



# ATTACHMENTS

## COUNCIL MEETING

13 April 2023

# CONTENTS

<b><u>9.1.1</u> - Proposed Bush Fire Brigades Local Law 2023</b>	
9.1.1(1) .....	3
9.1.1(2) .....	5
<b><u>9.3.1</u> - Monthly Financial Activity Statement - February 2023</b>	
9.3.1(1) .....	7
<b><u>9.5.1</u> - Review of Overnight Parking for Self Contained Recreational Vehicles - Northcliffe Townsite</b>	
9.5.1(1) .....	19
<b><u>9.5.2</u> - Proposed Patio Overheight Outbuilding at Lot 77 (37) Leman Street, Manjimup</b>	
9.5.2(1) .....	20
<b><u>9.5.3</u> - Proposed Dwelling and Variation to Building Envelope at Lot 49 Karri Lane, Quinninup</b>	
9.5.3(1) .....	23
9.5.3(2) .....	26
<b><u>9.5.4</u> - Proposed Transportable Building with Ablution Facilities at Lot 115 (264) Golf Links Road, Pemberton</b>	
9.5.4(1) .....	52
<b><u>9.5.5</u> - Proposed Dam with Setback Reduction at Lot 620 (688) Middlesex Road, Middlesex</b>	
9.5.5(1) .....	63
9.5.5(2) .....	65
9.5.5(3) .....	67
<b><u>9.5.6</u> - Proposed Change of Use from 'Dwelling' to 'Low Impact Tourist Accommodation - Short Stay' at Lot 4 (8) Fox Road, Eastbrook</b>	
9.5.6(1) .....	69
9.5.6(2) .....	72
9.5.6(3) .....	77
9.5.6(4) .....	131
<b><u>9.5.7</u> - Delegated Planning Decisions for February 2023</b>	
9.5.7(1) .....	155
<b><u>9.9.1</u> - Proposed Community Funds Program Occasional Committee of Council</b>	
9.9.1(1) .....	156
<b><u>9.9.2</u> - Request for Shire Budget Allocation 2023/2024 Financial Year- Northcliffe 100th Anniversary</b>	
9.9.2(1) .....	157
<b><u>9.13.1</u> - Proposed Award of Tender 07/22 Carting Gravel, Manjimup and Surrounds</b>	
9.13.1(1) .....	159
<b><u>9.15.1</u> - Minutes of the Northcliffe Forest Park Management Committee Meeting Held 29 March 2023</b>	
9.15.1(1) .....	160
9.15.1(2) .....	165
<b><u>9.15.2</u> - Unconfirmed Minutes of the Airfield Management Committee Held on 1 March 2023</b>	
9.15.2(1) .....	166
9.15.2(2) .....	169



<b><u>9.15.3</u> - Unconfirmed Minutes of the Local Emergency Management Committee (LEMC) Meeting held 15 March 2023</b>	
9.15.3(1) .....	170
<b><u>9.16.1</u> - Unconfirmed Minutes of Walpole Town Activation Advisory Committee Meeting held on 16 February 2023</b>	
9.16.1(1) .....	228
<b><u>9.16.2</u> - Unconfirmed Minutes of the Northcliffe Town Activation Advisory Committee Meeting held on 28 February 2023</b>	
9.16.2(1) .....	232
<b><u>9.16.3</u> - Unconfirmed Minutes of the Manjimup Recreation Advisory Committee Meeting held 13 March 2023</b>	
9.16.3(1) .....	236
9.16.3(2) .....	244
<b><u>9.16.4</u> - Unconfirmed Minutes of the Manjimup Heritage Park Advisory Committee Meeting Held on 14 March 2023</b>	
9.16.4(1) .....	246
9.16.4(2) .....	253
<b><u>9.16.5</u> - Unconfirmed Minutes of the Chief Executive Officer Review Committee Meetings held 10 March 2023 and 30 March 2023</b>	
9.16.5(1) .....	254
9.16.5(2) .....	257

## APPENDICES

<b><u>9.5.1</u> - Review of Overnight Parking for Self Contained Recreational Vehicles - Northcliffe Townsite</b>	
9.5.1(A) .....	260
9.5.1(B) .....	261
<b><u>9.9.1</u> - Proposed Community Funds Program Occasional Committee of Council</b>	
9.9.1(A) .....	267
<b><u>9.15.1</u> - Minutes of the Northcliffe Forest Park Management Committee Meeting Held 29 March 2023</b>	
9.15.1(A) .....	276
<b><u>9.15.2</u> - Unconfirmed Minutes of the Airfield Management Committee Held on 1 March 2023</b>	
9.15.2(A) .....	277
<b><u>9.16.3</u> - Unconfirmed Minutes of the Manjimup Recreation Advisory Committee Meeting held 13 March 2023</b>	
9.16.3(A) .....	278
<b><u>9.16.4</u> - Unconfirmed Minutes of the Manjimup Heritage Park Advisory Committee Meeting Held on 14 March 2023</b>	
9.16.4(A) .....	280



Government of Western Australia  
Department of Fire & Emergency Services



Our Ref: 23/008825

Mr Andrew Campbell  
Chief Executive Officer  
Shire of Manjimup

Via email: Andrew.Campbell@manjimup.wa.gov.au

Dear Mr Campbell

### **ESTABLISHMENT OF BUSH FIRE BRIGADES - *BUSH FIRES ACT 1954***

As you are aware, a local government (**LG**) may establish and maintain bush fire brigades (**BFB**) as a part of its organisation for the prevention, control and extinguishment of bush fires. If a BFB is established, then this must be done in accordance with a LG's local law, pursuant to the powers given by section 41 of the *Bush Fires Act 1954* (**BF Act**).

In circumstances where there are no BFB local laws and BFBs have been set up informally by the LG (for example, by LG policies and procedures), the BFBs will not be in compliance with section 41 of the BF Act and will not be considered BFBs within the BF Act.

There is a very high risk that the volunteers in the BFBs not established in accordance with local laws, as required by section 41 of the BF Act, will not:

1. be able to exercise the powers of a "registered volunteer";
2. be covered by the protection from personal liability in Part 7 of the *Fire and Emergency Services Act 1988* (WA) (**FES Act**); or
3. be covered by the compensation provisions in Part 6B of the FES Act.

Given the risk to volunteers, the Department of Fire and Emergency Services (**DFES**) is undertaking a state-wide audit to confirm compliance with section 41 of the BF Act.

To assist DFES, please provide a copy of your LG's BFB local law or confirm that your LG does not have any BFBs, by email to [legal.legislation@dfes.wa.gov.au](mailto:legal.legislation@dfes.wa.gov.au). I note that DFES is considering changes to its procedures to ensure that this information is captured and regularly updated when new BFBs are registered.

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844  
Tel (08) 9395 9300 | Fax (08) 9395 9384 | [dfes@dfes.wa.gov.au](mailto:dfes@dfes.wa.gov.au) | [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

ABN 39 563 851 304

DFES is working collaboratively with WALGA on this issue, and as such, information you provide regarding the status of your BFBs and BFB local laws may be shared with WALGA. WALGA is available to provide advice and assist LGs to manage the above risks. James McGovern, Manager, Governance and Procurement can be contacted on 9213 2093 or [JMcGovern@walga.asn.au](mailto:JMcGovern@walga.asn.au)

Local governments may also wish to seek their own independent legal advice regarding this matter.

Should you have any queries or require further information on this request please contact Leah Brown, Principal Legislation Officer on 0423 250 204 or [leah.brown@dfes.wa.gov.au](mailto:leah.brown@dfes.wa.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to be 'DK', with a horizontal line extending to the right.

**DARREN KLEMM AFSM  
COMMISSIONER**

11 January 2023

**LOCAL GOVERNMENT ACT 1995  
BUSH FIRES ACT 1954**

SHIRE OF MANJIMUP

**BUSH FIRE BRIGADES LOCAL LAW 2023**

Under the powers conferred by the *Local Government Act 1995*, the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Manjimup resolved on **XX XXXXX 2023** to make the following local law.

**1. Citation**

This local law may be cited as the *Shire of Manjimup Bush Fire Brigades Local Law 2023*.

**2. Commencement**

This local law will come into operation 14 days after publication in the *Government Gazette*.

**2.2 Repeal Provisions**

The By-laws of the Manjimup Road Board relating to the Establishment, Maintenance and Equipment of Bush Fire Brigade for the Road District of Manjimup, as published in the *Government Gazette* on the 24 May, 1940 are repealed.

**3. Application**

This local law applies throughout the district.

**4. Definitions**

(1) In this local law unless the context otherwise requires—

**Act** means the *Bush Fires Act 1954*;

**brigade area** is defined in clause 6(1)(b);

**bush fire brigade** is defined in section 7 of the Act;

**CEO** means the Chief Executive Officer of the local government;

**district** means the district of the local government;

**local government** means the Shire of Manjimup;

**normal brigade activities** is defined by section 35A of the Act; and

**Regulations** means Regulations made under the Act.

(2) In this local law, unless the context otherwise requires, a reference to—

(a) a captain;

(b) a first lieutenant;

(c) any additional lieutenants;

means a person holding that position in a bush fire brigade.

**5. Establishment of a bush fire brigade**

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

(3) A bush fire brigade established under subclause (1) is to hold a meeting at least once every financial year to appoint persons to the positions in clause 6(1)(c).

**6. Name and officers of bush fire brigade**

(1) On establishing a bush fire brigade under clause 5(1) the local government is to—

(a) give a name to the bush fire brigade;

(b) specify the brigade area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and

(c) appoint—

(i) a captain;

(ii) a first lieutenant; and

(iii) additional lieutenants if the local government considers it necessary.

(2) A person appointed to a position pursuant to subclause (1)(c) is to be taken to be a brigade member.

(3) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(4) In accordance with section 43 of the Act, the local government may remove or appoint officers of a bush fire brigade as deemed necessary or appropriate.

(5) Subject to subclause (4)—

(a) an election is to be held at the first annual general meeting by the members of the brigade for appointments to the positions referred to in subclause (1)(c) and every subsequent annual general meeting; and

- (b) if a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting or at any time, then the brigade members are to vote for a replacement member to fill the position.

(6) The brigade members may elect, set the term of office, describe the duties of, and dismiss, any person to any other position including secretary, treasurer, equipment officer, training officer or other positions, and may combine those positions.

(7) The brigade members may establish types of brigade membership including fire fighting members, auxiliary members, cadet members, and honorary life members.

#### **7. Duties of captain and bush fire brigade officers**

- (1) The duties of the captain are to—
  - (a) provide leadership to bush fire brigades;
  - (b) in the absence of a bush fire control officer take command and manage members during emergencies and other Brigade related activities;
  - (c) monitor bush fire brigades' resourcing, equipment and training levels;
  - (d) liaise with the local government concerning—
    - (i) fire prevention or fire suppression matters generally;
    - (ii) directions to be issued by the local government to bush fire control officers, including those who issue permits to burn; and
    - (iii) bush fire brigade officers;
  - (e) ensure that a list of bush fire brigade members is maintained;
  - (f) report annually to the local government the office bearers of the bush fire brigade in accordance with the Regulations;
  - (g) report to the local government at least annually, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's—
    - (i) training and readiness;
    - (ii) protective clothing;
    - (iii) equipment; and
    - (iv) vehicles and appliances;
  - (h) arrange for normal brigade activities as authorised by the Act or by the local government; and
  - (i) where a vacancy occurs in a position appointed under clause 6(1)(c), to—
    - (i) advise the CEO of the vacancy as soon as practicable; and
    - (ii) make alternate suitable arrangements for that position until an appointment is made.
- (2) The duties of lieutenants are to—
  - (a) provide support to the Captain;
  - (b) in the absence of a bush fire control officer and or captain take command and manage members during emergencies and other Brigade related activities;
  - (c) demonstrate positive leadership and mentor members;
  - (d) maintain open lines of communication and encourage positive interaction and teamwork between members;
  - (e) ensure Bush Fire Brigade Operational Procedures are adhered to during brigade activities;
  - (f) ensure members engaged in firefighting activities hold competencies relevant to the task;
  - (g) work cohesively with the brigade Training Officer and conduct training activities for members;
  - (h) ensure the behaviour of members is in accordance with the Local Government's code of conduct; and
  - (i) in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that office and takes ultimate responsibility for the performance of all Brigade activities.

#### **8. Appointment, employment, payment, dismissal and duties of bush fire control officers**

The appointment, employment, payment, dismissal and duties of bush fire control officers is dealt with by the Act.

#### **9. Maintenance and equipment with appliances and apparatus of bush fire brigades**

The local government may provide funds for the maintenance and equipment with appliances and apparatus of bush fire brigades in accordance with Part 6 of the *Local Government Act 1995*.

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Dated this **XX XXXXX 2023**.

The Common Seal of the Shire of Manjimup was affixed by authority of a resolution of Council in the presence of—

P. OMODEI, President.  
B.ROBINSON, Acting Chief Executive Officer.



# **Shire of Manjimup**

## **MONTHLY FINANCIAL ACTIVITY STATEMENT**

**(Period Ending 28 February 2023)**

SHIRE OF  
MANJIMUP

Monthly Financial Activity Statement – February 2023

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## Table of Contents

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	Page
General Comment	3
Statement of Comprehensive Income by Activity	4
Statement of Comprehensive Income by Type	5
Rate Setting Statement by Activity	6
Rate Setting Statement by Type	7
Statement of Financial Position	8
Operating Items comments	9-15
Net Current Asset Position	16
Capital comments	17
Debtors comments	17
Cash – Municipal, Unexpended Loans and Reserves	17

Monthly Financial Activity Statement – February 2023

### General Comment

The financial performance for the Shire of Manjimup to the 28 February 2023 is a projected profit of \$6,160.

The projected profit is based on a conservative approach, however monitoring for possible issues will continue as the Shire progresses through the financial year.

To date there have been some moderate issues both in the positive and in the negative influencing the Shire's end of year position. Listed below are those items, with explanation of the variance within the Operating comments of this report.

#### Positive

- Planning Fees (gain \$20,000) – to the end of February \$63,942 has been received for Planning Fees with a budget of only \$55,000; and
- Interest Received on Bank Accounts (gain \$116,548) – to the end of February \$198,976 has been received from a budget of \$103,542;
- Financial Assistance Grants Roads – additional \$41,283 received to be expended on Road Maintenance; and
- Manjimup Home & Community Care, Home Care Package Income \$265,000 – This growing area has seen more requests for services, however the gain is offset by additional staff costs associated with providing the service.

#### Negative

- Power Up Entry Fees (loss \$60,000) – The loss for the Power Up Museum entry has tempered a little however still significant. This loss has been significantly influenced by the low level of International Tourist as well as a lack of accommodation for tourist to stay in the region for an extended period of time;
- AquaCentre Electricity (loss \$42,000) – The AquaCentre Solar array was out of commission for approximately 2 months with a parts failure that took some time to be sourced and replaced. There may be savings within the AquaCentre budget that might offset this overspend, however it should be noted as part of this report; and
- Auto Patch Truck (loss \$376,617) – As stated in previous reports, the company supplying the unit have gone into liquidation. This loss will not affect the carried forward position as it is funded by reserve, however it will require a significant reshuffle of future plant purchases.

#### Monitoring

There are several accounts being regularly monitored as we progress towards to 30 June 2023, being:

- Storm Damage – at the end of February 2023 storm damage actuals were \$92,043 from an overall \$127,185 budget. As we enter the change in season this account can be heavily affected with multiple storm events; and
- Road Maintenance – at the end of February 2022 road maintenance categories are 72% expended with 33% of the year remaining. Whilst slightly ahead of budget, March, April and May will see timesheet employees allocate time to capital jobs improving the road maintenance position.

Whilst there have been both negative and positive line items against the budget the final end of year position is expected to be neutral or a minor surplus.

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Monthly Financial Activity Statement – February 2023



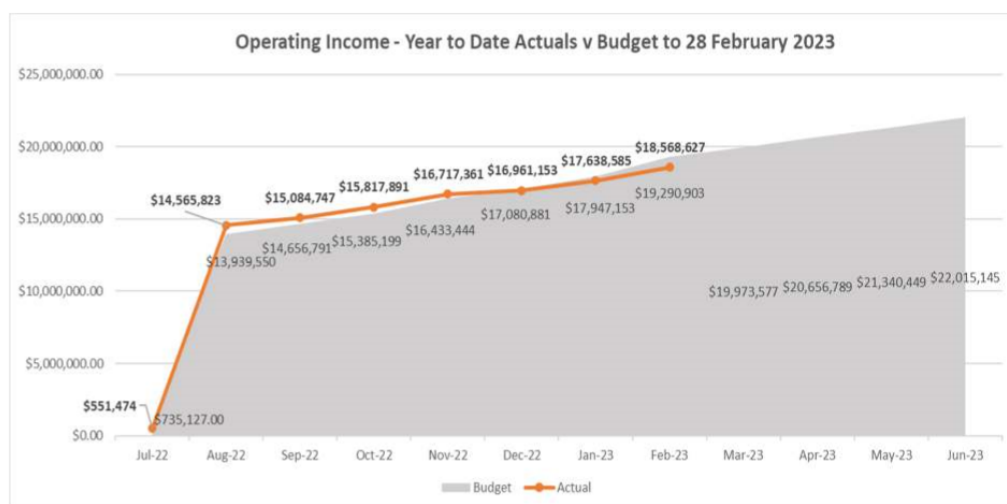
## Operating Items

The graphs below reflect what the expected cumulative budget to 30 June 2023 is (grey area), with the line graph represented actuals to 28 February 2023.

### Operating Income

At present operating income to the 28 February 2023 is trending behind budget with actuals sitting at \$18,568,627 compared to a budget of \$19,290,903. Whilst a difference of \$722,276 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.

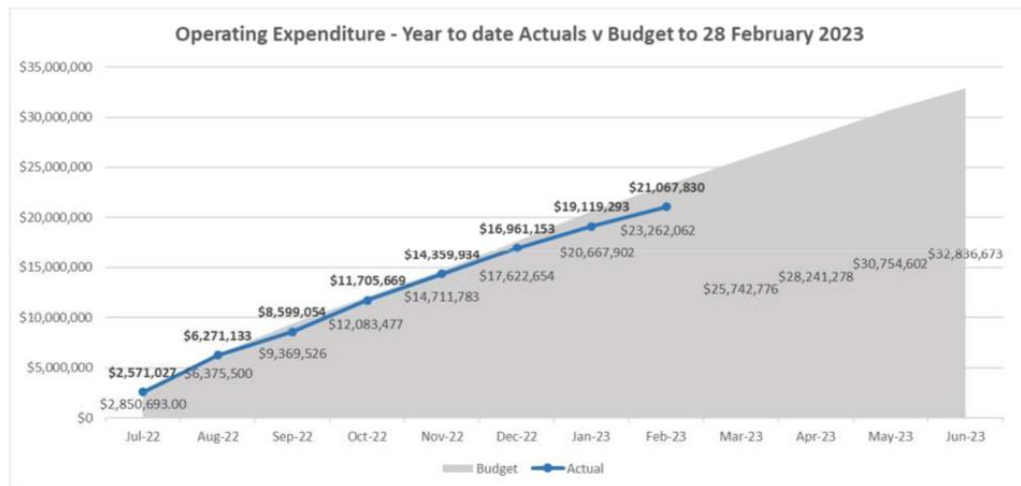
This change has occurred due to the quarterly adjustments required by accounting standard AASB16 and ASSB1098 that set rules as to when revenue can be recognised, meaning if a grant was received but certain obligations have not been met yet the money is set aside until the obligations are met. An example 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 other than Power Up Entry Fees being projected at \$60,000 under budget.



### Operating Expenditure

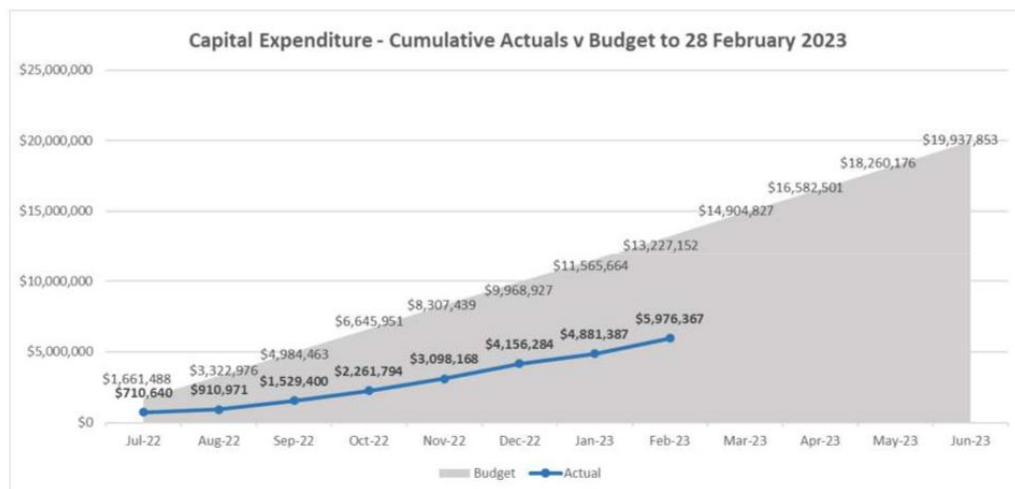
Operating Expenditure is trending behind budget with actuals of \$21,067,830 compared to a budget of \$23,262,062, a difference of \$2,194,232. This sort of variance is typical this time of year as one off grant projects that are operating in nature, generally accelerate expenditure in the latter half of the year.

Monthly Financial Activity Statement – February 2023



### 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 \$2,122,155 ahead of this time last year. It should be noted that of the remaining budget there are \$4,381,855 commitments in the system for contractors to carry out works or for the purchase of capital items. The Shire also has \$5,160,000 of capital bridge works scheduled by Main Roads WA which influences the capital actual expenditure comparison to budget, with only the Hatchery Road Bridge invoiced to date for \$207,000.

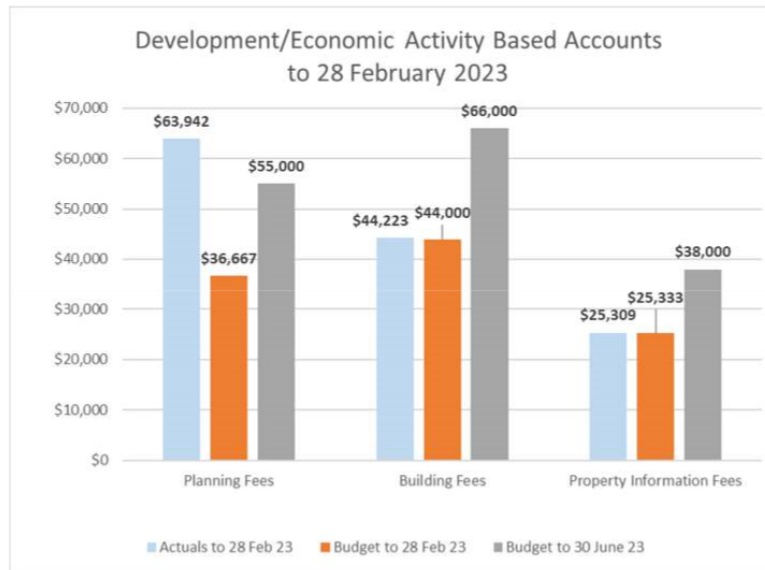


### Economic Activity

Development applications for Planning continue to dominate the economic activity-based accounts. February 2023 saw an increase to Planning Fees of \$10,273 to make this category \$8,942 ahead of the whole year budget of \$66,000. Building Fees has seen a slowdown in February going from being \$2,232 ahead of budget in January to only \$223 ahead of budget at the end of February. This may just be a monthly anomaly however there appears to be a general softening in the number of building approval requests being received.

### Monthly Financial Activity Statement – February 2023

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.



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Monthly Financial Activity Statement – February 2023

**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 28 February 2023, is projected to be \$27,832 under budget but after the removal on Non-cash items is projected to be \$116,548 under.

<b>Office of CEO</b>		
No significant variations		
<b>Human Resource Management</b>		
No significant variations		
<b>Public Relations</b>		
No significant variations		
<b>Occupational Health &amp; Safety</b>		
No significant variations		
<b>Administration &amp; Finance</b>		
Interest at Bank Accounts	(\$116,548)	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 28 February 2023 was \$164,225 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.
<b>Corporate Management</b>		
No significant variations		
<b>Information, Communication &amp; Technology</b>		
No significant variations		

- 2. General Purpose Funding** as at 28 February 2023, is projected to be \$20,000 behind budget.

<b>Administration &amp; Finance</b>		
Rates	\$20,000	As part of the 2022/23 adopted budget \$30,000 of Interim Rates was anticipated. Whilst additional rates have been received from positive rates adjustments to rating accounts there have been some change of uses or amendments to rating accounts that have seen some reductions in rates.

Monthly Financial Activity Statement – February 2023

**3. Law, Order, Public Safety** as at 28 February 2023 is projected to be \$15,000 over budget after the additional grant money is applied to capital expenditure \$381,447.

***Ranger Services***

Salaries	\$15,000	Slightly elevated salary due to staffing movement and return to work.
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***Fire Prevention***

ESL – Non Recurrent Funding	(\$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.
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**4. Health** as at 28 February 2023 is projected to be \$27,000 under budget.

***Environmental Health***

Salaries	(\$27,000)	Whilst staff vacancies were filled by a contractor there has been a significant period of time with no health staff.
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**5. Education and Welfare** as at 28 February 2023 is projected to be on budget.

***Manjimup Home and Community Care (MHCC)***

Package Payments	(\$265,000)	Higher than budgeted income from Home Care Package works carried out by the MHCC team
Home Care Package Salaries	\$265,000	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 28 February 2023 is projected to be on budget.

***Administration & Finance***

No significant variations

***Community Services***

No significant variations

Monthly Financial Activity Statement – February 2023

**7. Community Amenities** as at 28 February 2023 is projected to be on budget.

<b>Statutory Planning</b>	
No significant variations	
<b>Waste Management</b>	
No significant variations	
<b>Building Services</b>	
No significant variations	

**8. Recreation and Culture** as at 28 February 2023 is projected to be \$102,000 over budget.

<b>Northcliffe Town Hall</b>		
No significant variation		
<b>Manjimup Community Centre</b>		
No significant variation		
<b>Windy Harbour</b>		
No significant variation		
<b>Community Services</b>		
No significant variation		
<b>Manjimup Heritage Park</b>		
No significant variation		
<b>PowerUp Museum</b>		
Entry Income	\$60,000	At present Entry Income at the PowerUp Museum is projected to be \$60,000 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.
<b>Recreation Services</b>		
No significant variations		
<b>Manjimup Indoor Sports Pavilion</b>		
No significant variation		
<b>Manjimup Regional AquaCentre</b>		
Electricity	\$42,000	The AquaCentre Solar array has been out of order for a few months with a parts failure. This took some time to fix stop the array from generating power.

Monthly Financial Activity Statement – February 2023

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**Library and Information Services**


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No significant variations

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**Parks & Gardens**


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No significant variation

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**9. Transport** as at 28 February 2023 is projected to be on budget.

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**Technical Services**


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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.
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**Works**


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Road Maintenance	41,283	Increased to account for grant directly related to road maintenance.
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**10. Economic Services** as at 28 February 2023 is projected to be on budget.

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**Building Services**


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No significant variations

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**Economic Development**


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No significant variations

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**11. Other Property and Services** as at 28 February 2023 is projected to on budget.

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**Parks & Gardens**


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No significant variations

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**Works**


---

No significant variations

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### Net Current Asset Position as at 28 February 2023

<b>Current Assets</b>	
Cash and cash equivalents	16,469,596
Trade and other receivables	2,710,790
Inventories	409,801
Other assets	387,134
Tax Assets	119,412
<b>Total Current Assets</b>	<b>20,096,733</b>
<b>Current Liabilities</b>	
Trade and other payables	5,515,926
Provisions	2,118,794
Current Portion of Long Term Borrowings	324,781
<b>Total Current Liabilities</b>	<b>7,959,501</b>
<b>Total Net Current Assets</b>	<b>12,137,232</b>

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Monthly Financial Activity Statement – February 2023



## 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.

In January 2023 Shire Officer's were made aware of Paveline International going into voluntary liquidation. 75% of the new truck has been paid being \$376,617, a proof of debt claim has been lodged with liquidators for the paid amount. On review of the liquidator report the Shire is unlikely to get any significant amount if any.

### Furniture & Equipment

No significant variances to date.

### Land & Buildings

No significant variances to date.

...

## Debtors

Debtors owing as at 28 February 2023 are \$2,710,790 compared to \$2,368,735 at the same time last year.

Sundry Debtors as at 28 February 2023 are \$577,516 up \$326,537 at the same time last year. The significant variation from last year to this year is due to the claiming of a grant from Main Roads WA for \$286,000 in February 2023 and remained unpaid at the end of the month.

Rates Debtors as at 28 February 2023 are \$2,133,274 up \$15,518 on the same time last year.

...

## Cash

As at the 28 February 2023 the Shire held \$16,469,596 cash in municipal, unspent loan funds and in reserve.

Municipal	\$ 9,384,867
Unspent Loan Funds	\$ 760,892
Reserve	\$ 6,323,837

...

Monthly Financial Activity Statement – February 2023

**Brian Robinson**

---

**From:**  
**Sent:** Wednesday, 29 March 2023 8:08 PM  
**To:** Brian Robinson  
**Subject:** Re: Non-self contained vehicles at Overnight Stop - Northcliffe Visitors Centre/CRC

Hi Brian

It's unfortunate they only report the instances of non-compliance, not the other 95% of the time the users are compliant. On average there are one or two compliant vans or RVs there every night.

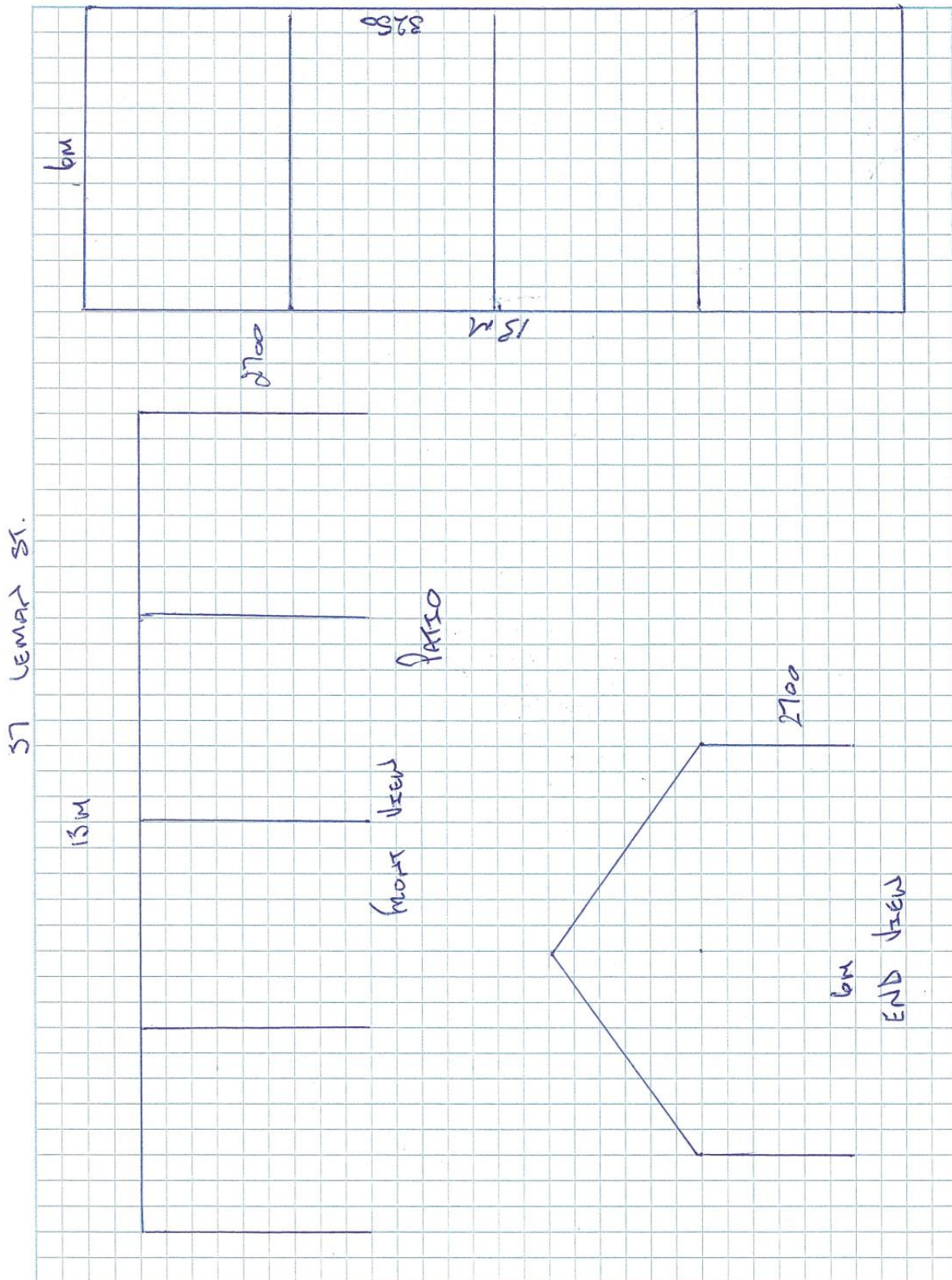
Most of the time the non-compliant are coming in well after our businesses have closed/well after dark and we only discover they are there the next morning when we start work. At no stage has the non-compliance been reported to the VC staff or Board to deal with at the time, and I'm unsure if the complainants have ever tried to call the Rangers. Saturday nights are an ongoing issue with backpackers sleeping in their cars in our town, out exploring on their weekends off from local farms and using the free wifi in town. Just recently there is a flow of backpackers coming across from SA who don't understand what 'self-contained' means which is a caravan/camping industry-wide issue to be dealt with.

Losing the RV site will not encourage the compliant current users to utilise the existing caravan park or campgrounds, they will just move out to the highway overnight stops again. The non-compliant campers will still be an issue in town regardless and will most likely become an issue up near the hotel or general store where they can access the wifi.

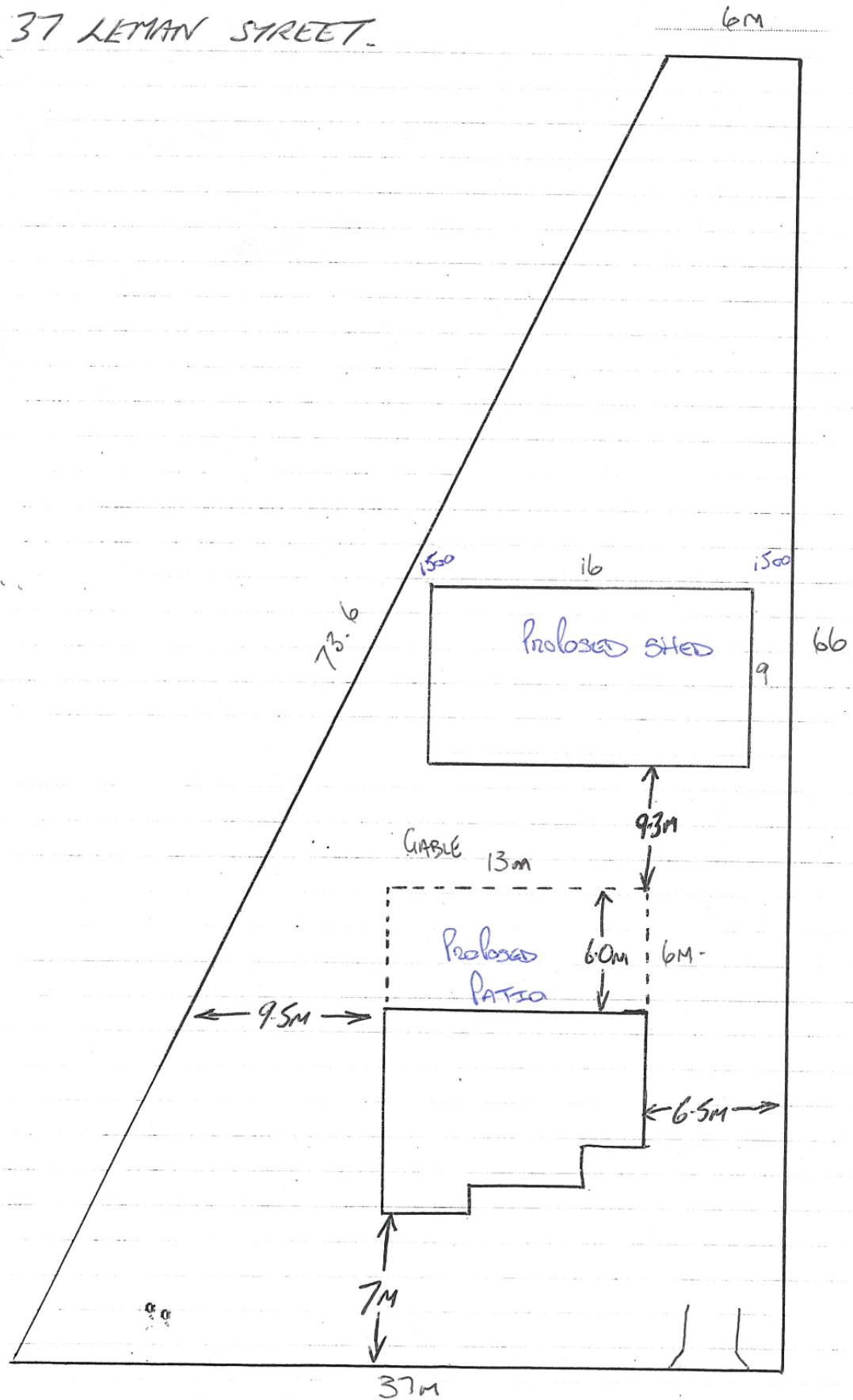
Improved signage defining what 'self-contained' means and outlining no sleeping in cars/tents and occasional Ranger visits to issue fines would be helpful to assist with managing the site. We don't have any physical powers to move people on.

On another matter, do the existing nature-based campgrounds have any requirements in their permits to provide rubbish collection from campers staying at their premises? We are continually fielding issues about where to dump rubbish from campers who have stayed in local campgrounds overnight and have been told to take their rubbish with them and put it in the bins in town.

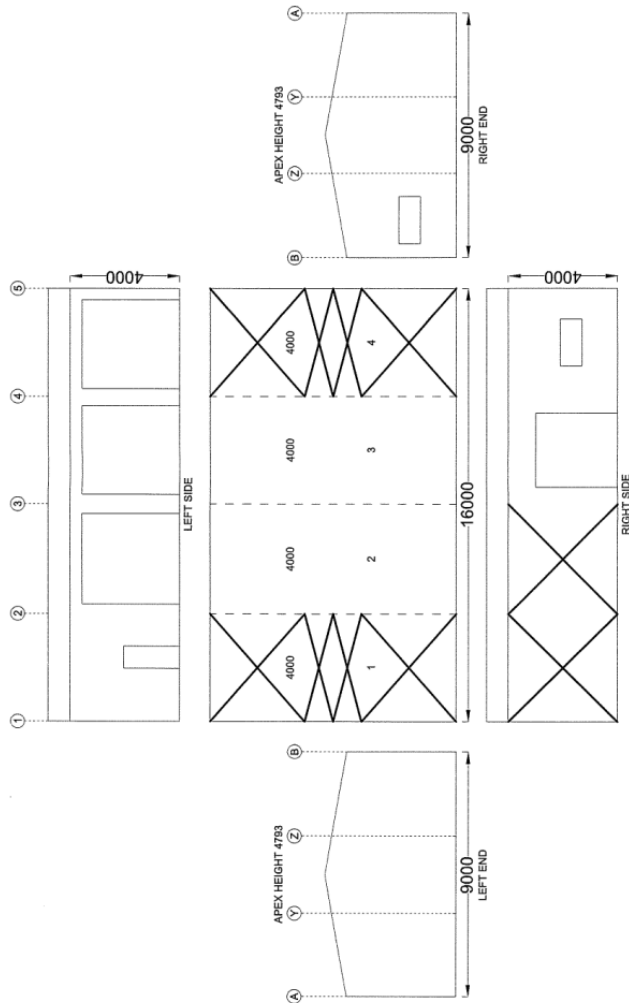
Regards  
Wendy Eiby



37 LEMMAN STREET.



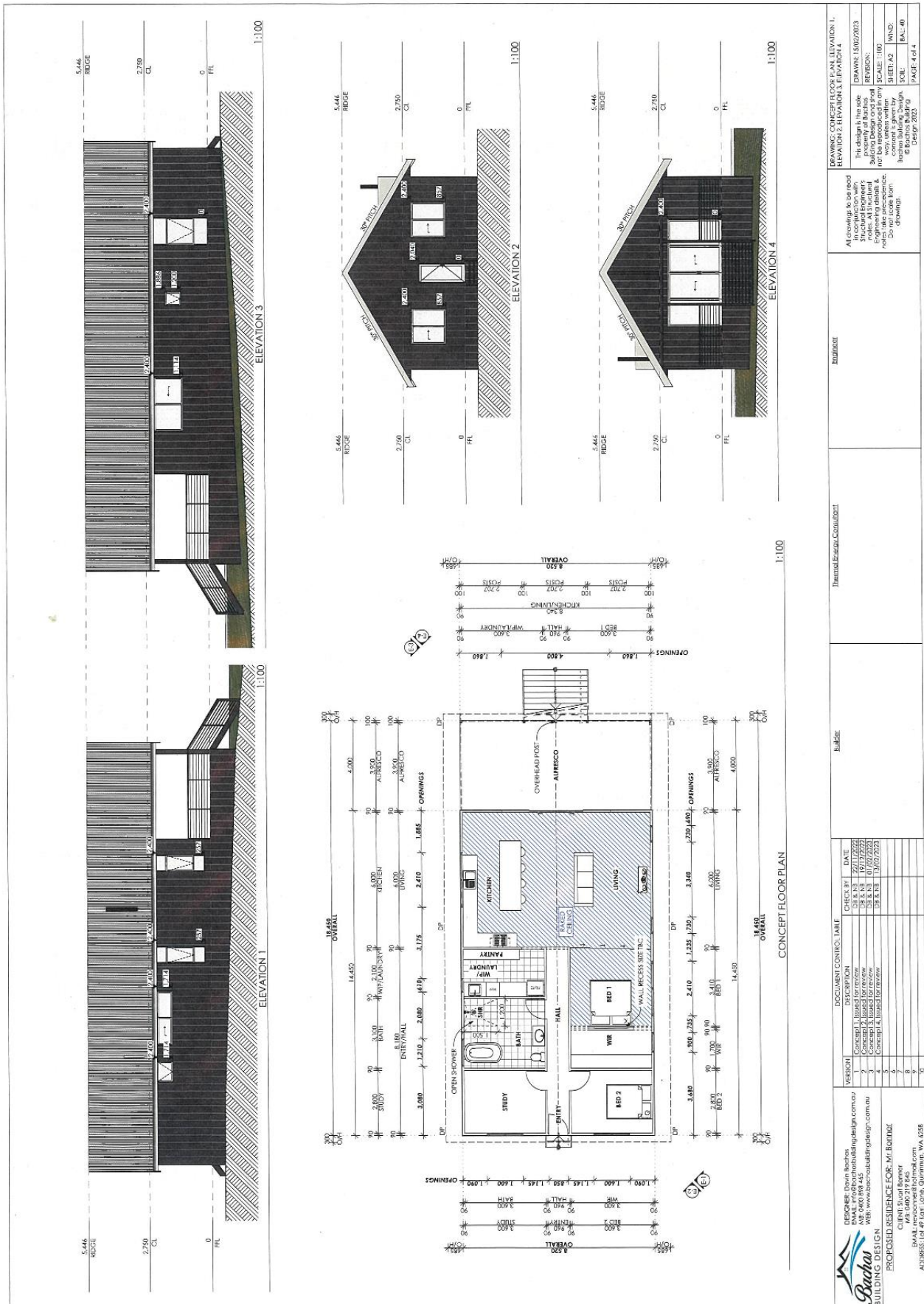
Cross Bracing is achieved with 1.2mm Strap. Refer to Connection Details.  
Cross bracing in the roof is to the purlin nearest to the end wall mullions, where applicable.



Revision	Date	Initial	Purchaser Name: PETER HODGKIN	<p>Bracing NOT FOR CONSTRUCTION NOT TO SCALE Page 1 of 1 ©Copyright Shedd &amp; Pty Ltd</p>	<p>Seller: Shedd West Direct Name: Shedd West Direct Phone: 0458 558 081 Fax: Email: marjimp@independentsheddgroup.com.au</p>	<p>Apex Engineering Group Pty Ltd ACN 632 588 562 10/100 The Esplanade QLD - RPEQ No. 24223; TAS - 18570462; VIC - PE0003848; NT - 303557ES; Practising Professional Structural &amp; Civil Engineers</p> <p>Signature: <i>John Rowellson</i> Date: 09/12/22</p>
			Site Address: 37 Lenman St, Manjimup WA 6259 Australia			
			Drawing # ISWD223035 - 5			
			Print Date: 9/12/2022			

Attachments - Ordinary Meeting of Council - 13 April 2023





## Request for Building Envelope Extension

### At Lot 49 Karri Lane Quinninup

I am the owner of Lot 49 Karri Lane Quinninup. I propose to build a 2 x 1 home at the site.

