approximately 1km north east of the Pemberton townsite. The Estate comprises two distinct sections of land, one either side of Pemberton North Road.

Consultants on behalf of the owner/developer of the Estate is requesting Council consider a number of modifications to the Estate's endorsed Concept Plan as it relates to the land located east of Pemberton North Road, currently known as Lot 9001. A location plan is shown below.

Location Plan



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To date, the estate developer has created 18 1ha lots fronting Golf Links Road to the west of Pemberton North Road. The developer is also in the process of creating an additional 5 lots ranging from 1ha to 2ha on the eastern side of Pemberton North Road, which will leave an area of 48.5202 ha of land to be known as Lot 9002. A copy of the endorsed diagram of survey is shown attached.

ATTACHMENT: 9.5.2(1)

Creation of the Estate was facilitated by Amendment No 115 to the Shire's then Town Planning Scheme No 2, which rezoned the land from "Rural" to "Special Development" Zone. The Amendment as gazetted contained a Concept Plan and introduced a number of scheme provisions relating to the future subdivision and development of the land. A copy of the Concept Plan is appended.

APPENDIX: 9.5.2(A)

The developer is now focusing on the subdivision of the balance of Lot 9001 and is seeking to modify the approved Concept Plan to:

- a) Introduce a 6m Fire Service Access Route (FSAR) abutting Vasse Highway; and
- b) Relocate and widen the 'dense screen planting' shown approximately 50m north of the Vasse Highway boundary to a position immediately abutting the FSAR.

The consultant is also seeking an indication as to whether Council would prefer the planting to be located in freehold lots or located within the road reserve.

Additionally it is noted that the proponent's correspondence states that *"Based on recent Department of Planning, Lands and Heritage (DPLH) advice, there is no requirement to prepare a structure plan on either Lot 9000 or Lot 9001 prior to the Western Australian Planning Commission (WAPCA) granting conditional subdivision approval. This is based on section 138(3) of the Planning and Development Act 2005."*

A copy of the submitted correspondence is shown attached along with a Plan detailing the differences from the approved "Subdivision and Development Concept Plan" and a cross sections demonstrating the proposed approach.

ATTACHMENT: 9.5.2(2)

Council is requested to consider the proponents request and determine whether in fact a formal structure plan is required prior to subdivision of the land.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

To assist Council in considering the request and determine whether a formal structure plan should be required, the following comments are offered:

Zoning

The provisions of Local Planning Scheme No 4 (LPS No 4) include the subject land within the Special Use Zone area No 7. Provisions relating to the Subdivision and Development of the land are outlined within Part 5.42 of the Scheme and Schedule 6 of LPS No 4.

Part 5.42 – Special Use Zone

As outlined within clause 5.42.1 the Policies relating to the Special Use Zone as follows:

“The local government policies in controlling development and influencing subdivision within the Special Use Zone will be to:

- (i) Zone land to provide for special uses that do not readily fall within the zone categories of the Scheme;*
- (ii) Require preparation of a Structure Plan for adoption by the local government for developments which consist of multiple uses;*
- (iii) Ensure that new development/subdivision proposals reflect the settlement strategy in the adopted Local Planning Strategy; and*
- (iv) Ensure that large scale developments are located in close proximity to existing towns in strategically identified locations.*

Development in the Zone

Lane uses, subdivision and conditions of development and use will be in accordance with an endorsed Structure Plan including relevant documentation adopted by the local government and identified in Schedule 6 of the Scheme.”

In addition to the above policies, clause 5.42.2 states that there is a general presumption against subdivision unless provided for in an adopted Structure Plan.

Schedule 6 – Special Use Zone No 7

Schedule 6 outlines a total of a number of permitted uses and imposes a number conditions of use on the Estate as shown at Appendix: 9.5.2 (B). Many of these conditions relate to the need for a detailed Structure Plan to be prepared.

APPENDIX: 9.5.2(B)

The conditions of Use relating to a Structure Plan are summarised as follows:

1. Preparation of Structure Plan approved by the local government and Western Australian Planning Commission (WAPC) prior to any subdivision of land;
2. The required Structure Plan being generally in accordance with the endorsed *“Subdivision and Development Concept Plan adopted by the local government on 22/11/2007” and the landscape, agricultural,*

effluent and drainage assessments, included as part of the Amendment Report”;

3. The following management plans being prepared to the satisfaction of the local government prior to the adoption of a Structure Plan:
 - A drainage management plan;
 - An access strategy addressing all accesses and suitable legal agreements between the Proponent and the Shire to clarify the approach to contributions for upgrading roads and intersections as well as staging of road infrastructure requirements;
 - Building Design Guidelines to achieve a higher standard sympathetic to Pemberton’s character/climate, that avoids replicating standard metropolitan building designs;
 - A Fire Management Plan;
 - An Agricultural Impact Assessment to address State Planning Policy No 2.5, compatibility with current adjoining/nearby agricultural land uses;
 - Requirements regarding advice on titles for all lots within 250m of Golf Links Road; and
 - A landscape management plan for local government approval for the strategic landscape design, a landscaping theme for the entire estate, revegetation to address natural resource management and water management requirements, street tree planting and visual impact analysis.
4. The community purpose site and Public Open Space being ceded free of cost and a ‘Memorandum of Understanding’ being prepared between the proponent and local government to ensure construction of a community facility at a future date consistent with the local government’s budgetary commitments.

In considering any variation to the Subdivision and Development Concept Plan, Council must have due regard to the above matters.

As reflected by the Scheme provisions within Schedule 6, there are numerous requirements to be addressed through a detailed structure plan. Further comments on the potential for subdivision without a Structure Plan is provided within the balance of this agenda item.

Approved Concept Plan

The approved “Subdivision and Development Concept Plan” as shown at Appendix: 9.5.2(A) contains a number of statements and outlines a number of specific requirements relating to the future subdivision and development of the land. In accordance with the General Statement the plan provides a framework for future subdivision and development and may be varied *“provided the variations do not compromise the principles of the plan, the Agricultural, Landscape, Drainage or Effluent Assessments undertaken”*.

Whilst many of the statements and requirements reflect the scheme requirements discussed above, additional requirements stated under the section “Subdivision and Development” that are relevant to the subdivision of Lot 9001 are summarised as follows:

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- a) Provision of a dual use path to Pemberton;
- b) No dwellings being located within the Landscape Setback area;
- c) With reference to area 10 of the plan, Council and the WAPC seeking a clustered approach to development that takes into account landscape features/significance and that no subdivision or development shall be approved until a detailed landscape assessment is undertaken to the satisfaction of Council and the WAPC;
- d) Unless agreed by Council, all dwellings to be located north of the dense screen planting;
- e) Whilst minimum lot sizes are identified on the legend and plan, there will be a need to ensure that all proposed lots are capable and suitable of development;
- f) Future Structure plans are to provide a requirement for house and land packages to be provided on a proportion of the proposed lots, supported by an implementation strategy;
- g) An Implementation Plan shall accompany a Structure Plan to detail targets and method of delivery in respect to such sustainability outcomes as on-site power generation, on-site water capture and re-use, re-use of grey water, correct housing orientation for passive heating and cooling; and
- h) Dual use paths are to be located on land having gentle gradients so as to encourage their use.

By proposing the variation to the Concept Plan as it relates to Lot 9001, the proponent is essentially seeking Council agreement to vary the requirements summarised in point d) above.

Ability to Vary the Concept Plan

Provisions of LPS No 2 relating to Lot 9001 state that the subdivision and development are to “generally accord” with approved Concept Plan. It is therefore possible to vary the concept plan as requested.