**Description of site.** Lot 49 is just over 4300m square in size. The lot is 100m long and 41 metres wide and rectangular in shape. The current envelope commences 55 metres setback from the front western boundary of Lot 49 and extends to within 8m of the rear boundary. There are also 8m setbacks on each side of the envelope from the south and north boundary.

A storage shed was built on the site some 10 years ago for personal storage of items, with a plan to build a dwelling at a later stage delayed due to cost at the time.

I request to extend the current envelope 30 metres to the west.

**Reasoning for request:** Lot 49 Karri lane Quinninup at present has a shed at the rear of the lot and located to the very rear of the current Building Envelope.

On the forward portion of the Building envelope closest to Karri Lane stands two significant trees, a very large Blackbutt tree and a similar sized Jarrah Tree. The current envelope is 37 metres in length. The trees of significance occupy the forward portion of the envelope and overhang the majority of the front third of the envelope.

The only other option to build would be to have the trees removed. The two trees provide habitat for many birds and I prefer that they remain as natural habitat and for their beauty at the site.

A BAL assessment has been conducted at the site and is included in the Planning Application.

Please see attached diagram showing the existing and proposed extension of the envelope



Stuart Bonner

Owner Lot 49 Karri Lane Quinninup

Mobile 0400219845

15 Feb 23.





Local Government Use

## Bushfire Attack Level & Planning Report



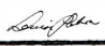
Produced Applying AS 3959:2018 Bushfire Attack Level Determination Methodology

Lot 49 Karri Lane, Quinninup

Shire of Manjimup

Report Date: 29 November 2022

Job Reference No: 221058

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: 2px solid black; padding: 5px;"> <p><b>I hereby declare that I am a BPAD accredited bushfire practitioner.</b></p> <p><b>Accreditation No.</b> BPAD 51589</p> <p><b>Signature</b> </p> <p><b>Date</b> 29 November 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><b>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.</b></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	27 November 2022	29 November 2022
-	-		
BAL (Master) Template v14.2			
<p><b>Period of Validity:</b> 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><b>Limitations:</b> 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>			
<p><b>Copyright © 2022 BPP Group Pty Ltd:</b> All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>			



## TABLE OF CONTENTS

<b>1</b>	<b>REPORT PURPOSE AND SUMMARY OUTCOME.....</b>	<b>3</b>
<b>2</b>	<b>PROPOSED BUILDING WORKS OR USE.....</b>	<b>4</b>
<b>3</b>	<b>INFORMATION FOR LOCAL GOVERNMENT BUILDING SERVICES (&amp; THE LANDOWNER).....</b>	<b>6</b>
3.1	BAL ASSESSMENT SUMMARY .....	6
3.1.1	BAL ASSESSMENT RESULTS.....	6
3.1.2	BAL DETERMINATION METHOD(S) APPLIED AND THE LOCATION OF DETAILED DATA AND RESULTS .....	7
3.1.3	BAL SITE ASSESSMENT MAP .....	8
3.1.4	BAL SITE ASSESSMENT DATA .....	9
3.2	PROVISION OF A CONDITIONAL BUSHFIRE ATTACK LEVEL .....	10
	<b>PPENDIX A: BAL ASSESSMENT DATA (DETAILED) AND SUPPORTING INFORMATION .....</b>	<b>12</b>
A1:	ASSESSED SITE INPUTS COMMON TO THE METHOD 1 AND METHOD 2 PROCEDURES .....	12
A1.1:	FIRE DANGER INDICES (FDI/ FDI/GFDI).....	12
A1.2:	VEGETATION ASSESSMENT AND CLASSIFICATION .....	12
A1.3:	EFFECTIVE SLOPE.....	17
A1.4:	SEPARATION DISTANCE .....	17
	<b>APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ .....</b>	<b>19</b>
B1:	THE DIMENSIONS OF THE APZ TO BE ESTABLISHED AND MAINTAINED.....	19
B2:	THE STANDARDS FOR THE APZ AS ESTABLISHED BY THE GUIDELINES (DPLH, V1.4) .....	22
B3:	THE STANDARDS FOR THE APZ AS ESTABLISHED BY THE LOCAL GOVERNMENT .....	23
B4:	MAINTAINING LOW THREAT AND NON-VEGETATED AREAS EXCLUDED FROM CLASSIFICATION .....	24
	<b>APPENDIX E: ADVICE - BAL RATINGS – CORRESPONDING THREATS AND CONSTRUCTION REFERENCES .....</b>	<b>25</b>

## LIST OF FIGURES

Figure 1:	Site plans relied upon to locate the building works on the lot. ....	5
Figure 2:	BAL site assessment map .....	8



## 1 REPORT PURPOSE AND SUMMARY OUTCOME

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This BAL Report covers the proposed residence for Lot 49 Karri Lane, Quinninup, in the Shire of Manjimup.

There is an existing shed on the property and the property owner is constructing a residence, with glimpse views of Lake Katherine. There are two existing trees on the property within the existing building envelope which are significant trees (a Jarrah and a Blackbutt). If the existing building envelope is to remain in place, these trees would need to be felled. Preliminary discussions with the Shire of Manjimup are verbally responsive to extending the building envelope an additional 20 metres to the west, to ensure these two trees remain in situ.

This request needs to be submitted along with the BAL Conditional for permission to clear the building site and APZ trees.

To achieve a BAL-40 the landowner will need to make contact with the property owner of Lot 48 Karri Lane for permission to scrub clear/mulch underneath existing trees 32m along the boundary line, and 6m into the property, tapering off at both ends (see map for further details).

If permission is not received, a BAL- FZ will be the only option.





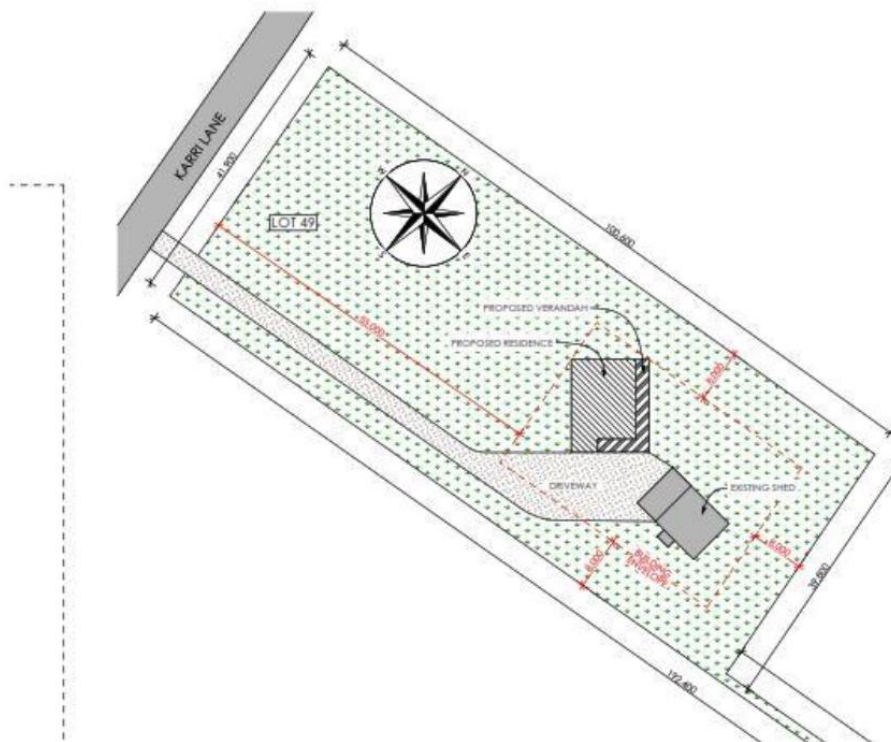
## 2 PROPOSED BUILDING WORKS OR USE

Planning Stage:	Building Application - submitted via Planning and Development
Subject lot/site total area:	4,336m <sup>2</sup>
Primary Building Work and/or Use	Construction of a new single house or ancillary dwelling
Associated Building	N/A
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.





### 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/m<sup>2</sup>. 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 49.	Primary residence	<b>DETERMINED BUSHFIRE ATTACK LEVEL</b>	<b>BAL-FZ</b>
Future Building on Lot 49 (subject to Lot 48 approval to scrub clearing).	Primary residence	<b>INDICATIVE BUSHFIRE ATTACK LEVEL</b>	<b>BAL-40</b>

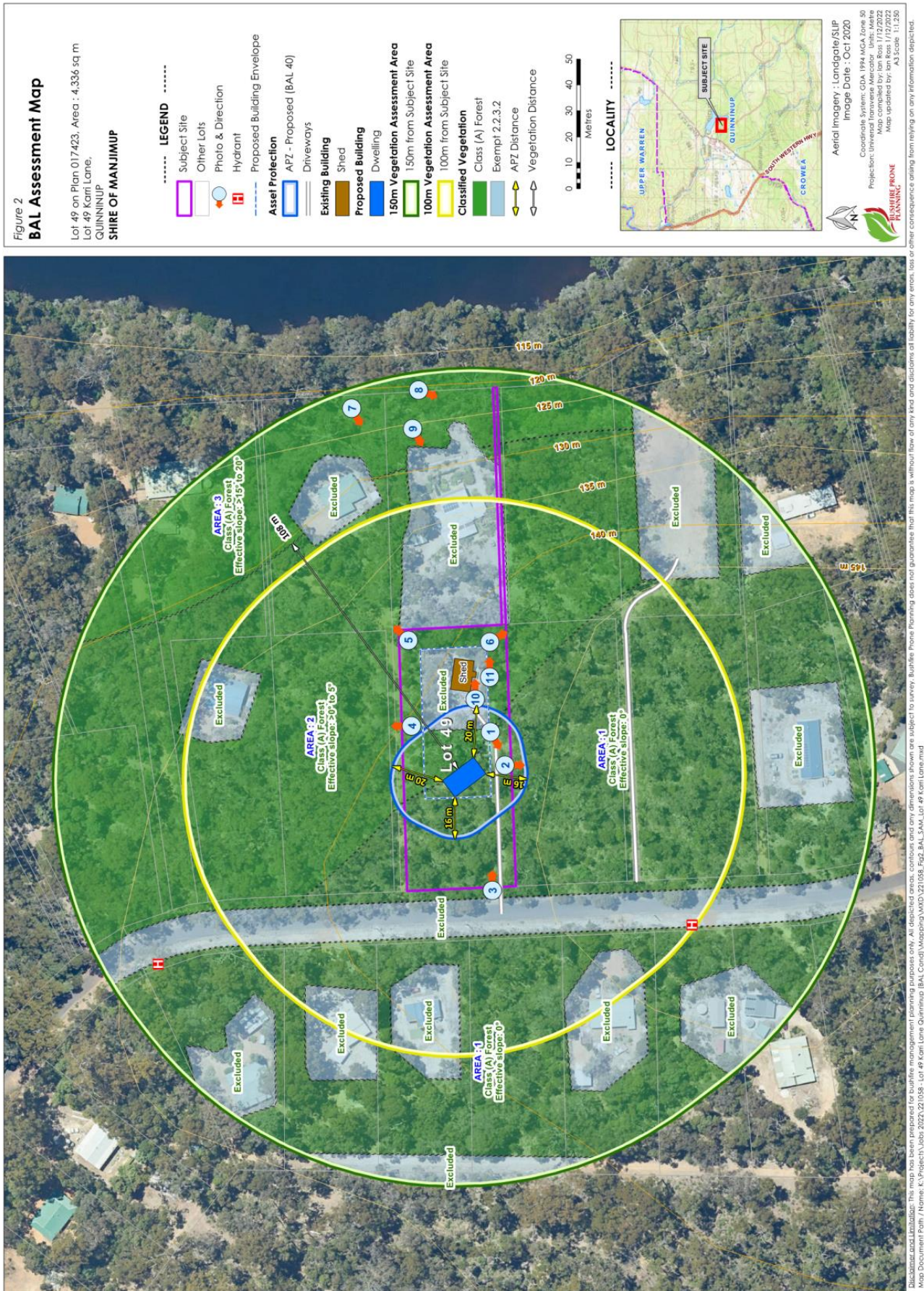


IDENTIFICATION OF SHIELDED ELEVATION(S) – REDUCTION IN CONSTRUCTION REQUIREMENTS		
<p>In accordance with AS 3959:2018 Clause 3.5, where an elevation is not exposed to the source of bushfire attack, the construction requirements for that elevation can reduce to the next lower BAL, but not below BAL-12.5. 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





### 3.1.4 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) <sup>1</sup>								
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				
	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	(A) Forest	d/slope 18	Downslope > 15-20	112			BAL-12.5
Primary Residence	4	Excluded cl 2.2.3.2(e & f)			-	BAL-LOW		
	Determined Bushfire Attack Level						BAL-FZ	
	<sup>1</sup> 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. <sup>2</sup> 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	(A) Forest		42	112	0
	4	Excluded, clauses 2.2.3.2 (e) & (f)		-	-	-
Comments: This BAL rating is based on the proviso that:						
<ul style="list-style-type: none"><li>- Permission is received from the property owner of Lot 48 Karri Lane to under prune the vegetation at the owner of Lot 49's expense to the required dimensions. This vegetation must remain managed in perpetuity.</li><li>- The building envelope can be extended 20m to the west so that the proposed residence can be constructed outside of the drip line of the standing Jarrah and Blackbutt trees.</li></ul>						
Otherwise a BAL-FZ is achievable.						
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 5m<sup>2</sup> 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.





## PPENDIX 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)	>90%	Shrub/Heath Height		Up to 4m	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Onsite vegetation is a mix of Eucalyptus (Jarrah, Marri) growing to a height of 20m with 70% vegetation cover. Offsite vegetation is virgin forest growing to a height of 30m, consisting of Eucalypts and native shrubs.					
Understorey:	The offsite understorey is a mix of Karri wattle, Tea tree, native bushes, unmanaged grasses and fallen logs and branches					
Additional Justification:	Not Required.					
Post Development Assumptions:	Onsite so can be cleared to reduce the BAL rating and for construction. The balance of the vegetation is offsite, and vegetation cannot be modified or removed.					
<div><div></div><div></div></div>						
PHOTO ID: 1				PHOTO ID: 2		
<div></div>						
PHOTO ID: 3						







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)	>90%	Shrub/Heath Height	Up to 4m	Tree Height	Up to 30m	
Dominant & Sub-Dominant Layers (species as relevant)	Vegetation is a mix of Eucalyptus (Jarrah, Marri & Karri) growing to a height of 30m with 90% vegetation cover.					
Understorey:	The offsite understorey is a mix of Karri wattle, Tea tree, native bushes, unmanaged grasses and fallen logs and branches					
Additional Justification:	Not required					
Post Development Assumptions:	Vegetation is offsite, so cannot be modified or removed.					
<div><div></div><div></div></div>						
PHOTO ID: 4			PHOTO ID: 5			
<div></div>						
PHOTO ID: 6						



VEGETATION AREA 3						
Classification	A. FOREST					
Types Identified	Tall open forest A-01					
Exclusion Clause						
Effective Slope	Measured	d/slope 18 degrees	Applied Range (Method 1)		Downslope >15-20 degrees	
Foliage Cover (all layers)	>90%	Shrub/Heath Height	Up to 6m	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 90%					
Understorey:	The offsite understorey is a mix of Karri wattle, Tea tree, native bushes, unmanaged grasses and fallen logs and branches					
Additional Justification:	Not required					
Post Development Assumptions:	Vegetation is offsite so cannot be modified or removed.					
<div><div></div><div></div></div>						
PHOTO ID: 7			PHOTO ID: 8			
<div></div>						
PHOTO ID: 9						



VEGETATION AREA 4					
Classification	Excluded, clauses 2.2.3.2 (e) & (f)				
Types Identified					
Exclusion Clause	Around the existing shed vegetation has been cleared, and the area is managed. 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 around the shed and 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><div></div><div></div></div>					
PHOTO ID: 10			PHOTO ID: 11		





### 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/m<sup>2</sup>. 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/m<sup>2</sup> and 2 kW/m<sup>2</sup> (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				-		
	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

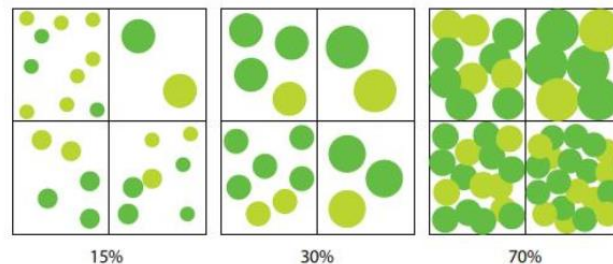


### ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

#### SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> <li>• Should be managed and removed on a regular basis to maintain a low threat state.</li> <li>• Should be maintained at &lt;2 tonnes per hectare (on average).</li> <li>• Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch &gt;6 millimetres in thickness.</li> </ul>
Trees* (>6 metres in height)	<ul style="list-style-type: none"> <li>• Trunks at maturity should be a minimum distance of six metres from all elevations of the building.</li> <li>• Branches at maturity should not touch or overhang a building or powerline.</li> <li>• Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation.</li> <li>• Canopy cover within the APZ should be &lt;15 per cent of the total APZ area.</li> <li>• 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.</li> </ul>

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"> <li>• Should not be located under trees or within three metres of buildings.</li> <li>• Should not be planted in clumps &gt;5 square metres in area.</li> <li>• Clumps should be separated from each other and any exposed window or door by at least 10 metres.</li> </ul>
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"> <li>• Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.</li> <li>• Can be located within two metres of a structure, but three metres from windows or doors if &gt;100 millimetres in height.</li> </ul>
Grass	<ul style="list-style-type: none"> <li>• Grass should be maintained at a height of 100 millimetres or less, at all times.</li> <li>• Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.</li> </ul>
Defendable space	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
LP Gas Cylinders	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The pressure relief valve should point away from the house.</li> <li>• No flammable material within six metres from the front of the valve.</li> <li>• Must sit on a firm, level and non-combustible base and be secured to a solid structure.</li> </ul>

\* 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><b>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</b></p> <p>The following vegetation shall be excluded from a BAL assessment:</p> <ul style="list-style-type: none"> <li>(a) Vegetation of any type that is more than 100 m from the site.</li> <li>(b) Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation.</li> <li>(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.</li> <li>(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.</li> <li>(e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.</li> <li>(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.</li> </ul> <p>NOTES:</p> <ul style="list-style-type: none"> <li>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).</li> <li>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.</li> </ul>	

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

BAL <sup>1</sup>	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
<b>BAL – LOW</b>	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
<b>BAL – 12.5</b>	There is a risk of ember attack. Construction elements are expected to be exposed to heat flux not greater than 12.5 kW/m <sup>2</sup> .	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.
<b>BAL – 19</b>	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 <sup>2</sup> .	Sections 3 & 6	The construction requirements are set out as essentially non-combustible construction systems for each of the following building elements:
<b>BAL – 29</b>	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 <sup>2</sup> .	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.
<b>BAL – 40</b>	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 <sup>2</sup> .	Sections 3 & 8.	
<b>BAL – FZ (Flame Zone)</b>	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 <sup>2</sup> .	Sections 3 & 9.	The construction requirements are set out in Sections 1-5 and differ from the requirements for all other BAL ratings.

<sup>1</sup> 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/m<sup>2</sup>, and is the basis for establishing the requirements for construction to improve protection of building elements from attack by bushfire."





**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

**SHIRE OF  
MANJIMUP** **ALL SECTIONS MUST BE COMPLETED**

Owner Details		
Name: <b>MARIE MADELEINE NATHALIE SMAUBERGER</b>		
Company/Organisation Name (if applicable):		
ABN (if applicable):		
Postal Address: <b>44 Quintilian Road, Mount Claremont</b> Postcode: <b>6010</b>		
Phone:		Fax:
Home:	Work:	Mobile: <b>0426 252 048</b>
Email: <b>smaubergere@westnet.com.au</b>		
Contact Person for correspondence: <b>M. M. NATHALIE SMAUBERGER</b>		
Signature:	Date: <b>15/02/2023</b>	
Signature:	Date:	
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).		

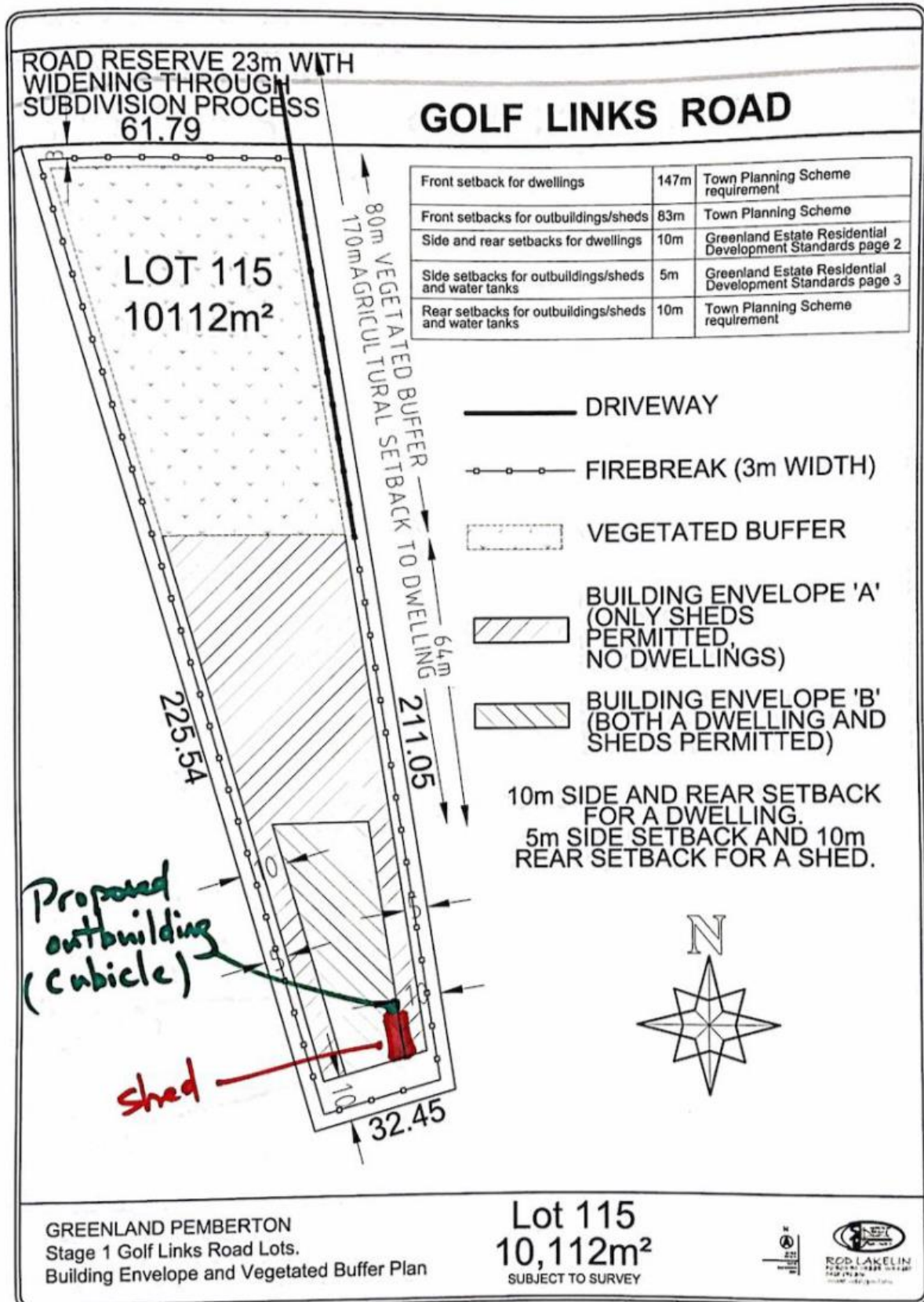
Applicant Details (if different from owner)	
Name:	
Postal Address:	
Postcode:	
Phone:	Fax:
Home:	Work:
Mobile:	
Email:	
Contact Person for correspondence:	
The information and plans provided with this application may be made available by the local government for public viewing in connection with the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

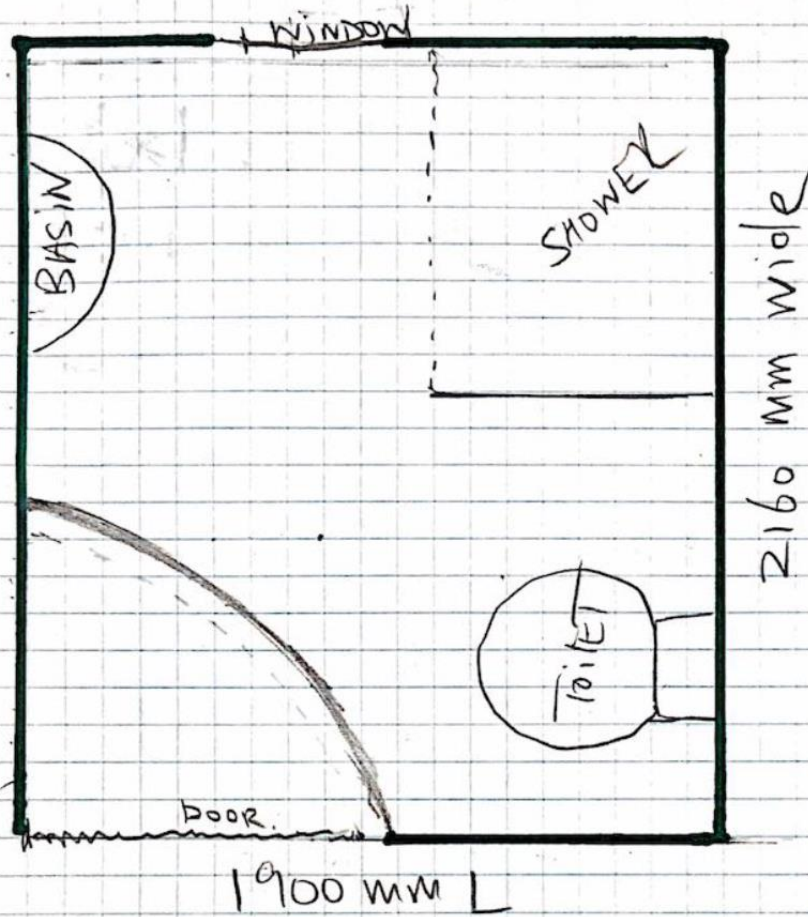
Property Details		
Lot No. 115	House/Street No. 264	Location No.
Diagram or Plan: 419726	Certificate of Title Vol. No: 4010	Folio: 22
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name: GOLF LINKS ROAD		Suburb: PEMBERTON
Nearest Street Intersection: PEMBERTON ROAD NORTH		

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for: <input type="checkbox"/> Works <input checked="" type="checkbox"/> Use	
Description of proposed works and/or land use: Use of toilet & shower facilities when using adjacent shed for clearing and gardening work.	
Description of exemption claimed (if relevant): outbuilding that meet deemed-to-comply provisions under the scheme.	
BAL Assessment of BAL Contour Map Number (if Bushfire Prone Area): Attached	
Does this proposal require the clearance of native vegetation indigenous to the local area: NO	
If so what is the area: Grass	
Nature of any existing buildings and/or use: Shed	
Approximate cost of proposed development: \$ 10,000	
Estimated time of completion: Prebuilt - if approved & exempt - 3 weeks	
Materials / Colours to be used on External Surfaces: white with a lily pill screening for a natural aesthetic look	

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

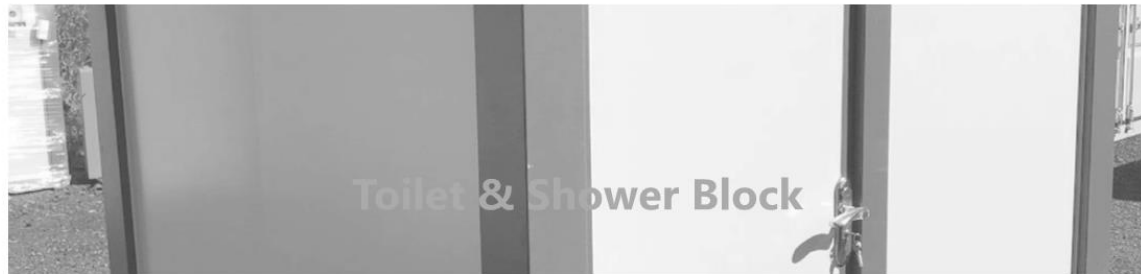






DIMENSIONS 1900 mm L  
 X 2160 mm W  
 X 2400 mm H

1 Square = 100 mm.





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**\$6,850.00**

**Fitted with:**

Shower  
Toilet  
Sink  
Mirror  
Lockable Door  
Hot & Cold Water Inlets  
2 Waste Outlets  
Light  
Exhaust Fan  
1 x Window  
Fork Pockets  
Dimensions: 2160mm W x 1900mm L x 2400mm H  
Approx Weight: 880kgs

**Shower:**

WELS Registration Number: S15160 (head) & S12830 (hand-held)  
Efficiency Star Rating: 3  
Water Consumption: 7.5L

**Toilet:**

WELS Registration Number: L07055  
Efficiency Star Rating: 4  
Water Consumption: Full Flush 4.5L / Half Flush 3L

**Sink:**

WELS Registration Number: T38665

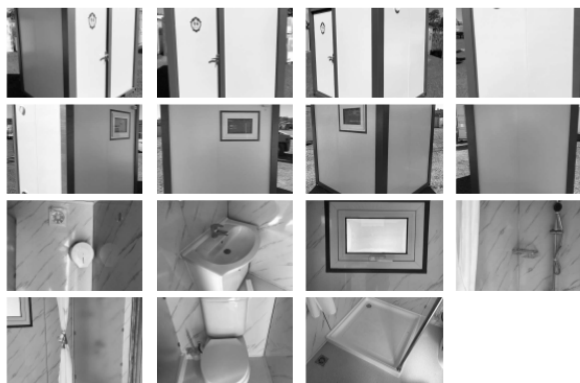


Efficiency Star Rating: 5

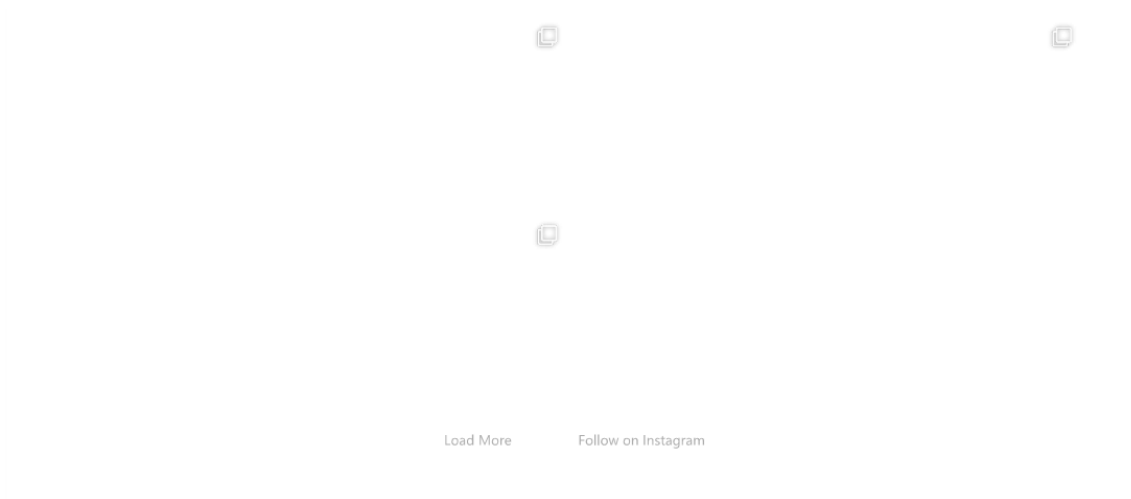
*Note: Units do not come wired. Customer must arrange a licensed electrician to supply and install wiring.*

***\*\*Shipping not included. Collection only from Excavation Equipment, 77 Carrington Road, Toowoomba, QLD, 4350***

***\*\*Note: Price excludes GST. Shipping not included. Collection only from Excavation Equipment, 77 Carrington Road, Toowoomba, QLD, 4350 Call 07 4600 9660 or email [sales@exeq.com.au](mailto:sales@exeq.com.au) for stock availability and more information.***






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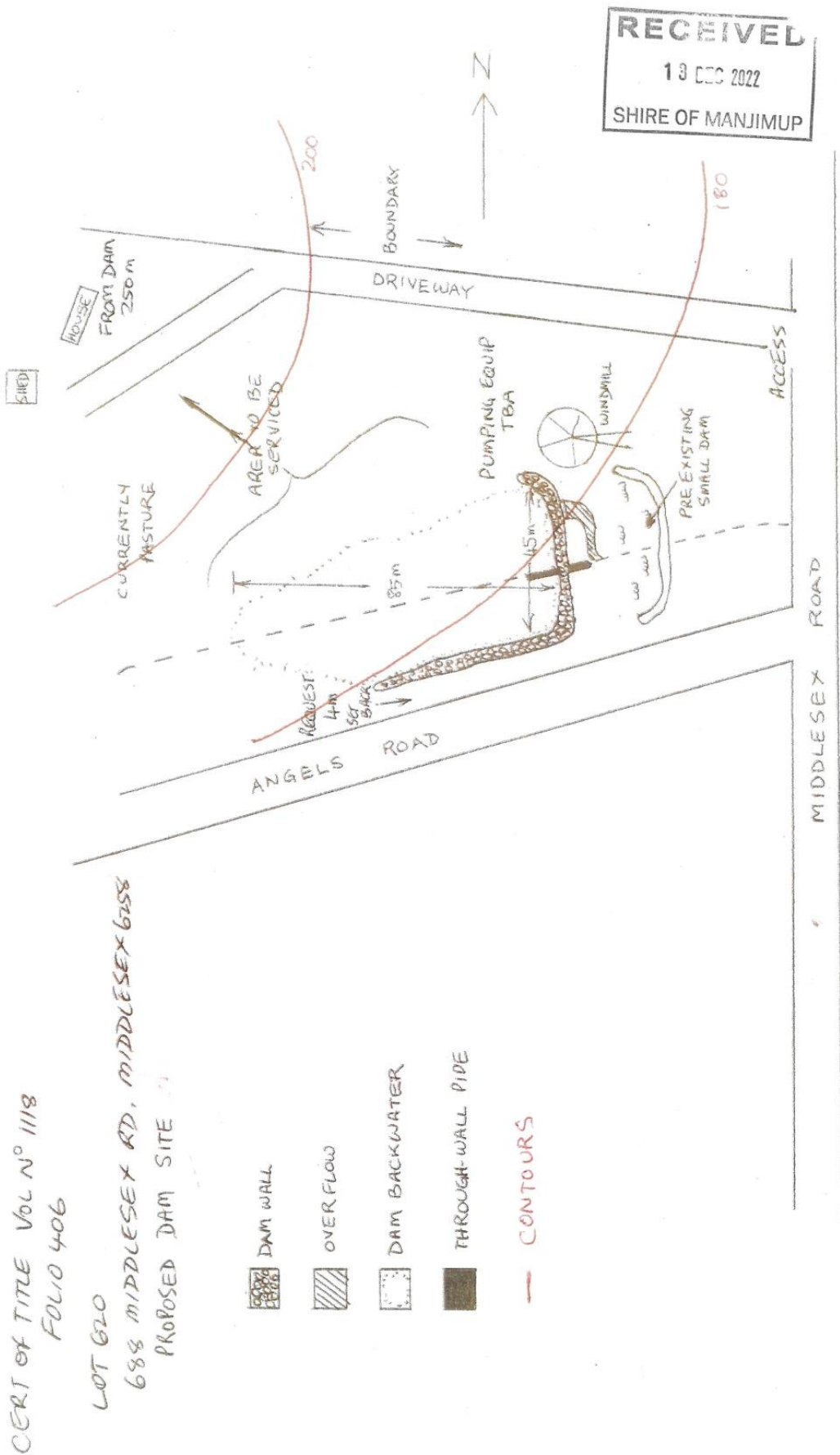


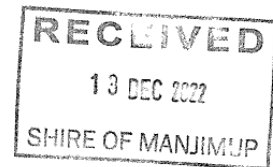










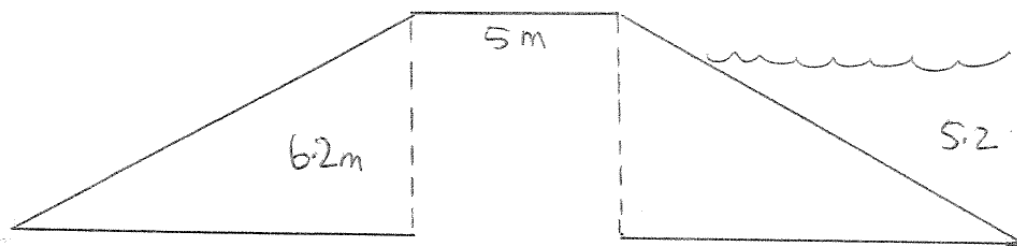


DAM CAPACITY 7mg

DAM BUILDER TO ESTABLISH CLAY AND DEPOSIT SURPLUS SOIL ONTO ADJACENT LAND, RETAINING SUITABLE QUANTITY TO "CAP" DAM WALL FOR REHABILITATION.

THE OVER FLOW AND THROUGH WALL PIPE AREA (IF REQUIRED) WILL BE REINFORCED AND SEALED AS REQUIRED.

REHABILITATION TO CONTROL EROSION WILL BE ESTABLISHED AFTER DAM COMPLETION.



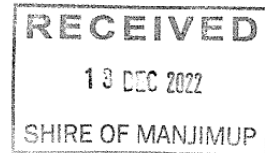
WALL PROFILE AS REQUIRED.

NOT TO SCALE.

#### OVERFLOW.

CULVERT OVERFLOW CONSTRUCTION IS PREFERRED ON THIS 'LOW RISK' SITE. HOWEVER THROUGH WALL PIPE WITH VALVE CAN BE INSTALLED IF CONSIDERED NECESSARY.

OVERFLOW DESIGN CAN BE FULFILLED FOLLOWING APPROVAL OF THIS APPLICATION AND THE APPOINTMENT OF A DAM BUILDER.



SHIRE OF  
MANJIMUP

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

**ALL SECTIONS MUST BE COMPLETED**

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

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

8 HA FARMLAND/ RESIDENTIAL PROPERTY

DAM SITE: SEASONAL VALLEY WATER COURSE/  
CATCHMENT VALLEY.

**(a) Purpose of the Dam:**

SUSTAINABLE WATER SUPPLY FOR FARMING REQUIREMENTS  
INCLUDING LIVESTOCK AND SELF SUFFICIENCY  
NEEDS.

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

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

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

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

7 mg.

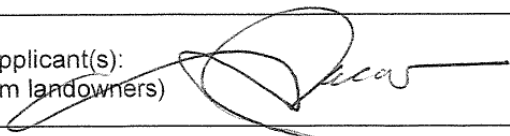
**(d) What are the dimensions of the proposed dam?**

- Width: 45 m
- Length: 85 m
- Depth: 3 m
- Height of the top of the dam wall in relation to natural ground level, including :
  - Inner dam wall height: 5.2 m
  - Outer dam wall height: 6.2 m. estimated

<p>(e) Any clearing of vegetation required? (DWER Permit?):</p> <p style="text-align: center;">NO</p> <p>(f) If Yes, please justify why you have chosen a location which requires clearing?</p>
<p>(g) A Management Plan outlining the proposed method to stabilize soil to avoid erosion when constructing the dam and when it is completed:</p> <p style="text-align: center;">APPROPRIATE USE OF SUITABLE PLANTS TO LANDSCAPE GRASSES FOR DAM WALL RETENTION.</p>
<p>(h) How many dams are located within a one (1) kilometer radius of the proposed dam?</p> <p style="text-align: center;">8</p>
<p>Any further information:</p> <p style="text-align: center;">APPROPRIATE USE OF PLANTS &amp; INFRASTRUCTURE TO ENCOURAGE NATIVE WILDLIFE.</p>

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

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

<p>Signature of applicant(s): (If different from landowners)</p> 	<p>Date 12.12.2022</p>
--	------------------------

DA22/221  
D23/3092

## Kaylene Roberts

---

**From:** Brendan Kelly <brendan.kelly@dwer.wa.gov.au>  
**Sent:** Wednesday, 22 February 2023 8:41 AM  
**To:** Info  
**Cc:** Kaylene Roberts; Nicholas Hort  
**Subject:** [External] DA22/221 – Dam Setback - Lot 620 Middlesex Road Middlesex

22 February 2023

Our Reference: PA 053889, DWERT929-2~59

Your Reference: DA22/221

To: Shire of Manjimup

From: Department of Water and Environmental Regulation

cc: Nicholas Hort, Department of Water and Environmental Regulation

Attention: Kaylene Roberts

RE: DA22/221 – Dam Setback - Lot 620 Middlesex Road Middlesex

Dear Kaylene,

Thank you for providing this Development Application (DA) for the Department of Water and Environmental Regulation (Department) to consider.

The DA proposes the expansion of a dam on Lot 620 Middlesex Road, with a setback variation of 4 metres to the side boundary.

The Department has assessed the potential for the proposal to impact on environment and/or water resource values and the following comments are provided.

- WATER

The subject property is located within the Warren River and Tributaries Surface Water Area, as proclaimed under the 'Rights in Water and Irrigation Act 1914' (RIWI).

Following an assessment of an application to take surface water, the Department has determined that the activity is exempt from licensing under RIWI.

However, any interference to the watercourse (such as the construction of a dam or excavation of the watercourse) requires a permit to interfere with the bed or banks from the Department.

The proponent has applied for a permit which is currently being assessed.

- ENVIRONMENT

The proponent should be advised that any potential ponding of water from the proposed dam should not be allowed to impact on native vegetation.

Under section 51C of the 'Environmental Protection Act 1986' (EP Act), clearing of native vegetation (including the draining or flooding of land) is an offence unless undertaken under the authority of a



clearing permit, or the clearing is subject to an exemption. Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the 'Environmental Protection (Clearing of Native Vegetation) Regulations 2004' (the Clearing Regulations).

- OTHER

The Shire is considering the proponent's intent to reduce the standard 20 metre setback from a property boundary. Although the Department does not have a statutory role in this consideration, appropriate setbacks should apply. This is to ensure there is room for dam infrastructure to be constructed without impinging on the amenity of neighbouring properties. If a dam setback is to be relaxed at the subject property, the Shire may wish to consider the technical design of the dam, in order to protect its own property, i.e. the Angels Road road reserve and infrastructure, including any associated culverts, drainage lines, or the like. Suitable setbacks are also desirable to allow for vehicular access or firebreaks to be constructed, which are subject to site specific requirements.

Thank you for referring the matter, please contact either Brendan Kelly on 97264194 for inquiries, or Nicholas Hort on 63647925 for matters associated with RIWI.

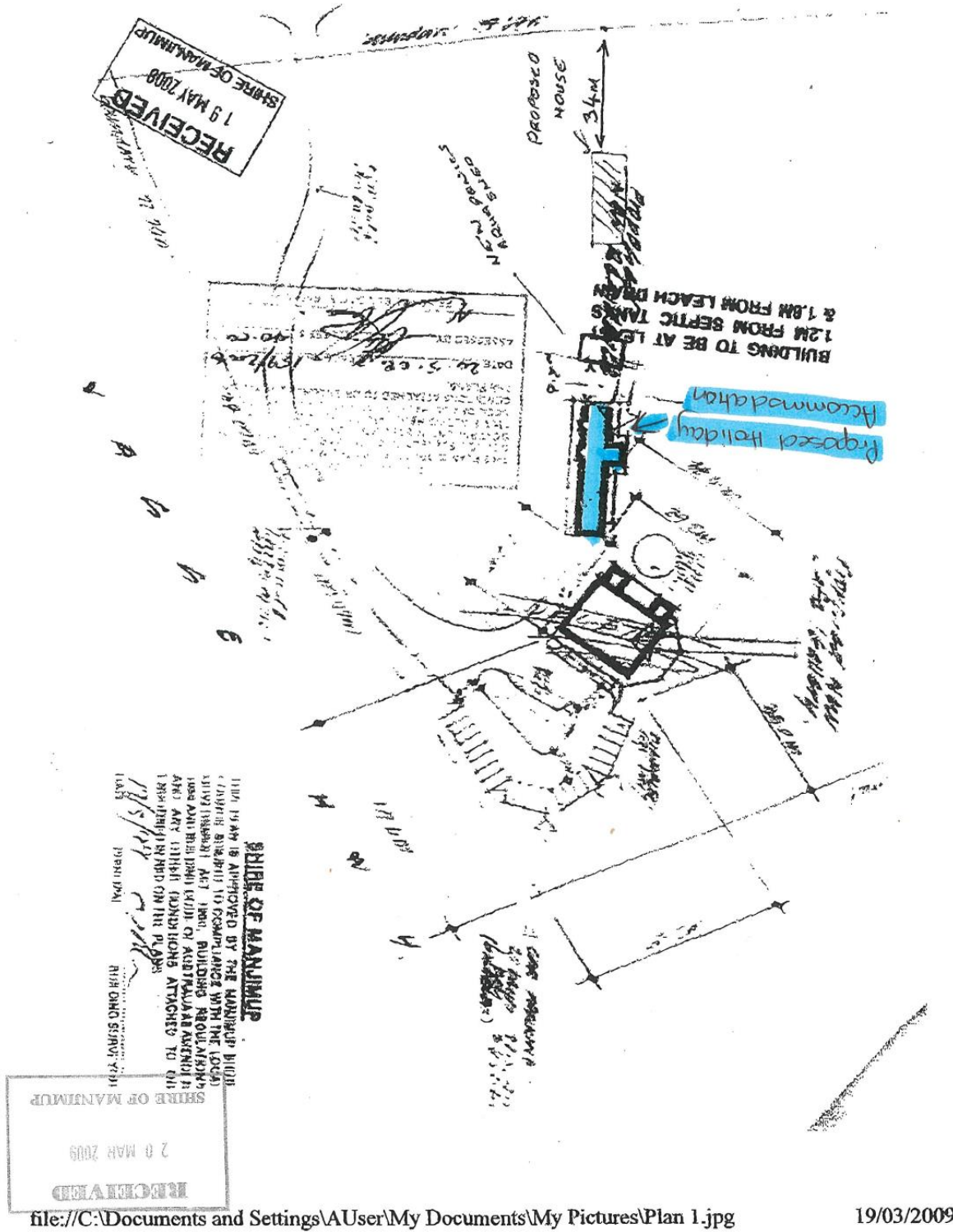
Brendan Kelly  
Senior Natural Resource Management Officer  
Department of Water & Environmental Regulation,  
Planning Advice, South West Region  
Telephone: 08 97264194 | Mobile: 0407219515  
Email: [brendan.kelly@dwer.wa.gov.au](mailto:brendan.kelly@dwer.wa.gov.au)

*Work days are Tuesday, Wednesday, Thursday, however I am available on the mobile most times.*

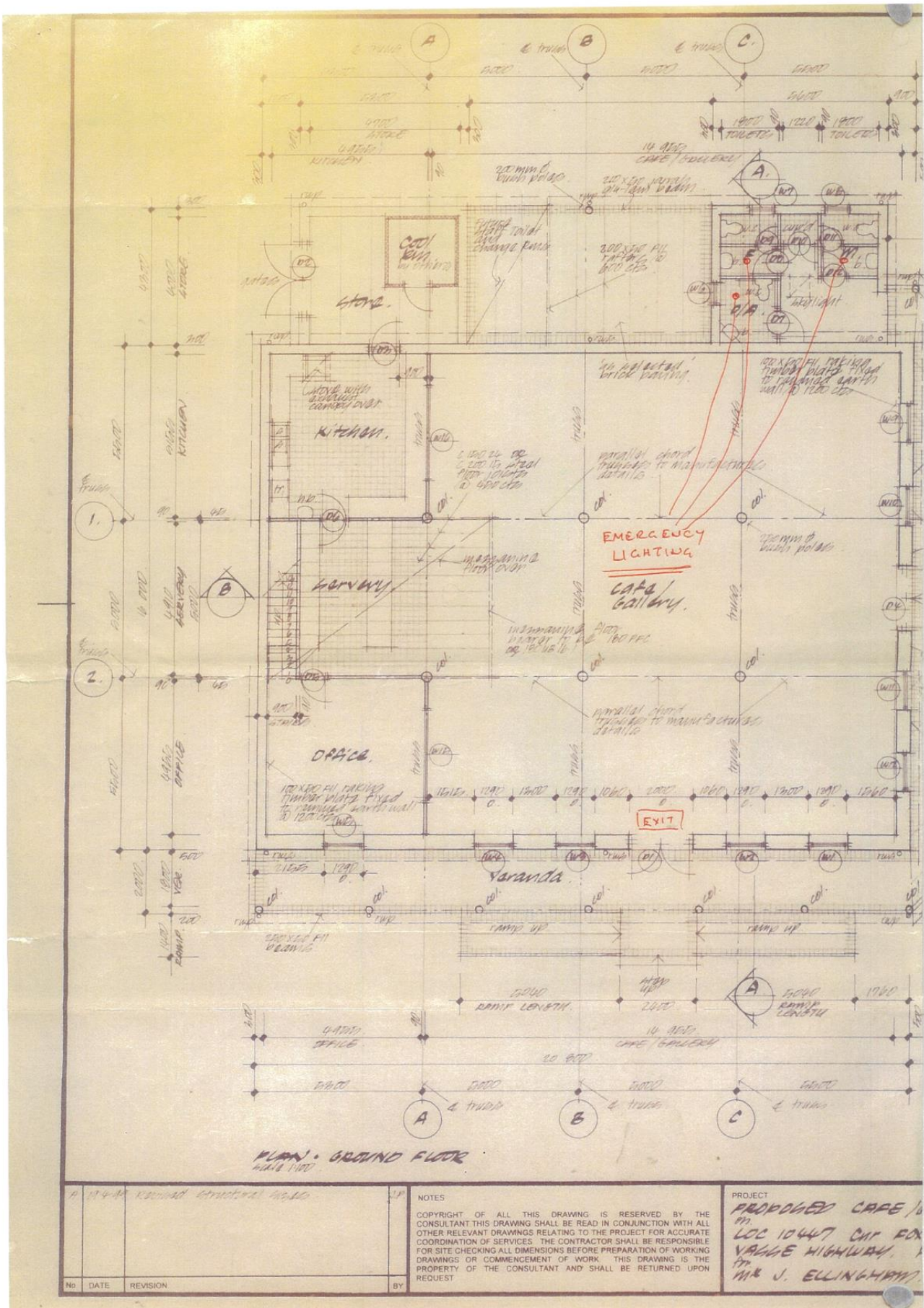
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DA22/195  
D23/4116



Our Ref: D27343  
Your Ref: DA22/195

Kaylee Blee  
Shire of Manjimup  
kaylee.blee@manjimup.wa.gov.au

Dear Ms Blee

**RE: VULNERABLE LAND USE – LOT 4 (8) FOX ROAD EASTBROOK – CHANGE OF USE  
TOURIST ACCOMMODATION**

I refer to your email dated 25 January 2023 regarding a Bushfire Management Plan (BMP) (Version 1), prepared by Bushfire Prone Planning and dated 9 January 2023, 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**

- Tourism land uses, such as caravan parks, camping and short stay accommodation are considered a vulnerable tourism land use as prescribed by section 5.5 'Vulnerable Land Uses' of the Guidelines.
- DFES acknowledges that a dwelling currently exists on the subject site and the development application seeks a change of use to short term accommodation.

**1. Policy Measure 6.5 a) Preparation of a BAL Assessment**

Issue	Assessment	Action
<b>Vegetation Classification</b>	<p>Vegetation Area 3 cannot be substantiated as Class G Grassland. The area contains a roadside verge outside the lot which contains trees with foliage cover that appears to exceed 10% when considered over the wider area. No photographs of this section of road reserve have been provided to support the classification as Class G Grassland.</p> <p>The BMP should detail specifically how the Class G Grassland classification was derived. If unsubstantiated, the vegetation classification should be revised to consider the vegetation at maturity as per AS3959:2018, or the resultant BAL ratings may be inaccurate.</p>	Modification to the BMP is required.

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](mailto:advice@dfes.wa.gov.au) | [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

ABN 39 563 851 304



	Alternatively, the decision maker should be satisfied that an enforceable mechanism is in place to provide certainty that management measures can be achieved in perpetuity.	
<b>Vegetation Exclusion</b>	<p>The exclusion of Area 4 is reliant on ongoing management of the avocado plantation.</p> <p>An enforceable mechanism is required to provide certainty that the proposed management measures will be undertaken in perpetuity and are enforceable.</p> <p>If unsubstantiated, the vegetation classification should be revised to consider the vegetation at maturity as per AS3959.</p> <p>It is noted that this would be unlikely to impact BAL ratings at the subject property.</p>	Modification to the BMP is required.

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

Element	Assessment	Action
<b>Water</b>	<p><b>A5.6b – not demonstrated</b></p> <p>The BMP does not clearly state what size the water tanks are or whether the tank is dual purpose or dedicated and reserved for firefighting purposes.</p> <p>The acceptable solution is for a tank to be installed which is dedicated for firefighting purposes for the following reasons:</p> <ul style="list-style-type: none"> <li>• The use of domestic water for firefighting purposes is prohibited under the Bushfires Act 1954.</li> <li>• In the event of an emergency incident firefighters may drain the entire domestic tank in suppression efforts. Until the tank is refilled residents cannot return to their homes.</li> <li>• When a tank, used mainly for domestic purposes, is entirely emptied the sediment at the bottom of the tank may be disturbed when re-filling which can make the water unpotable.</li> <li>• There is no guarantee that the tank will have the reserve of 10,000L as this is at the discretion of the land owner.</li> </ul>	Modification to the BMP is required.

### 3. Policy Measure 6.6.1 Vulnerable land uses

Issue	Assessment	Action
<b>Bushfire Emergency Evacuation Plan (BEEP)</b>	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 ' <i>Developing a Bushfire Emergency Evacuation Plan</i> '. 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. In particular, the BEEP should recognise the cumulative impacts of all approvals on site.	Comment only.

#### **Recommendation – Compliance with Acceptable Solutions not demonstrated – modifications required**

It is critical that the bushfire management measures within the BMP are refined, to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire.

The BMP requires modification to demonstrate compliance with -

1. Element 5: Vulnerable Tourism Land Uses.

If you require further information, please contact Senior Land Use Planner Officer - Tristan Whiting on telephone number 9395 9301.

Yours sincerely



**Naomi Mynott**  
**DIRECTOR LAND USE PLANNING**

09 March 2023

DA22/195  
D23/2276

## Kaylene Roberts

**From:** Paul Davies <paul.davies@mainroads.wa.gov.au>  
**Sent:** Thursday, 9 February 2023 11:45 AM  
**To:** Kaylee Blee  
**Cc:** Daniel Naude; Kerry Jones  
**Subject:** RE: [External] Request for Comment on DA22/195 Low impact Tourist accommodation Lot 4 , 8 Fox Road Eastbrook

Hi Kaylee

I refer to your email below and advise that Main Roads has no objection to the proposed development/change of use subject to the following comments and conditions.

Sightlines along Vasse Highway from the existing driveway/ crossover to Vasse Highway are very substandard which creates potential for vehicle conflicts which will detract from the function and safety of the highway. Also, the existing driveway /crossover to the Vasse Highway is not constructed to current Main Roads standards.

It is noted that the property also currently has suitable driveway access to the adjacent local road, Fox Road. Where access is available to local roads Main Roads recommends that access be obtained from the local road rather than the highway.

On this basis, it is recommended that the existing driveway /crossover to Vasse highway be removed and the road verge reinstated to the specifications and satisfaction of Main Roads. The proponent will need to obtain approval from Main Roads for minor works in the road reserve prior to any works being undertaken.

The following condition is requested

"The existing driveway /crossover to Vasse highway be removed and the road verge reinstated to the specifications and satisfaction of Main Roads.

If you have any queries please phone Daniel Naude

Regards Paul Davies

**For Daniel Naude**  
 ROAD CORRIDOR PLANNING MANAGER  
 Metropolitan and Southern Regions / South West  
 p: +61 9724 5724 | m: +61 4189 31078  
 w: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)



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**From:** Kaylee Blee <kaylee.blee@manjimup.wa.gov.au>  
**Sent:** Wednesday, 25 January 2023 4:11 PM

DA22/195  
DA23/183.

---

**Kaylene Roberts**

---

**From:** Holly Thomas <holly.thomas@dbca.wa.gov.au>  
**Sent:** Thursday, 23 February 2023 9:12 AM  
**To:** Info  
**Subject:** [External] DA22/195 P53654 Lot 4, 8 Fox Road Eastbrook

Good morning,

Thankyou for your letter proposing a change of use from a gallery to a low impact tourist accommodation.

DBCA Parks and Wildlife Service 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



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## Bushfire Management Plan (BMP)



8 Fox Road, Pemberton

Shire of Manjimup

Development Application - Vulnerable  
Tourism Land Use

9 January 2023

Job Reference No: 221139





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: 8 Fox Road, Pemberton (Lot 4 on Diagram 096347)

Suburb: Eastbrook

State: WA

P/code: 6260

Local government area: Shire of Manjimup

Description of the planning proposal: Change of use to Bed & Breakfast accommodation

BMP Plan / Reference Number: 221139

Version: v1.0

Date of Issue: 09/01/2023

Client / Business Name: Helen Joynes

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"/>
<b>Is the proposal any of the following special development types (see SPP 3.7 for definitions)?</b>		
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"/>
<p>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.)?</p> <p>The site is considered vulnerable land use as it is a tourism development with occupants with a lesser capacity to respond to bushfires.</p>		

**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	Accreditation Level	Accreditation No.	Accreditation Expiry
Kathy Nastov	Level 3	BPAD27794	01/08/2023
Company		Contact No.	
Bushfire Prone Planning		64771144	

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 09/01/2023

**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****DOCUMENT CONTROL**

PREPARATION					
Author:	Kathy Nastov (BPAD Level 3 No. 27794)		<i>K. Nastov</i>		
Co-Author:	Louise Stokes (BPAD Level 1 No. 51589)		<i>Louise Stokes</i>		
VERSION HISTORY					
Version	Status/Details			Date	
1.0	Original			20 January 2023	
-					
BMP (Master) Template v9.15					
DISTRIBUTION					
Destination		Version	No. Copies	Hard Copy	Electronic Copy
Person	Email				
Helen Joynes	helen@sewingperth.com.au	1.0	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		-		<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Limitations:</b> The protection measures that will be implemented based on information presented in this Bushfire Management Plan 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 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> <p><b>Copyright © 2022 BPP Group Pty Ltd:</b> All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>					





## TABLE OF CONTENTS

<b>SUMMARY STATEMENTS.....</b>	<b>3</b>
<b>1 PROPOSAL DETAILS AND THE BUSHFIRE MANAGEMENT PLAN.....</b>	<b>5</b>
1.1 THE PROPOSED DEVELOPMENT/USE DETAILS, PLANS AND MAPS .....	5
1.2 THE BUSHFIRE MANAGEMENT PLAN (BMP).....	9
1.2.1 COMMISSIONING AND PURPOSE.....	9
1.2.1 OTHER DOCUMENTS WITH IMPLICATIONS FOR DEVELOPMENT OF THIS BMP.....	9
<b>2 BUSHFIRE PRONE VEGETATION – ENVIRONMENTAL &amp; ASSESSMENT CONSIDERATIONS .....</b>	<b>10</b>
2.1 ENVIRONMENTAL CONSIDERATIONS – ‘DESKTOP’ ASSESSMENT.....	10
2.1.1 DECLARED ENVIRONMENTALLY SENSITIVE AREAS (ESA) .....	12
2.1.2 OTHER PROTECTED VEGETATION ON PUBLIC LAND .....	13
2.1.3 LOCALLY SIGNIFICANT CONSERVATION AREAS – LOCAL NATURAL AREAS (LNA) .....	13
2.1.4 RESPONSE OF PROPOSED DEVELOPMENT TO IDENTIFIED ENVIRONMENTAL LIMITATIONS.....	15
2.2 BUSHFIRE ASSESSMENT CONSIDERATIONS.....	16
2.2.1 PLANNED ONSITE VEGETATION LANDSCAPING .....	16
2.2.2 PLANNED / POTENTIAL OFFSITE REHABILITATION OR RE-VEGETATION .....	16
2.2.3 IDENTIFIED REQUIREMENT TO MANAGE, MODIFY OR REMOVE ONSITE OR OFFSITE VEGETATION .....	16
2.2.4 VARIATIONS TO ASSESSED AREAS OF CLASSIFIED VEGETATION TO BE APPLIED .....	17
<b>3 BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT .....</b>	<b>18</b>
3.1.1 CLASSIFIED VEGETATION AND TOPOGRAPHY MAP(S) .....	19
3.2 BAL ASSESSMENT SUMMARY (TABLE FORMAT).....	21
3.2.1 THE BAL DETERMINATION METHODOLOGY AND LOCATION OF DATA AND RESULTS.....	21
3.2.2 SITE ASSESSMENT DATA AND BAL RESULTS .....	22
<b>4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES .....</b>	<b>23</b>
<b>5 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA (GUIDELINES V1.4).....</b>	<b>24</b>
5.1 BUSHFIRE PROTECTION CRITERIA ELEMENTS APPLICABLE TO THE PROPOSED DEVELOPMENT/USE .....	24
5.2 LOCAL GOVERNMENT VARIATIONS TO APPLY .....	24
5.3 ASSESSMENT STATEMENTS.....	25
5.4 ASSESSMENT STATEMENTS FOR ELEMENT 5: VULNERABLE TOURISM LAND USES .....	25
5.4.1 B&B / HOLIDAY HOUSE OUTSIDE BUILT-OUT AREA .....	25
6.1 LANDOWNER RESPONSIBILITIES – PRIOR TO OPERATION .....	31
6.2 LANDOWNER / OCCUPIER RESPONSIBILITIES – ONGOING MANAGEMENT .....	32
6.3 LOCAL GOVERNMENT RESPONSIBILITIES – ONGOING MANAGEMENT .....	33
<b>APPENDIX A: DETAILED BAL ASSESSMENT DATA AND SUPPORTING INFORMATION .....</b>	<b>34</b>



A1: BAL ASSESSMENT INPUTS COMMON TO THE METHOD 1 AND METHOD 2 PROCEDURES .....	34
A1.1: FIRE DANGER INDICES (FDI/FDI/GFDI) .....	34
A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION .....	34
A1.3: EFFECTIVE SLOPE.....	40
A1.4: SEPARATION DISTANCE.....	41
<b>APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ .....</b>	<b>42</b>
B1: ASSET PROTECTION ZONE (APZ) DIMENSIONS .....	42
B1.1: THE APZ DIMENSIONS REQUIRED TO BE IMPLEMENTED BY THE LANDOWNER .....	44
B2: THE STANDARDS FOR THE APZ AS ESTABLISHED BY THE GUIDELINES (DPLH, V1.4).....	45
B3: THE STANDARDS FOR THE APZ AS ESTABLISHED BY THE LOCAL GOVERNMENT .....	47
B4: VEGETATION AND AREAS EXCLUDED FROM CLASSIFICATION - ENSURE CONTINUED EXCLUSION.....	48
<b>APPENDIX C: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS.....</b>	<b>49</b>
<b>APPENDIX D: TECHNICAL REQUIREMENTS FOR FIREFIGHTING WATER SUPPLY .....</b>	<b>50</b>
D2: NON-RETICULATED AREAS – STATIC SUPPLY.....	50

## LIST OF FIGURES

Figure 1.1: Proposed development map.....	6
Figure 1.2: Location map (spatial context).....	7
Figure 1.3: Extract from Map of Bushfire Prone Areas (Office of Bushfire Risk Management, DFES) .....	8
Figure 2.1: Land identified with known environmental, biodiversity and conservation values. ....	11
Figure 3.1: Classified vegetation and topography map. ....	19
Figure 3.1.1: Classified vegetation and topography map – Post Development. ....	20





## SUMMARY STATEMENTS

### THIS DOCUMENT – STATEMENT OF PURPOSE

#### The Bushfire Management Plan (BMP)

The BMP sets out the required package of bushfire protection measures to lessen the risks associated with a bushfire event. It establishes the responsibilities to implement and maintain these measures.

The BMP also identifies the potential for any negative impact on any environmental, biodiversity and conservation values that may result from the application of bushfire protection measures or that may limit their implementation.

#### Risks Associated with Bushfire Events

The relevant risks are the potential for loss of life, injury, or destroyed or damaged assets which results in personal loss and economic loss. For a given site, the level of that risk to persons and assets (the exposed elements) is a function of the potential threat levels generated by the bushfire hazard, and the level of exposure and vulnerability of the at risk elements to the threats.

#### Bushfire Protection Measures

The required package of protection measures is established by *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)*, its associated *Guidelines* and any other relevant guidelines or position statements published by the Department of Planning, Lands and Heritage. These measures are limited to those considered by the WA planning authorities as necessary to be addressed for the purpose of land use planning. They do not encompass all available bushfire protection measures as many are not directly relevant to the planning approval stage. For example:

- Protection measures to reduce the vulnerability of buildings to bushfire threats is primarily dealt with at the building application stage. They are implemented through the process of applying the Building Code of Australia (Volumes 1 and 2 of the national Construction Code) in accordance with WA building legislation and the application of construction requirements based on a building's level of exposure - determined as a Bushfire Attack Level (BAL) rating); or
- Protection measures to reduce the threat levels of consequential fire (ignited by bushfire and involving combustible materials surrounding and within buildings) and measures to reduce the exposure and vulnerability of elements at risk exposed to consequential fire, are not specifically considered.

The package of required bushfire protection measures established by the Guidelines includes:

- The requirements of the bushfire protection criteria which consist of:
  - Element 1: Location (addresses threat levels).
  - Element 2: Siting and Design of Development (addresses exposure levels of buildings).
  - Element 3: Vehicular Access (addresses exposure and vulnerability levels of persons).
  - Element 4: Water (addresses vulnerability levels of buildings).
  - Element 5: Vulnerable Tourism Land Uses (addresses exposure and vulnerability as per Elements 1-4 but in use specific ways and with additional considerations of persons exposure and vulnerability).
- The requirement to develop Bushfire Emergency Plans / Information for 'vulnerable' land uses for persons to prepare, respond and recover from a bushfire event (this addresses vulnerability levels).
- The requirement to assess bushfire risk and incorporate relevant protection measures into the site emergency plans for 'high risk' land uses (this addresses threat, exposure and vulnerability levels).

#### Compliance of the Proposed Development or Use with SPP 3.7 Requirements

The BMP assesses the capacity of the proposed development or use to implement and maintain the required 'acceptable' solutions and any additionally recommended bushfire protection measures - or its capacity to satisfy the policy intent through the justified application of additional bushfire protection measures as supportable 'alternative' solutions.





THE PROPOSED DEVELOPMENT/USE – BUSHFIRE PLANNING COMPLIANCE SUMMARY		
Environmental Considerations		Assessment Outcome
Will land with identified environmental, biodiversity and conservation values limit the full application of the required bushfire protection measures?		No
Will land with identified environmental, biodiversity and conservation values need to be managed in the implementation and maintenance of the bushfire protection measures - but not limit their application?		No
Required Bushfire Protection Measures		Assessment Outcome
The Acceptable Solutions of the Bushfire Protection Criteria (Guidelines)		
Element	The Acceptable Solutions	
B&B/Holiday House – outside RBA	A 5.4a Siting and design - APZ	Fully Compliant
	A 5.5a Vehicular access – multiple access routes	Fully Compliant
	A 5.5b Vehicular access – no-through roads – maximum length	N/A
	A 5.5c Vehicular access – EAW – alternative access option	N/A
	A 5.5d Vehicular access – public roads - technical requirements	Fully Compliant
	A 5.5e Vehicular access – private driveways – technical requirements	Fully Compliant
	A 5.5f Vehicular access – signage	Fully Compliant
	A 5.6b Provision of water – non-reticulated	Fully Compliant
Other 'Bushfire Planning' Documents to Be Produced		Required
This necessity for additional documents is determined by the proposed development/use type and the requirements established by SPP 3.7 and the associated Guidelines (as amended). They may be produced concurrently or subsequent to the BMP. Relevant actions will be identified within Section 6 'Responsibilities for Implementation of Bushfire Protection Measures.'		
Bushfire Emergency Plan: An operational document presenting prevent, prepare, respond and recover procedures and associated actions. As necessary, supporting information to justify determinations is included.		Yes
Summary Statement: 8 Fox Road is classified as a vulnerable tourism site.		
Bushfire Emergency Information (Poster): As a concise response information poster for certain vulnerable land uses.		Yes
Summary Statement: Visitors and guests to this location may not be familiar with the road network.		
Bushfire Emergency Information (Content): As content for inclusion into the Site's Emergency Plan for certain high risk land uses:		No
Summary Statement:		
Bushfire Risk Assessment and Management Report:		No



## 1 PROPOSAL DETAILS AND THE BUSHFIRE MANAGEMENT PLAN

### 1.1 The Proposed Development/Use Details, Plans and Maps

<b>The Proposal's Planning Stage</b> For which certain bushfire planning documents are required to accompany the planning application.		Development Application - A Condition of Approval
<b>The Subject Land/Site</b>		8 Fox Road, Shire of Manjimup
<b>Total Area of Subject Lot/Site</b>		4.6393 hectares
<b>Number of Additional Lots Created</b>		N/A
<b>Primary Proposed Construction</b>	<b>Type(s)</b>	Infrastructure
	<b>NCC Classification</b>	Class 1b (house/hostel)
<b>The 'Specific' Land Use Type for Bushfire Planning</b> When applicable, this classification establishes a requirement to conduct assessments and develop documents that are additional to this Bushfire Management Plan.		Vulnerable Tourism Land Use
<b>Factors Determining the 'Specific' Land Use Type</b>		The proposed development is a land use that is categorised as a Bed and breakfast and holiday house outside a residential built out area.
		The proposed tourism land use involves visitors who are unfamiliar with the surroundings and/or where they present evacuation challenges.
<b>Description of the Proposed Development/Use</b>		
<p>8 Fox Road is a long established tourism business within the Pemberton region. The property has recently sold and the main building will be re-established as a Bed &amp; Breakfast facility. The building to the east that was previously a gallery will convert to a workshop space. Local residents and visitors to the area can attend workshops (in the future).</p> <p>The property itself is well maintained and has reticulated gardens surrounding all buildings.</p> <p>There are a number of water tanks on the property, each with compliant valves and camlock fittings. There is good access for fire fighting appliances.</p> <p>There are two entry/exit access points to the property via Vasse Highway and Fox Road with an additional emergency access point to the north on Fox Road.</p> <p>Offsite vegetation surrounding three sides of the property is forest vegetation. To the east is an Avocado plantation that is reticulated.</p>		

















## 1.2 The Bushfire Management Plan (BMP)

### 1.2.1 Commissioning and Purpose

Landowner / proponent:	Helen Joynes
Bushfire Prone Planning commissioned to produce the BMP by:	Helen Joynes
Purpose of the BMP:	To assess the proposal's ability to meet all relevant requirements established by State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7), the associated 'Guidelines and any relevant Position Statements; and  To satisfy the requirement for the provision of a Bushfire Management Plan to accompany the development application.
BMP to be submitted to:	Shire of Manjimup

### 1.2.1 Other Documents with Implications for Development of this BMP

This section identifies any known assessments, reports or plans that have been conducted and prepared previously, or are being prepared concurrently, and are relevant to the planned proposal for the subject. They potentially have implications for the assessment of bushfire threats and the identification and implementation of the protection measures that are established by this Bushfire Management Plan.

Table 1.4: Other relevant documents that may influence threat assessments and development of protection measures.

RELEVANT DOCUMENTS					
Document	Relevant	Currently Exists	To Be Developed	Copy Provided by Proponent / Developer	Title
Structure Plan	No	No	No	No	-
Bushfire Management Plan	No	No	Yes	No	-
Bushfire Emergency Plan or Information	No	No	Yes	No	-
Bushfire Risk Assessment and Management Report	No	No	No	No	-
Environmental Asset or Vegetation Survey	No	No	No	No	-
Landscaping and Revegetation Plan	No	No	No	No	-
Land Management Agreement	No	No	No	No	-



## 2 BUSHFIRE PRONE VEGETATION – ENVIRONMENTAL & ASSESSMENT CONSIDERATIONS

### 2.1 Environmental Considerations – ‘Desktop’ Assessment

*This ‘desktop’ assessment must not be considered as a replacement for a full Environmental Impact Assessment. It is a summary of potential environmental values at the subject site, inferred from information contained in listed datasets and/or reports, which are only current to the date of last modification.*

*These data sources must be considered indicative where the subject site has not previously received a site-specific environmental assessment by an appropriate professional.*

Many bushfire prone areas also have high biodiversity values. Consideration of environmental priorities within the boundaries of the land being developed can avoid excessive or unnecessary modification or clearing of vegetation. Approval processes (and exemptions) apply at both Commonwealth and State levels.

Any ‘modification’ or ‘clearing’ of vegetation to reduce bushfire risk is considered ‘clearing’ under the **Environmental Protection Act 1986** (EP Act) and requires a clearing permit under the **Environmental Protection (Clearing of Native Vegetation) Regulations 2004** (Clearing Regulations) – unless for an exempt purpose.

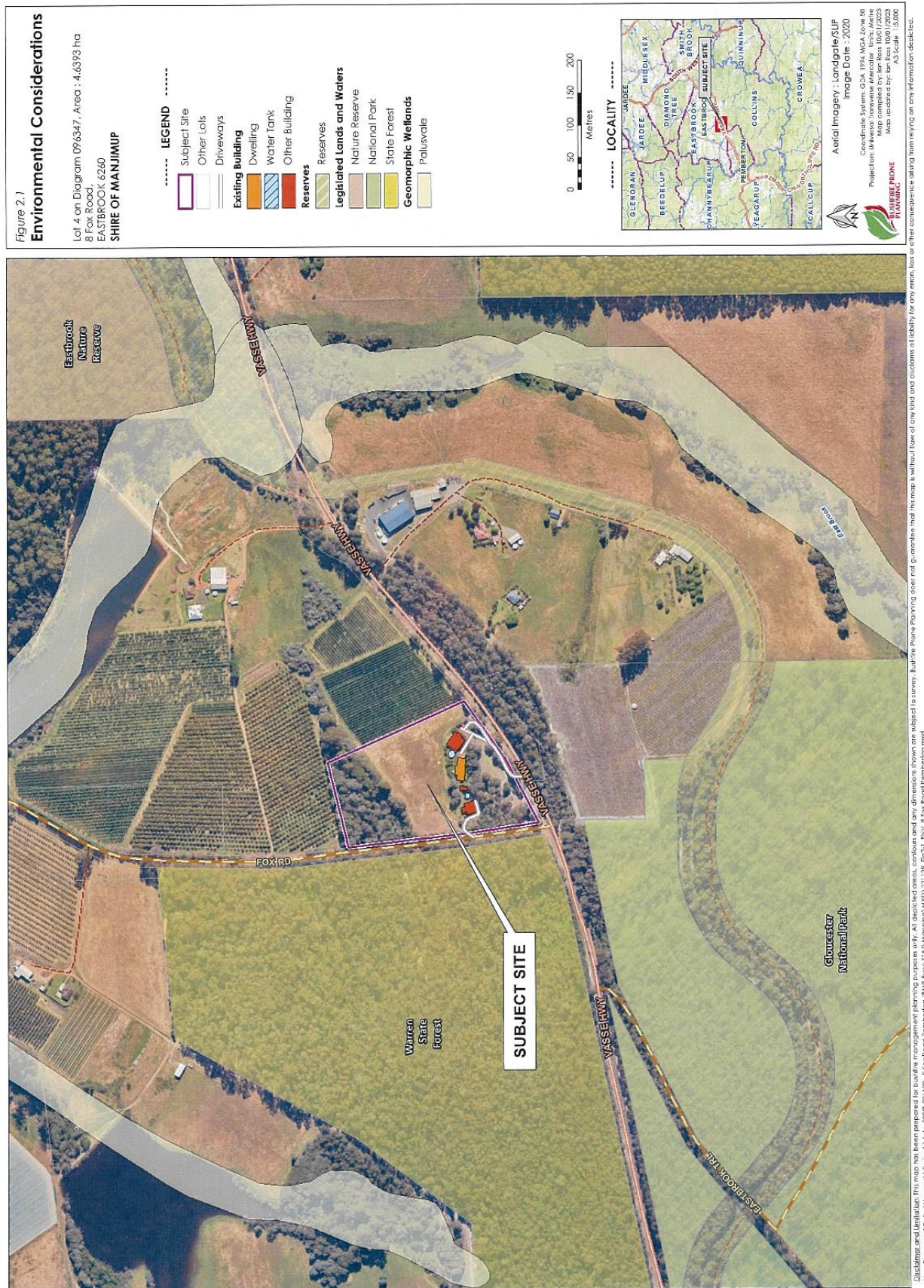
Clearing native vegetation is an offence, unless done under a clearing permit or the clearing is for an exempt purpose. Exemptions are contained in the EP Act or are prescribed in the Clearing Regulations (note: these do not apply in environmentally sensitive areas).

The **Department of Water and Environmental Regulation** (DWER) is responsible for issuing ‘clearing’ permits and the framework for the regulation of clearing. Approvals under other legislation, from other agencies, may also be required, dependent on the type of flora or fauna present.

**Local Planning Policy or Local Biodiversity Strategy:** Natural areas that are not protected by the above Act and Regulation (or any other National or State Acts) may be protected by a local planning policy or local biodiversity strategy. Permission from the local government will be required for any modification or removal of native vegetation in these Local Natural Areas (LNA's). Refer to the relevant local government for detail.

For further Information refer to Guidelines v1.4, the Bushfire and Vegetation Factsheet - WAPC, Dec 2021 and <https://www.der.wa.gov.au/our-work/clearing-permits>









### 2.1.1 Declared Environmentally Sensitive Areas (ESA)

IDENTIFICATION OF RELEVANT ENVIRONMENTALLY SENSITIVE AREAS							
ESA Class	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Wetlands and their 50m Buffer (Ramsar, conservation category and nationally important)	No	No	DBCA-010 and 011, 019, 040, 043, 044	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Bush Forever	No	No	DPLH-022, SPP 2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Threatened and Priority Flora + 50m Continuous Buffer	Unknown	Unknown	DBCA-036	Restricted Scale of Data Available (security)	<input type="checkbox"/>	<input type="checkbox"/>	Data not available - confirm with relevant agency
Threatened Ecological Community	Unknown	Unknown	DBCA-038		<input type="checkbox"/>	<input type="checkbox"/>	Data not obtained - confirm with relevant agency
Heritage Areas National / World	No	No	Relevant register or mapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Environmental Protection (Western Swamp Tortoise) Policy 2002	No	No	DWER-062	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None



### 2.1.2 Other Protected Vegetation on Public Land

IDENTIFICATION OF PROTECTED VEGETATION ON PUBLIC LAND							
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Legislated Lands (tenure includes national park/reserve, conservation park, crown reserve and state forest)	Possible	Possible	DBCA-011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirm with relevant agency
Conservation Covenants	No	No	DPIRD-023	Only Available to Govt.	<input type="checkbox"/>	<input type="checkbox"/>	None
National World Heritage Areas	No	No	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Designated Public Open Space	No	No	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None

#### DESCRIPTION OF THE IDENTIFIED AREA(S) OF VEGETATION

To the west and south of the site are areas of State Forest which are managed by prescribed burns by the relevant authorities. To the east of the site is the Eastbrook Nature Reserve. This area is outside of the 150m vegetation assessment area and has low relevance to the site due to the reticulated avocado plantation between the two locations.

### 2.1.3 Locally Significant Conservation Areas – Local Natural Areas (LNA)

IDENTIFICATION OF LOCALLY SIGNIFICANT CONSERVATION AREAS							
Land with Environmental, Biodiversity and Conservation Values	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Native Vegetation / Remnant Vegetation	Possible	Possible	DBCA managed and Shire of Manjimup mitigation program maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Riparian Zones / Foreshore Areas	No	No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Habitat Vegetation and Wildlife Corridors	Possible	Possible		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirm with relevant agency



#### DESCRIPTION OF THE IDENTIFIED AREA(S) OF VEGETATION

This vegetation is offsite and cannot be modified or managed by the landowner. Due to the proximity to the site, early evacuation is the primary message in a bushfire incident.

IDENTIFIED AREAS OF LAND WITH HERITAGE VALUE		
Land with Heritage Value	Relevant to Proposal	Description and Potential Impact on Implementation of Bushfire Protection Measures
Aboriginal Heritage Places (DPLH)	No	
National Heritage List - the West Kimberley (Dept. of Agriculture, water and the Environment)	No	



#### 2.1.4 Response of Proposed Development to Identified Environmental Limitations

Consideration of the implications that identified protected areas of vegetation (i.e., those with environmental and subject to conservation) have for the proposed development.

PROPOSED DEVELOPMENT RESPONSE TO IDENTIFIED 'PROTECTED' VEGETATION	
The existence of 'protected' areas of vegetation has implications for the ability of the proposed development to reduce potential bushfire impact through modification or removal of vegetation.	No
Application of Design and/or Construction Responses to Limit Vegetation Modification or Removal	
Modify the development location to reduce exposure by increasing separation distance.	No
The proposed B&B is within an existing building. The site has operated as a tourism venue for a number of years.	
Redesign development, structure plan or subdivision.	No
Reduction of lot yield where this can increase available separation distances.	No
Cluster development to limit modification or removal of vegetation.	No
Construct building(s) to the requirements corresponding to higher BAL ratings to reduce required separation distances.	No





## 2.2 Bushfire Assessment Considerations

### 2.2.1 Planned Onsite Vegetation Landscaping

Identification of areas of the subject site planned to be landscaped, creating the potential for increased or decreased bushfire hazard for proposed development.

PLANNED LANDSCAPING	
Relevant to Proposal:	Unlikely
Vegetation surrounding the existing buildings is reticulated and the grass is regularly mown. Trees are under-pruned and maintained in a presentable manner. It is recommended that over time trees closest to the building are removed to increase open space around the building. The new proprietors have indicated a desire to increase the deciduous tree plantings surrounding the buildings.	

### 2.2.2 Planned / Potential Offsite Rehabilitation or Re-Vegetation

Identification of areas of land adjacent to the subject site on which re-vegetation (as distinct from natural re-generation) will or may occur and is likely to present a greater bushfire hazard for proposed development.

POTENTIAL RE-VEGETATION PROGRAMS		
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Description
Riparian Zones / Foreshore Areas	No	-
Wetland Buffers	No	-
Legislated Lands	No	-
Public Open Space	No	-
Road Verges	No	-
Other	No	-

### 2.2.3 Identified Requirement to Manage, Modify or Remove Onsite or Offsite Vegetation

Identification of native vegetation subject to management, modification or removal.

REQUIREMENT TO MANAGE, MODIFY OR REMOVE NATIVE VEGETATION	
Has a requirement been identified to manage, modify or remove <u>onsite</u> native vegetation to establish the required bushfire protection measures on the subject site?	No
Onsite vegetation is managed by the property owner.	
Is approval, from relevant state government agencies and/or the local government, to modify or remove <u>onsite</u> native vegetation required? (Note: if 'Yes' evidence of its existence should be provided in this BMP).	No
Has a requirement been identified to manage, modify or remove <u>offsite</u> native vegetation to establish the required bushfire protection measures on the subject site?	No



<p>Is written approval required, from relevant state government agencies and/or the local government, that permits the landowner, or another identified party, to modify or remove <b>offsite</b> bushfire prone vegetation and/or conduct other works, to establish an identified bushfire protection measure(s)?</p> <p>If 'Yes', appropriate evidence of the approval or how it is to be established, shall be provided in this BMP as an addendum.</p>	No
<p>Is a written management agreement required that states the obligation of the landowner, or another responsible party, to manage defined areas of <b>offsite</b> bushfire prone vegetation, in perpetuity, to ensure the conditions of no fire fuels and/or low threat vegetation and/or vegetation managed in a minimal fuel condition, continue to be met?</p> <p>If 'Yes', appropriate evidence of the agreement or how it is to be established, shall be provided in this BMP as an addendum.</p>	No

#### 2.2.4 Variations to Assessed Areas of Classified Vegetation to be Applied

FOR THE PROPOSED DEVELOPMENT SITUATIONS TO BE ACCOUNTED FOR IN ASSESSING THE POTENTIAL BUSHFIRE IMPACT (BAL)	
<p>Area(s) of land will be subject to future vegetation rehabilitation or re-vegetation that will require a change to a higher threat classification of vegetation on that land to. (Note: this is not regeneration to the mature natural state which is accounted for in the 'existing state' assessment in accordance with AS 3959:2018).</p>	No





### 3 BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT

#### BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS

The potential transfer (flux/flow) of radiant heat from the bushfire to a receiving object is measured in kW/m<sup>2</sup>. 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.

If the BMP derives determined BAL(s), the BAL Certificate(s) required for submission with building applications can be provided, using the BMP as the assessment evidence.

#### 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.

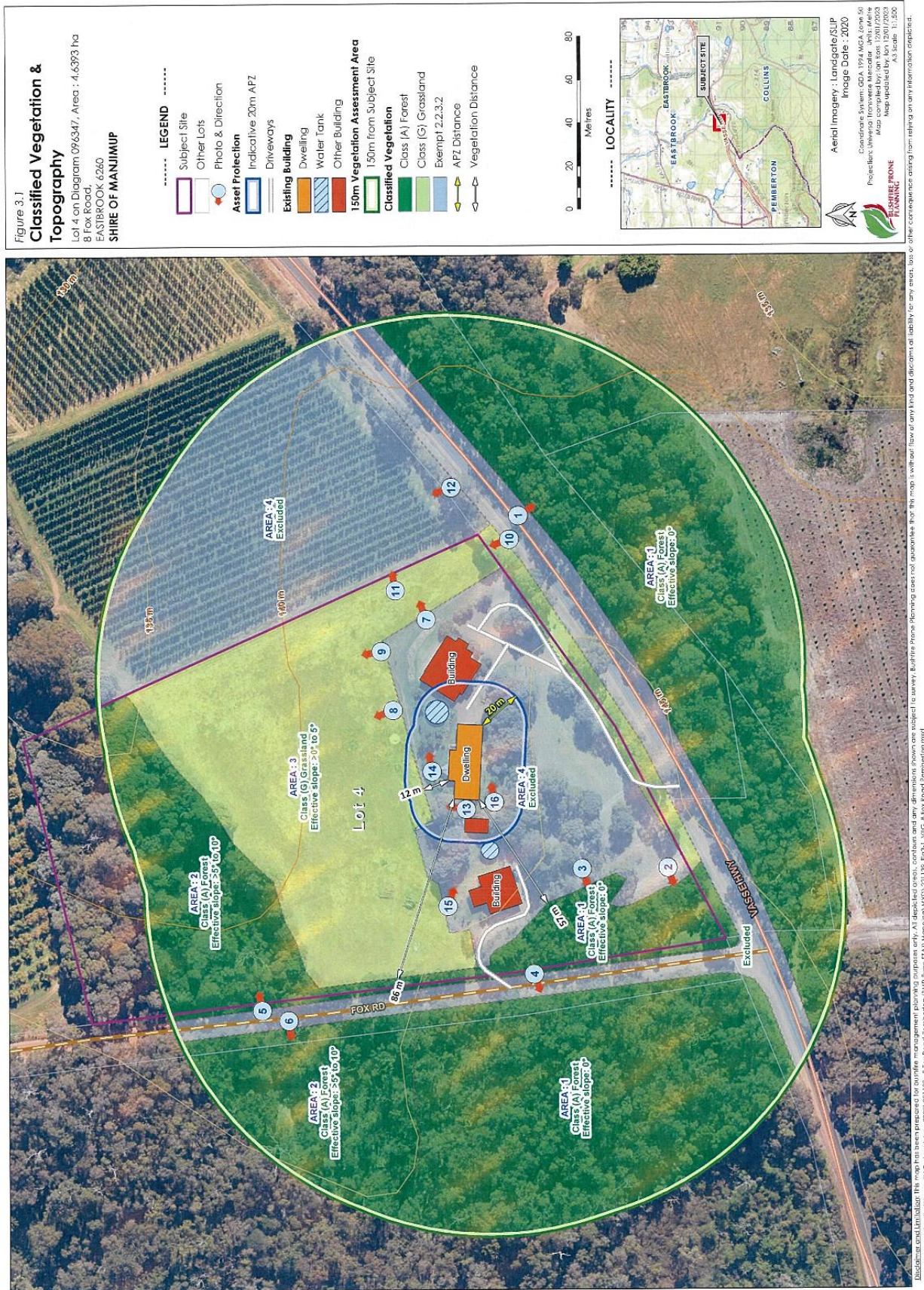
#### BAL RATING APPLICATION – PLANNING APPROVAL VERSUS BUILDING APPROVAL

1. **Planning Approval:** SPP.3.7 establishes that where BAL- LOW to BAL-29 will apply to relevant future construction (or existing structures for proposed uses), the proposed development may be considered for approval (dependent on the other requirements of the relevant policy measures being met). That is, BAL40 or BAL-FZ are not acceptable on planning grounds (except for certain limited exceptions).