Landscape Considerations

The Concept Plan was developed with due regard to a landscape assessment submitted in support of Amendment No 155. Within the proponents submission (refer Attachment: 9.5.2(1)) they state the landscape assessment highlighted that the major landscape view that needs to be addressed as part of future subdivision/development is the *“iconic view from Vasse Highway towards the old house located west of Pemberton Road North (outside of the proposed upcoming subdivision application site).”*

Whilst it is agreed that the landscape assessment did identify this view as important, as stated on page 5 of the assessment *“The major objective of the planning guidelines has been to maintain the experience of the rural landscaping on the eastern approach to Pemberton...”*. In terms of Lot 9001 the stated recommendations on page 43 were:

- Develop the site in general accordance with the Guide Plan;
- Do not obscure views to the land immediately adjacent to Vasse Highway, maintaining filtered views through roadside vegetation and

open view at the corner of Pemberton North Road. The dense screen planting shown on the Guide Plan should begin 50m from the road reserve boundary;

- Plant dense screening as shown on the Guide Plan using a variety of trees and shrubs so that development is unseen from the adjacent road way. The dense screening should be a minimum of 10m high and of the minimum widths shown on the guide plan; and
- Retain existing vegetation and shelterbelts.

A copy of the Guide Plan as contained within the 2007 Landscape Assessment Report is shown attached. A full copy of the assessment report can be made available to elected members on request.

APPENDIX: 9.5.2(C)

The approved Concept Plan fully reflects the above recommendations. However, it is considered that subdivision of the land abutting the Vasse Highway in accordance with those recommendations would be problematic given:

- a) The first 50 metres of the private lots abutting Vasse Highway would need to be retained as grassland only;
- b) The grassland area would be separated from the house site by the 15m dense screen planting;
- c) As reflected in the proponent's submission, 4,000m² lots are typically 40m wide by 100m deep. The majority of the properties would not be developable at that size and development including homes would be constructed in close proximity to the vegetation; and
- d) The implications associated with the need to comply with bushfire requirements.

Planning for Bushfire

As detailed within Schedule 6 of LPS No 4, a Fire Management Plan is required to be prepared as part of a structure planning exercise. A consultant, working on behalf of the landowner/developer, is currently preparing a Bushfire Management Plan in accordance with the WAPC's State Planning Policy No 3.7 – Planning in Bushfire Areas (SPP No 3.7) and the associated Guidelines for Planning in Bushfire Prone Areas (the Guidelines).

In accordance with the guidelines, it is recommended that hazard separation and defendable space is provided in the form of a perimeter road within greenfield subdivisions where the subdivision is to abut vegetation. In this case, the construction of a perimeter road abutting Vasse Highway would result in the future subdivision and associated development being clearly visible from Vasse Highway.

It is proposed that as an alternative to a perimeter road, a FSAR be established to provide access for emergency services for firefighting and fire management purposes. This is permissible in accordance with the Guidelines and there is no requirement to seal the FASR, reducing the potential visual impact.

A FSAR can be located across multiple private lots subject to suitable gates and locks being used to facilitate emergency access, or they can be created as a separate reserve. The guidelines advise that in both cases the management of the FSAR is by the local government. The Shire's Community Emergency Services Manager has indicated a preference for a separate FSAR reserve to be established and this is supported.

Proposed Screen Planting

Whilst the establishment of a dense screen planting immediately adjacent to the FSAR will prevent the objective of maintaining filtered views through the roadside vegetation. That said, there are issues with the proposed Landscape Setback area as reflected within the Concept Plan, which are summarised as follows:

- a) Whilst the intent was to use this area to maintain filtered views of farmland, the effectiveness of maintaining a 50m wide area to achieve this is questionable;
- b) The area would be effectively isolated from the balance of the private landholdings; and
- c) Unless strict management conditions were imposed and enforced, there is potential such an area would be revegetated with vegetation either through natural revegetation processes or the landowners planting additional vegetation.

By establishing a wider 20m vegetated buffer as proposed, the developer will be maximising the potential for resultant development to be visible from Vasse Highway, which is consistent with the intent of ensuring visual separation from the urban development associated with the Pemberton townsite. The proposed relocation and increase of the vegetated buffer is therefore supported.

Structure Planning

The proponent has advised within the supporting correspondence that the Department of Planning, Lands and Heritage has advised that there is no requirement to prepare a structure plan on the basis of section 138(3) of the *Planning and Development Act 2005*. Shire officers dispute this on the grounds that Concept Plan was not a detailed plan and in itself highlights the need for more detailed structure planning to occur. In Shire Officers opinion, a structure plan is required for the purposes of ensuring orderly and proper planning

The provisions of Amendment No 155, notations on the Concept Plan and provisions of LPS No 4 are all based on the premise that more detailed plans would be prepared for the whole of Special Use Zone Area No 7, based on the more detailed technical studies identified within those documents. Through the structure planning process strategic issues such as traffic management and infrastructure upgrades will be addressed.

Given that the subdivision and development of Lots 9000 and 9001 will represent the largest single residential estate development within the history of the Shire, this is considered highly appropriate. Should subdivision of the land be dealt with on piecemeal basis, there is potential for issues resulting from the overall development to be inappropriately deferred.

In accordance with the Deemed-to-Apply provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, such a structure plan would be advertised for public comment. To date the ability for comments to be sought has been limited to a broad scale concept plan.

Conclusion

Modification of the Subdivision and Development Concept Plan relating to Lot 9000 as proposed is supported subject to:

- a) The proposed vegetation screen plantings being wholly retained within the resultant lots; and
- b) The Fire Service Access Route being created as a separate reserve, vested with the Crown with a management order in favour of the Shire for the purposes of emergency management.

Notwithstanding the above, it is recommended that both the proponent and the Department of Planning, Lands and Heritage be advised that in the opinion of the Shire of Manjimup detailed structure planning of the area is required, consistent with the provisions of Amendment No 115, clauses 5.42.1, 5.42.2 and the provisions of Schedule 6 of Local Planning Scheme No 4 and is essential to ensure the requirements for orderly and proper planning and strategic issues such as traffic management and infrastructure upgrades relating to the estate as a whole are addressed.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Shire of Manjimup Local Planning Scheme No. 4.

POLICY / STRATEGIC IMPLICATIONS:

As detailed within the comment section above.

ORGANISATIONAL RISK MANAGEMENT:

Should structure planning not be completed as recommended within Amendment No 115 and the provisions of Local Planning Scheme No 4, there is a potential for ad-hoc subdivision to occur without the overall need for matters relating to the wider subdivision being addressed such as infrastructure upgrades.

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Nil.

Economic: By requiring the completion of structure planning to be undertaken, there is a risk the lead time for resultant subdivision to be extended. It should

however be noted that it was the landowners own consultants who recommended that need for more detailed studies and structure planning to be completed. These requirements have been known to the landowner since gazettal of Amendment No 115 to Town Planning Scheme No 2.

Social: Modification of the Subdivision and Development Concept Plan as proposed is consistent with contemporary bushfire planning techniques, whilst ensuring the visual impact of future development is minimised.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Advise the proponent that the proposed modifications to the Subdivision and Development Concept Plan relating to Lot 9001 are supported subject to the following conditions:
 - a) The proposed Fire Service Access Route abutting Vasse Highway being designed and constructed in accordance with the State Planning Policy No 3.7 and the Planning for Bushfire Guidelines to the satisfaction of the Shire of Manjimup and the Department of Fire and Emergency Services;
 - b) The Fire Service Access Route being contained within a separate reserve vested with the Crown free of charge;
 - c) All Screen Vegetation being wholly contained within private property and being established in a timely manner so as to ensure the resultant subdivision and development are effectively screened from view.
2. Advise the proponent and Department of Planning, Lands and Heritage that the Shire of Manjimup:
 - a) Does not support the view that structure planning is not required on the basis of clause 138(3) of the Planning and Development Act 2005;
 - b) Considers that the need for structure planning has been well documented through the provisions of Amendment No 115 to Town Planning Scheme No 2 (as proposed by the landowners consultants), the provisions of clause 5.42.1, 5.42.2 and the provisions of Schedule 6 of Local Planning Scheme No 4; and
 - c) Structure planning is essential to ensure orderly and proper planning and that matters relating to the overall development of the estate such as service provision, traffic management, infrastructure upgrades are addressed in a co-ordinated and timely manner.

COUNCIL RESOLUTION:**MOVED: Skoss, K SECONDED: Dawson Vidovich, S****28900****That Council:**

- 1. Advise the proponent that the proposed modifications to the Subdivision and Development Concept Plan relating to Lot 9001 are supported subject to the following conditions:**
 - a) The proposed Fire Service Access Route abutting Vasse Highway being designed and constructed in accordance with the State Planning Policy No 3.7 and the Planning for Bushfire Guidelines to the satisfaction of the Shire of Manjimup and the Department of Fire and Emergency Services;**
 - b) The Fire Service Access Route being contained within a separate reserve vested with the Crown free of charge;**
 - c) All Screen Vegetation being wholly contained within private property and being established in a timely manner so as to ensure the resultant subdivision and development are effectively screened from view.**
- 2. Advise the proponent and Department of Planning, Lands and Heritage that the Shire of Manjimup:**
 - a) Does not support the view that structure planning is not required on the basis of clause 138(3) of the Planning and Development Act 2005;**
 - b) Considers that the need for structure planning has been well documented through the provisions of Amendment No 115 to Town Planning Scheme No 2 (as proposed by the landowners consultants), the provisions of clause 5.42.1, 5.42.2 and the provisions of Schedule 6 of Local Planning Scheme No 4; and**
 - c) Structure planning is essential to ensure orderly and proper planning and that matters relating to the overall development of the estate such as service provision, traffic management, infrastructure upgrades are addressed in a co-ordinated and timely manner.**

CARRIED: 8/0

ZONE IDENTIFICATION	SPECIAL USE ZONE PERMITTED USES	CONDITIONS OF USE
		<p>approval.</p> <p>13. All buildings shall be setback a minimum of 100 metres from the adjoining State Forest and 50 metres from any existing water bodies (unless it can be demonstrated by the proponent that a lesser distance will not compromise fire protection requirements or water quality).</p> <p>14. Dams shall only be permitted on common property.</p> <p>15. A Fire Management Plan (FMP) shall be prepared by the proponent in consultation with the local government, the DEC and Fire and Emergency Services. This FMP shall require endorsement by the local government prior to the lodgement of any application for Survey Strata subdivision or development. Full implementation of the FMP shall be required prior to any development commencing.</p> <p>16. Perimeter fencing of the Strata Title allotments will not be permitted. Any fencing to be installed shall be limited to the immediate curtilages of the proposed residences.</p> <p>17. A detailed site revegetation programme shall be submitted to the local government and require endorsement prior to the lodgement of any application for Survey Strata subdivision or development. The revegetation programme shall document planting locations, species, and the ongoing management of the revegetation, so as to minimise any undesirable visual impacts of proposed dwellings from Vasse Highway.</p> <p>18. The proponent implementing a statutory mechanism to the satisfaction of the local government limiting or restricting domestic animals to prevent impact on the adjacent State Forest.</p>
<p>Special Use Zone No. 7 - Lots 200, 201, 1, & Loc 7256, Golf Links and Pemberton North Roads and Vasse Highway, Pemberton.</p>	<p>The "General" and "Subdivision and Development Statements" of the Subdivision and Development Concept Plan forming part of Amendment No 115 to revoked Scheme No 2 form part of the Scheme and are to be read as if they were included within the Scheme itself.</p> <p>Within the area of the 'Subdivision and Development Concept Plan' shown as 'Special Residential' the following shall apply:</p> <ol style="list-style-type: none"> 1. Unless otherwise specified, the Special Use Zone Permitted Uses specified shall be deemed to be an "A" use for the purpose of Clause 4.19.2 of the Scheme. 2. A Dwelling-Single in the area shown on a 'Structure Plan' as 'Special Residential' and designed in accordance with the building design guidelines 	<ol style="list-style-type: none"> a) A <i>Structure Plan</i> shall be prepared, submitted to, and approved by the local government and the Western Australian Planning Commission prior to the commencement of any subdivision on land within this Special Use Zone and shall be adopted by local government and endorsed by the Western Australian Planning Commission in accordance with section 6.4 of the Scheme. b) Subdivision and Development shall generally reflect the 'Subdivision and Development Concept Plan' adopted by local government on 22/11/2007 and the landscape, agricultural, effluent and drainage assessments included as part of the Amendment Report. The required <i>Structure Plan</i> is to be in general accordance with the adopted <i>Subdivision and Development Concept Plan</i>. c) Subdivision shall be implemented in a staged fashion in response to market demand. d) The following Management Plans, Strategy, Guidelines and Impact Assessment shall be prepared by the Proponent prior to the adoption of a 'Structure Plan' and be to the satisfaction of the local government. e) A Drainage Management shall be prepared and submitted to the local government for approval and this Plan shall address:

ZONE IDENTIFICATION	SPECIAL USE ZONE PERMITTED USES	CONDITIONS OF USE
	<p>and located with building setbacks specified in the 'Structure Plan' shall be deemed to be a 'P' use for the purpose of Clause 4.18.2 of the Scheme.</p> <p>3. Home Office within a Dwelling-Single shall be deemed to be a 'P' use for the purpose of Clause 4.19.2 of the Scheme.</p> <p>4. Public Recreation shall be deemed a 'P' use for the purpose of Clause 4.19.2 of the Scheme.</p> <p>5. Family Day Care Centre.</p> <p>6. Bed & Breakfast</p> <p>7. Community Purpose</p> <p>8. Home Business</p> <p>9. Home Occupation</p> <p>10. Home Accommodation Holiday</p> <p>Within the area of the 'Subdivision and Development Concept Plan' shown as 'Rural Tourist':</p> <p>11. Dwelling- Single</p> <p>12. Restaurant</p> <p>13. Cellar Door Sales</p> <p>14. Bed & Breakfast Accommodation</p> <p>15. Caretakers Dwelling</p> <p>16. Home Business</p> <p>17. Home Occupation</p> <p>18. Home Office</p> <p>19. Home Accommodation Holiday</p> <p>20. Private Recreation</p> <p>21. Reception Centre</p> <p>22. Shop that is ancillary to a tourist development and not exceed 50m² NLA.</p> <p>23. Industry-cottage</p> <p>24. Rural Pursuit</p> <p>25. Aquaculture</p>	<ul style="list-style-type: none"> a management of stormwater on site; provision of nutrient, sediment and pollution stripping mechanisms (in consultation with the Department of Water); impacts on river systems, including during construction; means by which water sensitive urban design principles and best management practices and monitoring requirements are incorporated in to the development; contingency provisions in the event that the criteria established for water quality and quantity are not met; peak discharge from the subdivision and development not exceeding the peak discharge prior to subdivision and development; the extent of any localised flooding on the subject land ensuring that no development is located in flood impacted areas and recommending setbacks to minimise risk; and management of any existing and future dams. <p>f) An Access Strategy shall be prepared and submitted to the local government for approval and this Strategy shall address:</p> <ul style="list-style-type: none"> all accesses at practical and safe locations; and suitable legal agreements between the Proponent and the Shire to clarify the approach to contributions for upgrading roads and intersections etc as well as the staging of the road infrastructure requirements. <p>g) Building Design Guidelines to achieve higher standards of development sympathetic to Pemberton's character/climate, that avoid replicating 'standard metropolitan building designs' and which promote sustainability principles;</p> <p>h) A Fire Management Plan shall be prepared and submitted to the local government for approval and this Plan shall:</p> <ul style="list-style-type: none"> address the 'Planning for Bush Fire Protection' document; and ensure that future development is appropriately designed, has suitable infrastructure/facilities and is compatible with adjoining land uses including the Department for Environmental and Conservation Estate. <p>i) An Agricultural Impact Assessment shall be prepared and submitted to the local government for approval and this Assessment shall address:</p> <ul style="list-style-type: none"> the requirements of the Western Australian Planning Commission's Statement of Planning Policy 2.5; compatibility of proposed land uses with