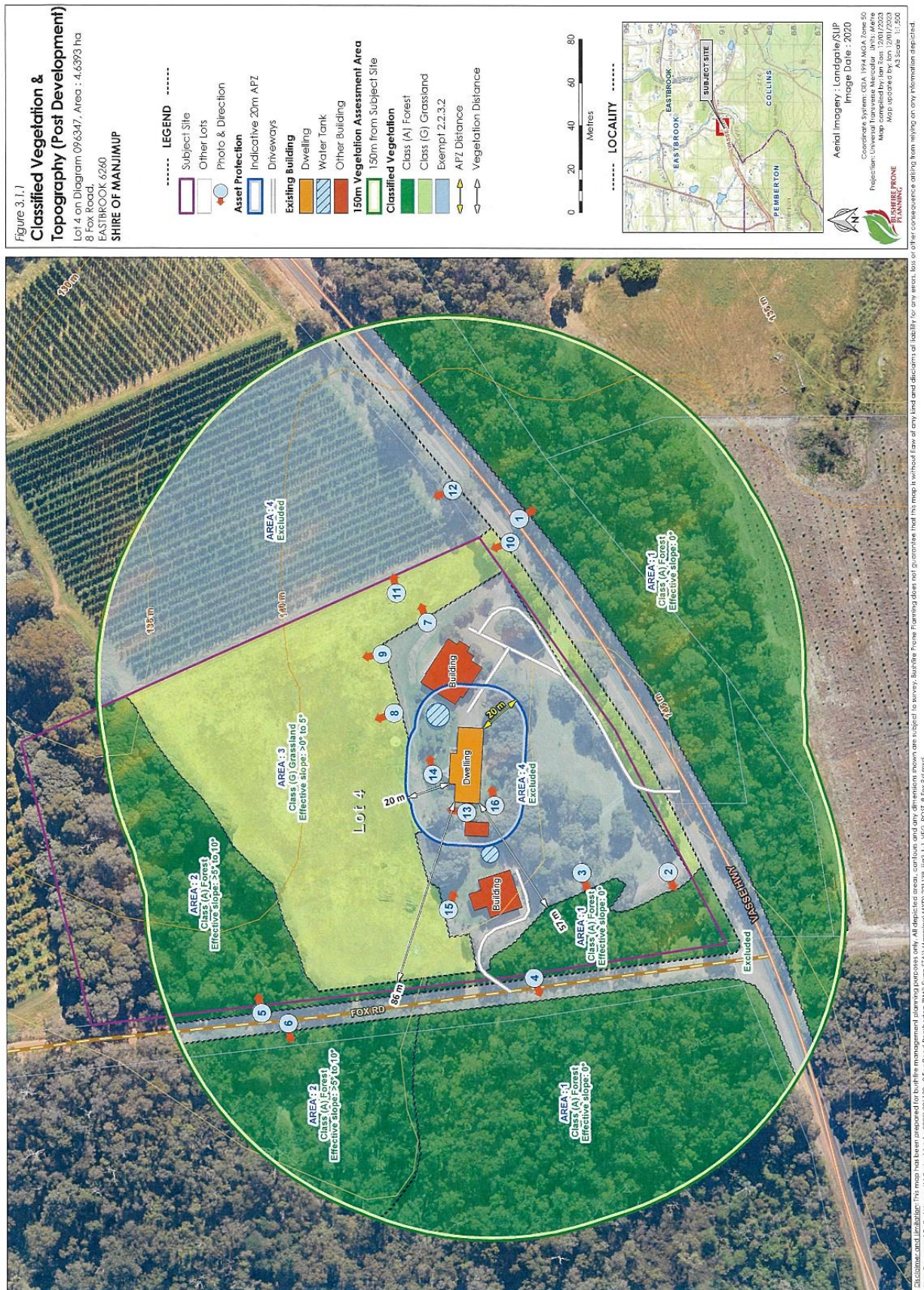
Because planning is looking forward at what can be achieved, as well as looking at what may currently exist, both determined and indicative BAL ratings are acceptable assessment outcomes on which planning decisions can be made (including conditional approvals).

2. **Building Approval:** The Building Code of Australia (Vol. 1 & 2 of the NCC) establishes that relevant buildings in bushfire prone areas must be constructed to the bushfire resistant requirements corresponding to the BAL rating that is to apply to that building. Consequently, a determined BAL rating and the BAL Certificate is required for a building permit to be issued - an indicative BAL rating is not acceptable.













### 3.2 BAL Assessment Summary (Table Format)

#### 3.2.1 The BAL Determination Methodology and Location of Data and Results

LOCATION OF DATA & RESULTS					
BAL Determination Methodology		Location of the Site Assessment Data			Location of the Results
AS 3959:2018	Applied to Assessment	Classified Vegetation and Topography Map(s)	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 3.1	Table 3.1	Appendix A1	Table 3.1 Figure 3.1 and 3.1.1

### 3.2.2 Site Assessment Data and BAL Results

Table 3.1: 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) <sup>1</sup>							
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) and Their Location	Vegetation Classification		Effective Slope		Separation Distance metres	Bushfire Attack Level (AS 3959:2018 Table 2.5)	
	Area	Class	Measured degrees	Applied Range degree range			
Existing building	1	(A) Forest	flat 0	Upslope or flat 0	57m	BAL-12.5	
	2	(A) Forest	d/slope 5.8	Downslope >5-10	86m	BAL-12.5	
	3	(G) Grassland	d/slope 2	Downslope >0-5	12m	BAL-29	
	4	Excluded cl 2.2.3.2(e & f)	-	N/A	-	N/A	
<b>Determined Bushfire Attack Level</b>							
<p><sup>1</sup> 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.</p> <p><sup>2</sup> This is the minimum building setback (i.e., the distance from a proposed building to the lot boundary) that is established by either the applicable R-code setback or another mechanism (e.g., restricted covenant), that is to apply to the proposed building/structure on the relevant lot. It is identified as a fixed component of the total separation distance from vegetation when its application is important to be identified because it establishes the closest distance to the lot boundary that a building/structure can legally exist. In other words, it identifies the part of the lot on which development cannot occur. When it is not critical for this distance to be identified, just the total separation distance is stated.</p>							

A BAL 12.5 is achievable with the installation of a 20m APZ (see Figure 3.1.1).





#### 4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES

The Guidelines for Planning in Bushfire Prone Areas (WAPC 2021 v1.4), Appendix 5, establish that the application of this section of the BMP is intended to support **strategic planning** proposals. At the strategic planning stage there will typically be insufficient proposed development detail to enable all required assessments, including the assessment against the bushfire protection criteria.

##### Strategic Planning Proposals

For strategic planning proposals this section of the BMP will identify:

- Issues associated with the level of the threats presented by any identified bushfire hazard;
- Issues associated with the ability to implement sufficient and effective bushfire protection measures to reduce the exposure and vulnerability levels (of elements exposed to the hazard threats), to a tolerable or acceptable level; and
- Issues that will need to be considered at subsequent planning stages.

##### All Other Planning Proposals

For all other planning stages, this BMP will address what are effectively the same relevant issues but do it within the following sections:

- Section 2 – Bushfire Prone Vegetation - Environmental and Assessment Considerations: Assess environmental, biodiversity and conservation values;
- Section 3 – Potential Bushfire Impact: Assess the bushfire threats with the focus on flame contact and radiant heat; and
- Section 5 – Assessment Against the Bushfire Protection Criteria (including the guidance provided by the *Position Statement: 'Planning in bushfire prone areas – Demonstrating Element 1: Location and Element 2'*): Assess the ability of the proposed development to apply the required bushfire protection measures thereby enabling it to be considered for planning approval for these factors.

Is the proposed development a strategic planning proposal?

No



## 5 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA (GUIDELINES V1.4)

### 5.1 Bushfire Protection Criteria Elements Applicable to the Proposed Development/Use

#### APPLICATION OF THE CRITERIA, ACCEPTABLE SOLUTIONS AND PERFORMANCE ASSESSMENT

The criteria are divided into five elements – location, siting and design, vehicular access, water and vulnerable tourism land uses. Each element has an intent outlining the desired outcome for the element and reflects identified planning and policy requirements in respect of each issue.

The example acceptable solutions (bushfire protection measures) provide one way of meeting the element's intent. Compliance with these automatically achieves the element's intent and provides a straightforward pathway for assessment and approval.

Where the acceptable solutions cannot be met, the ability to develop design responses (as alternative solutions that meet bushfire performance requirements) is an alternative pathway that is provided by addressing the applicable performance principles (as general statements of how best to achieve the intent of the element).

A merit based assessment is established by the SPP 3.7 and the Guidelines as an additional alternative pathway along with the ability of using discretion in making approval decisions (sections 2.5, 2.6 and 2.7). This is formally applied to certain development (minor and unavoidable – sections 5.4.1 and 5.7). Relevant decisions by the State Administrative Tribunal have also supported this approach more generally.

Elements 1 – 4 should be applied for all strategic planning proposals, subdivision or development applications, except for vulnerable tourism land uses which should refer to Element 5. Element 5 incorporates the bushfire protection criteria in Elements 1 – 4 but caters them specifically to tourism land uses. (Guidelines DPLH 2021v1.4)

The Bushfire Protection Criteria	Applicable to the Proposed Development/Use
Element 1: Location	No
Element 2: Siting and Design	No
Element 3: Vehicular Access	No
Element 4: Water	No
Element 5: Vulnerable Tourism Land Uses	Yes

### 5.2 Local Government Variations to Apply

Local governments may add to or modify the acceptable solutions to recognise special local or regional circumstances (e.g., topography / vegetation / climate). These are to be endorsed by both the WAPC and DFES before they can be considered in planning assessments. (Guidelines DPLH 2021v1.4).

Do endorsed regional or local variations to the acceptable solutions apply to the assessments against the Bushfire Protection Criteria for the proposed development /use?

No





### 5.3 Assessment Statements

### 5.4 Assessment Statements for Element 5: Vulnerable Tourism Land Uses

#### 5.4.1 B&B / Holiday House Outside Built-Out Area

VULNERABLE TOURISM			
<b>Element Intent</b>	To provide bushfire protection for tourism land uses relevant to the characteristics of the occupants and/or the location, to preserve life and reduce the impact of bushfire on property and infrastructure.		
<b>Proposed Development/Use – Relevant Type</b>	Bed and breakfast and holiday house <u>outside</u> a residential built out area.		
<b>Element Compliance Statement</b>	The proposed development/use achieves the intent of this element by being fully compliant with all applicable acceptable solutions.		
<b>Pathway Applied to Provide an Alternative Solution</b>	N/A		
<b>Acceptable Solutions - Assessment Statements</b> <p>All details of acceptable solution requirements are established in the Guidelines for Planning in Bushfire Prone Areas, DPLH v1.4 (Guidelines) and apply the guidance established by the 'Bushfire Management Plan Guidance for the Dampier Peninsula' (WA Department of Planning, Lands and Heritage, 2021 Rev B) as relevant. These documents are available at <a href="https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas">https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas</a>.</p> <p>The technical construction requirements for access types and components, and for each firefighting water supply component, are also presented in Appendices 2 and 3. The local government will advise the proponent where different requirements are to apply and when any additional specifications such as those for signage and gates are to apply (these are included in the relevant appendix if requested by the local government).</p>			
<b>Solution Component Check Box Legend</b>	<input checked="" type="checkbox"/> Relevant & met	<input checked="" type="checkbox"/> Relevant & not met	<input type="checkbox"/> Not relevant
A5.4 Siting and Design			
<b>A5.4a Asset protection zone (APZ)</b>	<b>Applicable:</b>	<b>Yes</b>	<b>Compliant:</b> <b>Yes</b>
<b>APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION</b> <p>A key required bushfire protection measure is to reduce the exposure of buildings/infrastructure (as exposed vulnerable elements at risk), to the direct bushfire threats of flame contact, radiant heat and embers and the indirect threat of consequential fires that result from the subsequent ignition of other combustible materials that may be constructed, stored or accumulate in the area surrounding these structures. This reduces the associated risks of damage or loss.</p> <p>This is achieved by separating buildings (and consequential fire fuels as necessary) from areas of classified bushfire prone vegetation. This area of separation surrounding buildings is identified as the Asset Protection Zone (APZ) and consists of no vegetation and/or low threat vegetation or vegetation continually managed to a minimal fuel condition. The required separation distances will vary according to the site specific conditions and local government requirements.</p> <p>The APZ dimensions stated and/or illustrated in this Report can vary dependent on the purpose for which they are being identified.</p>			





*Note: Appendix B 'Onsite Vegetation Management' provides further information regarding the different APZ dimensions that can be referenced, their purpose and the specifications of the APZ that are to be established and maintained on the subject lot.*

#### THE 'PLANNING BAL-29' APZ DIMENSIONS

**Purpose:** To provide evidence of the development or use proposal's ability to achieve minimum vegetation separation distances. To achieve 'acceptable solution' planning approval for this factor, it must be demonstrated that the minimum separation distances corresponding to a maximum level of radiant transfer to a building of 29 kW/m<sup>2</sup>, either exist or can be implemented (with certain exceptions). These separation distances are the 'Planning BAL-29' APZ dimensions.

*The 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically implemented and maintained by a landowner. Rather, its sole purpose is to identify if an acceptable solution for planning approval can be met.*

#### THE 'REQUIRED' APZ DIMENSIONS

**Purpose:** Establishes the dimensions of the APZ to be physically implemented by the landowner on their lot: These will be the minimum required separation distances from the subject building(s) to surrounding bushfire prone vegetation (identified by type and associated ground slope). These are established by:

- A. The 'BAL Rating APZ' of the subject building(s) when distances are greater than 'B' below (except when 'B' establishes a maximum distance); or
- B. The 'Local Government' APZ' derived from the Firebreak/Hazard Reduction Notice when distances are greater than 'A' above, other than when a maximum distance is established, in which case this will apply; or
- C. A combination of 'A' and 'B'.

*Within this Report/Plan it is the 'Planning BAL-29' APZ that will be identified on maps, diagrams and in tables as necessary – unless otherwise stated.*

*The 'Required' APZ dimension information will be presented in Appendix B1.1 and on the Property Bushfire Management Statement, when required to be included for a development application.*

<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>APZ Width:</b> The proposed (or a future) habitable building(s) on the lot(s) of the proposed development - or an existing building for a proposed change of use - can be (or is) located within the developable portion of the lot and be surrounded by a 'Planning BAL-29' APZ of the required dimensions (measured from any external wall or supporting post or column to the edge of the classified vegetation), that will ensure their exposure to the potential radiant heat impact of a bushfire does not exceed 29 kW/m<sup>2</sup>.</p>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>Restriction on Building Location:</b> It has been identified that the current developable portion of a lot(s) provides for a future building location that will result in that building being subject to a BA-40 or BAL-FZ rating. Consequently, it may be considered necessary to impose the condition that a restrictive covenant to the benefit of the local government pursuant to section 129BA of the Transfer of Land Act 1893, is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of that portion of land (refer to Code F3 of Model Subdivision Conditions Schedule, WAPC June 2021 and Guidelines s5.3.2).</p>
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>APZ Location:</b> The required dimensions for a 'Planning BAL-29' APZ can be contained solely within the boundaries of the lot(s) on which the proposed (or a future) habitable building(s) - or an existing building(s) for a proposed change of use - is situated.</p>



<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	<p><b>APZ Location:</b> The required dimensions for a 'Planning BAL-29' APZ can be partly established within the boundaries of the lot(s) on which the proposed (or a future) habitable building(s) - or an existing building(s) for a proposed change of use - is situated. The balance of the APZ would exist on adjoining land that satisfies the exclusion requirements of AS 3959:2018 cl 2.2.3.2 for non-vegetated areas and/or low threat vegetation and/or vegetation managed in a minimal fuel condition.</p>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	<p><b>APZ Location:</b> It can be justified that any adjoining (offsite) land forming part of a 'Planning BAL-29' APZ will:</p> <ul style="list-style-type: none"> <li>• If non-vegetated, remain in this condition in perpetuity; and/or</li> <li>• If vegetated, be low threat vegetation or vegetation managed in a minimal fuel condition in perpetuity.</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	<p><b>APZ Management:</b> The area of land (within each lot boundary), that is to make up the required 'Landowner' APZ dimensions (refer to Appendix B, Part B1), can and will be managed in accordance with the requirements of the Guidelines Schedule 1 'Standards for Asset Protection Zones' (refer to Appendix B).</p>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	<p><b>Subdivision Staging:</b> There are undeveloped future stages of subdivision, containing bushfire prone vegetation, that have been taken into consideration for their potentially 'temporary' impact on the ability to establish a 'Planning BAL-29 APZ' on adjoining developed lots. A staging plan is developed to manage this.</p>
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Firebreak/Hazard Reduction Notice:</b> Any additional requirements established by the relevant local government's annual notice to install firebreaks and manage fuel loads (issued under s33 of the Bushfires Act 1954), can and will be complied with.</p>
<p><b>Supporting Assessment Details:</b> The APZ for the corresponding BAL29 rating is fully compliant and a BAL 12.5 is achievable.</p> <p>The Shire of Manjimup's Firebreak &amp; Fuel Hazard Reduction Notice: Section B: Tourist Enterprise requires a 20m APZ around habitable buildings, including:</p> <ol style="list-style-type: none"> <li>1. Remove all flammable material within (20) metres of any dwelling or outbuilding.</li> <li>2. Tree trunks to be free of branches to a height of (2) metres.</li> <li>3. No trees are to overhang the dwelling.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>	





A5.5 Vehicular Access			
<b>A5.5a Multiple access routes</b>		<b>Applicable:</b>	<b>Compliant:</b>
		Yes	Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Two-way public road access is provided in two different directions to at least two different suitable destinations.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The exception to the provision of two-way access applies. Public road vehicular access to a suitable destination is available, and it leads away from the bushfire hazard. Secondary access (including an EAW) cannot be achieved.		
<b>Supporting Assessment Details:</b> The site fronts both Fox Road and Vasse Highway. Fox Road is a gravel road that joins to Vasse Highway, and travel to either Pemberton or Manjimup is accessible and compliant with the technical requirements.			
<b>A5.5b No-through roads – maximum length</b>		<b>Applicable:</b>	<b>Compliant:</b>
		No	N/A
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The no-through public road for the proposed development is no longer than 200 metres. It is unavoidable existing and the adjoining classified vegetation (excluding the road reserve) is categorised an Extreme Bushfire Hazard Level (Guidelines, Table 3).		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The no-through public road for the proposed development is no longer than 500 metres. It is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Moderate Bushfire Hazard Level (Guidelines, Table 3).		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The no-through public road is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Low Bushfire Hazard Level (Guidelines, Table 3) or is not identified as bushfire prone. Consequently, there is no limit on its length.		
<b>Supporting Assessment Details:</b> None required			
<b>A5.5c Emergency access way – alternative access option</b>		<b>Applicable:</b>	<b>Compliant:</b>
		No	N/A
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	A5.5a and A5.5b cannot be achieved.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The proposed or existing EAW provides a through connection to a public road.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The proposed or existing EAW is less than 500m in length and will be signposted and gated (remaining unlocked) to the specifications stated in the Guidelines and/or required by the relevant local government.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.		
<b>Supporting Assessment Details:</b> None required			





A5.5d Public roads - technical requirements		Applicable:	Yes	Compliant:	Yes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The technical construction requirements of vertical clearance and weight capacity (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All other applicable technical requirements of trafficable width, gradients and curves, are required to be in "accordance with the class of road as specified in the IPWEA Subdivision Guidelines, Liveable Neighbourhoods, Ausroad Standards and/or any applicable standard in the local government area" (Guidelines, Table 6 and sE3.1. Refer also to Appendix C in this BMP).</p> <p>The assessment conducted for the bushfire management plan indicates that it is likely that the proposed development can and will comply with the requirements.</p> <p>The applicable class(s) of road and technical requirements have been confirmed with the relevant local government/Main Roads WA. These can and will be complied with.</p>		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	A traversable verge is available adjacent to classified vegetation (Guidelines, E3.1), as recommended.		
Supporting Assessment Details: Fox Road and Vasse Highway meet the technical requirements.					
A5.5e Private driveways - technical requirements		Applicable:	Yes	Compliant:	Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	The private driveway length is no greater than 50m. No technical requirements need to be met.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	Passing bays can and will be installed every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The turnaround area requirements (Figure 28, Guidelines and within 30m of the habitable building) can and will be complied with.		
Supporting Assessment Details: There are 3 public driveways to the property, 2 of them being over 50m in length, all driveways meet the required technical standards.					
A5.5f Signage		Applicable:	Yes	Compliant:	Yes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The required information to inform the actions of those persons onsite in the event of a bushfire will be prominently displayed within the site.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information will include evacuation routes and distance and the site specific procedural detail that will be established by the Bushfire Emergency Plan (or Information) that is required to be developed for the proposed use.		
Supporting Assessment Details: It is recommended that a sign is installed in the guest car park.					



A5.6 Provision of Water for Firefighting Purposes			
<b>A5.6b Non-reticulated supply</b>		<b>Applicable:</b>	<b>Compliant:</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	Yes
<p>A static water supply (tank) for firefighting purposes will be installed on the lot that is additional to any water supply that is required for drinking and other domestic purposes.</p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The technical requirements (location, volumes, design, materials, pipes and fittings), as established by the Guidelines (Schedule 2 and E4) and/or the relevant local government, can and will be complied with.</p>	
<p><b>Supporting Assessment Details:</b> There are a number of water tanks on the property, and several that can be isolated for fire fighting purposes, with appropriate turn around areas and fitted camlock and valve fittings that comply with the technical requirements.</p>			



## 6 BUSHFIRE PROTECTION MEASURES - RESPONSIBILITY FOR IMPLEMENTATION CHECKLIST

### 6.1 Landowner Responsibilities – Prior to Operation

DEVELOPER/LANDOWNER RESPONSIBILITIES – PRIOR OPERATION	
No.	Implementation Actions
1	<p>The local government may condition a development application approval with a requirement for the landowner/proponent to register a notification onto the certificate of title and deposited plan (with the required wording stated by the local government).</p> <p>This will be done pursuant to <i>Section 70A Transfer of Land Act 1893 (as amended) as per 'Factors affecting use and enjoyment of land, notification on title'.</i></p> <p>This is to notify owners and prospective purchasers of the land that:</p> <ol style="list-style-type: none"> <li>1. The land is in a designated bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner;</li> <li>2. The land is subject to a Bushfire Management Plan that establishes certain protection measures to manage bushfire risk that are to be implemented and continue to be applied at the owners cost; and</li> <li>3. That additional planning and building requirements may apply to development on this land.</li> </ol>
2	<p>Prior to relevant building work, inform the builder of the existence of this approved Bushfire Management Plan (BMP). The plan identifies that the development site is within a designated bushfire prone area and states the indicative (or determined) BAL rating(s) that may (or will) be applied to buildings/structures. A BAL assessment report may be required to confirm determined ratings and will be required when ratings are indicative. BAL certificates will need to be issued to accompany building applications.</p> <p>The BMP may also establish, as an additional bushfire protection measure, that construction requirements to be applied will be those corresponding to a specified higher BAL rating.</p> <p>Compliance with the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), will require certain bushfire resistant construction requirements be applied to residential buildings in bushfire prone areas (i.e., Class 1, 2 and 3 and associated Class 10a buildings and decks). Other classes of buildings may also be required to comply with these construction when established by the relevant authority or if identified as an additional bushfire protection measure within the BMP.</p> <p>The deemed to satisfy solutions that will meet the relevant bushfire performance requirements are found in AS 3959 – Construction of Building in Bushfire Prone Areas (as amended) and the NASH Standard - Steel Framed Construction in Bushfire Areas (as amended).</p>
3	<p>Prior to occupancy, signage must be prominently displayed within the site that informs the actions of those persons onsite in the event of a bushfire. This will include evacuation route information, site procedures – as per the instructions within the Bushfire Emergency Plan developed for the site and use.</p>
4	<p>Prior to occupancy, all actions contained within the 'Pre-Season Preparation Procedure' established by the Bushfire Emergency Plan, must be completed.</p>





## 6.2 Landowner / Occupier Responsibilities – Ongoing Management

LANDOWNER/OCCUPIER – ONGOING MANAGEMENT	
No.	Management Actions
1	<p>Maintain the 'Required' Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy:</p> <ul style="list-style-type: none"> <li>The minimum required dimensions established in Appendix B1; and</li> <li>The standards established by the Guidelines DPLH, 2021 v1.4, Schedule 1, or as varied by the local government through their annually issued firebreak / hazard reduction notice when the variations have been endorsed by the WAPC and DFES as per s4.5.3 of the Guidelines.</li> </ul>
2	<p>Comply with the Shire of Manjimup Firebreak &amp; Fuel Hazard Reduction notice issued under s33 of the Bush Fires Act 1954. Check the notice annually for any changes.</p>
3	<p>As a vulnerable tourism land use for which open air campfires (contained in a firepit) are a part of site operations, enforce the use restrictions established by s25 of the Bush Fires Act 1954 and ensure the required vegetation clearances are maintained.</p>
4	<p>Maintain vehicular access routes within the lot to comply with the technical requirements referenced in the BMP and the relevant local government's annual firebreak / hazard reduction notice.</p>
5	<p>Maintain the static fire fighting water supply tank and associated pipes/fittings/pump and vehicle hardstand in good working condition.</p>
6	<p>Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with:</p> <ul style="list-style-type: none"> <li>The bushfire resistant construction requirements of the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), as established by the Building Regulations 2012 (WA Building Act 2011).</li> </ul>
7	<p>Annually review the Bushfire Emergency Plan and complete all actions contained within the 'Pre-Season Preparation Procedure' and the 'In-Season Preparation Procedure' at the appropriate times of the year.</p>



### 6.3 Local Government Responsibilities – Ongoing Management

LOCAL GOVERNMENT – ONGOING MANAGEMENT	
No.	Management Actions
1	<p>Monitor landowner compliance with the Shire of Manjimup Firebreak &amp; Fuel Hazard Reduction notice and with any bushfire protection measures that are:</p> <ul style="list-style-type: none"> <li>• Established by this BMP;</li> <li>• Are required to be maintained by the landowner/occupier; and</li> <li>• Are relevant to local government operations.</li> </ul>



## APPENDIX A: DETAILED BAL ASSESSMENT DATA AND SUPPORTING INFORMATION

### A1: BAL Assessment 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:	
					Applied GFDI:	

#### 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 they consist of low threat vegetation or vegetation managed in a 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

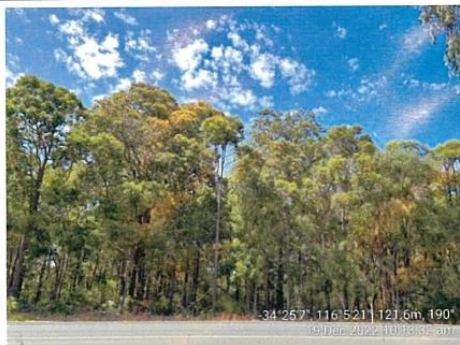



Where significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.

#### 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:	None
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	Open forest A-03					
Exclusion Clause	N/A					
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 6m	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Vegetation onsite is a mix of peppermint trees to a height of 6 metres with understorey of native shrubs and grasses. Offsite vegetation is State forest, primarily Eucalypts (Marri and Jarrah) to a height of 30m. There are a number of individual trees that are up to 40m in height. Vegetation cover is 90%.					
Understorey:	Offsite understorey is a mix of Acacia and native shrubs growing to a height of 6 metres, unmanaged grasses, fallen logs and leaf litter. Onsite understorey is a light mix of native shrubs and grasses.					
Additional Justification:	Not required					
Post Development Assumptions:	N/A					
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VEGETATION AREA 2							
Classification	A. FOREST						
Types Identified	Open forest A-03						
Exclusion Clause	N/A						
Effective Slope	Measured	d/slope 5.8 degrees		Applied Range (Method 1)		Downslope >5-10 degrees	
Foliage Cover (all layers)	>90%	Shrub/Heath Height		Up to 6m		Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Vegetation is primarily Eucalypts (Marri and Jarrah) and Peppermint trees to a height of 30m. There are a number of individual trees that are up to 40m in height. There are patches of Acacia growing to a height of 10-15m with 90% vegetation cover and little understorey aside from fallen branches and leaf litter. Overall vegetation cover is 90%.						
Understorey:	The understorey is a mix of Acacia and native shrubs growing to a height of 6 metres, unmanaged grasses, fallen logs and leaf litter						
Additional Justification:	Vegetation Areas 1 and 2 are functionally the same and are separated by effective slope relative to the building. The worst-case fire run has been applied.						
Post Development Assumptions:	N/A						
<div><div><p>34°25'2", 116°5'15", 119.3m, 45° 19 Dec 2022 10:20:39 am</p></div><div><p>34°25'2", 116°5'15", 119.2m, 299° 19 Dec 2022 10:20:15 am</p></div></div>							
PHOTO ID: 5				PHOTO ID: 6			





VEGETATION AREA 3						
Classification	<b>G. GRASSLAND</b>					
Types Identified	Sown pasture G-26					
Exclusion Clause	N/A					
Effective Slope	Measured	d/slope 2 degrees	Applied Range (Method 1)		Downslope >0-5 degrees	
Foliage Cover (all layers)	>90%	Shrub/Heath Height	N/A		Tree Height	N/A
Dominant & Sub-Dominant Layers (species as relevant)	Sown grass for stock. Currently no stock on the premises due to the property going through settlement. Grass height to 50cm.					
Understorey:	N/A					
Additional Justification:	Not Required.					
Post Development Assumptions:	Once settlement has been completed the new property owner intends to have stock in these paddocks to manage the vegetation.					
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<div style="display: flex; justify-content: space-around;"> </div>						
PHOTO ID: 9			PHOTO ID: 10			







VEGETATION AREA 4						
Classification	EXCLUDED					
Types Identified	Low threat vegetation					
Exclusion Clause	2.2.3.2 (e) non-vegetated areas and (f) vegetation managed in a minimal fuel condition.					
Effective Slope	Measured	N/A		Applied Range (Method 1)	N/A	
Foliage Cover (all layers)		Shrub/Heath Height			Tree Height	
Dominant & Sub-Dominant Layers (species as relevant)	Managed gardens around the buildings, all reticulated. Trees under-pruned. Private driveways and road network, avocado plantation to the east of the property.					
Understorey:	Not required					
Additional Justification:	Not Required.					
Post Development Assumptions:	The new property owner intends to increase the deciduous tree plantings around the buildings and to remove the first row of existing vegetation around the south side of the buildings to increase the area of open space.					
						
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PHOTO ID: 16



### 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.





#### 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 (via a Compliance Report) 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.

The calculated range of separation distances corresponding to each BAL rating can be presented in a table and/or illustrated as a BAL Contour Map – whichever is determined to best fit the purpose of the assessment.

For additional information refer to the information boxes in Section 3 'Bushfire Attack Levels (BAL) - Understanding the Results and Section 3.2. 'Interpretation of the BAL Contour Map'.

#### SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION

Measured and assumed separation distances determined from the site assessment are recorded in Section 3, Table 3.1.





## APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ

### THE ASSET PROTECTION ZONE (APZ) - DESCRIPTION

This is an area surrounding a habitable building containing low threat fire fuel fuels (including vegetation), or vegetation managed in a minimal fuel condition, no fire fuels or any combination. 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 is low threat and/or is managed in a minimum fuel condition 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: Asset Protection Zone (APZ) Dimensions

#### APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION

##### THE 'PLANNING BAL-29' APZ DIMENSIONS

*The 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically implemented and maintained by a landowner. Rather, its purpose is to identify if an acceptable solution for planning approval can be met i.e., can a specified minimum separation distance from bushfire prone vegetation exist.*

An assessment against the Bushfire Protection Criteria is conducted for planning approval purposes. To satisfy '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. These minimum separation distances determine the 'Planning BAL-29' APZ dimensions.

**Dimensions:** The minimum dimensions are those that will ensure the potential radiant heat impact on subject buildings does not exceed 29 kW/m<sup>2</sup>. These dimensions will vary dependent on the vegetation classification, the slope of the land they are growing on and certain other factors specific to the subject site.

*Note: For certain purposes associated with vulnerable land uses, the 'Planning BAL-29' APZ may be replaced with dimensions corresponding to radiant heat impact levels of 10 kW/m<sup>2</sup> and 2 kW/m<sup>2</sup> and calculated using 1200K flame temperature.*

**Location:** The identified 'Planning BAL-29' APZ must not extend past lot boundaries onto land the landowner has no control over either now or potentially at some point in the future. Limited exceptions include:

- When adjoining land is not vegetated (e.g., built out, roads, carparks, drainage, rock, water body etc.);
- When adjoining land currently or, will in the short term, contain low threat vegetation and or vegetation managed in a minimal fuel condition as per AS 3959:2018 cl. 2.2.3.2. It must be reasonable (justifiable) to expect this low threat vegetation and/or level of management will continue to exist or be conducted in perpetuity and require no action from the owner of the subject lot.

Such areas of land include formally managed areas of vegetation (e.g., public open space / recreation areas / services installed in a common section of land). For specific scenarios, evidence of the formal commitment to manage these areas to a certain standard may be required and would be included in the





BMP.

These areas of land can also be part of the required APZ on a neighbouring lot for which the owner of that lot has a recognised responsibility to establish and maintain; and

- When there is a formalised and enforceable capability and responsibility created for the subject lot owner, or any other third party, to manage vegetation on land they do not own in perpetuity. This would be rare, and evidence of the formal authority would be included in the BMP.

The bushfire consultant's 'Supporting Assessment Detail', that is presented in the assessment against the acceptable solution A2.1, will identify and justify how any adjoining land within the 'Planning BAL-29' APZ will meet the APZ standards. Or otherwise, explain how this condition cannot be met.

### THE 'BAL RATING' APZ DIMENSIONS

The applicable BAL rating will have been stated in the BAL Assessment Data section of the BAL Assessment Report or BMP (as relevant). The BAL rating can be assessed as 'determined' or 'indicative' or be 'conditional', dependent of the specific conditions associated with the site and the stage of assessment or planning. It is the eventual assessment of the 'Determined' BAL that will establish both the BAL rating that is to apply and its corresponding 'BAL Rating' APZ dimensions.

**Dimensions:** 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 subject building/structure that has accounted for surrounding vegetation types, the slope of the land they are growing on and certain other factors specific to the subject site and surrounding land.

Establishing 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 are designed to resist when that building/structure is required to be constructed to the standard corresponding to the Determined BAL.

*Note: For certain purposes associated with vulnerable land uses, the 'BAL Rating' APZ dimensions may be replaced with dimensions corresponding to the specific radiant heat impact levels of 10 kW/m<sup>2</sup> and 2 kW/m<sup>2</sup> and calculated using 1200K flame temperature.*

**Location:** The same conditions will apply as for the 'Planning BAL-29' APZ.

### THE 'LOCAL GOVERNMENT' APZ DIMENSIONS

Some Local Government's establish the dimensions of the APZ that must be established surrounding buildings in their annual Firebreak/Hazard Reduction Notice. Or for a specific site they may establish a maximum allowable dimension (typically that corresponding to BAL-29). When established, the landowner will need to be comply with these.

### THE 'REQUIRED' APZ DIMENSIONS

This is the APZ that is to be established and maintained by the landowner within the subject lot and surrounding the subject building(s). It will be identified on the Property Bushfire Management Statement when it is required to be included in this Report/Plan.

**Dimensions:** The 'Required APZ' dimensions are the minimum (or maximum when relevant) distances away from the subject building(s) that the APZ must extend. These distances will not necessarily be the same all around the building(s). They can vary and are dependent on the different vegetation types (and their associated ground slope) that can exist around the building(s), and specific local government requirements. The dimensions to implement are determined by:

- A. The 'BAL Rating APZ' of the subject building(s) when distances are greater than 'B' below (except when 'B' establishes a maximum distance); or
- B. The 'Local Government' APZ' derived from the Firebreak/Hazard Reduction Notice when distances are greater than 'A' above, other than when a maximum distance is established, in which case this will apply; or
- C. A combination of 'A' and 'B'.

**Location:** The same conditions will apply as for the 'Planning BAL-29' APZ.





### B1.1: THE APZ DIMENSIONS REQUIRED TO BE IMPLEMENTED BY THE LANDOWNER

DETERMINATION OF THE 'REQUIRED' APZ DIMENSIONS TO BE IMPLEMENTED AND MAINTAINED BY LANDOWNER WITHIN THEIR LOT											
Relevant Buildings(s)	Vegetation Classification [Refer to Fig 3.1]		Minimum Required Separation Distances from Building to Vegetation (metres)								The 'Required' APZ Dimensions [see note]
			Established by the 'BAL Rating' APZ Dimension				Established by the "Local Government" APZ Dimension				
	Area	Class	Determined Radiant Heat Impact	Stated 'Indicative' or 'Conditional' BAL				Firebreak / Hazard Reduction Notice	Maximum Allowed	The Stated Distance	
				BAL-29	BAL-19	BAL-12.5	BAL-LOW				
Existing building	1	(A) Forest	BAL-29	21m					20m		20
	2	(A) Forest		33m						20	
	3	(G) Grassland		9m						20	
	4	Excluded cl 2.2.3.2(e & f)		-							
<b>Note:</b> The 'Required' APZ Dimension corresponding to each area of vegetation is the greater of the 'BAL Rating' or the 'Firebreak/Hazard Reduction Notice' APZ dimensions - unless a local government maximum distance(s) is established as a result of their environmental assessment of the subject site. The area of the APZ will also be limited to the subject lot boundary unless otherwise justified in this Report/Plan. Final determination of the dimensions will require that any indicative or conditional BAL becomes a 'Determined' BAL.											
<b>Comments:</b> The Shire of Manjimup Firebreak & Fuel Hazard Reduction notice requires a 20m APZ around buildings. Therefore, this is greater than a 9m BAL – 29 APZ and grassland vegetation will be required to be managed by stock or mowing for an additional distance of 11m from the building to the north to comply.											

**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:

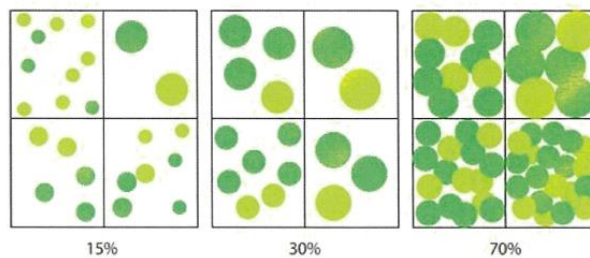
- Schedule 1: Standards for Asset Protection Zones (see extract below) established by the Guidelines; and
- The associated explanatory notes (Guidelines E2) that address (a) managing an asset protection zone (APZ) to a low threat state (b) landscaping and design of an asset protection zone and (c) plant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

## 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"> <li>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).</li> </ul>
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> <li>Should be managed and removed on a regular basis to maintain a low threat state.</li> <li>Should be maintained at &lt;2 tonnes per hectare (on average).</li> <li>Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch &gt;6 millimetres in thickness.</li> </ul>
Trees* (>6 metres in height)	<ul style="list-style-type: none"> <li>Trunks at maturity should be a minimum distance of six metres from all elevations of the building.</li> <li>Branches at maturity should not touch or overhang a building or powerline.</li> <li>Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation.</li> <li>Canopy cover within the APZ should be &lt;15 per cent of the total APZ area.</li> <li>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.</li> </ul>

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"> <li>• Should not be located under trees or within three metres of buildings.</li> <li>• Should not be planted in clumps &gt;5 square metres in area.</li> <li>• Clumps should be separated from each other and any exposed window or door by at least 10 metres.</li> </ul>
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"> <li>• Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.</li> <li>• Can be located within two metres of a structure, but three metres from windows or doors if &gt;100 millimetres in height.</li> </ul>
Grass	<ul style="list-style-type: none"> <li>• Grass should be maintained at a height of 100 millimetres or less, at all times.</li> <li>• Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.</li> </ul>
Defendable space	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
LP Gas Cylinders	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The pressure relief valve should point away from the house.</li> <li>• No flammable material within six metres from the front of the valve.</li> <li>• Must sit on a firm, level and non-combustible base and be secured to a solid structure.</li> </ul>

\* 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 applicable 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: Vegetation and Areas Excluded from Classification - Ensure Continued Exclusion

AS 3959:2018 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 relevant bushfire behaviour models to determine the BAL.

Certain vegetation can be considered as low threat or managed in a minimal fuel condition and can be excluded from classification. Where this has occurred in assessing the site, the extract from AS3959:2018 below states the requirements that must continue to exist for the vegetation on those areas of land to be excluded from classification (including the size of the vegetation area if relevant to the assessment).

15

AS 3959:2018

##### 2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas

The following vegetation shall be excluded from a BAL assessment:

- (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.

##### NOTES:

- 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.

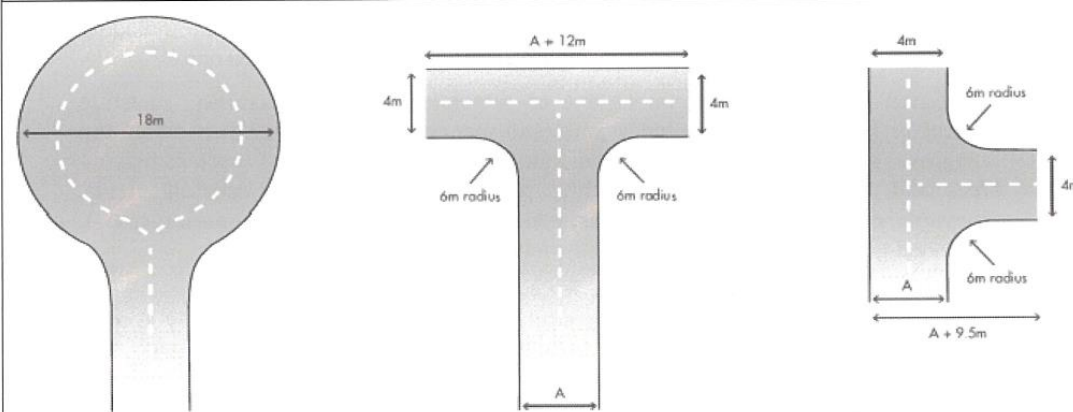




## APPENDIX C: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS

The design/layout requirements for access are established by the acceptable solutions of the Guidelines (DPLH, 2021 v1.4) Element 3 and vary dependent on the access component, the land use and the presence of 'vulnerable' persons. Consequently, the best reference source are the Guidelines. The technical requirements that are fixed for all components and uses are presented in this appendix.

**GUIDELINES TABLE 6, EXPLANATORY NOTES E3.3 & E3.6 AND RELEVANT ACCEPTABLE SOLUTIONS**

Technical Component	Vehicular Access Types / Components			
	Public Roads	Emergency Access Way <sup>1</sup>	Fire Service Access Route <sup>1</sup>	Battle-axe and Private Driveways <sup>2</sup>
Minimum trafficable surface (m)	In accordance with A3.1	6	6	4
Minimum Horizontal clearance (m)	N/A	6	6	6
Minimum Vertical clearance (m)	4.5			
Minimum weight capacity (t)	15			
Maximum Grade Unsealed Road <sup>3</sup>	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum Grade Sealed Road <sup>3</sup>		1:7 (14.3%)		
Maximum Average Grade Sealed Road		1:10 (10%)		
Minimum Inner Radius of Road Curves (m)		8.5		
Turnaround Area Dimensions for No-through Road, Battle-axe Legs and Private Driveways <sup>4</sup>				
				
Passing Bay Requirements for Battle-axe leg and Private Driveway				
When the access component length is greater than the stated maximum, passing bays are required every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum 6m).				
Emergency Access Way – Additional Requirements				
Provide a through connection to a public road, be no more than 500m in length, must be signposted and if gated gates must be open the whole trafficable width and remain unlocked.				
<sup>1</sup> To have crossfalls between 3 and 6%.				
<sup>2</sup> 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.				
<sup>3</sup> Dips must have no more than a 1 in 8 (12.5% or 7.1 degree) entry and exit angle.				
<sup>4</sup> The turnaround area should be within 30m of the main habitable building.				





## APPENDIX D: TECHNICAL REQUIREMENTS FOR FIREFIGHTING WATER SUPPLY

### D2: Non-Reticulated Areas – Static Supply

For specified requirements, refer to the Guidelines Element 4: Water – Acceptable Solution A4.2, Explanatory Notes E4 (that provide water supply establishment detail under the headings of water supply; independent water and power supply; strategic water supplies, alternative water sources and location of water tanks) and the technical requirements established by Schedule 2 (reproduced below).

#### SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES

##### 2.1 Water supply requirements

Water dedicated for firefighting should be provided in accordance with Table 7 below, and be in addition to water required for drinking purposes.

Table 7: Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot <b>or</b> 50,000L strategic water tank
Structure Plan / Subdivision: Creation of 25 lots or more	50,000L per 25 lots or part thereof Provided as a strategic water tank(s) or 10,000L tank per lot

##### 2.2 Technical requirements

###### 2.2.1 Construction and design

An above-ground tank and associated stand should be constructed of non-combustible material. The tank may need to comply with AS/NZS 3500.1:2018.

Below ground tanks should have a 200mm diameter access hole to allow tankers or emergency service vehicles to refill direct from the tank, with the outlet location clearly marked at the surface. The tank may need to comply with AS/NZS 3500.1:2018. An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018. If the tank is required under the BCA as part of fire hydrant installation, then the tank will also need to comply with AS 2419.

Where an outlet for an emergency service vehicle is provided, then an unobstructed, hardened ground surface is to be supplied within four metres of any water supply.