ZONE IDENTIFICATION	SPECIAL USE ZONE PERMITTED USES	CONDITIONS OF USE
		<p>current adjoining/nearby agricultural land uses; and</p> <ul style="list-style-type: none"> • compatibility of proposed land uses with the subject land. <p>j) For all lots within 250 metres of Golf Links Road and the common boundaries between Lots 1 & 201 of the subject land and Nelson Location 7485, prospective purchasers and their successors in title to be made subject to such legal arrangements as may be determined as being appropriate to prevent the lodgement of complaints about the conduct of standard agricultural practices on adjoining or nearby priority agricultural land. Lot titles are to be endorsed accordingly. The owners of all other lots within the subdivision are to be made aware of intensive agricultural operations within close proximity through an appropriate Section 70A Notification pursuant to the Transfer of Land act on each title.</p> <p>k) A Landscape Management Plan shall be prepared and submitted to local government for approval and this plan shall address:</p> <ul style="list-style-type: none"> • the 'strategic' landscape design along with associated planting and other key measures; • a landscaping 'theme/s' for the entire estate along with consideration of the longer-term management and appropriateness of the vegetation; • revegetation required to address natural resource management and water management requirements; • appropriate street tree planting; and • visual impact analysis. <p>l) The community purpose site and Public Open Space will be ceded free-of-cost to the local government in order to ensure that an appropriate community facility is established, a 'Memorandum of Understanding' will be prepared between the Proponent and the local government to ensure construction of a community facility at a future date consistent with the local government's budgetary commitments and residents needs.</p> <p>The Proponent shall undertake an assessment of the future development potential of the 'Rural Tourist' sites for land uses other than permanent residential and identify constraints that may impact on development.</p>
<p>Special Use Zone No. 8</p> <p>Lot 1 on Diagram 62828 Middlesex Road, Middlesex and Part of Lot 13143 on Deposited Plan 181722 Middlesex Road, Middlesex</p> <p>AMD 23 GG 22/03/2022</p>	<ol style="list-style-type: none"> 1. Agriculture - Extensive 'P' 2. Agriculture - Intensive 'P' 3. Agroforestry 'A' 4. Animal Establishment 'A' 5. Aquaculture 'D' 6. Art and Craft Gallery 'A' 7. Brewery 'A' 8. Civic Use 'D' 9. Community Purpose 'A' 10. Dwellings: <ul style="list-style-type: none"> - Caretaker's Dwellings 'D' - Dwelling 'D' 11. Educational Establishment 'A' 12. Exhibition Centre 'A' 13. Family Day Care 'A' 14. Garden Centre 'A' 	<ol style="list-style-type: none"> 1. The local government may impose conditions on the development approval including, but not limited to, those relating to revegetation, hours of operation, preparation and implementation of a management plan(s) to manage noise and other land use conflict risks, the provision of effluent and wastewater disposal and treatment and mosquito borne disease. 2. In granting approval to any of the uses listed in column 2, the local government shall require a notification, pursuant to Section 70A of the <i>Transfer of Lands Act 1893</i>, to be included on the certificate(s) of title that the lot(s) are within an agricultural area and a speedway and sawmill are also adjacent. The lot has the potential to be

15th December 2022

Neal Webster
6845 South Coast Hwy
Walpole WA 6398

Shire of Manjimup
Attn: Planning Department
PO BOX 1
Manjimup, WA 6258

To whom it concerns,

Subject: Development approval application for change of use of caretaker's residence to a short-term accommodation (Chalet) for Mohanji Foundation Australia Ltd., at 6845 South Coast Highway, Walpole WA 6398

Please find attached, the following documents for the above-mentioned development application:

- Development application form
- Covering letter
- Certificate of title
- Site Plan
- Floor Plan

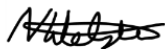
We would like to request for the change of use for our existing caretaker's chalet into a chalet accommodation to welcome more guests into Mohanji centre of Benevolence at 6845 South Coast Highway, Walpole.

The floor plan of the caretaker's residence has been attached for your perusal. Kindly note that the lounge overlooking the sunroom will be made as a 3rd bedroom given there is a separate sun room and lounge extending from the kitchen are already available.

Post this change, we will be having a total of 7-chalets (4x 2 bedroom and 3x 3 bedroom) to be used for accommodating our guests.

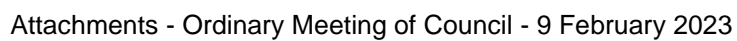
Should you require any further information or documentation, please contact me on (04) 2833 9625.

Yours Faithfully,



Neal Webster







SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

3.1 COMMUNITY DEVELOPMENT POLICIES

3.1.3 Community Funds Allocation

SHIRE OF MANJIMUP COMMUNITY FUND PROGRAM

Background & Issues

Council has established a scheme to support the community through the provision of a Shire of Manjimup Community Fund Program. Each year, where economically possible, the level of community funds available will be 2% of the prior year's rates revenue. The funds will be allocated across four categories being:

1. General Community Groups and Projects;
2. Financial Assistance;
3. Youth; and
4. Events.

The allocation of community funds will be held annually by formal application, with a closing date in March of each year. Where the budget allocation to any category is not fully committed, the amount remaining will be allocated across the other categories of the Community Fund Program.

Funds available across all categories are limited. The final decision for awarding funds will be in accordance with those applications that Council deem to have the highest merit and greatest benefit to the Shire of Manjimup residents and ratepayers.

Objectives

The objective of this policy is to provide clear guidelines for:

1. **Community groups, projects and event organisers** within the Shire of Manjimup in their application for community funds;
2. **Council** for their allocation of funds in a consistent and transparent manner; and
3. **Staff** in the administration of the Shire of Manjimup Community Fund Program.

Area of Application

Whole of Shire.

Policy Measures

See following pages.



SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

3.1 COMMUNITY DEVELOPMENT POLICIES

3.1.3 Community Funds Allocation

GLOSSARY OF TERMS

For the purposes of the Shire of Manjimup Community Fund Program, the terms listed below are understood to have the following meanings:

Auspecting organisation	An incorporated organisation with a current ABN which agrees to work with a non-incorporated community group to receive hold & disburse grant funds on behalf of the non-incorporated group. The auspecting organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the eventual acquittal of those funds (working closely with the community group to achieve this.)
Community group	A group of people working together to pursue a common interest. Generally, almost all members of a community group will be participating in a volunteer capacity (i.e. not as a part of their paid work duties). A community group may have a formal governance structure or may be a less structured group.
Incorporated association	An organisation that has been incorporated under the Associations Incorporation Act 2015. Such an organisation has a formally adopted constitution and is governed by an elected committee.
Not-for-profit group	A group or organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. Any profit made by the group or organisation goes back into its operation to carry out its purposes and is not distributed to any of its members.
Umbrella organisation	An organisation (of sound capacity) which provides support to smaller community groups such as assistance in grant writing, auspecting grant funds or other support including office accommodation and administrative assistance. In the Shire of Manjimup Community Fund Program an umbrella group may support its community groups in their applications for funds but still apply for funds themselves as long as the funds in the different applications are not for the same purpose, project or event.
Youth	Young people between the ages of 12 and 25 years inclusive.
Youth group or youth project	A group or project catering to the needs of young people between the ages of 12 and 25 years inclusive.