###### 2.2.2 Pipes and fittings

All above-ground, exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of bushfire attack and be in accordance with the applicable section below, unless otherwise specified by the local government.

###### 2.2.2.1 Fittings for above-ground water tanks:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm (where applicable and adapters are available) male camlock coupling with full flow valve; or
- Standalone water tanks: 50mm male camlock coupling with full flow valve; or
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard household tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fires.

###### 2.2.2.2 Remote outlets

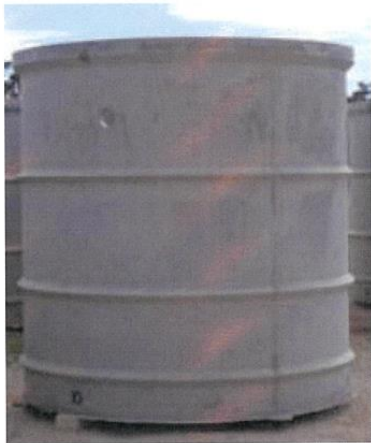
In certain circumstances, it may be beneficial to have the outlet located away from the water supply. In such instances in which a remote outlet is to be used, the applicant should consult the local government and DFES on their proposal.



### EXAMPLE CONSTRUCTION AND FITTINGS



Strategic 47,000 Litre Concrete Tank & Protected Fittings



10,000 Litre Concrete Tank



Storz and Camlock Couplings



Full Flow 50mm Ball Valve



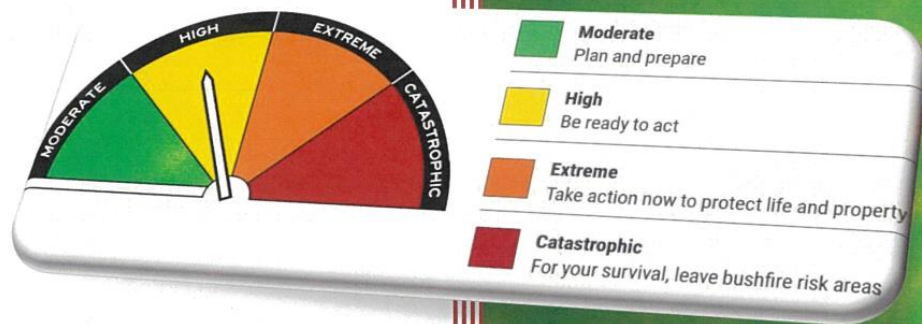
Full Flow 50mm Gate Valve and Male Camlock





# Bushfire Emergency Plan

An Information Document for Premises Without Onsite Personnel Responsible for Emergency Management



PREVENT | PREPARE | RESPOND

8 Fox Road, Pemberton

Shire of Manjimup

Facility/Premises Use: Bed and breakfast accommodation

11 January 2023

Associated BMP:

BPP Ref. No. 221139



**BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING**  
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VERSION HISTORY					
Version	Details			Date	
1.0	Original			11 January 2023	
-	-				
BEP Template (Unsupervised Site) v9.2					
DISTRIBUTION					
Destination		Version	No. Copies	Hard Copy	Electronic Copy
Person	Email				
Helen Joynes	helen@sewingperth.com.au	1.0	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		-		<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Limitation of Liability:</b> The procedures and their associated actions contained in this Bushfire Emergency Plan do not guarantee that, in the event of a bushfire, buildings or infrastructure will not be damaged, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required procedures 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>Any representation, statement, opinion, or advice expressed or implied in this document is made in good faith based on information available to Bushfire Prone Planning at the time. 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, lack of care or otherwise of their consultants, their servants or agents, arising out of the services provided by their consultants.</p> <p><b>Copyright ©2022 BPP Group Pty Ltd:</b> All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>					



## TABLE OF CONTENTS

<b>1. STEPS FOR USING THE BUSHFIRE EMERGENCY PLAN .....</b>	<b>3</b>
<b>2. EMERGENCY CONTACTS.....</b>	<b>4</b>
2.1. EMERGENCY SERVICES.....	4
2.2. UTILITIES / MEDICAL / ASSISTANCE.....	4
<b>3. EMERGENCY INFORMATION SOURCES – USE TO INFORM DECISION MAKING .....</b>	<b>5</b>
<b>4. THE BUSHFIRE EMERGENCY PROCEDURES AND ACTIONS.....</b>	<b>6</b>
4.1. PREVENT AND PREPARE PROCEDURES – NO BUSHFIRE EXISTS .....	6
5.1.1 PRE-SEASON PREPARE.....	6
4.1.2 MAINTENANCE .....	10
4.2. RESPONSE PROCEDURES – BUSHFIRE EXISTS.....	11
<b>5. DISPLAY POSTER – BUSHFIRE EMERGENCY INFORMATION.....</b>	<b>12</b>

## LIST OF ADDITIONAL INFORMATION

APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED .....	13
APPENDIX 2: FIRE DANGER RATINGS - FORECAST BUSHFIRE RISK .....	14
APPENDIX 3: BUSHFIRE RISKS AND DANGERS .....	15
APPENDIX 4: GUIDELINES FOR TRAVELLING IN CARS DURING A BUSHFIRE.....	16
APPENDIX 5: INDICATIVE BUSHFIRE BEHAVIOUR TO IMPACT THE FACILITY/PREMISES .....	17
APPENDIX 6: LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY .....	21



### 1. STEPS FOR USING THE BUSHFIRE EMERGENCY PLAN

This Bushfire Emergency Plan (BEP) is an information document whose intent is to appropriately inform two independent types of persons who will be associated with the premise. These persons requiring bushfire emergency management information relevant to their situation are:

1. The owner and/or operator of the premises, who, in most case, will not reside or work on the site and will have no responsibility for actively managing the safety of occupants during a bushfire emergency event; and
2. Those persons who will typically be short stay occupants of the premises.

**FOR THE OWNER/OPERATOR:** This BEP provides the 'prevention' and 'preparation' procedures and the associated actions that must be conducted and maintained prior to and during the bushfire season. Additional reference information is included as appendices.

**FOR THE OCCUPANTS:** This BEP provides the 'Bushfire Emergency Information Poster' that will be displayed within the premises to inform the occupants, in the event of a bushfire emergency, of the appropriate 'response' procedures for a given scenario, the associated actions that need to be conducted and identifies the designated evacuation destinations.

Note: When necessary, the specific site/use data and consultant considerations applied in developing the BEP are included as an addendum to explain and justify (support) the actions established by this BEP.

STEP	THE ACTIONS - OWNER/OPERATOR	PAGE
1	Be aware of all content in this Bushfire Emergency Plan.	All Pages
2	Prior to and during the bushfire season (October to April) conduct the Pre-Season Prepare and Maintenance procedures.	6





## 2. EMERGENCY CONTACTS

### 2.1. EMERGENCY SERVICES

AGENCY/AUTHORITY	SERVICES	CONTACT
Department of Fire and Emergency Services / Police / Ambulance	Will respond to life threatening emergencies. Use to report a fire.	<b>Phone call: triple zero '000'</b> <b>Phone app: EMERGENCY PLUS</b>
State Emergency Service (SES)	Emergency assistance - securing your property, rescuing persons.	13 2500

### 2.2. UTILITIES / MEDICAL / ASSISTANCE

AGENCY/ORGANISATION	SERVICES	CONTACT
Pemberton Hospital	Emergency medical services	(08) 9776 4000
Manjimup Hospital	Emergency medical services	(08) 9772 5100
Western Power	Response to electricity supply outages and damage.	13 1351
Crisis Care	Crisis accommodation	1800 199 008
Australian Red Cross	Humanitarian assistance	1800 733 276 <b>Website:</b> <a href="https://redcross.org.au/emergencies">redcross.org.au/emergencies</a>
Salvation Army	Social services care	13 72 58 (13 SALVOS) <b>Website:</b> <a href="https://salvationarmy.org.au/need-help/disasters-and-emergencies/">salvationarmy.org.au/need-help/disasters-and-emergencies/</a>





### 3. EMERGENCY INFORMATION SOURCES – USE TO INFORM DECISION MAKING

#### IMPORTANT - AWARENESS OF YOUR SURROUNDINGS

Know the types of vegetation that grow on surrounding land. Be aware of the potential behaviour of a fire in this vegetation and the threats it can present under different conditions.

Relevant information is included in **Appendix 5**.

Knowledge and current environment awareness is a valuable source of information that will assist with decision making. Stay alert to current and immediate past weather conditions (hot/dry presenting the worst conditions). Lookout for any evidence of fire (smoke) within your surrounding landscape, for as far as you can see. Be aware of the current and forecast wind direction as any fire will be likely to spread in the direction to which the wind is

SOURCE	INFORMATION	CONTACT
Emergency WA	Alerts & Warnings. Incidents, fire danger ratings, total fire bans, prescribed burns, preparation, and recovery information.	<b>Website:</b> <a href="http://emergency.wa.gov.au">emergency.wa.gov.au</a>
Department of Fire & Emergency Services	General public emergency information.	<b>Information Line:</b> 13 3337 (13 DFES)  dfes_wa  dfeswa <b>Website (during a bushfire):</b> <a href="http://dfes.wa.gov.au/hazard-information/bushfire/during">dfes.wa.gov.au/hazard-information/bushfire/during</a> <b>Website (recovering from a bushfire):</b> <a href="http://dfes.wa.gov.au/hazard-information/bushfire/recovery">dfes.wa.gov.au/hazard-information/bushfire/recovery</a>
Local Radio	Bushfire alerts, warnings, and information.	<b>Local Radio Stations:</b> ABC (AM) 558/738 <b>Website:</b> <a href="http://abc.net.au/radio/stations">abc.net.au/radio/stations</a>
Emergency Alert on Phone	Voice messages (landline) and text messages (mobile) can be sent within a defined area under an immediate threat.	An automated government telephone warning system.
Bushfire.IO	Map based bushfire warnings, bushfire incidents and wind forecasts. Good visual tool run privately – crosscheck with other sources.	<b>Website:</b> <a href="http://bushfire.io">bushfire.io</a>
Bureau of Meteorology	Current / forecast fire weather and fire danger ratings.	<b>Website:</b> <a href="http://bom.gov.au/wa/index.shtml">bom.gov.au/wa/index.shtml</a>
Parks and Wildlife Service	Bushfire alerts and warnings, prescribed burns in national parks.	<b>Website:</b> <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a>
Main Roads WA	Incidents, issues and roadworks.	13 8138 <b>Website:</b> <a href="http://travelmap.mainroads.wa.gov.au/Home/Map">travelmap.mainroads.wa.gov.au/Home/Map</a>



#### 4. THE BUSHFIRE EMERGENCY PROCEDURES AND ACTIONS

##### 4.1. PREVENT AND PREPARE PROCEDURES – NO BUSHFIRE EXISTS

##### 5.1.1 PRE-SEASON PREPARE

#### PRE-SEASON PREPARE PROCEDURE - REQUIRED ACTIONS

TO BE CONDUCTED PRIOR TO THE BUSHFIRE SEASON WHICH EXTENDS FROM OCTOBER TO APRIL

##### 1. ANNUAL REVIEW OF THE BUSHFIRE EMERGENCY PLAN

Update and amend the Bushfire Emergency Plan as required. Assistance from a bushfire consultant is advised.	
<input type="checkbox"/>	Make required changes to emergency contacts and emergency information sources. Ensure that any changes are also applied to the bushfire emergency information displayed within the facility/premises.
<input type="checkbox"/>	Ensure the designated assembly area, shelter-in-place building/area and the off-site safer locations and nominated evacuation routes are still the best options. Otherwise incorporate the changes into the Bushfire Emergency Plan and associated displayed information.
<input type="checkbox"/>	Where an offsite safer destination is an identified building(s), contact relevant persons to confirm continued availability for potential use during a bushfire emergency.
<input type="checkbox"/>	Account for any change to buildings or equipment onsite that has implications for emergency management.
<input type="checkbox"/>	Incorporate any improvements or additions to the emergency management procedures/actions that have been identified by staff, emergency services because of either experience with a bushfire event or changes in best practice bushfire emergency management that are developed over time.
<input type="checkbox"/>	In the event any part of this BEP is amended as part of its annual review, replace old copies and destroy them.

##### 2. AVAILABILITY & DISPLAY OF BUSHFIRE EMERGENCY INFORMATION

Bushfire Emergency Information is to be available and displayed in prominent position/s and readily accessible to all persons.	
<input type="checkbox"/>	<p>Ensure the display poster 'Bushfire Emergency Information' (updated as necessary) is displayed (framed or laminated) within the premises.</p> <p>Additional information can be displayed when considered appropriate. Examples are contained within the appendices. Copies of these resources are available for download on the DFES website.</p>
<input type="checkbox"/>	Ensure bushfire water supply, bushfire emergency assembly area, evacuation route indicators all emergency signage is in place and legible).





### 3. BUILDING PREPARATION

These actions address the required maintenance of the buildings that comprise the facility/premises, prior to and during the bushfire season to ensure:

- Continued compliance with the construction standards that correspond to its Bushfire Attack Level (as determined in the Bushfire Management Plan);
- The vulnerability of exposed building elements and associated items are minimised; and
- That any installed firefighting infrastructure is operationally ready.

<input type="checkbox"/>	If the facility/premises is constructed to BAL-12.5 requirements or higher, ensure any external gaps continue to be blocked or screened with non-combustible material (e.g. rock wool, sealant, mesh – maximum aperture of 2mm) to prevent ember entry. This includes under eaves, external cladding, roofs, external vents, skylights etc. Otherwise it is recommended that this action is applied.
<input type="checkbox"/>	Check that all required window and door screening is in place (prevents ember entry to internal spaces and reduces radiant heat load).
<input type="checkbox"/>	If installed, ensure all installed bushfire shutters are operational.
<input type="checkbox"/>	Where additional construction of attached structures (decks, stairs, patio, carport etc.) or adjacent structures (dwelling, shed, carport etc.) have been built, ensure bushfire resistant (including non-combustible) materials have been used to the greatest extent possible (at least corresponding to construction standards for the BAL rating).
<input type="checkbox"/>	If evaporative air coolers are installed ensure it is either constructed to a BAL rating or is fitted with an appropriate ember protection screen.
<input type="checkbox"/>	<p>All gas cylinders to be installed and maintained in accordance with AS 1596. This standard includes requirements for small portable cylinders and larger cylinders used for domestic house supply. These include:</p> <ul style="list-style-type: none"> <li>• Safety release valve shall be directed away from the building and persons access/egress routes;</li> <li>• Metal piping and fittings shall be used on all piping inside the building's cavities and enclosable occupied spaces and the high pressure side of any gas regulators; and</li> <li>• Tethers securing cylinders are to be non-combustible.</li> </ul> <p>The objective is to reduce the risk of local fire against a building and reduce the risk of death or injury, from gas flaring or explosion. The rationale is gas cylinders which have either flared or ruptured are commonly found in post bushfire surveys. The heat from the bushfire or consequential local fire has been sufficient to cause their pressure to reach critical levels beyond which their pressure release valve releases large quantities of LP gas. If these gas cylinders fall over, this pressure release valve may no longer function correctly, meaning that the gas cylinder may continue to increase in pressure with continued heating until the cylinder ruptures. The resulting explosion includes a pressure wave and large ball of flame which can threaten nearby life and buildings.</p>
<input type="checkbox"/>	Around building(s), including verandahs and decks, remove or relocate away from the facility/premises those combustible items that may be seldom used or able to be stored more appropriately in the bushfire season. This includes furniture and mats. Refer to Action List No. 5 'LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY' for further information regarding consequential fire fuels and recommended separation distances.
<input type="checkbox"/>	Ensure all emergency lighting including pathway lighting and signage lighting is fully functional.



#### 4. GROUNDS PREPARATION

These actions address the required management of onsite combustible items/materials (fuels) around, on or in buildings. By removing or reducing fuels, the likelihood and intensity of consequential fire is significantly reduced. Fuel management must be completed prior to the start of the bushfire season and maintained during the season.

For additional guidance, refer to:

- The *Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones* (WAPC 2021);
- The DFES 'Bushfire Preparation Toolkit' publication. Website: [publications.dfes.wa.gov.au/?hazard=Bushfire](https://publications.dfes.wa.gov.au/?hazard=Bushfire); and
- Where initial or renovation landscaping of grounds surrounding the facility/premises is being conducted, apply the directions and principles of the measures presented in Appendix 6 to the greatest extent possible.

<input type="checkbox"/>	<p><b>The Firebreak Notice:</b> Maintain compliance with the local government's annual firebreak and fuel load notice issued under section 33 of the Bush Fires Act 1954. Where the requirements are additional to or provide a greater level of bushfire protection than those established in this Emergency Plan, they must be complied with.</p>
<input type="checkbox"/>	<p><b>Accessibility:</b></p> <p>Ensure all property access/egress routes are kept clear and easily trafficable.</p>
<input type="checkbox"/>	<p><b>The Asset Protection Zone(s) (APZ) Dimensions:</b></p> <p>Ensure the APZ dimensions established by the BMP are installed and maintained to the required standard (as established by the Bushfire Management Plan), and including the requirements in this action list:</p> <ul style="list-style-type: none"> <li>• The Shire of Manjimup requires a 20m APZ around buildings. Section B of the Shire of Manjimup Annual Firebreak &amp; Fuel Hazard Reduction Notice states:             <ol style="list-style-type: none"> <li>1. Remove all flammable material within (20) metres of any dwelling or outbuilding.</li> <li>2. Tree trunks to be free of branches to a height of (2) metres.</li> <li>3. No trees are to over hang the dwelling.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> </li> </ul>
<input type="checkbox"/>	<p><b>Vegetation in the APZ – trimming and removal of accumulated debris:</b></p> <p>Trees (greater than 6 metres in height):</p> <ul style="list-style-type: none"> <li>• Remove branches overhanging buildings and powerlines;</li> <li>• Remove lower branches to a height of 2m above the ground or any surface vegetation; and</li> <li>• Remove loose bark (rake) to at least a height of 2m above the ground or any surface vegetation.</li> </ul> <p>Shrubs (0.5 metres to 5 metres in height) and ground covers (greater than 0.5 metres in height):</p> <ul style="list-style-type: none"> <li>• Ensure location and clump sizes remain in accordance with guidance in Action List No. 6; and</li> <li>• Remove all dead plant material.</li> </ul> <p>Grass to be reduced and maintained at a height of 50 mm.</p> <p>Fine Fuels (i.e., less than 6 mm in thickness):</p>



	<ul style="list-style-type: none"> <li>• Ensure combustible dead vegetation matter is reduced to and maintained at less than 2 t/ha on average. Collecting and weighing an indicative 1m<sup>2</sup> of this litter above the mineral earth will indicate the fuel load (100g/m<sup>2</sup> = 1 t/ha); and</li> <li>• Remove all debris piles.</li> </ul> <p>Heavy Fuels (i.e., greater than 6 mm in thickness):</p> <ul style="list-style-type: none"> <li>• Such as fallen branches, timber, firewood, packaging materials, building materials, outdoor furniture, garbage bins, debris piles.</li> <li>• To be removed from the APZ or be separated from buildings/structures in accordance with guidance in Action List No. 6.</li> </ul> <p>Applied mulches:</p> <ul style="list-style-type: none"> <li>• Should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.</li> </ul>
<input type="checkbox"/>	<p><b>Buildings and Removal of Accumulated Debris:</b></p> <p>Remove and maintain at low levels, accumulated vegetation debris (fine fuels) in proximity to buildings and structures, including:</p> <ul style="list-style-type: none"> <li>• In construction crevices, gaps, on horizontal / shallow angle surfaces and at re-entrant corners in access ways, at wall/floor, wall/ground, roof/wall junctions and around doors, vents, windows;</li> <li>• In roof gutters and valleys; and</li> <li>• Adjoining/adjacent drains, culverts and pits.</li> </ul>





#### 4.1.2 MAINTENANCE

##### MAINTENANCE PROCEDURE - REQUIRED ACTIONS

TO BE CONDUCTED DURING THE BUSHFIRE SEASON WHICH EXTENDS FROM OCTOBER TO APRIL

#### 1. MAINTAIN BUILDINGS

<input type="checkbox"/>	Around building(s), including verandahs and decks, remove or relocate away from the facility/premises those combustible items that may be seldom used or able to be stored more appropriately in the bushfire season. This includes furniture and mats. Refer to Action List No. 5 'LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY' for further information regarding consequential fire fuels and recommended separation distances.
<input type="checkbox"/>	Refer to the 'Action List No. 3 in the 'Pre-Season Prepare' procedure to identify any actions that may not have been conducted or completed and ensure they are actioned.

#### 2. MAINTAIN ASSET PROTECTION ZONES

<p>Maintain Asset Protection Zones (APZ) around all buildings in accordance with the associated Bushfire Management Plan (BMP) which establishes the dimensions of the APZ for the relevant buildings on this site. Refer to the 'Action List No. 4 in the 'Pre-Season Prepare' procedure for dimension details.</p> <p>The required actions remove/reduce accumulated onsite vegetative materials (fuel) and other fuels, thereby reducing the likelihood and intensity of consequential (local) fire which is the most significant cause of building/structure damage/loss in bushfire events.</p>	
<input type="checkbox"/>	Remove all accumulated vegetation debris from the land surface within the APZ, including any stored piles of debris.
<input type="checkbox"/>	Remove all accumulated vegetation debris from on, in and against buildings/structures.
<input type="checkbox"/>	<p>Ensure heavy consequential fire fuels (i.e., greater than 6 mm in thickness) are removed from the APZ or are separated from buildings/structures in accordance with guidance in 'Action List No. 5 in the 'Pre-Season Prepare' procedure.</p> <p>These fuels include fallen branches, timber, firewood, packaging materials, building materials, outdoor furniture, garbage bins etc.</p>
<input type="checkbox"/>	Refer to the 'Action List No. 4 in the 'Pre-Season Prepare' procedure to identify any actions that may not have been conducted or completed and ensure they are actioned.

**4.2. RESPONSE PROCEDURES – BUSHFIRE EXISTS**

A premises that has no personnel onsite who have formal emergency management responsibilities, is considered an unsupervised premises.

Consequently, the required response actions are simplified, and all necessary information is presented as the Bushfire Information Poster (following page).

This poster must be displayed within the premises.



# BUSHFIRE EMERGENCY INFORMATION

8 Fox Road, Pemberton

000  
Fire or Life Threatening  
Emergencies

Alerts and Warnings  
emergency.wa.gov.au

13 3337  
DFES Emergency  
Information

132 500  
SES Emergency  
Assistance

13 13 51  
Western Power

@dfeswa  
DFES Facebook

Local ABC

Property Owner: 0438 179 452

Pemberton Hospital (08) 9776 4000

**Evacuation Destination 1. Pemberton Sports Club:** Route: Depart property and turn right into Vasse Highway, travel for 4.8kms through Pemberton town centre and turn right into Club Road. The Sports Club will be on your left.

**Evacuation Destination 2. Manjimup Recreation Centre:** Route: Turn left onto Vasse Highway and travel 9.9kms. Turn left onto South West Highway for 14.7kms. At the roundabout take the 1<sup>st</sup> exit to Pritchard Street, then turn right into Rose Street, turn left into Ipsen Street, then right into Moore Street, turn left into Leman Street and the Recreation Centre will be on your left.

**LEGEND**

- You Are Here
- Evacuation Location
- Primary Route
- Secondary Route

0 1 2 3 4 5  
Kilometres

**THE PRIMARY EMERGENCY PROCEDURE TO FOLLOW FOR THIS PREMISES IS SAFE (EARLY) EVACUATION**

**Trigger to Evacuate:** A bushfire is identified relatively close, and a bushfire EMERGENCY or WATCH AND ACT warning may or may not be issued. You are concerned for your safety.

**Procedure:** Call 000 to report bushfire if no warnings current. Cease all activities, shut all doors/windows, turn off air conditioners, turn off bottled gas and move to assembly area designated on the adjacent map. Prepare vehicles. Check information sources for latest updates, dial 000 if unsure. Re-evaluate the situation to ensure evacuation routes remain available (if not, follow shelter in place procedure below). Follow emergency services instructions if they are present.

**ELEVATED THREAT PROCEDURE**

**Trigger to Act:** A bushfire is identified a considerable distance away, and a bushfire ADVICE warning may or may not be issued but you are concerned for your safety.

**Procedure:** Call 000 to report bushfire if no warnings current. Ensure everyone at the premises is aware of the situation, closely monitor the information sources and the changes outside. If the current Fire Danger Rating is Catastrophic or Extreme or persons have health conditions, consider pre-emptively leaving the accommodation and travel to a lower threat area for the day.

**SHELTER-IN-PLACE PROCEDURE**

**Trigger to Shelter:** Impact from bushfire is imminent, evacuation routes are threatened and there is no time to perform a safe (early) evacuation or emergency services have instructed you to shelter in place.

**Procedure:** Call 000 to report the bushfire and tell them you are sheltering in place. Shut all doors/windows, turn off air conditioners, turn off bottled gas, move all combustible materials away from windows, wet materials to block gaps around door. Drink plenty of water, stay aware of what is happening, and monitor information sources.

The detailed emergency management procedures for this premises are established in the Bushfire Emergency Plan located in the Guest compendium with the provided Guest Information.

**FORECAST FIRE DANGER RATINGS**

The higher the rating, the more dangerous the conditions and the greater the consequences if a fire starts.

No Rating	Moderate	High	Extreme	Catastrophic
No Action Required	Plan and Prepare	Be Ready to Act	Take Action Now to Protect Your Life and Property	For Your Survival, Leave Bush Fire Risk Areas

**BUSHFIRE EVENT WARNINGS**

<p><b>ADVICE</b> A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.</p>	<p><b>WATCH AND ACT</b> There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.</p>	<p><b>EMERGENCY WARNING</b> There is a threat to lives or homes. You are in danger and need to take immediate action to survive.</p>
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## APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED



# BUSHFIRE WARNING SYSTEM

	<h2>EMERGENCY WARNING</h2> <p>An out of control fire is approaching fast and you need to take immediate action to survive. If you haven't prepared your home it is too late.</p> <p><b>You must seek shelter or leave now if it is safe to do so.</b></p>
	<h2>WATCH AND ACT</h2> <p>A fire is approaching and there is a possible threat to lives or homes. Put your plan into action. If your plan is to leave, make sure you leave early. If your plan is to stay, check all your equipment is ready.</p> <p><b>Only stay and defend if you are mentally and physically prepared.</b></p>
	<h2>ADVICE</h2> <p>A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.</p> <p><b>Be aware and keep up to date.</b></p>

**Where can I get information during an emergency?**

 [emergency.wa.gov.au](https://emergency.wa.gov.au)
 13 DFES (13 33 37)

 @dfeswa
  @dfes\_wa
  Local ABC Radio


 GOVERNMENT OF  
WESTERN AUSTRALIA


 DFES  
Department of Fire &  
Emergency Services

## APPENDIX 2: FIRE DANGER RATINGS - FORECAST BUSHFIRE RISK

THE HIGHER THE RATING, THE MORE DANGEROUS THE CONDITIONS AND THE GREATER THE CONSEQUENCES IF A FIRE STARTS.



**Australian Fire Danger Rating System**

**YOUR FIRE RISK TODAY IS**

BE READY TO ACT  
UPDATED 25/09/2022

**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](https://mybushfireplan.wa.gov.au)**

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JUN/2022/V1.0

 **DFES**  
Department of Fire & Emergency Services

**HOW FIREPROOF IS YOUR PLAN?**

**AFDRS**



### APPENDIX 3: BUSHFIRE RISKS AND DANGERS



# BUSHFIRE RISKS AND DANGERS

**BUSHFIRES HAPPEN EVERY SUMMER; THEY CAN START SUDDENLY AND WITHOUT WARNING.**  
If you live in or near bushland you need to understand the risks and dangers that bushfires cause.  
Remember that flames are not the only risk you face in a bushfire.






## EMBER ATTACK

Ember attack occurs before, during and after a fire front passes.

Embers are pieces of burning bark, leaves or twigs that are carried by the wind around the main fire creating spot fires.

Spotting can be carried over half a kilometre from a fire.

Embers can land in areas around your home such as your garden, under or in the gutters of your home and on wooden decks.

If not extinguished, your house could catch fire.

## RADIANT HEAT

The hotter, drier and windier the day, the more intense a bushfire will be and the more radiant heat it will generate.

Radiant heat can cause injury and death from burns and cause the body's cooling system to fail, leading to heat exhaustion and possible heart failure.

It is important that you include water and appropriate clothing in your emergency kit and consider where you will shelter during a bushfire to protect yourself from radiant heat.

## SMOKE

Lung injuries and suffocation can occur where the body is exposed to smoke and super-heated air.

It is important to seek shelter when heat and smoke are most intense.

Your nose and mouth should be covered with a dust mask, wet towel or scarf.

A special filter mask should be included in your survival kit for people in your family who suffer respiratory conditions such as asthma.

For more information visit  
**[dfes.wa.gov.au/bushfire](https://dfes.wa.gov.au/bushfire)**  
or contact DFES Community Preparedness:  
**[Community.Preparedness@dfes.wa.gov.au](mailto:Community.Preparedness@dfes.wa.gov.au)**  
or **9395 9816**

\*The information contained in this material is provided voluntarily as a public service by the Department of Fire and Emergency Services (DFES). This material has been prepared in good faith and is not a guarantee of accuracy. It is provided as a guide only and does not constitute an offer of insurance. The reliability and accuracy of the information cannot be guaranteed and DFES does not accept liability for any loss or damage done or not done in reliance on the information and for any consequences whether direct or indirect, arising from such use or reliance. This disclaimer is intended to be a guide only and users should obtain their own independent advice and have their own necessary insurance.

November 2020/V.2



**DFES**  
Department of Fire &  
Emergency Services

**HOW FIREPROOF  
IS YOUR PLAN?**



## APPENDIX 4: GUIDELINES FOR TRAVELLING IN CARS DURING A BUSHFIRE

# 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](http://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](http://www.dfes.wa.gov.au)

For more information visit [dfes.wa.gov.au/bushfire](http://dfes.wa.gov.au/bushfire) or contact DFES Community Preparedness: [Community.Preparedness@dfes.wa.gov.au](mailto:Community.Preparedness@dfes.wa.gov.au) or **9395 9816**



The information contained in this material is provided exclusively as a public service by the Department of Fire and Emergency Services (DFES). This material has been prepared to good faith and is derived from information believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences whether direct or indirect, arising from such act or omission. This publication is intended to be a general guide and readers should obtain their own professional advice and make their own necessary decisions.

November 2022 / V1.0




**HOW FIREPROOF IS YOUR PLAN?**

## APPENDIX 5: INDICATIVE BUSHFIRE BEHAVIOUR TO IMPACT THE FACILITY/PREMISES

**Information Relevance:** This information is included in the Bushfire Emergency Plan to inform and assist the decision making of those persons onsite who have the responsibility to manage a bushfire emergency for the subject facility/premises.

The information establishes the key factors to be considered in understanding the types and scale of key bushfire behaviours that can be expected to impact the facility/premises on a given day. These factors are the type of vegetation that exists on the land surrounding the subject premises/facility, the relevant surrounding terrain, and the forecast Fire Danger Rating (FDR) that applies to the locality.

**Information Source:** The information is taken from the bushfire behaviour modelling applied within the **Australian Fire Danger Rating System (AFDRS)**. Within this system, eight accepted bushfire behaviour models, describing mathematically the way fire moves and spreads through different vegetation types, are currently available and are applied to twenty two different vegetation types across Australia.

The modelling is used to derive the Fire Behaviour Index (FBI) that assists firefighting operational decision making. From the FBI, Fire Danger Ratings (FDR) are derived which provide the broad categories needed to communicate fire danger to the community. The determination of the daily FDR considers the vegetation types present and the forecast fire weather conditions. The higher the rating, the more dangerous the conditions and the greater the consequences if a fire starts. (Source: AFDRS project led by NSW RFS, Australian Bureau of Meteorology and AFAC).

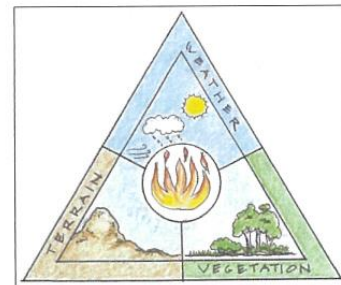
### The Fire Behaviour Triangle

The behaviour of a bushfire, including the types of threats, intensity and how quickly it moves, depends on the three factors of vegetation, weather and terrain.

This is known as the fire behaviour triangle – because all three factors combine to shape the characteristics of the bushfire (source: CSIRO 'Bushfire best practice guide' at ... research.csiro.au/bushfire/).

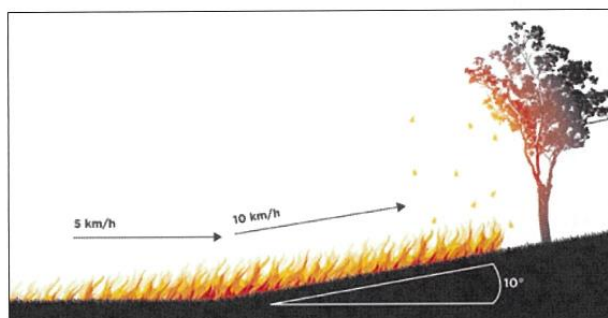
The influence of fire weather (FDR) and vegetation types (as per AFDRS) on the potential bushfire impact to the subject facility/premises, can be derived from the tables presented on the following page(s). Greater fuel loads will result in behaviours at the higher end of stated values.

The influence of terrain can be derived by considering the existence and degree of sloping ground and changes in changes in relief (e.g., flat, undulating or rugged land), surrounding the subject facility/premises and particularly under the vegetation.



### The Influence of Terrain (topography)

A fire will burn faster uphill. This is because the flames can easily reach more unburnt fuel in front of the fire. Radiant heat pre-heats the fuel in front of the fire, making the fuel even more flammable.



(source: Country Fire Authority, Victoria).

For every 10° slope, the fire will double its speed. For example, if a fire is travelling at 5 km per hour along flat ground and it hits a 10° slope it will double in speed to 10 km per hour up the hill. By increasing in speed the fire also increases in intensity, becoming even hotter.

The opposite applies to a fire travelling downhill. The flames reach less fuel, and less radiant heat pre-heats the fuel in front of the fire. For every 10° of downhill slope, the fire will halve its speed. Fires tend to move more slowly as the slope decreases.

Terrain should be considered for its potential to increase adverse fire behaviour including flame heights, forward rates of spread and ember production (in relevant vegetation i.e., primarily bark fuels). Essentially, where vegetation exists on sloping land near your site, assume that the higher end of adverse fire behaviours is much more likely to apply.





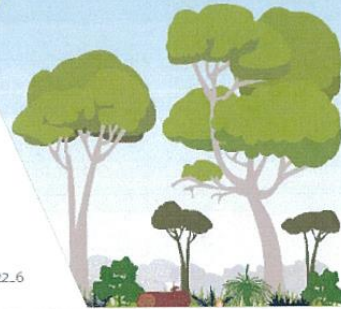
VEGETATION TYPES IDENTIFIED SURROUNDING THE SUBJECT FACILITY/PREMISES		
As Applied in the AFDRS		Vegetation Location Relative to the Facility/Premises
Fire Behaviour Model (short name)	Fuel Types / Description	
Forest	Dry eucalypt forests, shrubby understorey/litter surface fuel. Forests with high moisture content due to structure, topography or inundation.	Forest vegetation located to the north, west and south of the property.
Grassy Woodland (Savanna)	Woodland and shrubland with a continuous grass understorey. Arid woodland/shrubland with short lasting (seasonal) grass understorey. Perennial woody horticulture with grass understorey (orchard/vineyard). Rural/Urban residential areas of grass with variable tree cover.	
Shrubland	Temperate shrublands and heathlands of varying heights. Includes wet heathlands.	
Grassland	Continuous/tussock grasslands. Modified/native pasture (grazing). Non-irrigated cropping. Low shrublands (wet or arid) with no overstorey.	Vegetation located directly to the north of the buildings
Mallee-Heath	Semi-arid woodland and shrubland with shrub understorey.	
Spinifex	Woodland and shrubland with a hummock grass understorey. Includes mallee if spinifex understorey.	
Pine	Pine plantations	



# FOREST

## THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE ASSOCIATED FIRE DANGER RATING (FDR)

Source: AFDRS v. 2022-6



FDR	INDICATIVE BUSHFIRE BEHAVIOUR			
NO RATING	<div><div>MAX FLAME HEIGHT  &lt;1 m</div><div>0-5</div><div>RATE OF SPREAD 0-40 m/hr</div></div>	<div>Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.</div>	<div><b>SPOTTING POTENTIAL</b> Potential for any spotting is very limited and likely &lt;150 m</div>	
	<div><div>&lt;4 m</div><div>6-11</div><div>20-110 m/hr</div></div>	<div>Slow spreading fires, typically involving surface and near-surface fuels and sometimes bark and elevated fuels. Spotting is sporadic and limited to short-distances.</div>	<div>Potential for spotting is limited with short distance spotting possible up to 400 m</div>	
MODERATE	<div><div>2-8 m</div><div>12-23</div><div>60-600 m/hr</div></div>	<div>Actively spreading fires typically involving surface, near-surface, elevated and bark fuel layers and occasionally canopy fuels. Low-moderate spotting frequency; isolated medium range spotting can occur.</div>	<div>Short distance spotting occurring with increasing frequency with possible medium distance spotting up to 2 km</div>	
HIGH	<div><div>7-14 m</div><div>24-49</div><div>0.3-1 km/hr</div></div>	<div>Rapidly spreading fires with potential for development into large burn areas within burning period. Fires typically involving most fuel layers. Short-range spotting is prevalent, with possibility of medium range and occasional long-range distance spotting.</div>	<div>Short and medium distance spotting occurring with increasing frequency with possible long distance spotting up to 4 km</div>	
EXTREME	<div><div>11 m - approx. double forest</div><div>50-99</div><div>0.7-3 km/hr</div></div>	<div>Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>High ember density in short and medium range with possible long distance spotting up to 12 km</div>	
CATASTROPHIC	<div><div>&gt;30 m (approx. double forest height)</div><div>100+</div><div>&gt;2 km/hr can be expected, possibly &gt;3 km/hr</div></div>	<div>Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>High ember density in short and medium range with possible long distance spotting occurring 20-30 km ahead of the main fire front</div>	

# GRASSLAND

## THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE ASSOCIATED FIRE DANGER RATING (FDR)

Source: AFDRS v. 2022.6

FDR	INDICATIVE BUSHFIRE BEHAVIOUR				
NO RATING	<div><div>MAX FLAME HEIGHT &lt;1 m</div><div>0-5</div><div>RATE OF SPREAD 0-30 m/hr</div></div>	<div>Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.</div>	<div>SPOTTING POTENTIAL</div> <div>Potential for any spotting is very limited.</div>		
	<div><div>&lt;1.5 m</div><div>6-11</div><div>&lt;13 km/hr</div></div>	<div>Fire easily sustained. Typically wind driven fires that can spread quickly.</div>	<div>Potential for spotting Potential for short distance spotting is limited.</div>		
MODERATE	<div><div>1.5-2.5 m</div><div>12-23</div><div>0.5-6 km/hr</div></div>	<div>Typically wind driven and rapidly spreading fires with the potential to gain size quickly.</div>	<div>Possible short distance spotting occurring.</div>		
HIGH	<div><div>2-3 m</div><div>24-49</div><div>2.5-10 km/hr</div></div>	<div>Wind driven, rapidly spreading fires with potential for development into large fire area/size and with the potential for short distance spotting and long flame lengths.</div>	<div>Short distance spotting occurring with increasing frequency.</div>		
EXTREME	<div><div>2.5-3.5 m</div><div>50-99</div><div>5-16 km/hr</div></div>	<div>Extremely rapid fire growth and increasing likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>Likely short distance spotting occurring with increasing frequency.</div>		
CATASTROPHIC	<div><div>&gt;3m</div><div>100+</div><div>&gt;8 km/hr can be expected, possibly &gt;16 km/hr</div></div>	<div>Extremely rapid fire growth and high likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>Likely short distance spotting occurring with increasing frequency.</div>		





## APPENDIX 6: LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY

Where initial or renovation landscaping of grounds surrounding the facility/premises is being conducted, apply the directions and principles of the following measures to the greatest extent possible.

For additional guidance, refer to:

- The *Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones* (WAPC 2021); and
- The DFES 'Bushfire Preparation Toolkit' publication. Website: [publications.dfes.wa.gov.au/?hazard=Bushfire](https://publications.dfes.wa.gov.au/?hazard=Bushfire)

### ☐ Use of Non-Vegetated Areas and/or Public Open Space:

Reduce the exposure of the facility/premises to the direct and indirect threats of bushfire by incorporating low threat uses of land adjoining the facility/premises and/or the bushfire hazard. These uses create robust and easier managed asset protection zones and include:

- Non-vegetated areas e.g. footpaths, paved areas, roads, driveways, parking, drainage, swimming pools;
- Formally managed areas of vegetation (public open space and other recreation areas), including irrigated areas; and
- Services installed in a common section of non-vegetated land.

### ☐ Landscaping – Non-Combustible Construction: Ensure non-combustible materials are used for fencing and any other landscaping construction, including retaining walls.

### ☐ Landscaping – Tree and Plant Species Selection

Utilise trees and plants with characteristics that are more resistant to burning. Refer to *Guidelines for Planning in Bushfire Prone Areas, Appendix 4 'Explanatory Notes E2: Plant Flammability'* (WAPC 2021) for initial guidance.

Avoid planting trees with ribbon or stringy barks (ember/firebrand production). Preference for smooth bark.

### ☐ Landscaping – Tree and Plant Separation from the Facility/Premises (Location):

Trees (greater than 6 metres in height): Minimise the potential for tree strike damage (falling or blown) to the facility/premises (allowing flame, radiant heat and ember entry to internal spaces), and debris accumulation on, in and around the facility/premise. Principles to apply are:

- Ideally trees will be separated from buildings/structures by a distance of at least 1.5 times the height of the tallest tree;
- As a minimum, trunks at maturity should be at least 6 metres from all elevations of the building, branches at maturity should not touch or overhang a building or powerlines. Mature tree canopies should be separated at least 5m with total canopy cover not exceeding 15% and not connected to tree canopy outside the APZ;
- Species of trees that produce significant quantities of debris (fine fuels) during the bushfire season should be located a sufficient distance away from vulnerable exposed elements to ensure debris cannot drop and accumulate within at least 4m of buildings/structures or be likely to be relocated by wind to closer than 4m to buildings / structures.

Shrubs and scrub (0.5 metres to 6 metres in height):

- Should not be located under trees or within 3 metres of buildings;
- Should not be planted in clumps greater than 5m<sup>2</sup> in area;





- Clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres (unless they can be classified as low flammability plants); and
- Shrubs greater than 6 metres in height are to be treated as trees.

Ground covers (less than 0.5 metres in height):

- Can be planted under trees but and no closer than two metres from a structure but 3 metres from doors or windows if greater than 100 mm in height; and
- Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: Where possible utilise irrigated perennial species.

Mulches should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.

☐ **Separation Between the Facility/Premises and the Consequential Fire Fuels of Stored Flammable Products (Fuels / Other Hazardous Materials):**

If applicable, establish sufficient separation distance between the consequential fire fuels and the facility/premises. The required separation distance will be dependent on the fuel and storage type and will need to be determined.

☐ **Separation Between the Facility/Premises and the Consequential Fire Fuels of Stored and Constructed Combustible Items:**

These consequential fire fuels include:

- Stored Combustible Items - Heavy Fuels (greater than 6mm diameter) e.g. building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins etc:
- Stored Combustible Items – Large Heavy Fuels e.g. vehicles, caravans, boats, trailers and large quantities of dead vegetation materials stored as part of site use.
- Constructed Combustible Items – Heavy Fuels e.g. landscaping structures including fences, screens, walls, plastic water tanks.
- Constructed Combustible Items – Large Heavy Fuels e.g. adjacent buildings/structures including houses, sheds, garages, carports. (Note: If the adjacent structure is constructed to BAL-29 requirements or greater and can implement a significant number of additional bushfire protection measures associated with reducing exposure and vulnerability, these minimum separation distances could be reduced by 30%).

*Apply the rule of thumb "assume flames produced from a consequential fire source will be twice as high as the object itself ... where the consequential fire source is a structure, then the maximum eave height is a reasonable measure of maximum height".*

Apply the following separation distances from the subject building/structure as a multiple of the height of the consequential fire source and dependent on the bushfire construction standard applied to the building/structure:

- At least six times the height when the facility/premises construction incorporates design and materials that is only intended to resist low levels of radiant heat up to 12.5 kW/m<sup>2</sup> and no flame contact (BAL-12.5);
- Between 4 and 6 six times the height when the facility/premises construction incorporates design and materials intended to resist radiant heat up to 29 kW/m<sup>2</sup> and no flame contact (BAL-29).
- Between 2 and 4 times the height when the facility/premises construction incorporates design and materials intended to resist up to 40kW/m<sup>2</sup> and potential flame contact (BAL-40).
- Less than 2 times the height when the facility/premises construction incorporates design and materials



intended to resist extreme levels of radiant heat and flame contact (BAL-FZ).