SHIRE OF MANJIMUP
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CONDITIONS OF THE COMMUNITY FUND PROGRAM

The following conditions are applicable across ALL categories of the Program:

- a. The Community Fund Program will be advertised to the public in February each year.
- b. Applicants will be notified of their success or otherwise after the adoption of the budget each year (between July and September).
- c. The region in which the activities supported by funds can be carried out is the area of the Shire of Manjimup and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Manjimup.
- d. Generally speaking, schools are not eligible for funding under this program, proposed projects which have a strong broader community benefit may be considered and prospective applicants should approach the Shire in the first instance to discuss eligibility. If eligible the proposal would be submitted as a General Community Group & Project grant application.
- e. Category Funding will be guided by the following table. The amounts listed are maxima and should not be viewed as a guarantee of that level of funding. (These amounts will be reviewed each three years.)

Application Category	Shall not exceed (excl. GST)
Category 1. General	
Cat. 1. General community groups & projects	\$5,000
Category 2. Financial Assistance	
Cat. 2A. Financial assistance human service groups	\$3,500
Cat. 2B. Financial assistance other groups	\$1,500
Category 3. Youth & Chaplaincy	
Cat. 3A. Community youth groups/programs	\$6,000
Cat. 3B. Chaplaincy	\$7,000
Category 4. Events	
Cat. 4A. Events with broader target area	\$5,000
Cat. 4B. Events with a more limited target area	\$3,000
Cat. 4C. Events which are new and emerging	\$2,000



SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

3.1 COMMUNITY DEVELOPMENT POLICIES

3.1.3 Community Funds Allocation

- f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants and activities.
- g. Funds will be paid only to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing organisation or umbrella group which will receive the funds on their behalf if the application is successful. (The auspicing agency may not be subject to Condition h.)
- h. Only one application per group will be funded each financial year, unless approved otherwise by Council.
- i. Grants will be paid in full on receipt of a tax invoice.
- j. The proposed project or event must take place and be completed within the financial year that funding is made available.
- k. Prior approval must be sought for any substantial change of proposal.
- l. All funded groups and organisations will be required to acknowledge the support of the Shire of Manjimup in any promotional or publicity material.
- m. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
- n. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.
- o. Council may use the project information provided by funded groups and organisations for promotional and networking purposes.
- p. Full disclosure of any other Council contribution (cash or in-kind) towards the project including traffic management plans and civic receptions is required.
- q. Applicants must illustrate that reasonable effort has been made to secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities or other commercial activities such as ticket or produce sales.



SHIRE OF MANJIMUP

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3.1 COMMUNITY DEVELOPMENT POLICIES

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- r. Acquittal of all granted monies must be completed and submitted, using the acquittal form provided, as soon as possible after the completion of the project, but no later than three (3) months after the end of the Shire's financial year (i.e. by 30 September of the following financial year).

CATEGORY 1. GENERAL COMMUNITY GROUPS & PROJECTS

Community groups and not-for-profit organisations may apply for funding for projects and activities that have a target focus which benefits communities within the Shire of Manjimup. Council will assess each application during budget deliberations and will grant funds to projects that are deemed to have merit.

Requests for (a contribution to) arts prizes and arts acquisitive prizes should also be submitted as a general community grant. Council's intent for these prizes are to support and encourage growth and stimulation of the local arts and cultural environment. The aim of the acquisitive prize is to expand, conserve and display the Shire's Art collection for everyone to study and enjoy. In order to be eligible for community grant funding for arts (acquisitive) prizes, the arts competition/exhibition should be held within the Shire of Manjimup, and the winning/awarded artists are to be residents of the Shire of Manjimup.

Any applications that do not fit within another category as described in this Policy (Youth & Chaplaincy, Events, and Financial Assistance Requests), should be submitted as a general community grant.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the General Community Groups & Projects category.

CATEGORY 2. FINANCIAL ASSISTANCE COMMUNITY GROUPS

There are two sub-categories of financial assistance for community groups:

- Category 2A: Requests for financial assistance by community groups with a care/service function to the community; and
- Category 2B: Requests for financial assistance by other community groups.

It is Council's vision that all community groups, in order to be sustainable, should aim to operate without relying on ongoing financial assistance to cover operational costs. Council understands that in certain circumstances a community group might require financial assistance for operational costs, such as insurance and venue lease or maintenance costs.



SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

3.1 COMMUNITY DEVELOPMENT POLICIES

3.1.3 Community Funds Allocation

Community groups with the primary aim to provide services to the community (e.g. humane service groups and wellbeing providers) are eligible for a higher level of financial assistance funding (refer to table on page 3) than other community groups (e.g. hobby clubs, arts groups, history groups).

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the Financial Assistance Community Groups category.

CATEGORY 3. COMMUNITY YOUTH GROUPS & CHAPLAINCY

The Shire of Manjimup Youth Strategic Plan 2013 – 2023 recognises the strategic importance of supporting youth activity and development throughout the Shire. To support youth and chaplaincy across the Shire, Council endeavours to:

- Support a youth (development) program (e.g. youth group or facilitated development program) in each town;
- Support youth chaplaincy; and
- Support youth projects (these projects should be applied for under Category 1. General Community Groups & Projects).

The sum available for youth groups and chaplaincy in 2017/18 was \$37,000 (amended in 2014). While this policy is not intended to apply limitations to the support of youth activity and development, the inclusion of a prescribed allocation pool sum for this category will ensure there is at least a minimum level of ongoing support for youth groups and chaplaincy in particular.

Submissions for funding of proposed general youth projects, that are not eligible under the Youth Group & Chaplaincy category, should submit their application under Category 1. General Community Groups & Projects.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the Community Youth Groups & Chaplaincy category. In addition to conditions a. to r., there are extra conditions specific to the Community Youth Groups & Chaplaincy category which are:

- s. Youth groups can submit their application in partnership with an auspicing incorporated umbrella group before the closing date in March.
- t. For the purposes of the Shire of Manjimup Community Fund Program, 'youth' are defined as young people between the ages of 12 and 25 years inclusive.



SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

3.1 COMMUNITY DEVELOPMENT POLICIES

3.1.3 Community Funds Allocation

CATEGORY 4. EVENTS

There are three sub-categories of event sponsorships; each is treated separately in the Community Fund Program:

- Category 4A events have a broader target area which may include state, interstate and international visitors;
- Category 4B events have a more limited target area including South West and Great Southern regions; and
- Category 4C events are new, incl. events celebrating a significant anniversary, and emerging events seeking to establish themselves on the Shire's annual events calendar.

Category 4A. Events

Council recognises the opportunity and economic benefit in sponsoring events that will market and promote the Shire to a target population residing beyond the South West and Great Southern regions.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4A Events. In addition to conditions a. to r., there are extra conditions specific to Category 4A Events which are:

- s. Demonstrate strong ties to broad scale marketing and promotional outcomes.
- t. Demonstrate that the target group is much broader than the South West and Great Southern regions.

Category 4B. Events

Council recognises the social benefit in sponsoring events that will promote a particular theme or activity to a target audience from within the Shire and extending to the South West and Great Southern regions.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4B Events.

Category 4C. Events

Council recognises the potential for increased social and economic opportunity in sponsoring new and emerging events which are endeavouring to become established on the Shire's annual events calendar.

Events celebrating a significant anniversary, for example 50 or 100 years, may also be considered for funding under this category.



SHIRE OF MANJIMUP
3. COMMUNITY DEVELOPMENT
3.1 COMMUNITY DEVELOPMENT POLICIES
3.1.3 Community Funds Allocation

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4C Events.

UNALLOCATED FUNDS

Any unallocated funds of the Community Fund Program, will be marked as 'Unspecified', and may be distributed throughout the financial year in response to requests, which will be assessed on a case by case basis.

Administration

The Community Services Directorate is responsible for the management and administration of the Community Fund Program.

Adoption and Date Due for Revision

ADOPTED 24 OCTOBER 2019
REVIEWED FEBRUARY 2021
NEXT DUE FOR REVIEW FEBRUARY 2024

The Administration of this Policy is by Community Services Directorate

ATTACHMENT**9.9.1 Tender 04/20 Pemberton Community Co-location
Redevelopment - Proposed Contract Price Adjustment**

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS:	Lot 500 Brockman Street Pemberton
WARD:	West
ZONE:	Public Purposes
DIRECTORATE:	Community Services
FILE REFERENCE:	F200384
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Jessica Winters
DATE OF REPORT:	13 May 2021
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The Pemberton Community Co-location Project is a collaboration of seven (7) community not-for-profit groups in Pemberton working towards a 'fit-for-purpose' solution. This solution will address a number of issues in current facilities and operations. The primary focus of the project is to deliver long-term surety to the Pemberton community that key services will continue.

After extensive consultation and planning, in March 2020 Lotterywest announced a substantial funding contribution to the project which was met with funding from the Shire and other groups involved in the project.

The scope of the design was developed in response to a number of issues identified by the stakeholders. The design consultation, and subsequent architectural contract, resulted in documentation that was released for tender for construction in December 2020.

At its meeting held 21 January 2021 Council awarded RFT 04/20 Pemberton Community Co-location Redevelopment to Karamfiles Builders for the price of \$2,000,578 (ex GST) and increase the Shire's cash contribution to the project by \$495,482 (ex GST).

On the 16 February 2021 Karamfiles Builders executed the Instrument of Agreement in response to the letter of offer following the Council tender appointment. On 14 April 2021 Karamfiles Builders executed the AS4000-1997 General conditions of contract. Both contract documents have the tender documentation as associated appendices.

To date the Builder has completed the retaining wall works onsite and had commenced earthworks. No formal Notices of Delay or Progress Claims have been submitted by the Builder.

Since being awarded the contract there has been substantial shift in the building construction market resulting in significant cost increases in both

suppliers and trades. As such, Karamfiles Builders, have submitted a price adjustment request to the fixed price contract in response to the price increases.

The purpose of this report is to present the price adjustment proposal for Council for approval and consideration of required additional funding.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The contract arrangement between the Shire of Manjimup and Karamfiles Builders is fixed price, and does not have provision for the rise and fall of materials and labour.

Since the appointment of Tender RFT04/20, Karamfiles Builders has cited a number of significant impacts on pricing from suppliers and trades as a direct result of the Western Australian government *Building Bonus Grants* and Australian Government *HomeBuilder* initiative. Both of these initiatives were introduced mid-2020, in response to the COVID-19 pandemic, and prior to the original Tender deadline.

In early May 2021 Karamfiles Builders informed the Shire that a number of their material suppliers and subcontractors were no longer honouring the quotes supplied at time of tender, and they (Karamfiles Builders) were unable to continue with the project based on the existing contract price.

As the government initiatives had been in place for at least six (6) months before the project went to tender, it was anticipated tenderers made allowances within their tender for some risk associated with price increases. Notwithstanding some price increases, particularly pertaining to timber, steel, cladding and plumbing materials, have been unprecedented and could possibly be difficult for a builder to foresee.

On 12 May 2021 Karamfiles Builders submitted a price adjustment proposal that reflects the assumed changes in the building construction market. If accepted by Council, Karamfiles Builders state they are able to retain the contract and not be forced to withdraw. The price adjustment proposal adds \$90,548.84 (ex GST) to the current contract on items already included in the contract.

The proposal was submitted with 17 attachments of correspondence from suppliers detailing their price increases. The various correspondence is dated between 13 October 2020 and 6 May 2021. Price adjustment proposal and attachments are available for Councillors to review on request.

Along with the price adjustment proposal, Karamfiles Builders submitted two contract variations which were requested from Shire officers. Variation No.1 was an \$114,088.83 (ex GST) reduction in the contract from the following scope changes:

- Window frame material change;
- Heating, ventilation and air conditioning changes to the Infant Health building;
- Alternate lighting fixtures; and
- Removal of bathroom fixtures (to be supplied by the Shire).

Variation No.2 is for the inclusion of the storage unit construction in the contract for \$38,200.92 ex GST. These units were included in the design document but originally omitted from the Tender.

As per the normal variation assessment process, both of these variations are yet to be substantiated and are subject to final negotiations and agreement. As such these figures should be considered as proposed but not finalised.

STATUTORY ENVIRONMENT:

This matter relates to Regulation 21(A) of the *Local Government (Functions and General) Regulations 1996* as copied below:

21A. Varying a contract for the supply of good and services

If local government has entered into a contract for the supply of goods and services with a successful tenderer, the contract must not be varied unless –

- (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j).

POLICY / STRATEGIC IMPLICATIONS:

The significance of the proposed Pemberton Community Co-location project is supported in the following strategic documents:

Strategic Community Plan 2019-2029

C1. Encourage co-locations, partnerships and resource sharing to delivery community services.

Corporate Business Plan 2019-2023

C1.1 (Action) Progress the Pemberton Co-location project to develop a new shared and co-managed facility for the Pemberton Visitor Centre, Community Resource Centre and Public Library and Associated Facilities.

ORGANISATIONAL RISK MANAGEMENT:

The following risks have been identified if Council approve the officer recommendations:

- a. Further project cost over-runs – the proposed additional budget adoption to meet the preferred tender cost does not incorporate any contingency, nor does it include any allowance for soft landscaping or fit-out/furniture.

This can be somewhat mitigated by:

- The 'Form of Contract' with the builder provides sound protections for both contractor and Shire should any instance arise that may require a contract variation, including the

requirement for formal written approval from the Shire before any contract variation can proceed;

- The tender price has a number of provisional sums and assumptions built within the price schedule, as with all builds, may be further negotiated;
 - A commitment from all stakeholders to contribute in-kind donations to develop the soft landscaping post-construction;
 - Additional staffing expenses removed from the project budget and charged to operational staffing budgets;
 - A verbal commitment from the Western Australian Labor Government (via Jane Kelsbie MLA) of \$60,000 towards fit-out and soft landscaping; and
 - Opportunity for the stakeholders to apply for a separate Lotterywest grant for furniture and fit out.
- b. The acceptance of the price adjustment sets a precedent that the Shire is willing to negotiate on a fixed price contract. As such the officer recommendation is subject to the appropriate contract variation that stipulates that this pricing change is a one-off occurrence and the Shire will not enter any further price adjustment negotiations.

The following risks have been identified if Council do not approve the officer recommendations:

- c. A new tender for construction would have to be released and would be subject to the current inflated construction market prices. Or the project is put on hold until the market changes. It should also be noted that the in response to RFT 04/20 in January 2021 the next tender was priced little over \$200,000 more than the submission received by Karamfiles Builders. As such it would be safe to assume if this project was released for tender again, market price level and availability of labour is going to result in higher tender prices than experienced last year.
- d. Karamfiles Builders have entered a formal contract with the Shire of Manjimup inclusive of the Instrument of Agreement and an AS 4000-1997 General Conditions of Contract (formal construction contract), as well as the associated tender documentation. If Council do not approve the officer recommendation and the builder is forced to withdraw from the contract, the Shire will seek legal advice with regards to the implications of the builder withdrawing (for example the liability for the cost of withdrawal).