- Zero separation distance is required if the facility/premises is separated by a non-combustible FRL 60/60/60 rated wall, or the potential consequential fire source is fully enclosed by the facility/premises.
- ☐ **Constructed Barriers to Shield Facility/Premises from Bushfire:** Where applicable, install walls, fences and/or landforms to shield the facility/premises (or any identified consequential fire fuels – refer to previous item) from direct and indirect bushfire attack mechanisms and reduce the potential impact of these threats.
- These barriers should be constructed using appropriate fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks). These are to withstand the impact of direct bushfire attack mechanisms for the required period.
- ☐ **Constructed Barriers to Shield Facility/Premises from Consequential Fire:** Applicable to all identified consequential fire fuel sources. Install a non-combustible barrier (including complete enclosure when appropriate), of required robustness, that will reduce the exposure of the facility/premises to the threats of consequential fire.
- ☐ **Planted Vegetation Barrier to Shield Facility/Premises:** Use appropriate species (lower flammability) of hedges and trees strategically to reduce the facility/premises exposure to radiant heat, to filter/trap embers and firebrands, and to lower wind speeds (prevailing synoptic and/or fire driven).
- ☐ **Shield Non-Structural Essential Elements:** These are vulnerable elements essential to the continued operation of the facility/premises which are potentially exposed to the fire attack mechanisms of both bushfire and consequential fire. They include electricity cabling and water plumbing and also applies to any installed firefighting equipment / water storage.
- When the use of fire rated materials to the degree necessary is not possible or practical, the application of non-combustible shielding can be applied to reduce exposure to the bushfire threats. Shielding includes underground installation.
- ☐ **Constructed Barrier to Shield Persons on Pathways to Safer Onsite Area/Building:** Where possible, alongside the relevant pathways, utilise walls / fences / landforms as shielding structures constructed using fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks).
- These are to withstand the impact of direct bushfire attack mechanisms for the required period and provide the required reduction in threat levels to persons (including firefighters) traversing the pathway.

## 2023 Applications - February

Reference	Details	Received	Determination	Est. Cost	Days
TP2022/181	DA22/183: Development Application - Lot 9875, 384 Boorara Road Northcliffe - Proposed Low Impact Tourist Accommodation	21/10/2022	COUNCIL APPROVED	9/02/2023 \$ 5,000.00	111
TP2022/184	DA22/185: Development Application - Lot 135 Karri Lane Quininup - Clearing	10/11/2022	COUNCIL APPROVED	9/02/2023 \$ 40,000.00	91
TP2022/186	DA22/187: Development Application - Lot 168 Karri Lane Quininup - Proposed Dwelling	2/11/2022	COUNCIL APPROVED	9/02/2023 \$ 247,601.00	99
TP2022/187	DA22/188: Development Application - Signage - Unit 6, 31C Rose Street Manjimup - Proposed A-Frame Sign	2/11/2022	APPROVED	1/02/2023 \$ 100.00	91
TP2022/207	DA22/210: Development Application - Lot 2 Ellis Street Pemberton - Proposed Change of Use to Holiday Accommodation	2/12/2022	APPROVED	16/02/2023 \$ -	76
TP2022/212	DA22/215: Development Application - Lot 123 Golf Links Road Pemberton - Proposed Outbuilding & Sea Container	2/12/2022	APPROVED	2/02/2023 \$ 36,000.00	62
TP2022/213	DA22/216: Development Application - Lot 11632 North Walpole Rd North Walpole - proposed storage/shelter unit	7/12/2022	APPROVED	13/02/2023 \$ 15,000.00	68
TP2022/219	DA22/222: Development Application - Lot 101 Southern St Manjimup - Additions to Dwelling	13/12/2022	APPROVED	20/02/2023 \$ 50,000.00	69
TP2022/220	DA22/226: Development Application - Lot 4 South Coast Highway Walpole - proposed change of use from care-taker residence to chalet	12/12/2022	COUNCIL APPROVED	9/02/2023 \$ -	59
TP2023/6	DA23/5: Development Application - Lot 12 Wetherell St Manjimup - proposed modification of existing showroom, new shed and carport	9/01/2023	APPROVED	3/02/2023 \$ 300,000.00	25
TP2023/11	DA23/2: Development Application - Lot 134 Barroonhurst Court Pemberton - proposed retaining wall	16/01/2023	APPROVED	10/02/2023 \$ 17,000.00	25
TP2023/12	DA23/8: Development Application - Lot 32 Balbarrup Rd Balbarrup - proposed new dwelling	20/01/2023	APPROVED	27/02/2023 \$ 245,000.00	38
TP2023/13	DA23/9: Development Application - Lot 126 Golf Links Rd Pemberton - Proposed water tank	18/01/2023	APPROVED	6/02/2023 \$ 16,385.00	19
TP2023/21	DA23/17: Development Application - Lot 137, Karri Lane Quininup - Proposed 4 Bedroom House	2/02/2023	APPROVED	24/02/2023 \$ 300,000.00	22





**COMMUNITY FUNDS PROGRAM**  
**OCCASIONAL COMMITTEE OF COUNCIL**  
**TERMS OF REFERENCE**

<b>Status:</b>	<u>Occasional Committee of Council</u>
<b>Members:</b>	Shire President Councillor (Central Ward) Councillor (Central Ward) Councillor (Central Ward) Councillor (Outer Ward) Councillor (Outer Ward) Councillor (Outer Ward) Director Community Services (Non-voting) Community Development Officer (Non-voting) (Total 7 Voting)
<b>Proxies:</b>	Nil.
<b>Quorum:</b>	At least (4) committee members
<b>Term of Appointment:</b>	To October 2023
<b>Officer Responsible:</b>	Director Community Services.
<b>Meetings:</b>	Occasionally as required during the annual Council budget deliberation process upon the closure date of the annual Community Funds program round.
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil.

**FUNCTIONS OF COMMITTEE**

1. To assess the Community Funds applications received in the annual program round in accordance with the policy objectives, conditions, and measures of Policy 3.1.3 Community Funds Allocation.
2. To make recommendations to Council about the allocation of Community Funds for the annual program round in accordance with the Policy 3.1.3 Community Funds Allocation.

**MEMBERS FROM 13 APRIL 2023**

Cr. Paul Omodei	Shire President (Chair)
Cr.	Councillor (Central Ward)
Cr.	Councillor (Central Ward)
Cr.	Councillor (Central Ward)
Cr.	Councillor (Outer Ward)
Cr.	Councillor (Outer Ward)
Cr.	Councillor (Outer Ward)
Gail Ipsen Cutts	Director Community Services (Non-Voting)
Kelsie Brown	Community Development Officer (Non-Voting)



Northcliffe 100th Anniversary Committee

PO Box 433, Northcliffe 6262



Attention: Gail Ipsen Cutts  
 Director of Community Services  
 Manjimup Shire Council  
 PO Box 1  
 MANJIMUP WA 6258

**RE: Request for Shire budget allocation for Northcliffe's 100<sup>th</sup> celebration.**


Dear Gail,

I am contacting you as Chairperson of Northcliffe's 100<sup>th</sup> Anniversary Organising Committee, a sub-committee of Northcliffe Community Development Incorporated. In March and April next year we will be celebrating the centenary of the establishment of Northcliffe. The Committee would like to formally request that the Shire of Manjimup formally consider a budget allocation of \$10 000 to support the planning, organization and running of this event over the Easter weekend from Friday 29<sup>th</sup> March 2024 through to Monday April 1<sup>st</sup> 2024.

Northcliffe's life began when a British newspaper urged both British and Australian governments to send post war unemployed, with their families, to Australia to develop the opportunities that existed in this "new" country. In Western Australia the site of Northcliffe was chosen. At that time, it was the only site that did not have any established infrastructure, shops, services or facilities. This was known as the Group Settlement Scheme and consisted of some 20 families. These people worked together in what was truly primitive conditions to establish a vibrant community. Clearing land, building basic living structures and growing food were required in order to survive. A school, hospital and simple service outlets came next in what was still a very harsh environment. Many did not cope and left. Others persevered and survived that initial trial to set the wheels turning on what would become a vibrant and sustainable community. A community that will be 100 years old in 2024.

The programme of events planned for the weekend of celebration has many highlights. On the Friday we start with a welcoming afternoon tea in the Town Hall and an evening unveiling of the light show, "Northcliffe Lights Up", that will run over the weekend. Saturday will see a grand parade in the morning with market stalls, food vans, street performers, musicians and events throughout the day. Munroe House, relocated to the Museum precinct, will be officially opened in the afternoon and we hope to have completed an historical walk around town featuring a series of plaques commemorating key sites. An evening cabaret come old time dance at the Town Hall rounds off a busy day.

Sunday will see a sporting extravaganza at the Recreation ground. Exhibition matches, fun games and challenges for all, and a massive Easter egg treasure hunt are a few of the attractions on offer. Finally we make it to Monday and conclude events with a farewell breakfast and a much anticipated "Poets & Balladeers" gathering.

 Under the auspices of the Northcliffe Community Development Inc. (ABN 78 833 079 359) the 100<sup>th</sup> Anniversary Committee has already been working towards a successful event for over 12 months. A number of grant applications have been made or are in the in the process of being submitted and a sponsorship programme is soon to be launched. The committee is now seeking a \$10 000 budget allocation from the Shire of Manjimup to round out the overall funding of the event. Thank you in advance for giving this matter your attention.

Yours truly,



Evan Thompson  
(Chairperson)



Evaluation for RFT07/22

10/03/2022

Average Lump Sum Price = \$182  
 Comparison (using average) - avg price = 2.5 score

Tenderer	General Notes Provide comment when score >3<	Lump sum price exc gst	% to Benchmark	COMPLIANCE CRITERIA				Demonstrated experience	Ability to meet Shire requirements	Pricing (exc GST)	TOTAL weighted score	RANKING
				NON-WEIGHTED	Compliance with the Specification contained in the Request (Part 2)	Compliance with the Conditions of Tendering this Request (Parts 3 & 4)	Compliance with Tender Response (Part 5)	10% Proof of past, recent similar work				
1 Dronow - wet hire single trailer		\$ 160.00		Y/N	Y/N	Y/N	Y/N	Score 0-5	Score 0-5	Score 0-5	Weighted Score	
1 Dronow - wet hire road train		\$ 260.00		Y	Y	Y	Y	3.3	3.0	12.0	39.3	2
1 Dronow - wet hire rigid truck (12 tonne)		\$ 127.00		Y	Y	Y	Y	3.3	3.0	12.0	20.1	3
				Y	Y	Y	Y	3.2	2.8	11.3	45.6	1

## Overall Evaluation Notes:

Trucks and Trailers confined to prime mover and single trailer or prime as road train or 12 T rigid. All ok for Shire works. There is a presumption that are trucks are/and will be in working order when required. Proof of licences have been provided for 6 drivers including the MD. Registration of all vehicles was only provided after being requested after close of RFT.

Disclosure: I advise that I DO NOT have any conflicts of interests with any of the parties subject of this evaluation

Details of any known or possible conflicts: \_\_\_\_\_

Evaluation completed by: C Mills, M Leers, S Roberts  
 (Name)

(Signature)

Score	Rating	Guide
5	Excellent	Demonstrated excellence, substantially exceeds minimum requirements, a number of superior features
4	Good	Exceeds requirements in some respects
3	Fair	Meets minimum requirements with no material concerns or deficiencies
2	Marginal	Some areas of concern in relation to ability to meet minimum requirements or some deficiencies
1	Poor	Fails to meet minimum requirements in several respects, contained insufficient or unclear information
0	Fail	Fails to meet minimum Requirements in all respects or did not respond
3	Y/N answer	Yes
0	Y/N answer	No

**MINUTES OF MEETING**

**Minutes of meeting of the Northcliffe Forest Park Management Committee (NFPMC) held on  
Wednesday 29<sup>th</sup> March 2023 at  
Northcliffe Information and Visitor Centre Northcliffe.**

**1. Opened 4:27 pm.**

Chaired by Wendy Eiby.

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands on which we live, work and gather as we pay our respects to their Elders past, present and in the future.

**2. In Attendance:**

Melanie Blieschke  
Glynne Jones  
Wendy Eiby  
Graham Evans  
Cheryle Macaulay (by phone)

**Apologies:**

Nil.

**Public:**

Mark Batty

**3. Terms of Reference**

Wendy Eiby discussed John Bailey's comment that developing Forest Park as per the Management Plan, within the available budget, was not realistic.

Carole and Wendy discussed that since the Management Plan was the operational basis of the committee, as stated in the Terms of Reference, the only realistic solution to this conundrum was to raise money for improvements.

**4. Governance**

Nil.

**5. Declaration of Interest**

Nil.

**6. Matters Arising from Previous Minutes**

**6.1 Acknowledge information notes for meeting of 16 November 2023 and confirm Minutes of Meeting held on 12 January 2022.**

**RESOLUTION**

**The Northcliffe Forest Park Management Committee acknowledge the informal meeting notes of 16 November 2022 and that the minutes of the meeting held on Wednesday 12 January 2022 be adopted as a true record of proceedings.**

**Moved: Glynne Jones**

**Seconded: Wendy Eiby**

2

**Carried: 7/0****7. Decisions by Council from previous minutes****8. Matters Arising from Previous Minutes****8.1 Works Needed on Gardner River Adventure Trail**

The committee discussed options of temporary closing the trail, getting a work crew (eg. Pardelup or Walpole Work Camp), or getting the bridge fixed by other means. With Winter coming on the track will probably need to be closed as the work may not be able to happen prior to this, with contractors hard to get hold of at present.

**8.2 Create a Sign for the Karri Loop Trail and other Trail Works**

Leon Wilcox has been paid to do wood signage for this trail and also for the Marri Meander trail.

Discussion of the need for clearing on Karri Loop after a significant tree fall, Marri Meander and Gardner River Adventure Trail. Brad Hanrahan is the contractor with the best equipment for this job but we appear to have run out of budget to pay him to do the job.

Discussion of use of work for the dole and volunteers for this work.

Wendy Eiby said there had been chatter on Facebook about people camping at the Hollow Butt campground, potentially due to the lack of no-camping signs.

**8.3 MAPPT GIS Software****RESOLUTION**

**That Shire consider purchasing a subscription to MAPPT for use by volunteers in mapping Northcliffe Forest Park and other reserves in the Shire.**

**Moved: Wendy Eiby**

**Seconded: Glynne Jones**

**Carried 5 0**

**9. Financial Report**

Melanie Blieschke reported that from the original financial year budget of \$9500 we have \$3577.91 left.

**RESOLUTION**

**The committee asks that the Forest Park budget be increased by CPI in the 2023/24 budget considerations.**

**Moved: Wendy Eiby**

**Seconded: Glynne Jones**

**Carried: 5 0**

**10. Role and Responsibilities of Committee****10.1 Important Matters for attendees of meetings**



Melanie presented Acting Shire CEO, Brian Robinson's advice regarding electronic recording of meetings and other matters:

- To ensure the proceedings are accurately recorded, this meeting may be electronically recorded in accordance with clause 6.16 of the Shire of Manjimup's Standing Orders Local Law 2013; and
- Any recommendations in this meeting are unable to be acted upon until such time as the recommendations are endorsed by council, with the exception of recommendations that are of an administrative nature.

### **10.2 Frequency of Meetings**

Melanie Blieschke said the Director of Works, Michael Leers, asked her to raise his concerns regarding the frequency of meetings. Michael advises the committee to adhere to the terms of reference and to schedule and attend meetings on a quarterly basis. If 3 meetings in succession don't meet quorum the committee can be disbanded.

### **10.3 Committee Positions**

The committee noted the resignation of Carole Perry as representative of Northcliffe Environment Centre/ Community Representative and thank her for her commitment over many years and contribution to the committee and to Forest Park.

The Shire has also received resignations from Duncan Smith and Glynne Jones. Wendy Eiby thanked them for their service.

### **RESOLUTION**

**Mark Batty is recommended to Shire as a community representative on Northcliffe Forest Park Management Committee.**

**Moved: Wendy Eiby**

**Seconded: Graham Evans**

**Carried 5 0**

Cheryle Macaulay indicated that since she has moved to Perth once a new representative is found for her position, she should be considered as resigned. Wendy Eiby thanked Cheryle for her service on the committee.

Action: Shire to advertise for 2 new Community Representatives.

### **11. General Business**

Wendy Eiby presented the Northcliffe Forest Park Mitigation Plan 2022/23 with map indicating areas for mulching and burning, firebreaks, in accordance with the Shire of Manjimup approved Fuel Hazard Reduction Plan and Bush Fire Risk Management Plan.

Glynne Jones said he was not happy with the fuel build up.

### **12. Next meeting**

4pm Wednesday 28<sup>th</sup> June 2023 at Northcliffe Information and Visitor Centre.

### **13. Closed 5pm**

**SHIRE OF MANJIMUP**  
**NORTHCLIFFE FOREST PARK MANAGEMENT COMMITTEE ACTION SHEET**

MEETING DATE	ITEM	ITEM OF ACTION	ACTION REQUIRED	ACTION
18/8/2021	8.2	Works need on Gardner River Adventure Trail.	Stair rail down from bridge log and stairs down to creek need work. If this can't be undertaken in reasonable time the committee should consider closing the walk.	Wendy Eiby Spencer Roberts
18/8/2021	10.1	Sydney Golden Wattle and other Weeds	Spencer Roberts to investigate Sydney Golden Wattle adjacent to Forest Park around the Recreation Ground and Gardner Drive park entrance.  Wendy Eiby and Graham Evans to organise a Karri Pigeon article to be written about dumping of garden waste (and alternatives).  Graham Evans to remove Arum Lilly flowerheads and speak to others to see what could be achieved.	Spencer Roberts Wendy Eiby Graham Evans
12/1/2022	9.2	Arum Lilly infestation	Spencer will investigate the possibility of council providing herbicide and proper instruction to community members willing to spray control Arum Lillies.	Spencer Roberts
12/1/2022	12.2	An implementation plan is needed so that Forest Park Management Plan ambitions can be realised	Council to be advised of the committee's intention to create an implementation plan.  Committee to meet to work on implementation plan.	Wendy Eiby John Bailey Committee
2/1/2022	12.3	Blackberry weed outbreaks on Gardner River need controlling	Spencer Roberts to work with DBCA on a solution.	Spencer Roberts DBCA

12/1/2022	12.4	Cattle Encroachment into Gardner River needs to be curtailed.	A detailed map of park boundaries in relation to the river should be obtained. Department of Water and Environmental Regulation need to be asked to assist with the situation.	Spencer Roberts
16/11/2022	6.3	Gate on firebreak below Marri Meander, to prevent 4wd access, has been repeatedly broken.	Gate to be significantly strengthened.	Melanie Blieschke
16/11/2022	6.4	Volunteers to assist with trail clearing sessions	Working bees to be organised.	Wendy Eiby
29/3/2023	10.3	New committee members required for Forest Park Committee	Advertisements to be placed for 2 new community representatives for the committee.	Melanie Blieschke





## NORTHCLIFFE FOREST PARK MANAGEMENT COMMITTEE TERMS OF REFERENCE

**Status:** Management Committee

**Members:**

Councillor  
Manager Parks & Gardens  
Northcliffe Visitor Centre Representative  
Southern Forest Arts Representative  
Northcliffe Volunteer Fire and Rescue Service Representative  
Northcliffe Environment Centre Representative  
3 Community Representatives  
(Total 9)

**Proxies:** 1 Councillor, 1 Manager Parks & Gardens, 1 Northcliffe Volunteer Fire & Rescue Service, 1 Southern Forests Arts, 1 Northcliffe Environment Centre

**Quorum:** At least 5 Members of the Committee

**Term of Appointment:** 2 years to 21 October 2023

**Officer Responsible:** Manager Parks & Gardens

**Meetings:** Quarterly

**Reporting:** Direct to Council

**Meeting Requirements:** Open to the public to attend and observe  
(Advertise by local public notice)  
(Public Forum / Question Time required each meeting.)

**Delegated Powers:**

1. To allocate funds approved by Council for Northcliffe Forest Park and in conjunction with relevant Manager.
2. To maintain and develop the Northcliffe Forest Park in accordance with the Council endorsed Northcliffe Forest Park Management Plan.
3. To provide comment on the Shire of Manjimup's forward fuel reduction plan for the Northcliffe Forest Park and to communicate with the agency carrying out any fuel reduction actions in order to minimize any conflict with park use.

**Functions of the Committee**

1. As stated above under "Delegated Powers".

**Current Members from 29 March 2023 to 21 October 2023**

Cr Wendy Eiby	Councillor
Cr Murray Ventris	Councillor (Proxy)
Mr Spencer Roberts	Manager Parks and Gardens
Ms Melanie Blieschke	Supervisor Parks and Gardens (Proxy)
Vacant	Northcliffe Visitor Centre Representative
Mr Graham Evans	Southern Forest Arts Representative
Ms Diana Moss	Southern Forest Arts Representative (Proxy)
Vacant	Northcliffe Volunteer Fire and Rescue Representative
Vacant	Northcliffe Volunteer Fire and Rescue Representative (Proxy)
Vacant	Northcliffe Environment Centre Representative
Vacant	Northcliffe Environment Centre Representative (Proxy)
Vacant	Community Representative
Mr John Bailey	Community Representative
Mr Mark Batty	Community Representative

F170380

**SHIRE OF MANJIMUP  
AIRFIELD MANAGEMENT COMMITTEE**



Minutes of the Airfield Management Committee Meeting held 1 March 2023  
at the Airfield Terminal Building commencing at 5:30pm.

**1. DECLARATION OF OPENING**

Chairperson Cr Cliff Winfield declared the meeting open at 5:28pm.

**2. PRESENT**

Cr Cliff Winfield – Council Representative  
Catherine Mills – Manager Technical Services, Shire of Manjimup  
Max Lefroy – Airfield Reporting Officer  
Bruce Ward – Deputy Reporting Officer  
Nathan Ramage – DBCA  
Peter Casonato – Manjimup Aero Club  
Barbara Hunter – St John Ambulance

**APOLOGIES**

Shane Hawily – Local Pilot Representative

**ABSENT**

Nil.

**GUESTS**

Sean Tysoe – Technical Officer, Shire of Manjimup

**3. DECLARATION OF INTEREST**

Nil.

**4. PUBLIC ATTENDANCE / QUESTION TIME**

Nil.

**5. CONFIRMATION OF MINUTES OF MEETING HELD 9 NOVEMBER 2022**

*"That the Minutes of the meeting of the Airfield Management  
Committee held on Wednesday 9 November 2022 be adopted as a true  
record of proceedings."*

**Moved: Ward, B      Seconded: Casonato, P      CARRIED: 7/0**

**6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS**

**MOVED: Eiby, W      SECONDED: Dawson Vidovich, S**

**28977**

**That Council:**

- 1. Receive the unconfirmed Minutes of the Airfield Management  
Committee meeting held 9 November 2022, as shown in  
Attachment: 9.16.2 (1).**

**CARRIED: 11/0**

**7. MATTERS ARISING FROM PREVIOUS MINUTES**

**7.1 DBCA water supply proposal**

### **Committee recommendations**

1 - That the committee support the DBCA assessment that a water supply is required at the Manjimup Aerodrome.

2 – Request DBCA to investigate an alternative option by way of an on-site bore; and

3 – Request DBCA to seek formal quotes for the works.

**Moved: Mills, C      Seconded: Hunter, B**

## **8. CORRESPONDENCE**

### **8.1 Inwards**

- 8.1.1 Campbell Aviation services – Airfield hanger lease transfer
- 8.1.2 OLS Survey
- 8.1.3 AMS – Line Marking Quote

### **8.2 Outwards**

- 8.2.1 Amplitel – Telstra Tower lighting
- 8.2.2 OLS Survey
- 8.2.3 Manjimup Airport annual EATl electrical inspection
- 8.2.4 Renewal of apparatus licence

## **9. REPORTS**

### **9.1 Financial**

- As provided

### **9.2 Airfield Reporting Officer**

Losing ground with budget

- Outstanding item on Technical inspections.
- Approximately \$100,000 worth of maintenance works required.
- No non-compliance raised by CASA.

### **9.3 Aero Club**

- Operations are going well.

### **9.4 Local Pilots**

Nil.

### **9.5 St John Ambulance**

- Thankyou for heaters

### **9.6 DBCA**

- 475 fires responded to by DBCA across WA.
- 305 in the SW land division.
- Manjimup water bombers activated to 24 of these fires.
- Facility stood up as air base twice, with dozens of bomber/air attack movements on each occurrence.
- Approximately 670 spotter aircraft takeoffs/landings.
- Dozens of incendiary, baiting and passenger flights.



**10. NEW BUSINESS**

**10.1** Terms of Reference – add Sean Tysoe as Deputy Reporting Officer.

1. Committee appoint Sean Tysoe as Deputy Reporting Officer
2. Update the terms of reference to reflect the change

**Moved: Lefroy, M**

**Seconded: Ward, B**

**10.2** Airfield Vandalism update.

**10.3** Switch Board on Terminal Building

**10.4** Chair advised committee of CEO resignation

**10.5** Aeroclub chair to provide data to Shire on plane movement

**10.6** ML and BW working on airport manual and combining wildlife management plan

**10.7** Airport requires dedicated protocol on airside access vehicles proposed to add to current policy

**11. NEXT MEETING**

31 May 2023 at 5:30pm at the Airfield Terminal Building.

**12. MEETING CLOSED**

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.03pm.



## AIRFIELD MANAGEMENT COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	Management Committee
<b>Members:</b>	1 Councillor 1 Airport Reporting Officer 2 Deputy Airport Reporting Officer Manager Technical Services 1 representative Manjimup Aero Club 1 representative DBCA 1 representative Local Pilots 1 representative St John Ambulance (Total 9)
<b>Proxies:</b>	1 Councillor, 1 St John Ambulance, Officer, 1 DBCA
<b>Quorum:</b>	At least 4 members of Committee
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Manager Technical Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council Meeting
<b>Requirement:</b>	Open to the public.
<b>Delegated Powers:</b>	Authorised to carry out voluntary or contributory maintenance activities at the Airport within budgetary limits.

### FUNCTIONS OF COMMITTEE

1. To manage and maintain Manjimup Airfield and associated facilities in accordance with Council's policy and the guidelines laid down by Air Services Australia and the Civil Aviation Safety Authority;
2. Carry out voluntary and contributory maintenance activities within the annual allocated operating budget;
3. To advise Council on matters relating to Airfield policy; and
4. To advise Council on the future development of the airfield (at the existing or alternative locations).

### Members Reviewed: 1 March 2023

Cr Cliff Winfield	Councillor
Cr Robert Taylor	Councillor (Proxy)
Catherine Mills	Manager Technical Services
Michael Leers	Director of Works (Proxy)
Max Lefroy	Airport Reporting Officer
Sean Tysoe	Deputy Airport Reporting Officer
Bruce Ward	Deputy Airport Reporting Officer
Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)
Peter Casonato	Representative Manjimup Aero Club
Nathan Ramage	Representative DBCA
Jeffrey Bennett	Representative DBCA (Proxy)
Shane Hawily	Representative Local Pilot
Barbara Hunter	Representative St John Ambulance
Shane Clarke	Representative St John Ambulance (Proxy)

Updated 15 February 2022



## Local Emergency Management Committee (LEMC) Minutes of Meeting held 15 March 2023

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Manjimup Emergency Services Collocation Building, at 46 Bath Street Manjimup on Wednesday 15 March 2023.

### 1. Declaration of Opening the Meeting

Shire of Manjimup, Chief Executive Officer, Andrew Campbell assumed the chair and declared the meeting open at 1.02pm. Introductions were conducted.

#### **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 / Apologies

#### 2.1. Attendance

##### Members - Voting

Andrew Campbell	Shire of Manjimup - Chief Executive Officer
Todd Ridley	Shire of Manjimup - Community Emergency Services Manager
Remo Pessotto	Chief Bush Fire Control Officer
Ian Guthridge	Department of Primary Industries & Regional Development
Renee Flaxman	Department of Communities
Chris Sousa	Department of Fire and Emergency Services
Tim Foley	Department of Biodiversity, Conservation & Attractions
Justine Kelly	WACHS - Warren Health Services
Gary Willcox	St John Ambulance - Manjimup - Community Paramedic SW
Cr Denise Jenkins	Shire of Manjimup – Deputy Shire President (proxy)

##### Members Non Voting & Invited Guests

Nicole Favero	Shire of Manjimup - Ranger & Emergency Services Admin
Jeffrey Bennett	Department of Biodiversity, Conservation & Attractions (proxy)
Erin Hutchins	DFES – District Emergency Management Advisor
Gail Ipsen Cutts	Shire of Manjimup – Recovery Coordinator
Graham Blincow	Department of Primary Industries & Regional Development (proxy)
David Rae	St John Ambulance - Walpole - Community Paramedic GS
Mel Robertson	Water Corporation

#### 2.2. Apologies

Ashleigh Reeve	Shire of Manjimup – Senior Ranger
Ivan Woodhams	St John Ambulance - Walpole Chair
Cr Paul Omodei	Shire of Manjimup - Shire President
Darryl Church	St John Ambulance - Manjimup (proxy)
Jayden Lowe	WA Police Service – Manjimup (received after meeting commenced)
Colin Jones	Western Power (received after meeting commenced)



*Ian Guthridge, Graham Blincow – DPIRD & Justine Kelly WACHS Warren arrived 1.04pm  
Tim Foley DBCA & Cr Denise Jenkins left the meeting at 1.55pm.*

**3. Declaration of Financial Interest**

Nil

**4. LEMC – Update of Distribution / Key Contact List**

The distribution contact list was updated by all in attendance.

**5. Confirmation of minutes of the General Meeting held on Wednesday, 30 November 2022.**

**RECOMMENDATION/LEMC DECISION**

That the unconfirmed minutes of the Local Emergency Management Committee Meeting held Wednesday, 30 November 2022 be confirmed as a true and correct record.”

**Moved:** Remo Pessotto, Shire CBFCO

**Seconded:** Ian Guthridge, DPIRD

**CARRIED:10/10**

**6. Council's Response to minutes of the General Meeting held Wednesday, 30 November 2022.**

**COUNCIL RESOLUTION:**

**MOVED:** Eiby, W

**SECONDED:** Taylor, R

**29013**

That Council receive and note the unconfirmed Minutes of the Local Emergency Management Committee (LEMC) Meeting held on the 30 November 2022 as shown in Attachment: 9.16.4(1).

**ADOPTED BY EN BLOC RESOLUTION: 11/0**

**COUNCIL RESOLUTION:**

**MOVED:** Skoss, K

**SECONDED:** Jenkins, D

**29019**

That Council confirm and accept the amended *Terms of Reference* for the *Local Emergency Management Committee* as shown at Attachment: 9.16.5.(1).

**CARRIED: 11/0**

**7. Business Arising from Minutes**

Nil

## 8. Correspondence

### 8.1 Incoming

- 8.1.1 Erin Hutchins – DEMA SW – Consultation Request – Local Emergency Management Committee Handbook (distributed to members by email and item in General Business)
- 8.1.2 Sam Ramsey – Recovery support Officer SW WA – Engagement Branch - **National Emergency Management Agency** – request for invite to next LEMC Meeting June 2023.

### 8.2 Outgoing

- 8.2.1 Shire of Manjimup – LEMC Agenda, Minutes from previous meeting and Event Matrix emailed to LEMC Members.
- 8.2.2 Dep of Communities - Local Emergency Welfare Plan LEWP – South West – Manjimup Region updated Dec 2022, emailed to LEMC Members as requested.
- 8.2.3 Dep of Communities - Local Emergency Welfare Plan LEWP – South West – Manjimup Region updated Feb 2023, circulated to LEMC Members and to be tabled at March Meeting.

## 9. Treatment Strategies and Task List

**LEMC Training Exercise** – At item 13 of this meeting.

## 10. Events

The committee reviewed the events matrix and concluded that it will be distributed quarterly to LEMC Members, see *Item 10 Attachment*.

## 11. Members Reports

**11.1 Shire of Manjimup – Deputy Shire President** – Cr Denise Jenkins (proxy)  
Nil to report.

**11.2 Shire of Manjimup Recovery Coordinator** – Gail Ipsen Cutts  
Nil to report.

**11.3 Shire of Manjimup CESM** – Todd Ridley  
Nil to report.

**11.4 Shire of Manjimup CBFCO** – Remo Pessotto  
*Report was tabled, see Item 11.4 Attachment.*

*Todd Ridley, Shire CESM responded that they are refining the repeater issues but a lot of work is still to be done.*

**11.5 Department of Fire and Emergency Services** – Chris Sousa  
*Report was tabled, see Item 11.5 Attachment.*

**11.6 Water Corporation** – Mel Robertson

- Current drainage works on Graphite Rd in close proximity to pressurised school main and water main.
- Later this year they will be doing another round of illegal connection assessments to properties.

*The above report was received verbally at the meeting.*

#### **11.7 WA Country Health Service**

Pemberton Northcliffe Health Service – Paige Weaver

No report received - not in attendance.

Warren Health Service – Justine Kelly

Report was tabled, see Item 11.7 Attachment.

*Andrew Campbell, CEO asked for update on COVID numbers and Justine Kelly, WHS responded that they have seen very few cases over last couple of months.*

#### **11.8 Department of Primary Industries and Regional Development – Ian Guthridge**

Report was tabled see Item 11.8 Attachment.

#### **11.9 WA Police**

Pemberton – Gavin Barke

No report received - not in attendance.

Manjimup – Jayden Lowe

Written report received as below - not in attendance.

- Two small scrub fires in town.
- Search for missing walkers on the Bib Track.

Walpole – Steve Page

No report received - not in attendance.

#### **11.10 Western Power – Colin Jones**

No report received - not in attendance.

#### **11.11 St John Ambulance**

Manjimup – Gary Willcox - Community Paramedic SW

- Christmas and New Year very busy.
- Event space becoming an issue, 6-7 events per weekend.
- Assisted Donnybrook and Yornup Fire's.
- Assisted missing persons.
- High number of fatalities over whole length of South West Highway.

*The above report was received verbally at the meeting.*

Walpole – David Rae - Community Paramedic GS

- Annual Continuing Education Program has started – skills maintenance is scheduled to run from March through to November.
- Three additional Emergency Medical Technicians are part way through their training.
- Walpole communication project to install local network in Walpole link to SJA State Operations Centre in progress:
  - Letter sent to Manjimup CEO requesting Shire host equipment at Young's Hill site in Walpole sent by SJA Great Southern Regional Manager.
  - Equipment is on order.

*Andrew Campbell, CEO advised that Acting CEO Brian Robinson will respond to SJA letter shortly after their handover completed.*



**11.12 DFES - District Emergency Management Advisor – Erin Hutchins**

*Report was tabled see Item 11.12 Attachment.*

**11.13 Department of Communities – Renee Flaxman**

*Report was tabled see Item 11.13 Attachment.*

*Also tabled was the Department of Communities Local Emergency Welfare Plan LEWP – South West – Manjimup Region – Updated Feb 2023, that was distributed to all LEMC members prior to meeting.*

**11.14 Department of Biodiversity, Conservations & Attractions – Jeff Bennett**

*Report was tabled, see Item 11.14 Attachment.*

*Mel Robertson, Water Corporation queried the Manjimup Dam area and was advised by Jeff Bennett, DBCA that this was on the Autumn burn program.*

**12. General Business**

**12.1 Local Emergency Management Committee Handbook – Draft Consultation**

Erin Hutchins, DFES DEMA provided an overview of the consultation being conducted by SEMC regarding the Draft LEMC Handbook which is a guidance document to assist LG's towards a standardised approach to the administration and operation of LEMC's across WA and the process to submit feedback. No feedback was received from attending LEMC Members.

**13. Desktop Exercise – Risk Awareness and Understanding with Command, Control and Coordination – Led by DFES - Chris Sousa.**

*Exercise document was tabled see Item 13 Attachment.*

**14. Next Meeting**

Next General Meeting to be held 28 June 2023.






























































**15. Declaration of Close of Meeting**

The Chair, Shire of Manjimup Chief Executive Officer, thanked everyone for their attendance and closed the meeting at 2.20pm.

## TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
LEMC Training Exercise	March 2023 Meeting	<ul style="list-style-type: none"> <li>Risk Awareness and Understanding with Command, Control and Coordination Exercise was completed today at Item 13 of today's meeting, led by Chris Sousa</li> </ul>	Completed
Event Committee	March 2023 Meeting	<ul style="list-style-type: none"> <li>Distribution of calendar arranged for quarterly.</li> </ul>	Completed
Sam Ramsey – Recovery support Officer SW WA – Engagement Branch <b>National Emergency Management Agency</b>	June 2023 Meeting	<ul style="list-style-type: none"> <li>Invite to June Meeting for introduction of National Emergency Management Agency</li> </ul>	Todd Ridley

## Shire of Manjimup Event Matrix

Event Name	Description	Category	Contact Name	Contact Number	Organisation	Contact Email	Start Date	End Date	Duration of Event	Location	Expected Attendance	Risk Score	Risk Docs	Traffic Management	Alcohol	Other Agency Involvement	SOA Approval Status
Targa Rally South West	Tarmac Car Rally	Sporting	Reis Tapper	0418 950 022	Targa West P/L	<a href="mailto:tom@targawest.com.au">tom@targawest.com.au</a>	17/03/2023	18/03/2023	8 hours +	Pemberton & Manjimup	1,500	Medium	  	Yes	No	DRCA Police	Approved
Warren District Agricultural Show	Local Community Show	Community	Sangeetha Ryan	0401 213 431	Warren District Agricultural Horticultural & Industrial Society	<a href="mailto:secretary@warrensociety.com.au">secretary@warrensociety.com.au</a>	18/03/2023	18/03/2023	8 hours +	Rea Park, Manjimup	3,000	Medium	  	Yes	Yes - Licensed	No	Pending
Karri Valley Triathlon	Triathlon	Sporting	Marcus Wilkinson	0411 135 796	Stadium Club Triathlon	<a href="mailto:marcuswilkinson@stadium.net.au">marcuswilkinson@stadium.net.au</a>	18/03/2023	19/03/2023	8 hours +	Karri Valley Resort	450	Medium	  	Yes	Yes - Licensed	No	Approved
The Stars Descend - Chapter 2	Community based dance / performance	Ar/Cultural	Diana Moss	0417 072 091	Southern Forest Arts Inc.	<a href="mailto:northcliffe@disinherited15.com.au">northcliffe@disinherited15.com.au</a>	19/03/2023	19/03/2023	< 4 hours	Centenary Farm, Northcliffe Visitor Centre	200	Medium	  	No	Yes - Licensed	No	Approved
Deannell Workers Club Long Chop	Annual long chop event	Sporting	Tegan Treathen	9771 1403	Deannell Workers Club Inc.	<a href="mailto:deannellworkersclub@gmail.com">deannellworkersclub@gmail.com</a>	25/03/2023	25/03/2023	< 8 hours	Deannell Workers Club, Open Street, Deannell	200	Medium	  	No	Yes - Licensed	No	Not Required
Reckless Blue	Mountain Bike Event	Sporting	Mark Hulton	0429 384 400	Pemberton Visitor Centre Inc.	<a href="mailto:hulke@pvisited.com.au">hulke@pvisited.com.au</a>	25/03/2023	26/03/2023	8 hours +	Pemberton Mountain Bike Park	200	Medium	    	Yes	No	No	Pending
Middlesex 100th Anniversary Celebrations	Community Celebration	Community	Margaret Jacob	0407 722 374	Middlesex Social Club Inc.	<a href="mailto:middlesexssc@outlook.com.au">middlesexssc@outlook.com.au</a>	1/04/2023	1/04/2023	< 8 hours	Middlesex Hall	250	Low	  	No	Yes - BYO	No	Pending
Manjimup Motorcycle Club	WA State Round Juniors	Sporting	Vikki Shields	0450 348 336	Manjimup Motorcycle Club Inc.	<a href="mailto:manjupracing@gmail.com">manjupracing@gmail.com</a>	8/04/2023	9/04/2023	8 hours +	Crazy Creek Circuit, Manjimup	400 riders	High	  	No	Yes - Licensed		Not Required
Food Truckin' for A Cause	Food Truck Market	Food / Market	Nicole Talbotin	0451 185 335	Tik Events	<a href="mailto:events@tik@gmail.com">events@tik@gmail.com</a>	11/04/2023	11/04/2023	< 4 hours	Manjimup Heritage Park	250	Low	  	No	No	No	Pending
Comedy Under the Stars	Comedy Night at Pemberton Wines	Music	Monica Rademillic	0427 761 373	Pemberton of Pemberton	<a href="mailto:mofp@pembertonwines.com.au">mofp@pembertonwines.com.au</a>	15/04/2023	15/04/2023	< 4 hours	Pemberton Wines, Pemberton	70	Medium	  	No	Yes - Licensed	No	Pending
Manjimup Motorcycle Club	BL108 4 R20 Memorial Ride	Sporting	Vikki Shields	0450 348 336	Manjimup Motorcycle Club Inc.	<a href="mailto:manjupracing@gmail.com">manjupracing@gmail.com</a>	22/04/2023	22/04/2023	8 hours +	Crazy Creek Circuit, Manjimup	100 riders	High	  	No	Yes - Licensed		Not Required
Karri Cup	Mountain Bike Event	Sporting	Jim Sale	9776 7202	Northcliffe Visitor Centre Inc.	<a href="mailto:northcliff@vcc.net.au">northcliff@vcc.net.au</a>	22/04/2023	23/04/2023	8 hours +	Northcliffe	1,000	High	  	Yes	No	DRCA	Pending
Manjimup Market Day	Community Market Day	Community	Aime Walsh	0458 831 946	Hillbrook Wines	<a href="mailto:ah@vcc.net.au">ah@vcc.net.au</a>	23/04/2023	23/04/2023	< 4 hours	Hillbrook Winery, Northcliffe	500	Low	    	No	Yes - Licensed	No	Pending
Pass the Pinot	Tasteful event, meet and guided wine tour of the vineyards	Community	Monica Rademillic	0427 761 373	Pemberton of Pemberton	<a href="mailto:mofp@pembertonwines.com.au">mofp@pembertonwines.com.au</a>	29/04/2023	29/04/2023	< 4 hours	Pemberton Wines, Pemberton	64	Low	  	No	Yes - Licensed	No	Not Required
Manjimup Motorcycle Club	Club Run #1	Sporting	Vikki Shields	0450 348 336	Manjimup Motorcycle Club Inc.	<a href="mailto:manjupracing@gmail.com">manjupracing@gmail.com</a>	6/05/2023	6/05/2023	8 hours +	Crazy Creek Circuit, Manjimup	50 riders	Medium	  	No	Yes - Licensed	No	Not Required
Manjimup Motorcycle Club	Club Run #2	Sporting	Vikki Shields	0450 348 336	Manjimup Motorcycle Club Inc.	<a href="mailto:manjupracing@gmail.com">manjupracing@gmail.com</a>	25/06/2023	25/06/2023	8 hours +	Crazy Creek Circuit, Manjimup	50 riders	Medium	  	No	Yes - Licensed	No	Not Required
Manjimup Motorcycle Club	Off road car rally	Sporting	Vikki Shields	0450 348 336	Manjimup Motorcycle Club Inc.	<a href="mailto:manjupracing@gmail.com">manjupracing@gmail.com</a>	17/06/2023	17/06/2023	8 hours +	Crazy Creek Circuit, Manjimup	50 riders	Medium	  	No	Yes - Licensed	No	Not Required
Manjimup Motorcycle Club	Club Run #3	Sporting	Vikki Shields	0450 348 336	Manjimup Motorcycle Club Inc.	<a href="mailto:manjupracing@gmail.com">manjupracing@gmail.com</a>	17/06/2023	17/06/2023	8 hours +	Crazy Creek Circuit, Manjimup	50 riders	Medium	  	No	Yes - Licensed	No	Not Required
Manjimup Motorcycle Club	Club Run #3	Sporting	Vikki Shields	0450 348 336	Manjimup Motorcycle Club Inc.	<a href="mailto:manjupracing@gmail.com">manjupracing@gmail.com</a>	15/10/2023	15/10/2023	8 hours +	Crazy Creek Circuit, Manjimup	50 riders	Medium	  	No	Yes - Licensed	No	Not Required



## ITEM 11.4 ATTACHMENT

**Remo Pessotto - CBFCO****Report for LEMC Meeting held on 15 March 2023****No of Fires**

- 12 fires up to date 4 lighting strikes, 1 house fire, 2 reignitions, 2 power line, 1 plantation harvester, and 2 pasture fires unknowing ignition

**Regulation Burning Times - Period we are in**

- The prohibited season has been extended for zone 6 and 8 for two weeks due to weather conditions.

**No of Permits Issued**

- 

**Weather Conditions**

- Weather at this stage very dry small amount off rain, was from thunderstorms dropping around 12 mm and less very patchy in >2 hour drops then gone temp back up in the 30c above.

**Brigade Business / Issues**

With all fires brigades were deployed very quickly all fires under control no major issues, with one fire it happened very close to a dam that was in construction machine and water truck jump on it very quickly. Northcliffe fire started from power pole on p/p brigades work in with DPaW job well done.