FINANCIAL IMPLICATIONS:

At the time of receiving the contract price adjustments and variations, the budget was marginally over-committed due to some unforeseen expenses, with anticipation that the savings from Variation No.1 would cover this over-commitment. With consideration of the above price adjustment proposal, Variation No.1 and Variation No.2 the budget will be over-committed by \$9,313.04 i.e. the savings found in the build will now contribute to the cover of the cost of the proposed price adjustment. See below a summary table of the budget and attached the budget development summary showing the progression of the budget since Council meeting on 21 January 2021.

ATTACHMENT: 9.9.1(1)

Income	As per Council Agenda Item 9.9.2 Meeting 21.01.21	Post Council Agenda 21.01.21 Pre Price Adjustment Proposal	Price Adjustment Proposal
Source	Amounts (Ex GST)		
Total Income	\$2,247,191.00	\$2,209,044.00	\$2,209,044.00
Description	Amounts (Ex GST)		
Expenditure to date	\$185,505.00	\$186,069.02	\$186,069.02
Construction Tender Appointment	\$2,000,578.00	\$2,000,578.00	\$2,000,578.00
Storage Units	\$30,000.00	\$30,000.00	\$0.00
Additional Project Management	\$2,000.00	\$2,000.00	\$2,000.00
Building Permit Fees	\$4,000.00	\$8,540.00	\$8,540.00
Library Re-location Allowance	\$4,000.00	\$4,000.00	\$4,000.00
Contribution to Little Taddies	\$21,108.00	\$0.00	\$0.00
Variation No.1 (Client Instructed)	\$0.00	\$0.00	-\$114,088.83
Variation No.2 (Client Instructed) - Storage Units	\$0.00	\$0.00	\$38,200.92
Builder Instructed Variation - Price Adjustment	\$0.00	\$0.00	\$90,057.93
Bathroom Fixtures (Estimate)	\$0.00	\$0.00	\$3,000.00
Total Expenditure	\$2,247,191.00	\$2,231,187.02	\$2,218,357.04
Balance	\$0.00	-\$22,143.02	-\$9,313.04

Provided the variation figures are subject to negotiation and agreement, it is recommended that a total of \$34,934 additional funding is adopted to the project to allow some contingency. The proposed funding to be adopted from the "Recreation Ground/Facility Improvement Reserve" as per earlier agenda item 9.3.2.

SUSTAINABILITY:

Environmental: Nil

Economic: Proceeding with the officer recommendation, whilst requiring some additional funding, would likely deliver the project at a reduced price compared to the potential cost of re-tendering. Further if the Shire were to re-tender the project it may result in the need to stage the development based on the limited budget.

Social: A number of stakeholders are currently located in temporary or dilapidated facilities. Progressing with the current construction contract would guarantee their relocation into the new facility sooner, and therefore providing a higher quality of service to the community.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Approved the proposed price adjustment to the fixed price contract as per RFT 04/20 Pemberton Community Co-location Redevelopment with Karamfiles Builders, subject to Karamfiles Builders signing the appropriate contract documentation confirming the revised contract price is fixed-price, once-off adjustment and acknowledgment that the Shire will not enter any further price adjustment negotiations.
2. Approve the adjustment of the Shire of Manjimup 2020-2021 Annual Budget to recognise expenditure in accordance with the following table:

Description	Current Budget	Amended Budget	Variation
t/f from Recreation /Facility Improvement Reserve	(\$85,571)	(\$120,505)	(\$34,934)
Pemberton Colocation Project / Little Taddies	\$2,533,336	\$2,568,270	\$34,934
Net Rate Funds			\$0

ATTACHMENTS

- | | |
|---|-----------|
| 1 Pemberton Colocation Building Contract -Price Adjustment Budget Summary | 1
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|---|-----------|

Ordinary Meeting

COUNCIL RESOLUTION:

MOVED: Omodei, P SECONDED: Winfield, C

28503

That Council:

1. Approved the proposed price adjustment to the fixed price contract as per RFT 04/20 Pemberton Community Co-location Redevelopment with Karamfiles Builders, subject to Karamfiles

Builders signing the appropriate contract documentation confirming the revised contract price is fixed-price, once-off adjustment and acknowledgment that the Shire will not enter any further price adjustment negotiations.

- 2. Approve the adjustment of the Shire of Manjimup 2020-2021 Annual Budget to recognise expenditure in accordance with the following table:**

Description	Current Budget	Amended Budget	Variation
t/f from Recreation /Facility Improvement Reserve	(\$85,571)	(\$120,505)	(\$34,934)
Pemberton Colocation Project / Little Taddies	\$2,533,336	\$2,568,270	\$34,934
Net Rate Funds			\$0

MOTION CARRIED 7/1

FOR

Cr J Darin
Cr W Eiby
Cr D Jenkins
Cr P Omodei
Cr D Tapley
Cr M Ventris
Cr C Winfield

AGAINST

Cr S Dawson Vidovich



MANJIMUP RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	<p>Councillor Councillor (Proxy) Manager Community & Recreation Director Community Services (Proxy) Community/Sport/Recreation Members (10) (Total 12)</p> <p>Manager Parks & Gardens (Non-voting) Director Works & Services (Non-voting)</p>
Proxies:	1 for each representative
Quorum:	At least 6 voting committee members
Term of Appointment:	2 years to October 2023
Officer Responsible:	Manager Community & Recreation
Meetings:	4 monthly (additional meetings may be called for when required for specific, infrastructure or other, projects)
Reporting:	Direct to Council
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. To provide advice to Council on the development, management and promotion of sport and recreation facilities in Manjimup.
2. To make recommendation to Council in regard to matters that will improve the use and sustainability of the sport and recreation facilities in Manjimup for the benefit of the broader community.
3. To provide advice on trends in sport and recreation (e.g. participation rates, regulations, facilities).
4. To guide & provide feedback to Council and staff in relation to strengthening key programs (such as: KidSport, GoodSport, Youth, Seniors, Club Development, Access & Inclusion)
5. To provide feedback and advice in regard to financial matters pertaining to sport and recreation.
6. To provide feedback and advice in terms of Council's annual adoption of fees and charges.
7. Representative Members acknowledge and accept their role as a representative of their sport (rather than a particular club) and to act as a key liaison for that sport.

[MEMBERSHIP LISTED OVER PAGE]



MANJIMUP RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

MEMBERS FROM 16 DECEMBER 2021

Cr. Susan Dawson Vidovich	Councillor
Cr. Donnelle Buegge	Councillor (Proxy)
Evy Apeldoorn	Manager Community & Recreation
Gail Ipsen Cutts	Director Community Services (Proxy)
Anthony Stubberfield	Football Representative
David Hanratty	Football Representative (Proxy)
Rena Adams	Basketball Representative
Troy Reid	Soccer Representative
Ray Curo	Manjimup Country Club Representative
Peter Simpson	Tennis Representative
Carol Samsa	Hockey Representative
Jodi Johnston	Cricket Representative
Angelo Femia	Cricket Representative (Proxy)
Vacancy	Warren Equestrian Centre Representative
Vacancy	Community/Sport/Recreation Member
Vacancy	Community/Sport/Recreation Member
Spencer Roberts	Manager Parks & Gardens (Non-voting)
Michael Leers	Director Works & Services (Non-voting)

8.1 Proposed Sustainability Advisory Committee

PROPONENT	Cr Skoss
OWNER	Shire of Manjimup
LOCATION / ADDRESS:	Whole of Shire
WARD:	All
ZONE:	All
DIRECTORATE:	Councillor Notice of Motion
FILE REFERENCE:	F220159
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrew Campbell
DATE OF REPORT:	30 September 2022
DECLARATION OF INTEREST:	Nil

BACKGROUND:

At the Council meeting 29 September 2022, Cr Skoss moved the following Notice of Motion:

That Council:

1. Agree to consider establishing a Sustainability Advisory Committee;
2. Request the Chief Executive Officer convene a workshop discussion between Councillors and the Senior Management Team to establish draft Terms of Reference for a Sustainability Advisory Committee; and
3. Give formal consideration to establishing a Sustainability Advisory Committee at the next available Council meeting after the workshop discussion occurs.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

As the Terms of Reference for the proposed Sustainability Advisory Committee (Committee) are yet to be established it is difficult to anticipate the committee makeup and how it is to operate.