**Brigade Deployments**

- Shire of Manjimup deployed brigade members to assist Donnybrook fires.

**Vehicle Maintenance / Issues**

- Problems with the Northcliffe 2x4 truck it's been delt with and the seasonal truck suction problems which been delt with.

**Communications**

- Still having communication problems repeaters 252, 142 keep dropping out

**General Business**

- Nil

E:\Pessoto\Documents\Remo Pessotto.docx 15.03.2023 lemc report.docx

## ITEM 11.5 ATTACHMENT



Government of Western Australia  
Department of Fire & Emergency Services



## Shire of Manjimup LEMC DFES Report – 15 March 2023

### Operations

The DFES Lower South West Region has been active with incidents, with staff assisting Local Shires and DBCA with the management of 5 Level 2 Incidents this fire season. These include the Donnybrook Complex, Noggerup and Yornup fires. We would like to recognise the support from the Shire's CEMS and all emergency services agencies that have come out to assist with these incidents. The Region has also been assisting in the Kimberley with clean up and recovery of the flood events, with staff and volunteers still deployed to assist.

Volunteers have responded to various other incidents in the area since the last meeting including traffic crashes and building fires.

Several Total Fire Bans have been put on this fire season across the Region. Some of them have occurred under conditions where some may not have expected a Total Fire Ban to be in place. The new Australian Fire Danger Rating System (AFDRS) looks at the actual fuel loading (age) and this is causing a higher Fire Danger Rating to be issued than what has previously been experienced. We will be seeking feedback from the Shire and their Fire Control Officers at the end of the fire season on improvements that can be made.

### Training and Exercises

Unfortunately, a scheduled helitak demonstration and ground controller refresher was cancelled due to the forecasted weather, and the aircraft were dispatched to Donnybrook that day. We have rescheduled this training for Monday 20<sup>th</sup> March in Manjimup, incident dependant.

### Community Engagement (Linda Ashton)

- Northcliffe BFB hosted bush fire preparation session in January 2023 – around 23 attendees, received good feedback from brigade and participants
- Smoke alarm campaign due to launch 1 April, reminding people to test and clean their smoke alarms, replace batteries if needed
- CPA ROC Kimberley Management Support Officer role; community liaison officer role in various fires in LSW region
- Provided Manjimup SES unit with resources and ideas to enhance their engagement opportunities for the Manjimup Show, focusing on storm and flood preparedness

**Chris Sousa**  
**District Officer Nelson**  
**0447 362 006**

## ITEM 11.7 ATTACHMENT

**Warren Health Service Report 14<sup>th</sup> March 2023****COVID-19**

- Warren Health Service has resumed a BAU “business as usual” approach in relation to management of Covid19 with outpatient & inpatient activity.
- Currently screening symptomatic patients and patients for admission to the ward area via a RAT testing process.
- Health service staff are still required to isolate from the workplace for 7 days if Covid positive & seek executive approval to return to the workplace as a close household contact.
- Staff are now no longer required to wear a face mask in the clinical setting unless required for specific infection prevention measures.

**GENERAL**

- Continues to be a steady increase in patient presentations to hospital ED & admissions remain above average for the past quarter 2022.
- Hospital staffing continues to be closely monitored and covered with support of agency nursing staff. Three new graduate nurses have commenced this week and will rotate between Warren & Pemberton to gain experience in the rural setting. Local medical centre recruitment of new Dr who will provide on call service to Warren HS from April.
- Hospital has acquired a third rental property in Manjimup to support the required workforce. Currently housing dieticians, nursing & management staff & nursing students.
- WACHS SW heading towards accreditation in May 2023 with focus on staff completing annual mandatory training, including emergency procedures, code red (fire) / orange (evacuation) drills

Warren Health Service Manager – Director of Nursing Report LEMC March 2023

Page 10 of 58



## Incident and Emergency Management

Agency Name:	Department of Primary Industries and Regional Development		Date: 20 February 2023
Report prepared by:	Helen Kent	Position:	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
LEMC and DEMC report – February 2023			
<p><b>1. Declared incidents</b> – DPIRD is managing:</p> <ul style="list-style-type: none"> <li>• Six (6) plant pest/disease level 1 and 2 Incidents.</li> <li>• Nil animal pest/disease incidents</li> </ul> <p><b>Polyphagous shot-hole borer</b></p> <p>Polyphagous shot-hole borer (PSHB) <i>Euwallacea fornicatus</i> is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.</p> <p>The Department of Primary Industries and Regional Development has been responding to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area. Response activities include:</p> <ul style="list-style-type: none"> <li>• Conducting surveillance to determine the distribution of PSHB</li> <li>• Containing the pest to prevent further spread to non-infested regions within Western Australia</li> <li>• Providing advice and information to residents, industry and other stakeholders</li> <li>• Ensuring that all response activities are conducted safely, consistently and efficiently</li> </ul> <p>Link to information about <a href="#">Polyphagous shot-hole borer</a>   <a href="#">Agriculture and Food</a></p> <p><b>2. State alerts and investigations</b></p> <p>DPIRD is investigating one (1) pest or disease.</p>			

### 3. National alerts & investigations

DPIRD and other state jurisdictions continue to monitor reported outbreaks of:

- **African Swine Fever** – FAO situation update in Asia and Pacific dated 2 February 2023 advised ASF reported countries since August 2018: China, Mongolia, Vietnam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal.

Link to information about African Swine Fever: <https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en>

- **Lumpy Skin Disease** – Indonesia, Vietnam, Thailand and Malaysia
- **Foot and Mouth Disease** – Indonesia

Information regarding Foot and Mouth Disease prevention is available on the WA government website:

[Foot-and-mouth disease advice for Western Australians \(www.wa.gov.au\)](http://www.wa.gov.au)

Information is also available on the DPIRD website:

[Foot-and-mouth disease: prevention and preparedness | Agriculture and Food](http://www.wa.gov.au)

**NB: There are, currently, no known incidences of these diseases in Australia.**

### 4. Ex TC Ellie (Kimberley Flood) – January 2023

DPIRD is providing support in the response to, and recovery from, the January flooding in the west Kimberley.

#### Response:

As at the date of this report:

- The State Support Plan – Animal Welfare in Emergencies remains formally activated (link to State Support Plan – Animal Welfare in Emergencies [State Support Plan Animal Welfare in Emergencies | Western Australian Government \(www.wa.gov.au\)](http://www.wa.gov.au))
- DPIRD has liaison officers on the Kimberley Incident Support Group (ISG) and the Operational Area Support Group (OASG)

#### Recovery:

- Wheatbelt Development Commission Chief Executive Officer, Rob Cossart, has been appointed as the State Recovery Coordinator

- DPIRD has established an internal recovery planning group to facilitate effective across-agency participation, and to assist in capturing and resolving emerging across-pillar impacts i.e. impacts for which the various pillars within DPIRD have responsibilities such as those relating to regional development, primary industries, biosecurity, horticulture, soil and grants.
- Departmental representation on the State Recovery Coordination Group (SRCG)
- A departmental officer/s will sit on the Local Recovery Coordination Group (LRCG) and relevant subcommittees, as required.
- DPIRD will facilitate available grants to primary producers in accordance with the Disaster Recovery Funding Arrangements WA (DRFAWA).

**DRFAWA:**

Assistance measures for primary producers include reimbursement grants for Category B:

- Professional advice
- Freight subsidy
- Fencing (for livestock producers only)
- Expression of Interest for interest subsidy on a new loan to recover

Link to further information regarding available funding and relevant conditions: <https://www.agric.wa.gov.au/emergency-response/disaster-recovery-funding-arrangements>

### **5. Severe Tropical Cyclone Seroja (Recovery)**

DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA assistance to primary producers impacted by TC Seroja.

DRFAWA Category B and C assistance:

To 31 December 2022, the Department has approved:

- 25 applications for Category B assistance totalling: \$ 366,907.46
- 108 applications for Category C assistance totalling: \$2,183,306.10

### **6. Southwest Land Division Fires:**

DPIRD District Recovery Coordinator, Rob Cossart, continues to work with the Corrigin and Narrogin local governments and communities recovering from the bushfires which occurred in early February 2022.



<p>On 13 October 2022, DPIRD Executive Director Biosecurity, Dr Mia Carbon, presented at Recovery Meetings in Corrigin and Wickepin about the department's role in emergency management, including its role in coordinating animal welfare in emergencies under the State Support Plan.</p> <p><b>7. Staff emergency management training:</b></p> <p>DPIRD has a comprehensive ongoing schedule to deliver face to face emergency management training in both metropolitan and regional areas.</p> <p>The non-accredited training focusses on both the Department's Hazard Management Agency responsibilities in relation to animal and plant biosecurity and its support role to other HMAs in relation to animal welfare during emergencies.</p>	<p><b>DPIRD's role in emergency management</b></p> <p>The Department of Primary Industries and Regional Development plays an important role in emergency management in Western Australia.</p> <ul style="list-style-type: none"> <li>• Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery. Link to State Hazard Plan – Animal and Plant Biosecurity: <a href="#">State Hazard Plan Animal and Plant Biosecurity (www.wa.gov.au)</a></li> <li>• Provision of support to other HMAs by:             <ul style="list-style-type: none"> <li>- coordinating animal welfare for other hazard emergencies including bushfires, cyclones and floods;</li> <li>- contributing to the Controlling Agency's impact statement in relation to impacts to primary industries (where an impact statement is required)</li> <li>- managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding.</li> </ul> </li> </ul> <p><b>Animal Welfare in Emergencies</b></p> <p>Local governments are encouraged to develop a plan for animal welfare in emergencies (PAWE) which forms part of the local emergency management arrangements (LEMA).</p> <p>For tools and resources to assist local governments to develop a local PAWE <a href="#">click here</a> and for assistance in completing the PAWE template, speak to your LEMC or DEMC representative/s.</p>
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## ITEM 11.12 ATTACHMENT

## DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT

### 3<sup>rd</sup> Quarter 2022-2023

### STATE NEWS

The **State Emergency Management Committee (SEMC)** met on 5 December 2022 and 8 March 2023. SEMC Communiques can be found [here](#).

### 2023 SEMC MEETING SCHEDULE

- 8 March 2023
- 3 May 2023
- 2 August 2023
- 4 October 2023
- 6 December 2023

### STATE CONSULTATION REQUESTS

#### **Draft Local Emergency Management Committee Handbook**

The Department of Fire and Emergency Management (DFES) State Emergency Management (EM) Policy branch is conducting this consultation regarding a new resource to assist local government and Local Emergency Management Committee's (LEMCs) to meet their legislative requirements under the Emergency Management Act 2005 (EM Act).

The LEMC Handbook has been developed by the DFES District Emergency Management Advisors to assist the LEMC members, to work towards a standardised approach to the administration and operation of LEMC's across Western Australia (WA). The handbook supports the State EM Procedure section 3.7.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

**Please submit your feedback by COB Tuesday 18 April 2023.**

#### **State Support Plan – Emergency Relief and Support**

The Department of Communities (Communities) has undertaken a review of the State Support Plan - Emergency Welfare. To reflect feedback regarding the use of the word 'welfare', the draft Plan has been renamed to the State Support Plan - Emergency Relief and Support. This includes, where possible, all references to welfare being replaced with emergency relief and support (ERS). The Plan has been restructured to provide a more logical framework and to make it easier for a reader to understand the scope of ERS services. This includes the roles and responsibilities of Communities and its partners.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

**Please submit your feedback by COB Wednesday 26 April 2023.**

#### **Consultation Information**

The DFES State EM Policy Branch is conducting consultation via Social Pinpoint.

On the State Emergency Management Policy Branch [Consultation Homepage](#) you can view all current consultations, including the draft [Western Australian Emergency Management Capability Framework](#) and draft [Local Emergency Management Committee Handbook](#).

On this page you will be able to:

- View information about the consultation process
- Download and view the draft Framework and LEMC Handbook
- Submit your feedback

If you experience any difficulties with accessing Social Pinpoint or have any other questions, please contact us on [SEMC.policylegislation@dfes.wa.gov.au](mailto:SEMC.policylegislation@dfes.wa.gov.au). As we continue to trial Social Pinpoint, we would also appreciate your feedback on this platform. You can share your thoughts and experiences in the 'Feedback on the use of Social Pinpoint' at the bottom of the page.

## 2022 EMERGENCY PREPAREDNESS REPORT

The SEMC approved the 2022 Emergency Preparedness Report (the Report) at its December 2022 meeting. The Report provides a snapshot of WA's preparedness to prevent, respond to, and recover from significant hazardous events, with data collected from 152 organisations with various roles in emergency management. The Report will be submitted to the Minister for Emergency Services before being published on the SEMC website.

The DFES State Capability Team has developed individual emergency management capability summaries for specific local governments (LGs). These summaries have been endorsed through the State Emergency Management Committee (SEMC) and were sent to LG CEOs and LEMC Executive Officers in January 2023.

The summaries are based on each LG's responses to the 2022 Annual and Preparedness Capability Survey. They provide an overview of the LG's EM capability in 2022, focusing on areas of highest capability and the aspects that may require more attention. The summaries are not public release documents. They are provided to each LG and are hopeful these are a useful resource to support your EM work.

## DISTRICT NEWS

The next meeting of the **District Emergency Management Committee (DEMC)** will be held on Tuesday 21 March 2023.

## LOCAL NEWS

## LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

A copy of the Local Emergency Management Arrangements – Status Report is attached. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process.



## GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

### **National Disaster Risk Reduction (NDRR) grant**

The National Disaster Risk Reduction (NDRR) grants program makes more than \$12 million available over five years (2019–2024) to eligible organisations for projects that reduce disaster risk in Western Australia.

The NDRR grant program will make about \$2.5 million available in 2023 for projects that reduce disaster risk in Western Australia. Projects must contribute to achieving the objectives of the [National Disaster Risk Reduction Framework \(NDRRF\)](#) and the [WA Implementation Plan for the NDRRF](#) by reducing risks associated with at least one natural hazard. To be eligible, projects must reduce disaster risk and improve community resilience, rather than contributing to disaster relief, response, or recovery activities.

Organisations that are eligible to apply for NDRR grants are:

- local governments
- state government agencies
- government trading entities
- incorporated organisations
- not-for-profit organisations.

Projects with localised outcomes may apply for between \$10,000 and \$250,000 grant funding; there is no cap on funding for projects with State or sector-wide significance. Applicants must contribute at least 50 per cent of the total project cost in cash or in-kind.

**Applications for the next round of the NDRR grant program will open on 24 April 2023 and close on 29 May 2023. Assessments will take place in July 2023 with an anticipated announcement date in September 2023.**

### **All West Australians Reducing Emergencies (AWARE) program**

AWARE is an initiative of the Western Australian Government that invests in building capacity and preparedness activities at a local level, through a competitive grant. Only local governments are eligible to apply for an AWARE grant.

The 2023 AWARE grant round will distribute a total of \$200,000 for projects to:

- further the emergency risk management process
- facilitate capability-based exercises
- assist in reviewing Local Emergency Management Arrangements
- deliver emergency management training
- host or facilitate emergency management events or forums.

Projects may apply for between \$2,500 and \$30,000 grant funding. Local level risk assessment projects can request a maximum of \$4,000. Applicants must contribute 25 per cent of the total project cost in cash or in-kind. A local government may submit multiple projects for funding.

Local governments are encouraged to collaborate and submit joint applications.

**Applications for next round of the AWARE grant program will open on 16 August and close on 20 September 2023. Assessments will take place in October 2023 with an anticipated announcement date in January 2024.**

The SEMC endorsed a two-year schedule for both grant programs. See below for the 2024-2025 grant program dates;

Year	2024-25	
Program	NDRR	AWARE
Round Open	25 April 2024	16 August 2024
Round Close	29 May 2024	20 September 2024
Assessment	3 July 2024	25 October 2024
Anticipated announcement	September 2024	January 2025

Information on funding opportunities can be found [here](#).

Please contact [semc.grants@dfes.wa.gov.au](mailto:semc.grants@dfes.wa.gov.au) for further information on the grant programs.

**Complied by:**  
**District Emergency Management Advisor – South West**  
**Department of Fire and Emergency Services**

READY		DRAFT	NEARING REVIEW		OVERDUE
Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	2 (AMR and Busselton)	41% Current		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	LEMA tabled at the SW DEMC and SEMC (8 March 2023) for noting.	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Boyup Brook	Current	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Busselton	LEMA tabled at the SW DEMC and SEMC (8 March 2023) for noting	8/12/2017	63/2017	8/12/2022
Shire of Capel	Capel	Current	5/12/2022	81/2022	5/12/2027
Shire of Collie	Collie	AWARE funding - Draft LEMA currently with LGA/Consultant	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Current	4/08/2022	32/2022	4/08/2027



Shire of Donnybrook-Balingup	Donnybrook-Balingup	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current	1/10/2021	76/2021	1/10/2026
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025

## ITEM 11.13 ATTACHMENT



Government of **Western Australia**  
Department of **Communities**

### LOCAL EMERGENCY MANAGEMENT COMMITTEE REPORTING

**Agency:**

**Department of Communities  
(Communities)**

<b>Report prepared by:</b>	Renee Flaxman	<b>Position:</b>	District Emergency Services Officer
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**Date: From – January 2023 to March 2023 inclusive**

**Report:****Response to the Kimberley Floods**

- The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods.
- As of 6 March 2023:
  - 65 people in Communities' supported emergency accommodation in Broome and Derby.
  - The Disaster Response Hotline (opened on the 11 January 2023), Communities has responded to a total of 1,422 calls.
  - 343 people have been repatriated.
  - 310 people have been assisted to relocate to alternative safe locations.
  - All 1,009 Communities-owned or managed dwellings across 36 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed. 98 dwellings have detailed building condition assessments (BCAs) completed across eight remote communities and the Fitzroy Crossing town. This includes three WA Country Heath Service dwellings and 17 GROH dwellings.
- On 2 March 2023, the Minister for Housing endorsed Communities undertaking electrical safety assessments and BCAs on non-Communities-owned or managed residential dwellings in the flood damaged communities and Fitzroy Crossing Town.
- Funding for temporary residential accommodation has been made available through the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements.
- The temporary accommodation will be located On Country, or as close to country as possible. The Western Australian Department of Communities is working in consultation with Traditional Landowners and local Community Leaders, to determine safe and culturally appropriate locations to suit residents' needs.
- Two accommodation options are being progressed:
  - The Humanihut, which is a fully integrated portable building system that provides short-term secure and comfortable accommodation in the aftermath of a natural disaster.
  - The Derby Hostel, which can provide approximately 40 beds for displaced people that may require specialised support.

**Other State Level Projects**

- State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation:  
<https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>
- Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services

- Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
- People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
- Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.
- Medium to Long term Accommodation – The SEMC has asked Communities to lead a cross-agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.

#### **Response to Donnybrook Fires**

- On the 4<sup>th</sup> January the Department of Communities was activated to stand up an evacuation Centre at the Recreation Centre in Donnybrook for the Thompson Brook Bushfire. This was followed on the 10<sup>th</sup> January by a second activation with the Donnybrook Complex Fires, with the Recreation Centre again stood up as well as a second Centre being opened at the Boyup Brook Hall in Boyup Brook. A third activation was triggered on the 14<sup>th</sup> of January with the Noggerup Fire in Donnybrook, where the Recreation Centre was again opened as an evacuation centre.
- The new Emergency Services DESO vehicle and kit, put to use in an emergency situation for the first time during these fires, were proven to be very effective. It allowed the DESO to travel directly to the Centre with enough equipment for an initial Evacuation Centre set up, allowing staff time to mobilise and gather further equipment and necessities before heading to the centre to assist. Our new South West trailer was deployed to Boyup Brook to provide equipment there, and additional equipment was ready to be sent from our Bunbury shed if needed.

#### **Training**

- The coming months will see further training being provided to new staff and those that need refresher training. Shire staff and other stakeholders wishing to participate in training are welcome and encouraged.

#### **Local Emergency Welfare Plan**

- Further LEWP changes and updates been completed and plan is presented for tabling at today's meeting. LEMC members are encouraged to review information related to their own agencies and notify DESO if further changes need to be made.



## ITEM 11.14 ATTACHMENT



Department of Biodiversity,  
Conservation and Attractions



### **Warren Region Update for Manjimup LEMC meeting Wednesday 15 March 2023**

#### **Prescribed Burning**

Warren Region completed just over 23,000 hectares of prescribed burning last Spring. This was a combination of 10 prescribed burns. A couple of high priority burns, one near the town of Walpole (horse yard Hill) and one near Pemberton (Cascades) have commenced.

The prescribed burn immediately south of Pemberton which includes parts of the Gloucester National Park and Brockman State Forest was the main karri burn this summer. Opportunities to undertake burning in the karri forest have been limited noting that the month of December has been the driest on record in the Manjimup Pemberton area.

Other prescribed burns of note included the Camelar/Boyicup and Kingston to the east of Manjimup and Andrew burn to the west of the Donnelly Mill village.

#### **Bushfire**

January and February have also been very dry, and our personnel and fleet resources have been in fire response dealing with numerous fires outside our region.

Donnelly District has recorded 21 small fires and Frankland District has recorded 5 fires. Prescribed burn FRK\_092, Peak Roe Crossing 14,800 hectares in the core wilderness area of the Mount Frankland National Park escaped in November due to strong winds which resulted in a further 10,000 hectares of the park being burnt.

#### **General**

The Bureau of Meteorology has forecasted an extended dry autumn and late start to winter which may result in a late start to the Warren Regions autumn burn season. Fatigue for staff and crews is building due to the high demand in bushfire suppression efforts.

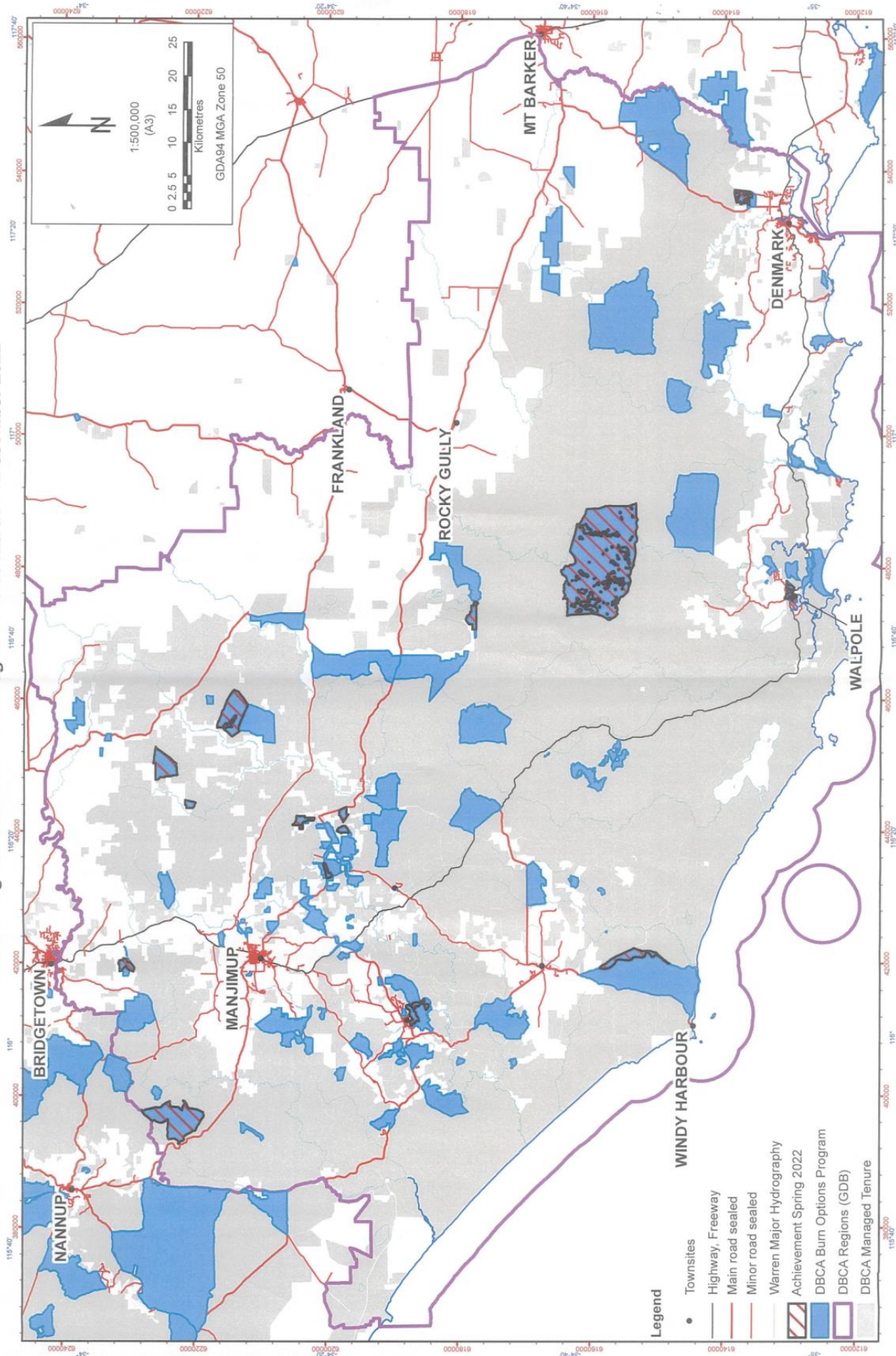
Regards,

Jeff Bennett  
Regional Leader Fire Management  
Warren Region  
Manjimup

**Warren Region**

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# Warren Region 2022/2023 Burn Program - 23 094ha as at December 2022





## ITEM 12.1 ATTACHMENT



# Local Emergency Management Committee Handbook

**RESPONSIBLE AGENCY**

District Emergency Management  
Advisors

**APPROVED BY**

State Emergency  
Management Committee

**RESOLUTION NUMBER**

**VERSION NUMBER**

XX/XXXX **DATE OF APPROVAL** DD MMM YYYY

X.XX **DATE OF EFFECT** DD MMM YYYY

**REVIEW DATE** MMM YYYY

Once printed, this is an uncontrolled version of the document. The current version is available on the State Emergency Management Committee website: [www.wa.gov.au](http://www.wa.gov.au)

Page 25 of 58



## Contact Details

To provide comment on this Handbook, contact:  
[semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au)

## Amendments Table

Date	Details	Amended by
XXXX	Initial Issue of the Handbook	District Emergency Management Advisors

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au).

All of the State emergency management legislation and documents can be accessed via the [State Emergency Management Framework page](#) of the State Emergency Management Committee website: [www.wa.gov.au](http://www.wa.gov.au).

# Contents

## Part One: Introduction 5

- 1.1 Foreword 6
- 1.2 Scope of the Handbook 6
- 1.3 Interpretation of Statements in this Document 6

## Part Two: Local Emergency Management Committee 7

- 2.1 Authority 8
- 2.2 Function 8
- 2.3 Purpose 9
- 2.4 LEMC Membership 9
- 2.5 Roles and Responsibilities 11
- 2.6 LEMC Meetings 13
- 2.7 Reporting 15
- 2.8 Tool box 16

## Part Three: Local Emergency Management Arrangements 17

- 3.1 Legislative Requirements 18
- 3.2 LEMA Guideline 18
- 3.3 Consultation Process for LEMA 20
- 3.4 Approval and Noting Process 20
- 3.5 Testing 21

## Part Four: Local level exercising 22

- 4.1 Aim 23
- 4.2 Objectives 23
- 4.3 Capability Based Exercising 23
- 4.4 Types of Exercises 24
- 4.5 Frequency 24



4.6	Post Exercise Reporting Requirements	24
4.7	Exercise Tools	24

Appendices

25

Appendix A:	Sample LEMC Terms of Reference template	26
Appendix B:	Sample LEMC Agenda Templates	29





# Part One: Introduction

**Our Aim – A prepared, and resilient Community.**

Page 29 of 35



## 1.1 Foreword

Western Australia's (WA) emergency management arrangements bring together the government organisations, non-government organisations (NGOs), volunteer agencies, businesses, and communities to deliver coordinated emergency management across all hazards. WA emergency management arrangements have a tiered approach based on three distinct levels, at the state, district, and local level. This Handbook is designed to assist emergency management stakeholders at the local level.

The Local Emergency Management Committee (LEMC) plays a vital role making our communities more disaster resilient through comprehensive emergency management planning and practices. The role of Executive Officer is pivotal in ensuring the committee's effectiveness and provides a key link between the local community, Council, State Government, and the WA emergency management arrangements.

This document provides local governments with a summary of the actions and best practice principles as required under section 38 of the *Emergency Management Act 2005 (EM Act)*, State Emergency Management Policy procedures and guidelines.

## 1.2 Scope of the Handbook

The purpose of this handbook is to provide a resource to assist local government and LEMCs to meet their legislative requirements.

This handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and LEMC administration best practice advice. It has principally been developed for the LEMC Executive Officer with a standardized approach to the administration of LEMCs across WA. This handbook recognises that:

- local governments have legislated and non-legislated roles and functions within their community, both related and unrelated to emergency management (EM)
- a range of agencies and organisations are members of the LEMCs, and it is the partnership arrangements that support and develop community resilience
- the activities of the LEMC are important to develop community resilience.

## 1.3 Interpretation of Statements in this Document

The interpretation of role and responsibility statements in this document are in line with State EM Policy section 1.1.1 and have the following meanings:

Statements containing the words or terms, **"must"**, **"directs"**, **"is directed to"** and **"are/is responsible for"** are directions by the SEMC to be undertaken by the nominated public authority/authorities. Any directional statement used within this document is previously assigned within the EM Act, *Emergency Management Regulations 2006*, State Emergency Management Policy, State emergency management plans and State Emergency Management Procedures.

Statements containing the word **"may"** are directions by the SEMC to be undertaken by the nominated public authority/authorities after taking into account the circumstances.

Statements containing the word **"should"** are recommendations by the SEMC to be undertaken by the public authority as best practice.





# **Part Two:**

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# **Local Emergency Management Committee**

**A functional and proactive LEMC provides a community focused coordinated approach that builds capabilities to enable communities to prepare, respond and recover from emergencies more effectively.**

Page 31 of 35



## 2.1 Authority

In accordance with the EM Act (section 38(1)) local governments are required to establish a LEMC for their district.

Under State Emergency Management (EM) Preparedness Procedure 3.7, each local government is required to establish, administer, and maintain a LEMC. In order to meet this requirement, a local government may:

- have a single committee (covers that entire Local Government's district)
- have more than one committee (covers different areas within the local government district with different EM needs)<sup>1</sup>
- combine with other local governments and establish a LEMC for their district. (May cover two or more local government districts with similar EM needs).

## 2.2 Function

The LEMCs core function is to advise and assist local government in the development, review and testing of the Local Emergency Management Arrangements (LEMA). LEMA set out the local government's policies, strategies, and priorities for emergency management.

Section 39 of the EM Act outlines the functions of a LEMC in relation to the district or area for which it is established to:

- advise and assist local government in ensuring LEMA are established for its district
- liaise with public authorities and others in the development, review, and testing (through exercise or activation) of LEMA.

In accordance with State EM Policy, LEMCs must also:

- prepare and submit an annual report on its activities undertaken during the financial year to the District Emergency Management Committee (DEMC) for the district
- liaise with local government(s) within the LEMC in relation to exercising
- assist local governments, Hazard Management Agencies (HMA)s and relevant emergency management agencies to identify and document in the LEMA, evacuation centres appropriate for the hazards as having high risk to the area
- ensure LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by emergency management agencies or not where there are no facilities.

In accordance with State EM Procedure, LEMCs are also responsible for:

- meeting regularly (should be quarterly or more frequently if required)
- updating contacts (at least quarterly)
- updating resources
- reviewing membership, subcommittees and working groups

### Notes

<sup>1</sup> If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (section 38(2)) EM Act.

- reviewing the status of the LEMA.
- advising of activations or incidents.
- reviewing post-incident or post-exercise reports.
- considering funding opportunities to enhance EM in the district.
- considering training opportunities to enhance EM in the district.
- undertaking emergency risk management processes.
- providing all LEMC documents (including minutes and exercise reports) to the DEMC Executive Officer.

## 2.3 Purpose

The LEMC plays a vital role in helping our communities be more resilient through comprehensive emergency management planning and practices. This can be achieved by:

- improving levels of awareness in the community of the risks and possible impacts that might be faced
- working with the local government to ensure the LEMA are prepared to a high standard. This includes ensuring strategies and plans encompass all stages of emergency management, before, during and after an emergency event
- working together during preparedness to provide a coordinated, interagency approach that enables understanding of organisation's capabilities, limitations, and processes.

## 2.4 LEMC Membership

LEMC membership is intended to reflect the local government district it represents, considering identified risks and emergencies likely to occur within the district, the likely impact to community across the built and natural environment, demographics, economics, and key social considerations.

LEMC membership may alter from one district to another. However, the following, along with State EM Preparedness Procedure 3.74, provides guidance on suitable LEMC composition.

It is recommended that all members nominate a proxy to assist with meeting the minimum numbers required for a quorum. Having a nominated proxy also assists by distributing EM awareness to a wider audience within the respective organisation. Proxy members represent their organisation in the same way as the member and have full voting rights.

Position	
<b>Chair</b>	Should be an elected member of Local Government Council. While this is recommended, the Chair could also be another local government member such as Chief Executive Officer or a senior staff member.
<b>Deputy Chair</b>	Should be the Local Emergency Coordinator.
<b>Executive Officer</b>	Should be an officer of the relevant local government or another person identified by the Chair.
<b>Local Recovery Coordinator</b>	Person nominated as the Local Recovery Coordinator in the Local Recovery Plan.
<b>Local Emergency Coordinator</b>	If not the Deputy Chair.

Position	
<b>Administration support officer</b>	May be appointed to support the Executive Officer.
<b>District Emergency Management Advisors</b>	Provide support to the LEMC.
<b>Local government officers</b>	Consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (e.g., community services, engineering)
<b>Representatives from emergency management agencies.</b>	<p>Membership should be reflective of the community it represents and should include representatives from EM Agencies in the local government district, essential service providers, industry, and business representatives as well as community representation.</p> <p>Examples of external members such as those from Hazard Management Agencies, combat agencies, support organisations and emergency support services which may include:</p> <ul style="list-style-type: none"> <li>• WA Police Force</li> <li>• Department of Fire and Emergency Services</li> <li>• St John Ambulance</li> <li>• Department of Health</li> <li>• Department of Education</li> <li>• Department of Communities</li> <li>• Department of Biodiversity, Conservation and Attraction</li> <li>• Department of Primary Industry and Regional Development</li> <li>• Department of Transport</li> <li>• Arc Infrastructure Pty Ltd</li> <li>• Energy Policy WA</li> <li>• Australian Defence Force</li> <li>• Welfare/social service groups/non-government organisations</li> <li>• Industry and business representation</li> <li>• Community groups and/or community champions</li> <li>• Telecommunications, water, power, gas, transport providers</li> </ul>
<b>Community members</b>	<p>Representatives of local Aboriginal community organisations should be included (where possible) to provide advice and guidance to the LEMC.</p> <p>Consideration should also be given to representatives who can advise on the interests of sectors of the community with particular needs (eg Culturally and Linguistically Diverse (CaLD) members, aged care, mental health, homeless people and youth).</p>



## 2.5 Roles and Responsibilities

LEMC members may be required to undertake key LEMC positions. The following sections [2.5.1 to 2.5.8] outline the EM roles and responsibilities.

### 2.5.1 LEMC Chair

The LEMC Chair provides leadership and support to the LEMC by:

- ensuring the appointment of an Executive Officer
- chairing the LEMC meetings and ensuring that the terms of reference and meeting procedures of the LEMC are adhered to
- ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from LEMC meetings
- providing leadership in emergency management within the local government district.

### 2.5.2 LEMC Deputy Chair

The Local Emergency Coordinator (LEC) should be appointed as the Deputy Chair. Where there is more than one LEC, the role may be shared in discussion with the Chair. The Deputy Chair provide advice and support to the LEMC by:

- acting as Chair in the absence of the LEMC Chair
- providing assistance and advice as requested by the LEMC Chair
- chairing any subcommittees or working groups
- providing support and direction to the Executive Officer as required.

### 2.5.3 LEMC Executive Officer

The LEMC Executive Officer provides support to the LEMC by:

- coordinating the development and submission of committee documents in accordance with legislative and policy requirements including the:
  - Annual report
  - Annual Business Plan
  - LEMA, including maintaining the EM contacts register.
- ensuring the provision of professional and timely secretariat support including:
  - development and distribution of the meeting agenda, minutes and action lists
  - maintaining a register of correspondence
  - maintenance of the LEMC membership contact list.
- facilitating the provision of relevant EM advice to the Chair and committee as required
- participating as a member of sub committees and working groups as required
- facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to undertake day-to-day EM business as required from both a local and district level.

**2.0 | LOCAL EMERGENCY MANAGEMENT COMMITTEE****2.5.4 Local Emergency Coordinator**

In addition to the role as Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) EM Act):

- to provide advice and support to the LEMC for the district in the development and maintenance of EM arrangements for the district
- to assist HMAs in the provision of a coordinated response during a emergency in the district
- to carry out other EM activities in accordance with the directions of the State Emergency Coordinator.

**2.5.5 Local Recovery Coordinator**

The Local Recovery Coordinator provides support to the LEMC by:

- ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA
- providing advice and general awareness of recovery
- advising the LEMC of Local Recovery Coordination Group (LRCG) activities, and subsequent evaluation if formed.

**2.5.6 LEMC Administration Support Officer**

The LEMC Administration Support Officer, where provided, will provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation.

**2.5.7 LEMC Members**

LEMC members can provide support to the LEMC by:

- attending and actively participating in meetings
- advising the Executive Officer of non-attendance and arranging for a proxy
- contributing to the agenda and being familiar with all meeting papers prior to the meeting
- bringing copies of relevant documents
- reading and being familiar with the Terms of Reference
- representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- participating in EM activities.

**2.5.8 District Emergency Management Advisors**

District Emergency Management Advisors (DEMAs) are currently based in the metropolitan and regional areas. DEMAs support the work of the SEMC by providing services to the EM sector throughout WA.

DEMAs design and implement strategies that increase EM awareness, capacity building and skills development within key stakeholder groups. They provide an integrated, community centred approach to EM at the local and district level while ensuring that state-wide relationships, coordination, and priorities are developed. They also provide executive officer support to the DEMCs.

DEMAs promote the understanding of local and regional EM issues through their role as EM specialists. They are an important conduit between local government and other organisations involved in EM and assist in building local and regional networks.

The DEMA can provide support to the LEMC by:

- providing advice and interpretation of legislation, policy, plans, procedures, and guidelines
- providing support and advice on exercise management
- providing support and advice on risk management
- working with local government EM personnel to assist with the following:
  - development and maintenance of an effective LEMC
  - development and review of LEMA that is compliant, contemporary and useful for the local district
  - development of Local Recovery Plans that nominate the local recovery coordinator/s.
  - encourage local recovery coordinators and other staff likely to work in recovery to undertake recovery training
  - provision of presentations and informal EM training as required to local governments and LEMCs
  - using their multi agency networks to act as a conduit between organisations, and between local, district and state levels to encourage collaboration, before during and after emergency events.

In addition to the LEMC support above, during the response phase of an emergency, the DEMA can ensure that local government is represented at the Incident Support Group (ISG), and sometimes the Incident Management Team as appropriate.

During the recovery phase of an emergency, the DEMA can provide mentoring and advice to local government personnel, including local recovery coordinators and membership of the LRCG and any additional recovery committees, and sub committees.

## 2.6 LEMC Meetings

### 2.6.1 Meeting frequency

LEMCs should meet quarterly or more frequently as required. In WA, local governments vary widely, and the frequency of meetings should be reflective of their risk environment, demographics, resilience, and vulnerabilities. The suitability of your LEMC schedule, can be discussed with your DEMA.

With such a diverse group of organisations making up the membership it can be an advantage to set the meeting dates 12 months in advance to ensure members can schedule accordingly.

Give careful consideration to the time of your meetings. Contemporary EM is now considered part of core business, and your members will find it easier to attend if meetings are convened during normal work hours.

### 2.6.2 LEMC Terms of Reference

It is recommended that a Terms of Reference is established for each LEMC. Developing a Terms of Reference for each LEMC provides members with a common understanding of how the meetings will be administered.

A sample LEMC Terms of Reference template and the items that may be included is attached at **Appendix A**. An editable template is available to download on the SEMC website. The LEMC may wish to refine the Terms of Reference to suit their own needs.



## 2.0 | LOCAL EMERGENCY MANAGEMENT COMMITTEE

## 2.6.3 Meeting types

The following meeting types may be held:

- **Ordinary meeting** – as scheduled
- **Extraordinary Meeting** – to deal with a specific or urgent issue
- **Out of session** – unscheduled meetings that are held without a requirement for a physical presence. Out of session meetings are typically held for urgent items at the discretion of the LEMC Chair and Executive Officer (i.e., an endorsement by members of a proposal via email).
- **Working Groups or sub committees** – can be created to work on a specific task or project.

Meetings can include other more interactive EM activities such as workshops, exercises, or presentations. Consider inviting your neighbouring LEMCs or a wider audience to these activities to raise awareness of EM considerations and build cross border relationships.

All meetings can be held:

- face to face
- electronically (videoconferencing, teleconferencing ie Microsoft Teams, Zoom or similar) or
- a mix of face-to-face and tele/videoconferencing for those unable to attend in person.

## 2.6.4 Quorums

A quorum for the committee should be at least 50% of its voting membership. If a quorum is not met the Chair can:

- proceed with the meeting, however no resolutions can be endorsed. (These could however be endorsed later out of session via email or similar)
- progress all the agenda items out of session
- reschedule the meeting
- cancel the meeting if no urgent agenda items exist.

## 2.6.5 Meeting documents

A functional LEMC meeting is underpinned by efficient administration ensuring quality meeting documents that are distributed to members in a timely manner. It is recommended that this is communicated in the Terms of Reference.

**Meeting Agenda**

Every LEMC meeting should include standing agenda items as described in State EM Preparedness Procedure 3.7. The quarterly meeting agenda may vary relative to the season, risk profile and any topical EM themes within the district. These are outlined in the table below.

Examples of LEMC meeting agenda templates are provided at **Appendix B** and these may be tailored to suit the needs of each LEMC.

Standing meeting items, as well as those that may be considered based on a seasonal basis are outlined in the table below.

	Items that should be provided (in accordance with State EM Procedure 3.7)	Additional items to assist with maintaining effective LEMC
<b>Standing meeting items</b>	<ul style="list-style-type: none"> <li>• Update contact details and maintain contact list. (LEMC members and emergency and other relevant services contacts)</li> <li>• Update committee membership and resources</li> <li>• Table Post Incident reports, season reviews - discuss/action outcomes</li> <li>• Table Post exercise reports, discuss/action outcomes</li> <li>• Emergency risk management/treatment strategies progress</li> </ul>	<ul style="list-style-type: none"> <li>• Table correspondence.</li> <li>• Review action list</li> <li>• Review business plan strategies and record progress</li> <li>• Plan and schedule exercises</li> </ul>
<b>Items for consideration relative to the season, risk provide etc</b>	<ul style="list-style-type: none"> <li>• Discuss funding opportunities and if these can be used to treat limitations or gaps identified</li> <li>• Request member input to consider any emerging risks or issues to be shared with the committee</li> <li>• Examine sections in the LEMA and update accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Any topical EM relevant information/presentations</li> <li>• Review of capability areas that need improvement for discussion and/or work-shopping</li> <li>• Discuss/action preparedness ideas for the upcoming season</li> </ul>

### Minutes

Meeting minutes should be taken for each meeting, distributed to members, and be made publicly available.

## 2.7 Reporting

### 2.7.1 Annual Reporting

At the end of the financial year, the LEMC is required to prepare and submit an annual report on activities undertaken by it to the DEMC. The annual report is prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

Annual reporting may be collected via the SEMC Annual and Preparedness Report and Capability Survey. Further details for the content of the Annual Report are detailed in State EM Preparedness Procedure 3.17.

Information from LEMC Annual Reports is used in the SEMC Annual Report which is tabled in Parliament by the Minister for Emergency Services.

### 2.7.2 Reporting to DEMC

To ensure good communication between the LEMC, DEMC and SEMC, it is good practice to send a copy of all LEMC minutes and any other key documents to the DEMC Executive Officer for noting. This enables the DEMC Executive Officer to analyse district wide information/issues for any commonalities and themes which may be occurring across multiple yet separate areas. These can then be raised and addressed at the DEMC or forwarded to the SEMC for further action if required.

Issues beyond a LEMCs capacity or of significance can be raised to the DEMC. There are three ways this can happen:

- a LEMC member representing their individual LEMC that sits on a DEMC can table the issue directly, or
- the LEMC member representing several local governments can raise the issue, or
- the LEMC Executive Officer can liaise directly with the DEMC Executive Officer to have issues tabled.

### 2.7.3 LEMC Business Plan

Planning is a key component to the success of LEMCs, and a LEMC Business Plan can greatly assist by providing a clear practical direction for the LEMC.

The LEMC business plan can:

- ensure local objectives are aligned to the DEMC and SEMC strategic plan, capturing key district priorities
- clearly outline the LEMCs priorities for the nominated time period
- assist to monitor progress and document achievements.