If the Committee is to comprise of just Councillors and staff with occasional guests invited to present ideas and concepts (such as the Road Infrastructure Advisory Committee), it is less likely to require the level of administration control necessary to manage potential conflicts of interest, the delving into operational matters and the unreasonable diversion of resources away from agreed strategies contained within the Strategic Community Plan, Corporate Business Plan and Annual Budget. On this basis it is possible that the Shire of Manjimup's Sustainability Officer with the occasional assistance of the supervisor, the Director Development and Regulation and potentially other staff could be utilised as the administrator to the Committee. This may involve increasing the number of hours for the Sustainability Officer if possible to ensure other existing programs are not impacted.

If on the other hand the Committee was to primarily comprise of community members with one or two Councillors (such as the Town Activation Committees) given the wide range of topics and the community membership of the Committee, the Chief Executive Officer has serious concerns about the level of administration control required to ensure the appropriate level of governance and resource control is provided at all times. On this basis it would be paramount that a suitably qualified and experienced Senior Employee be allocated to the role of administrator to the Committee.

If a suitably qualified Senior Employee was to be allocated to the Committee by Council, the Chief Executive Officer has strong doubts as to the resource capacity available to either the Chief Executive Officer, Director of Development or Regulation or Director Works and Services to be the administrator to this Committee. Ultimately if Council chose to appoint a Senior Employee to this Committee it would need to be agreed that either a significant Corporate Business Plan project or initiative would require immediate removal at the time the Committee is established, or as an alternative, other resource hungry administration operational activities such as the administration of multiple Town Activation Committees would need to be freed up by disbanding to provide the time necessary to provide Committee administration.

STATUTORY ENVIRONMENT:

Council can create an Advisory Committee with specified Terms of Reference in accordance with the requirements of the *Local Government Act 1995*.

POLICY / STRATEGIC IMPLICATIONS:

Both the Strategic Community Plan 2021-2031 and the Corporate Business Plan 2022-2026 contain the strategic theme of "Our Natural Environment" which guides the strategy and operations of the Shire of Manjimup in the sustainability area. The formulation of both of these plans received direct broad-based community feedback as to what the Shire of Manjimup should consider now and into the future. The Chief Executive Officer and staff are designated to complete these strategies with the strategic support of Council.

ORGANISATIONAL RISK MANAGEMENT:

The organisational risk to the organisation if members of a Sustainability Advisory Committee fails in governance or delves into operations is significant and undoubtedly would reflect very poorly on the reputation of the Shire of Manjimup.

FINANCIAL IMPLICATIONS:

Nil for this item but additional costs are probable but undefined if a Sustainability Advisory Committee is formed.

SUSTAINABILITY:

Environmental: The proposed Sustainability Advisory Committee has yet to be determined Terms of Reference.

Economic: The proposed Sustainability Advisory Committee has yet to be determined Terms of Reference.

Social: The proposed Sustainability Advisory Committee has yet to be determined Terms of Reference.

VOTING REQUIREMENTS: SIMPLE MAJORITY

CR SKOSS MOTION:

That Council:

- 1) Agree to consider establishing a Sustainability Advisory Committee;
- 2) Request the Chief Executive Officer convene a workshop discussion between Councillors and the Senior Management Team to establish draft Terms of Reference for a Sustainability Advisory Committee; and
- 3) Give formal consideration to establishing a Sustainability Advisory Committee at the next available Council meeting after the workshop discussion occurs.

Ordinary Meeting

COUNCIL RESOLUTION CR SKOSS MOTION:

MOVED: Skoss, K SECONDED: Jenkins, D

28913

That Council:

- 1) Agree to consider establishing a Sustainability Advisory Committee;
- 2) Request the Chief Executive Officer convene a workshop discussion between Councillors and the Senior Management Team to establish draft Terms of Reference for a Sustainability Advisory Committee; and
- 3) Give formal consideration to establishing a Sustainability Advisory Committee at the next available Council meeting after the workshop discussion occurs.

MOTION CARRIED 9/1

Ordinary Council Meeting

20 October 2022

FOR

Cr D Buegge
Cr W Eiby
Cr D Jenkins
Cr K Lawrence
Cr K Skoss
Cr R Taylor
Cr M Ventris
Cr J Willcox
Cr C Winfield

AGAINST

Cr P Omodei



PEMBERTON COMMUNITY HUB ADVISORY COMMITTEE

Terms of Reference

Status:	<u>Stakeholder Representatives</u>
Members:	Pemberton Ward Councillor Community Development Project Officer Pemberton Library Pemberton Community Resource Centre Representative Pemberton Visitor Centre Representative Pemberton RSL Representative Pemberton Chamber of Commerce & Industry Representative Pemberton Arts Group Representative Pemberton Heritage & History Group Representative
	(Total 9 members)
Proxies	1 Councillor, 1 Representative from Shire and 1 each from each stakeholder group (Total 9 Proxys)
Quorum:	5 members
Term of Appointment:	to October 2023
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Delegated Powers:	Nil

Functions of the Advisory Committee;

1. To ensure all facility stakeholders are working in collaboration in regard to the day to day management and general operations of the new Pemberton Community Hub;
2. To provide a platform for communication, troubleshooting and conflict resolution as the new collocation business model is bedded in;
3. To seek guidance from Council, on a needs basis, in regard to matters pertaining to the Hub;
4. To provide financial transparency and reporting in respect of the Hub management;
5. To address telecommunication issues as they arise;
6. To discuss facility hire and community access of the Hub;
7. To assist in identifying maintenance issues; and
8. To administer the functions and intentions of the Memorandum of Understanding (MOU).

Terms of Reference – Pemberton Community Hub Management Committee



Members from 08 December 2022

Cr. Ken Lawrence	Councillor
Cr Murray Ventris	Councillor (proxy)
Gail Ipsen Cutts	Director Community Services
Jessica Winters	Community Development Project Officer (Proxy)
Sherril Jackson	Librarian
Vanda Dei-Tos	Manager of Library and Cultural Services (proxy)
Anna Czerkasow	Pemberton Arts Group
Suzie Fellows	Pemberton Arts Group (proxy)
Mitchell Goddin	Pemberton Visitor Centre
Petula Holland	Pemberton Visitor Centre (proxy)
Gaye Van Hazendonk	Pemberton Community Resource Centre
Rob Baker	Pemberton Community Resource Centre (proxy)
Bob Hammond	Pemberton RSL
Noeleen Collings	Pemberton RSL (proxy)
Deanne Ventris	Pemberton Heritage & History Group
Vacant	Pemberton Heritage & History Group (proxy)
Ardal Nigg	Pemberton Chamber of Commerce & Industry
Jacqui Moltoni	Pemberton Chamber of Commerce & Industry (proxy)

Terms of Reference – Pemberton Community Hub Management Committee