Your DEMA can provide guidance about developing a LEMC business plan.

## 2.8 Tool box

Several tools have been developed to assist local governments and their LEMCs. These are available as Appendices to this handbook.

- Sample LEMC Terms of Reference template - **Appendix A**
- Sample agenda templates - **Appendix B.**





# **Part Three:**

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# **Local Emergency Management Arrangements**

Page 41 of 51

### 3.0 | LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The term LEMA refers to the collection of all emergency management documentation, plans, systems, processes, agreements, and memorandums of understanding which affect the local government district. The LEMA are the overarching document and associated sub-plans which the local government is responsible for developing, maintaining, and testing.

## 3.1 Legislative Requirements

Under section 36 of the EM Act, it is a function of a local government to ensure that effective LEMA are prepared and maintained for its district. The LEMA must be consistent with the State EM Policy, State EM Plan, State Hazard Plans, State Support Plans (s. 41(3) EM Act)) and set out specific matters identified in section 41(2) of the EM Act.

Development, distribution or communication, review and testing of LEMA should be in accordance with State EM Preparedness Procedure 3.8.

Local Governments are to ensure that LEMAs are reviewed as below:

- after an event or incident requiring the activation of an Incident Support Group, or after an incident requiring significant recovery coordination
- every five years
- whenever the local government considers it appropriate.

The contacts and resources list should be reviewed and updated as needed but at a minimum quarterly.

Please note, the local government can undertake a small review, or statement of fact changes with only minor amendments at any time without going through the consultation and approval process. This should be noted at the relevant LEMC meeting.

## 3.2 LEMA Guideline

The LEMA Guideline and model has been developed to assist with the development of LEMA.

Your DEMA will also be able to provide advice and assist throughout the LEMA development process and will ensure that the core topics have been covered to ensure compliance with the EM Act, and to keep your LEMA useful in all applications.

While models and examples vary between local governments, they all cover the required basic EM topics that should be considered. These are contained within the LEMA guideline, to ensure effective planning for emergency events. A list of these EM requirements and examples of additional content are outlined in the table below.



Basic EM requirements	Examples of content
1. Introduction	<ul style="list-style-type: none"> <li>• Aim, purpose, scope</li> <li>• Roles and Responsibilities</li> <li>• LEMC Membership</li> <li>• Agreements and understandings.</li> <li>• Exercising, reviewing and annual reporting</li> <li>• Emergency management policies</li> <li>• Existing local plans and arrangements</li> <li>• Community consultation</li> </ul>
2. Coordination of Emergencies	<ul style="list-style-type: none"> <li>• AllMs overview, IMT, ISG considerations</li> <li>• Financial arrangements</li> </ul>
3. Risk	<ul style="list-style-type: none"> <li>• Risk management</li> <li>• Special considerations</li> <li>• Critical infrastructure</li> <li>• Emergencies likely to occur</li> <li>• Risk register – (treatment strategies if developed)</li> </ul>
4. Evacuation	<ul style="list-style-type: none"> <li>• Identification of evacuation centres</li> <li>• Key roads/maps, specific evacuation plans for key areas.</li> <li>• Evacuation to other local government areas</li> <li>• At-risk groups</li> </ul>
5. Welfare	<ul style="list-style-type: none"> <li>• Refer to Department of Communities Local EM Plan for provision of welfare support</li> <li>• Local Welfare Coordinator and liaison officer roles</li> <li>• Opening and coordination of welfare evacuation centres</li> <li>• Animal Welfare plan</li> </ul>
6. Recovery plan	<ul style="list-style-type: none"> <li>• Roles and Responsibilities of the</li> <li>• Local recovery Coordinator</li> <li>• Local Recovery Coordination Group</li> <li>• Controlling agency/Hazard Management Agency</li> <li>• State recovery coordinator</li> <li>• Commencement of recovery</li> <li>• Resources</li> <li>• National principles of recovery</li> <li>• Example actions and strategies</li> <li>• Example subcommittee structure and terms of reference</li> <li>• Financial strategies</li> <li>• Identification of recovery resources, MOUs, or agreements for mutual aid</li> <li>• Identification of recovery centres</li> <li>• Operational recovery plan - template.</li> </ul>



Basic EM requirements	Examples of content
7. Communications Plan	<ul style="list-style-type: none"> <li>Local public warning systems</li> <li>Communication Principles (including communications with at-risk groups)</li> <li>Communications in the preparedness, response and recovery stages.</li> <li>Referral to a communications plan or provision of a communication plan template.</li> </ul>
8. Contacts and Resources Register	<ul style="list-style-type: none"> <li>LEMC members contacts</li> <li>Emergency Services and support organisations</li> <li>Utilities and services</li> <li>Specific Arrangements/ MOUs</li> <li>At-risk groups</li> </ul>

### 3.3 Consultation Process for LEMA

LEMC members play an important role within the development or review process. Ensuring LEMC members and other identified key stakeholders have input into the process greatly enhances the quality and usefulness of the LEMA.

Local governments and LEMCs preparing LEMAs may be expected to convene forums or provide papers, displays or other materials to ensure effective consultation. Consultation should commence early, allowing sufficient time and flexibility for the emergence of new ideas and proposals.

During the process, the DEMA responsible for the region may be consulted to provide advice. DEMAs can provide examples of contemporary best practice LEMAs and assist through each stage of the development or review.

Upon completion of the draft LEMA, the document should be distributed for comment to:

- The DEMA responsible for the district (who will validate the document for compliance against the legislative requirements)
- The LEMC members
- The local government's DEMC who may make recommendations to the LEMC if it identifies matters that would enhance the operational effectiveness of the LEMA
- The public for comment (where appropriate – with confidential and contact details removed).

### 3.4 Approval and Noting Process

On completion of the consultation process the local government should table the LEMA at a local government council meeting for approval, as soon as reasonably practicable.

Once approved by Council the LEMA are to be distributed:

- to the DEMC for noting
- from the DEMC to the SEMC for noting and inclusion at the next SEMC meeting
- to other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries, and related committees

## 3.5 Testing

LEMA must be exercised following a comprehensive or targeted review to ensure details remain up to date and accurate as per State EM Policy section 1.5.10.





# **Part Four:**

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# **Local level exercising**



In the EM Act (section 39 (b)) one of the key functions of the LEMC is the review and testing of local EM arrangements.

Exercises are a way to review the LEMA and are an essential component of preparedness

## 4.1 Aim

Exercises should be used to enhance capability and contribute to continuous improvement. A well-designed exercise provides a safe environment to test capabilities, familiarise personnel with roles and responsibilities and foster meaningful interaction and communication across organisations.

## 4.2 Objectives

Key objectives of a LEMC exercise are to:

- test the effectiveness of local emergency management arrangements
- train personnel and clarify roles and responsibilities
- raise awareness of likely emergencies
- allow participating agencies an opportunity to test their specific processes
- build stronger inter-agency networks
- test understanding of the multi-agency support processes to response and recovery and encourage cross agency understanding of capabilities and limitations
- to identify any capability gaps or areas for improvement and implement solutions.

LEMC exercising concentrates on the issues that may occur during a significant emergency event and may include exercising capabilities around topics such as multi-agency coordination, evacuation, welfare, communications, and recovery.

LEMC exercising is not designed to test the proficiency of local emergency responders to respond to everyday incidents. Training and exercising local emergency services is the responsibility of the EM agency that those services belong to. Sometimes, however, local response scenarios can be included effectively into the overarching LEMC exercise.

## 4.3 Capability Based Exercising

The Western Australia Managing Exercises Guideline (exercise guideline) outlines the need to ensure all exercising is risk and capability based. It is recognised that capabilities that enable agencies to effectively prepare, respond and recover from emergencies are often common across all the 28 prescribed emergency hazards.

Under the exercise guideline, local governments and their LEMCs will use the SEMC EM Capability framework as a baseline to determine their exercise needs and requirements to close self-assessed capability gaps and report on their activity.

Each Local Government is asked to utilise capability analysis tools and data to identify which capabilities they need to practice, or those that pose the greatest risk to their capacity. In the first instance, it is recommended that local governments use existing sources of data to contribute to this process.

## 4.0 | LOCAL LEVEL EXERCISING

These could include:

- previous Annual and Preparedness Report Capability Survey responses
- lessons identified from previous exercises
- knowledge from past incidents and after-action reports
- any issues raised at the LEMC, DEMC or subcommittee meetings, DEMA input and discussion.

## 4.4 Types of Exercises

Exercising can take place in many forms and be either small or large, simple, or complex. The most commonly used exercise types in EM are listed below:

**Discussion exercises:** are designed to stimulate discussion of issues or to assess plans, arrangements, policies, and procedures. Discussion exercises include seminars, agency presentations and hypotheticals. They should explore the broader issues identified through a capability gap analysis and result in an agreement of resolution between the participants.

**Functional exercises:** are a repetitive, methodical activity undertaken to reinforce specific skills, procedures, or arrangements. These exercises are designed to familiarise, educate, and inform individuals and groups of their roles and responsibilities, explore capabilities, understand multiple functions and interagency relationships and interdependencies. Functional exercises take place in an operational environment and require participants to perform the functions of their roles. Functional exercises should familiarise and guide participants through their emergency management roles or functions.

**Field Exercises:** a generally a large scale, complex activity conducted in "real time" under simulated conditions involving the deployment of personnel and other resources. Field exercises are designed to achieve maximum realism and test organisational performance and interagency cooperation.

Local governments, in conjunction with LEMCs can choose any style of exercise that suits their aims and objectives. The discussion exercise remains the most popular choice as it suits the exploration of the broader issues of a major emergency which would be difficult to reproduce with any realism in a functional or field exercise.

## 4.5 Frequency

The State EM Policy section 4.8.8.3 states that local governments must exercise at least annually in consultation with their LEMC.

## 4.6 Post Exercise Reporting Requirements

The State EM Preparedness Procedure 4.11.3 states that local governments must submit post-exercise reports to their DEMC, as soon as practicable after the exercise.

## 4.7 Exercise Tools

Several tools exist to assist with local level emergency management exercises.

- Western Australian Managing Exercises Guideline

Please contact your DEMA for additional exercise planning tools and templates.





# Appendices

Page 48 of 58



## Appendix A: Sample LEMC Terms of Reference template

ADOPTED	<i>Insert Date</i>
LAST REVIEWED	<i>Insert Date</i>
REVIEW DATE	Every 5 years (or as required)
ASSOCIATED LEGISLATION	<i>Emergency Management Act 2005</i>
ASSOCIATED DOCUMENTS	State Emergency Management Policy and Procedure
REVIEW RESPONSIBILITY	<NAME OF> Local Emergency Management Committee

### 1.0 Name

[INSERT NAME OF] Local Emergency Management Committee

### 2.0 Aim

The aim of the Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies and industry representatives to collectively build a resilient community that is prepared to respond and recovery from an emergency.

### 3.0 Objectives

- Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
- Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the Emergency Management District.
- Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders, and hazard management agencies.
- Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

### 4.0 Duties and Responsibilities

- Advise and assist the << name of LG>> in ensuring that local emergency management arrangements are established for its district.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management

Committee or prescribed by the regulations.

- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- After the end of each financial year each Local Emergency Management Committee is to prepare and submit to the District Emergency Management Committee for the district, an annual report on activities undertaken by it during the financial year.

## 5.0 Membership

### *Membership Notes*

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

## 6.0 Meeting Management

### 6.1 Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Deputy Chairperson.

### 6.2 Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

### 6.3 Executive Officer

- The LEMC Executive Officer is the << position within the local government>>

### 6.4 Quorum

- A quorum for the committee will be at least 50% of its voting membership.

### 6.5 Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting. An Administration Officer may be appointed to assist as required to prepare all meeting documentation.

## APPENDIX A | TERMS OF REFERENCE

- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

**6.6 Schedule**

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. (List of dates, for example, 3rd Thursday of each quarter March, June, September, December)
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

**6.7 Authority**

- The LEMC should not have the authority or power to commit the Council or <<Local government>> or any association, organisation, group or individual to expenditure without the **City's/Shires** endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

**7.0 Schedule 01 - Membership**

Community/Agency LEMC Members (Voting)	
Local Government LEMC Members (Voting)	
Invited Guests (Non-voting)	



## Appendix B: Sample LEMC Agenda Templates

### SAMPLE TEMPLATE 1

Meeting Date	
Location	
Time	
Videoconference link	

#### EM Act Section 39: Functions of local emergency management committees

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

#### 1. Opening and Welcome

Acknowledgement of Country

#### 2. Attendance and Apologies

#### 3. Disclosure of Interests

*Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.*

#### 4. Guest Presentations

4.1 Presentation 1

4.2 Presentation 2

#### 5. Confirmation of the minutes of the previous XXX LEMC Meeting held XX XX XXXX.

Moved \_\_\_\_\_

Seconded \_\_\_\_\_

#### 6. Review of Action List and Business Arising

ITEM	OWNER	STATUS

#### 7. Correspondence

7.1 Correspondence In

7.2 Correspondence Out

7.3 Information tabled

**8. Review of LEMC membership and contact list updates****9. Local Emergency Management (standing items)**

- 10.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 10.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 10.3 Exercise – discuss objectives, scenario, and dates.
- 10.4 Review Local Emergency Management Arrangements – updates as required.
- 10.5 Risk management update – monitor and review, emerging risks, mitigation.
- 10.6 Review LEMC business plan – monitor progress
- 10.7 Review funding opportunities

**10. Agenda Items**

- 11.1 Item One
- 11.2. Item Two

**11. Agency/Member Reports**

*Members to consider:*

*Capability and limitations for the coming season (resources/staffing)*

*Any known emerging risks.*

*Any scheduled exercises.*

*Outcomes or lessons learnt from any incidents or exercises.*

**12. General Business****13. Next Meeting**

DATE	ACTIVITY	VENUE	COMMENT

**14. Meeting Closure**

## SAMPLE TEMPLATE 2

[INSERT NAME] Local Emergency Management Committee Meeting Date

[INSERT DATE]

### 1. Administration

- 1.1 Open Meeting
- 1.2 Acknowledgement of Country
- 1.3 Attendance and apologies
- 1.4 Confirmation of previous minutes
- 1.5 Correspondence in and out
- 1.6 Action items from previous meeting
- 1.7 Emergency contacts update
- 1.8 Guest presentation/s

### 2. Standard Reporting

- 2.1 Post incident reports
- 2.2 Post exercise reports
- 2.3 Exercise schedule
- 2.4 Local Emergency Management Arrangements update
- 2.5 Emergency Risk Management update
- 2.6 Agency/member reports
- 2.7 Agenda items
- 2.8 General business

### 3. Quarterly Reporting

Quarter 1 (July-Aug-Sept)	<ul style="list-style-type: none"> <li>• LEMC Business Plan tabled</li> <li>• Develop annual meeting schedule</li> <li>• Exercise date for financial year</li> </ul>
Quarter 2 (Oct-Nov-Dec)	<ul style="list-style-type: none"> <li>• Seasonal review</li> <li>• State Preparedness Report Review</li> </ul>
Quarter 3 (Jan-Feb-Mar)	<ul style="list-style-type: none"> <li>• LEMC Business Plan developed</li> </ul>
Quarter 4 (Apr-May-June)	<ul style="list-style-type: none"> <li>• Complete Annual Preparedness Survey and Annual Report</li> <li>• Exercise schedule developed</li> </ul>

### 4. Next Meeting and Close





## ITEM 13 ATTACHMENT



Government of Western Australia  
Department of Fire & Emergency Services



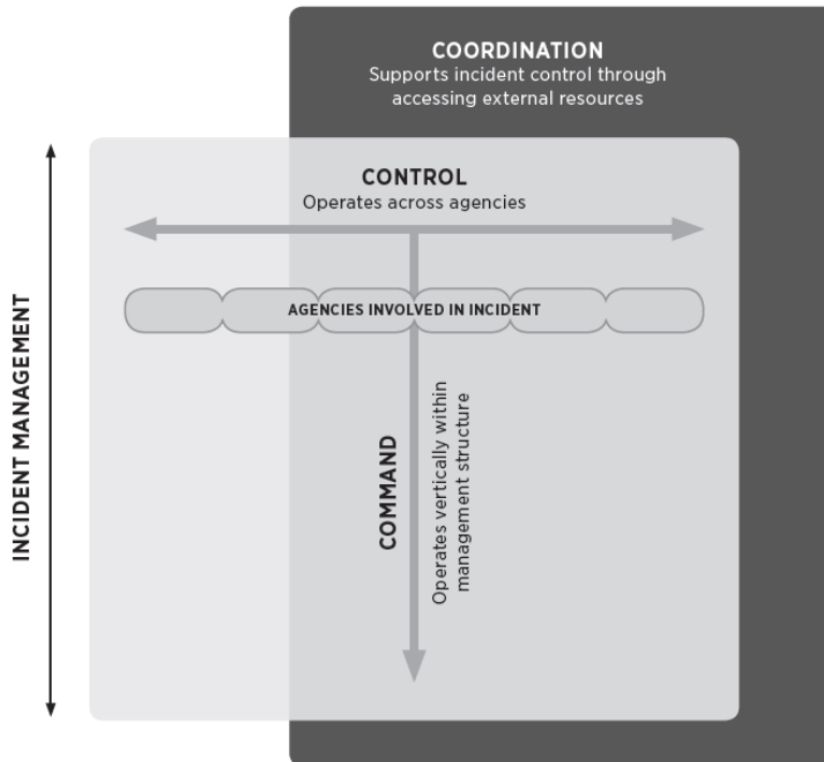
## COMMAND, CONTROL AND COORDINATION EXERCISE SHIRE OF MANJIMUP LEMC

### DEFINITIONS

**Control** - the overall direction of emergency management activities across organisations

**Command** – the internal direction of members and resources of an organisation

**Coordination** – delivering support to the incident





## GENERAL IDEA

It is the 15<sup>th</sup> March at 1330 when a call is received reporting a bus rollover on the South Western Highway in Palgarup. Multiple casualties are reported, and St John Ambulance is sending crews from as far as Bunbury. The bus has caused a fire which under a moderate south easterly wind is burning in farmland and towards state forest.

W.A. is under a State of Emergency declaration after an outbreak of Foot and Mouth Disease in the South West, including cases in Manjimup Shire. The farms impacted are declared quarantine sites under the State of Emergency Declaration and entry is prohibited.



Who is in **CONTROL** of this incident?

What **COMMAND** structure would be in place?

How will the **COORDINATION** for this incident be managed and by who?

Are there any other considerations (Policial/Economic/Social/Legal/Environmental) that would impact the response to this incident?





**SHIRE OF MANJIMUP**  
**WALPOLE TOWN ACTIVATION**  
**ADVISORY COMMITTEE**

Minutes of the Walpole Town Activation Advisory Committee Meeting held at the Walpole Community Resource Centre, Thursday 27 October 2022.

**1. Declaration of Opening of Meeting:**

Jennifer Willcox opened the meeting at 10.33am.

**2. Attendance**

Members Present:

Brian Robinson (BR)	Director Development and Regulation
Michael Leers (ML)	Director Works and Services
Evy Apeldoorn (EA)	Manager Community & Rec Services (Proxy)
Cr Jennifer Willcox (JW)	Councillor
Sarah Walker (SW)	Community Representative
Sheree Gray (SG)	Community Representative
Cherie Smith (CS)	Community Representative
Kaylene Roberts (KR)	Minute Taker

**3. Apologies**

Gail Ipsen Cutts (GC)	Shire Representative
Louise Pickett (LP)	Community Representative
David Tapley (DT)	Community Representative

**4. Guests**

Nil.

**5. Presentations**

Nil.

**6. Disclosure of Interest**

Nil.

**7. Council Decision on Previous Recommendations**

Nil.

**8. Confirmation of Previous Minutes**

**Moved:** Cherie Smith      **Seconded:** Sheree Gray

**That the previous minutes of the Walpole Town Activation Advisory Committee Meeting held on 27<sup>th</sup> October 2022 be adopted as a true and correct record.**

**Carried 7/0**

## 9. Standing Items

### 9.1 Developing Age Friendly Community

CS – Conference being held in Pingelly – 30/31 March 2023

Conference is in relation to helping aged persons to stay in own homes and bringing services to them.

JW – Liaising with Doctor from Denmark in regard to resurrecting the Health Advisory Group to help bring all services back to Walpole.

BR – stated for JW to liaise with GC and CEO.

BR – Pioneer Park – Carpark and Accessibility.

A 2<sup>nd</sup> accessible car parking bay is to be constructed at front of the retaining wall (in front of toilet block) as part of the car park works still to be undertaken.

Works are to be undertaken outside of school holidays, public holidays and Christmas breaks so as not to impede the toilet block.

Expecting quote within the next week or two.

BR – Ramp at old Wooz'N'Sooz Café is compliant under Building with no Building Permit required.

2<sup>nd</sup> access with compliant ramp (Building Permit) to be added to the opposite side ensuring compliant access is to be provided.

JW – Banksia Café ramp – issues from public

Tree Top Walk Motel – ramp accessibility at room and restaurant not up to standard.

JW - Can the Shire look at sealing the front car park.

ML – a quote was provided a couple of years ago – cost \$20k approximately. Due to price increase I recommend another quote.

<b>Moved:</b>	<b>Jennifer Willcox</b>	<b>Seconded:</b>	<b>Cherie Smith</b>
<b>That the committee request Council to consider the asphaltting of the Community Resource Centre front car park.</b>			
			<b>Carried 7/0</b>

## 10. Matters arising from Previous Minutes

Nil.

## 11. New Business

CS – Previous Library Manager – Elizabeth Gerner passes away recently. Would like to rename the Library to 'Elizabeth Gerner Library'.

EA – there is a Policy for the Naming of Shire Buildings, Plaques etc. Will email a copy to KR to distribute to committee members.

Would need justification/support to CEO then to Council.

SW – Christmas decorations

Banners by teenagers and placed on poles – look at grant opportunities.

ML – Poles need to be rated and get permission from Western Power and wind rating.

EA – maybe write a request for budget allocation – monetary funding.

BR – SW to bring some ideas/plans back to next meeting.  
 EA – Emily O'Neill – SoM Youth Development Officer is liaising with Schools with regards to Youth Arts – Youth Project Focus. Maybe contact Emily to discuss.

SG – Dog Park – where is it at?

BR – no proposals for dog exercise areas. There are areas that are currently being used.

JW – Spoke to CEO about one area – being opposite Tree Top Walk.

Fence off an area without taking out trees, add a water bowl and bags. He has no objections to this area.

BR/ML – Come up with a management plans, taking into account signage, hazards etc.

JW/SG – Maybe a locked area with key available from Visitor Centre at a cost.

JW on behalf of LP – Dump point being out of action for a period of time. Is there any alternative places/areas for dumping cannisters.

JW – suggested Rest Point or Coalmine Beach – both have stated no to the suggestion.

BR – There was an electrical issue with the pump. New pump being delivered next week.

JW – Signage on highway for the location of Silverchain & Recreation Ground/play grounds.

Main Roads WA are in charge of the highway, so would need to contact the Bunbury Office.

BR – Playground is noted in the Pioneer Park Management Plan

ML – Approximate cost of 30K for design works/plans for Pemberton over 2 years with no associated budget.

EA – what would it take for WTAAC to undertake the works.

BR – Committee to approach Council for funding for plans for playground/nature base.

BR – DBCA concept plans for Pioneer Park – Heard nothing further at this stage

No plans to be undertaken to be passed by Shire of Manjimup.

Ficifolia Community Garden were donated a playground that could be moved to Pioneer Park.

JW – to talk to Community Garden re playground.

<b>Moved:</b>	<b>Cherie Smith</b>	<b>Seconded:</b>	<b>Sarah Walker</b>
<b>That the committee request Council to consider allocating funds for the design of a playground/nature playground in Pioneer Park.</b>			
<b>Carried 7/0</b>			

EA – Youth to be involved in the design of playground.

## **12. General Business**

Nil.



**Next Meeting:**

Thursday, 16 May 2023 at the Walpole CRC at 10.30am.

**Meeting Closed:**

There being no further business, the Chair declared the meeting closed at 12.30pm.

DRAFT

**SHIRE OF MANJIMUP  
NORTHCLIFFE TOWN ACTIVATION ADVISORY  
COMMITTEE**



Minutes of the Northcliffe Town Activation Advisory Committee Meeting held at the Northcliffe Visitor Centre, Tuesday 28<sup>th</sup> February 2023.

**1. Declaration of Opening of Meeting:**

Brian Robinson opened the meeting at 1.03pm.

**2. Acknowledgement of Country**

**3. Attendance / Apologies:**

Present:

Cr Wendy Eiby (WE)	Councillor (from 1.00pm)
Brian Robinson (BR)	Director Development and Regulation
Michael Leers (ML)	Director Works
Gail Ipsen Cutts (GC)	Director Community Services
Ken Gwynne (KG)	Northcliffe Resident
Sonia Hycza (SH)	Northcliffe Resident
Penelope Wood (PW)	Northcliffe Resident
Kaylene Roberts (KR)	Minute Taker

**Apologies:**

Joanne Tatarynowicz (JT)	Northcliffe Resident
Fiona Sinclair (FS)	Northcliffe Resident
Mark Edwards (ME)	Northcliffe Resident

**4. Guests:**

Nil.

**5. Presentations:**

Nil.

**6. Disclosure of Interest:**

Nil.

**7. Council Decision on Previous Recommendations**

- Council resolved to note the minutes of meeting held 8 November 2022, including the discussion on Dual / First Nation Naming.
- Council furthermore resolved to refer the request for sealing of Leitch Lane to the Road Infrastructure Advisory Committee.

## 8. Previous Minutes

**Moved: Ken Gwynne                      Seconded: Sonia Hyzca**  
**That the previous minutes of the Northcliffe Town Activation Committee Meeting held on 8 November 2022 be adopted as a true and correct record.**

**Carried 7/0**

## 9. Standing Items

### 9.1 Developing Age Friendly Community

ML – Meerup Street footpath being completed this week.

- Back fill still to be undertaken.
- 1<sup>st</sup> stage of Main Road has been completed.
- Slab footpath has been replaced with cement footpath near the Northcliffe Toilet Block.

### 9.2 Action Sheet

- Power Poles - Painting of Powerpoles is ongoing;
- Munroe House - With Building Permits and Development Approvals issued, the relocation of Munroe Houses is currently underway and will be complete within 2 months;
- BR questioned whether the design required any modification?

**Moved: Brian Robinson                      Seconded: Wendy Eiby**

**That the Committee request the Shire of Manjimup to re-estimate the costs for the carpark for Munroe House.**

**Carried 7/0**

- Entry statements - ongoing;
  - GC – the timeframe for the Manjimup Entry Statements was around 5 years.
  - ML – The southern entry statements in Manjimup cost approximately \$60k + lighting at \$30k with the timeframe being 3 years.
  - KR to send out a copy of the scope of works that was used for the Manjimup Entry statements. (A copy was sent to all committee members on 13 September 2022).
- Dual Naming
  - Aboriginal funding – connections with some of the aboriginal language within our area - \$200k grants
  - Several levels of indigenous groups available for consultation, being:
    - o The Shire's RAP Committee
    - o Aboriginal Land and Sea Council.
    - o Karri Karrak Aboriginal Corporation.

## 10. Matters arising from previous minutes:

See above comments.



## 11. New Business

### 11.1 Resignation of CEO

- Andrew Campbell, CEO has tendered his resignation and is relocating to the Shire of Northampton.
- There will be a lengthy process in which to employ a new CEO.

**Moved: Wendy Eiby**

**Seconded: Penny Wood**

**The Committee wish to thank the CEO for his work with the O'Sullivan Fires, the Pandemic and the time and effort during his term as CEO.**

**Carried 7/0**

### 11.2 Climate Change Ready – PW

- PW raised potential for committee to consider sustainability issues.
- BR advised Climate Sustainability Committee is being formed with several members of Council and Shire officers to be on the committee.
- Must relate to the functions of this committee or just be information reporting.
- New Sustainability Committee still to be formed with Community members and youth focus to be involved.
- ML spoke against the concept as Council already approved a Sustainability Advisory Committee of Council and therefore does not need replication at this committee.

### 11.3 New Bin Installation

- ML – slab being replaced today.
- Bin being erected next week.

**Moved: Michael Leers**

**Seconded: Wendy Eiby**

**That the Committee approach Fiona Sinclair-Hill and Southern Forest Arts group to paint the new bin.**

**Carried 7/0**

### 11.4 Skip Bin

- WE – skip bin worked really well with not being in town. Can we look at new bins and recycling bins as well.
- ML looking at putting Container Deposit Scheme bottle racks to the sides of the bins.

**Moved: Penny Wood**

**Seconded: Ken Gwynne**

**That extra recycling bins be placed around town and the replacement of the traditional round bins with new bins.**

**Carried 7/0**

**11.5 Closure of Pemberton Northcliffe Tramway**

- SH – will the closure of the tramway affect the transport corridor? BR advised that cessation of the tram did not change status of railway lease.
- The tram ceased operating to Northcliffe back in the 90's.

**11.6 Centenary Weekend 30/3 – 1/04/2024**

To be placed on Action sheet.

**12. General Business**

SH – Footpath to Rec ground – residents are still driving over the footpath. Need a barrier / gate to be put in place.

Maybe place a camera in the area – ML to look into. Place on Action Sheet

Water fountains – is there any in town?

Looking at putting a water fountain at the skate park

**13. Next Meeting:**

Tuesday, 30<sup>th</sup> May 2023 at the Northcliffe Visitor Centre at 1.00pm

**14. Meeting Closed:**

2.10pm.



## MEETING MINUTES

Meeting Minutes of the Manjimup Recreation Advisory Committee will be held at the **JC Rose Room, Council Chambers**, 37-39 Rose Street, Manjimup on **Monday 13 March 2023**, commencing at **5.30pm**.

<b>1</b>	<b>OPENING OF MEETING</b> The meeting was opened at 5.33pm by Cr. Susan Dawson Vidovich.
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b> Delivered by Cr. Susan Dawson Vidovich.  <i>'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.'</i>
<b>3</b>	<b>ATTENDANCE:</b> Cr. Susan Dawson Vidovich (Councillor) Cr. Donnelle Buegge (Councillor proxy) Evy Apeldoorn (Shire of Manjimup) Anthony Stubberfield (Football) Jodi Johnston (Cricket) Peter Simpson (Tennis) Carol Samsa (Hockey) Jo Luzny (Warren Equestrian Centre) – via phone Spencer Roberts (Shire of Manjimup - non-voting)  <b>APOLOGIES/ABSENCES:</b> Gail Ipsen Cutts (Shire of Manjimup proxy) Michael Leers (Shire of Manjimup proxy - non-voting) Kira Blechynden (Netball) Ray Curo (Manjimup Country Club) Troy Reid (Soccer)  <b>GUESTS:</b> Michelle Lyster (Basketball) Shammara Markotis (Shire of Manjimup - minutes)
<b>4</b>	<b>DECLARATION OF FINANCIAL INTERESTS</b> Any committee member who has a financial interest in any matter to be considered by the committee must declare that interest and the nature of that interest in writing immediately before the matter is discussed.  Nil.



5	<p><b>CONFIRMATION OF PREVIOUS MEETING MINUTES</b></p> <p>That the minutes of the meeting of the Manjimup Recreation Advisory Committee held on Monday 15 August 2022 be adopted as a true record of proceedings.</p> <p>Moved: J. Johnston                      Seconded: Cr. D. Buegge                      <b>CARRIED 7/0</b></p>
6	<p><b>COUNCIL DECISIONS ON COMMITTEE RECOMMENDATIONS</b></p> <p>Ordinary Meeting 8 September 2022:</p> <p><b>COUNCIL RESOLUTION:</b></p> <p><b>MOVED: Skoss, K                      SECONDED: Taylor, R</b></p> <p><b>28867</b></p> <p><b>That Council receive and note the unconfirmed meeting minutes of the Manjimup Recreation Advisory Committee meeting held 15 August 2022 as per Attachment: 9.16.2 (1).</b></p> <p style="text-align: right;"><b>ADOPTED BY EN BLOC RESOLUTION: 9/0</b></p> <p>Ordinary Meeting 9 February 2023:</p> <p><b>COUNCIL RESOLUTION:</b></p> <p><b>MOVED: Jenkins, D                      SECONDED: Taylor, R</b></p> <p><b>29040</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1.     Accept the resignations of Renae Adams, David Hanratty and Angelo Femia from the Manjimup Recreation Advisory Committee and thank them for their contributions to the Committee;</b></li> <li><b>2.     Accept the nomination of Jo Luzny as the Warren Equestrian Centre Representative on the Manjimup Recreation Advisory Committee; and</b></li> <li><b>3.     Accept the revised Terms of Reference for the Manjimup Recreation Advisory Committee as per Attachment: 9.16.1(1).</b></li> </ol> <p><b>CARRIED: 11/0</b></p>
7	<p><b>BUSINESS ARISING FROM MINUTES &amp; ACTION AGENDA</b></p> <p><b>Follow up from action points:</b></p> <p>C. Samsa advised that the defibrillator at Collier Street Pavilion has been checked (light is green meaning that it is still operational) and the battery does not require replacement.</p>
8	<p><b>GENERAL BUSINESS</b></p> <p><b>Advertisement of 5 voting representatives and 7 proxy representative positions, nomination of Kira Blechynden as Netball representative, future direction of MRAC:</b></p> <ul style="list-style-type: none"> <li>• The last meeting scheduled for 14 November 2022 was cancelled due to a lack of quorum.</li> <li>• Three resignations were received due to changes in sporting committees.</li> <li>• All vacant positions were advertised widely in the local paper, on social media and directly to Manjimup sporting clubs. One nomination was received from Jo Luzny for the position of Warren Equestrian Centre representative. This nomination has been endorsed by Council.</li> </ul>

	<ul style="list-style-type: none"> <li>• There are 5 voting positions and 7 proxy positions currently vacant.</li> <li>• Aaron Pedlar (Manjimup Amateur Basketball Association (MABA) President) wishes to be the Basketball representative on the committee with Michelle Lyster (MABA Secretary) as the proxy.</li> </ul> <p><b>Motion: That Council endorse the nomination of Aaron Pedlar in the Basketball representative position.</b>  <b>Moved:</b> A. Stubberfield      <b>Seconded:</b> Cr. D. Buegge  <b>CARRIED 7/0</b></p> <p><b>Motion: That Council endorse the nomination of Michelle Lyster in the Basketball (proxy) representative position.</b>  <b>Moved:</b> A. Stubberfield      <b>Seconded:</b> J. Johnston  <b>CARRIED 7/0</b></p> <ul style="list-style-type: none"> <li>• Kira Blechynden (Manjimup Netball Association President) has nominated for the Netball representative position on the committee.</li> </ul> <p><b>Motion: That Council endorse the nomination of Kira Blechynden in the Netball representative position.</b>  <b>Moved:</b> Cr. D. Buegge      <b>Seconded:</b> J. Johnston  <b>CARRIED 7/0</b></p> <ul style="list-style-type: none"> <li>• Cr. Buegge asked to send letters inviting representatives from the accessible sports programs to join the committee as community representatives. E. Apeldoorn advised that all clubs have been advised of the vacancies, and also that anyone can nominate themselves for the vacant positions, nominations do not need to come through clubs.</li> <li>• Due to the initial lack of response to the call for nominations it was determined that the future of the committee should be discussed. Being an Advisory Committee, over the last four years only three recommendations have been made by the committee to Council. E. Apeldoorn questioned whether the committee is meeting the needs of the sports and if it is valuable.</li> <li>• J. Johnston said that the committee is valuable for those that aren't involved in the Rea Park and Collier Street Redevelopment project and asked if recreation includes other non-organised sporting activities. E. Apeldoorn advised that representatives from other recreational activities such as trails and skating are welcome to join.</li> <li>• J. Johnston stated it is an important committee that shows other groups how sports have been are communicating and working together with the Shire. E. Apeldoorn acknowledged it has been a good forum for sharing clubs' success stories.</li> <li>• Cr. Buegge mentioned that other people from other regional areas have expressed their envy to her that local sports have such a direct link to the Shire to discuss facilities.</li> <li>• A. Stubberfield asked what weight the committee carries for other Councillors and whether the feedback reaches the Councillors from the other wards. Cr. Buegge explained the minutes go out to Councillors as part of the Council Agenda and are endorsed by Council.</li> <li>• Cr. Dawson Vidovich asked whether the committee could be opened up to sporting representatives from other towns if it is a valuable tool for sports. E. Apeldoorn explained that the committee morphed from the Manjimup Indoor</li> </ul>
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	<p>Stadium advisory committee. The committee was broadened to allow other sports in Manjimup to be involved. Other towns within the Shire have recreation facilities that are more in need of activation rather than development as per the Shire's Sport and Recreation Strategic Plan.</p> <ul style="list-style-type: none"> <li>• E. Apeldoorn said that another option is to hold a forum once or twice a year where all sports can be invited to discuss successes, struggles, new updates etc. As most people are volunteers who likely won't attend evening forums outside of their home town, this type of forum would most likely need to be duplicated across the Shire.</li> <li>• M. Lyster said that this is a perfect tool for all groups within the area to share. Beneficial to share data. Not putting the onus on the groups to drive the utilisation of the facilities – encouraging others to use the facilities if the scope is broadened.</li> <li>• J. Luzny said WEC have many grand plans over the next 10 years which is why they would like to have a representative on the committee to have a link with the Shire and so they are aware of their long term projects/hopes for the future. E. Apeldoorn said that facility development links very closely with the Functions of Committee. Once the arena is up and running it will be a major facility within the south west with many outside users anticipated.</li> <li>• E. Apeldoorn explains that all towns have a town activation advisory committee. These meet on a three-monthly basis and are about activating the towns and facilities.</li> <li>• Cr. Dawson Vidovich asked if there is an appetite for a forum. J. Johnston was concerned it would end up an attack on Shire facilities and an avenue for complaints, as many people do not understand local government processes. Forums have been held relating to sport and recreation in the past and there typically hasn't been a big attendance. J. Johnston said that the committee has been a great avenue to improve Shire literacy and allow sports to understand the system as a whole.</li> <li>• The conclusion of the committee is that it should continue on as it currently operates.</li> <li>• Committee members are encouraged to target people within the community to fill the vacant community representative positions.</li> </ul>
9	<p><b>SPORTS UPDATES</b></p> <p><b>Cricket (J. Johnston)</b></p> <ul style="list-style-type: none"> <li>• Season has completed.</li> <li>• Looking to formalise Cricket Manjimup as an incorporated association so that MOUs for Collier Street can go to the Manjimup groups only rather than WBCA as this includes other towns.</li> <li>• WA Cricket are transferring to new platform.</li> <li>• Junior and senior competition was successful with other formats successfully trialled.</li> <li>• Tribunal and child safeguarding processes have been tested this season and have worked well. Finding this is very important and all sports need to work on and keep informed about these matters.</li> <li>• Thanks to the Shire and Spencer as the grounds were in top notch condition during the finals. Please pass on thanks to the contractors for the great job that they did. Mowing more frequently has worked out really well. Lots of comments were received about how good condition the turf was in. S. Roberts advised that the management was able to be undertaken within</li> </ul>



budget and was helped by the weather being favourable this year without too much summer rain.

- Some vandalism has occurred at the nets with the rubber being ripped down. This has been reported to the police and the clubs will also look at installing cameras in the area.
- Manjimup based cricketer Connor Ipsen was selected in the Country Week All Stars team and selected in the Invitational 11 at the Country Cup.
- The top side that competed at Country Week won 4 out of 5 games, finished 5<sup>th</sup>.
- Masters Carnival to be held in Bunbury in April.

#### **Hockey (C. Samsa)**

- Season starting will be starting in April/May.
- Lock is missing from Collier Street ablution block. This is being handled by Building Services.
- Sea container wheelie bin lid was stolen.
- One of the sprinklers on the dam side near the fence line seems to not be working.

**Action: S. Roberts will arrange someone to investigate.**

- Still having trouble with dog waste being left on the field.
- The association will be holding a come and try day on 1 April. S. Roberts advised that the fields can be mowed a little lower.

#### **Cr. D. Buegge**

- Level 1 Sports Trainers/Strapping course being held on 26 March, facilitated by WA Country Football League. Believe this is open to all sports within Manjimup.

**Action: Share with other sports if approval is given by LSWFL.**

#### **Football (A. Stubberfield)**

- Oval is being used on 2 April for scratch match.
- Football season is starting 15/16 April, with a stand alone colts round on Friday 31 March.
- Junior football season is starting at the beginning of Term 2.
- Deanmill Football Club are pumping water from Parkside/Deanmill dam in agreement with Parkside.
- Tigers are hosting the DD Cup in support of the Southern Forest Steppers on 25 March. The day will feature a round robin between Manjimup football teams. Hopeful that it can become an annual event.
- The fence at Manjimup Recreation Grounds is in bad condition and a portion near club rooms is being removed.
- Imperials are investigating installation of new goal posts at the oval.
- Warren Blackwood Bombers are trying to get a Year 8/9 girls side up and running. Training is held on Thursday nights. Come and try day to be held on 25 March.
- Volunteers are becoming harder to find. Changes to the WHS Act are deterring people. E. Apeldoorn said that the Manjimup CRC manager has advised that there is a new volunteer coordinator who is trying to find new positions to put volunteers into. Clubs are encouraged to reach out if they are in need of volunteers for events/activities.

**Basketball (M. Lyster)**

- Senior grand finals are being held this Friday and junior grand finals on Saturday.
- Manjimup hosted the Under 15 regional carnival with 23-28 teams from different towns coming to compete. While the building is not aesthetically pleasing from the outside it is still one of the best court surfaces in the state.
- 13 representative teams were sent to Country Champs this year.
- Would like to acknowledge the maintenance and renovations being undertaken at the pavilion. Special thanks to Peter Krispyn. Pemberton stadium is also looking great.
- Still have some issues in terms of external lighting. Light over the stairs doesn't seem to be working properly. Unsure if there is capacity to trim the outside trees. Quite a dark space. M. Lyster asked if a quote can be obtained toward the upgrade of the car park lighting to be put into future plans. E. Apeldoorn asked if a quote could be obtained to trim the trees and whether the light on the building eve could be upgraded. S. Roberts to add to the list but said that he has been having difficulties with availability of contractors.

**Action: S. Roberts to investigate pruning of trees.**

**Action: Shire to investigate costs and feasibility for improving car parking lighting (long term).**

- Is it possible to receive the tennis plans to table at the next committee meeting? Especially interested in the lighting for the car park. J. Johnston advised that lighting won't be touched at all as it is not to specification and the whole lot would need to be upgraded. E. Apeldoorn mentioned the Shire has provided funds to the tennis development and to undertake a power upgrade at the Recreation Grounds.
- Asked if there is any chance to get the outside area mowed prior to the grand final.

**Action: S. Roberts to inspect.**

- Unsure how often the gutters are cleaned but grass is growing from them.

**Action: To be raised with Building Services.**

- Is it possible to transplant some of the flowers from one area to the other in the garden at the stadium entrance?

**Action: S. Roberts to inspect.**

- Request for tree with prickles to be removed (end of Court 1 on the south end of the building) to be removed.

**Action: S. Roberts to investigate.**

- Next year the association is looking to transition to court side scoring. MABA is going to investigate through the off season.
- Acknowledge that Tyson Jacob has been selected in WA Country Mens Under 18 team and Jacob Burford has graduated from the BWA Umpire Program and can transition to NBL umpiring.
- Cr. Buegge mentioned that there were major toilet problems at the under 15 regional carnival. An external drain had been filled with dirt. Queried whether it is possible for those types of things to be checked prior to large events. E. Apeldoorn advised that a solution was offered immediately and that the cause of the problem has been solved. Some discussion about whether there is an adequate number of toilets at the pavilion. E. Apeldoorn advised that additional toilets will be available in the new tennis facility once constructed.

**Tennis (P. Simpson)**

- The site has been surveyed so can now get an understanding of where facilities will lay.

- Currently in the tender process for a number of components.
- The earthworks tender has been awarded so works will commence shortly.
- Engineered and detailed drawings for the club house have been completed. Tender process closes in about a week.
- Electrical and plumbing tender to be advertised this week.
- Courts and fencing tender to be advertised this week.
- Minister visited the site last year with some Council representatives.
- A. Stubberfield advised that the large pine trees behind the Imperials club rooms will be removed tomorrow.
- The club may build a fence around the site to save on the hire costs of the current construction site fencing.

#### **Warren Equestrian Centre (J. Luzny)**

- Two clubs make up the WEC committee – Southern Forests Campdraft Club and Warren Pony Club.
- Campdraft runs one event for the year which was held the past weekend. Pony Club runs the kitchen at the event as their major fundraising activity for the year.
- AGM to be held over the coming weeks and WEC committee will change and a proxy for this advisory committee will be selected.
- Pony Club has recommenced. The club holds one rally per month and operates from February to November.
- The club has a long term plan to develop an indoor arena at WEC. They are currently exploring major funding options.
- The club feels the facility is underused. It is available for hire to others including corporate groups (not private functions) which will be advertised more widely. The best way to enquire about hire is through the enquiry section on the WEC website.
- Some reticulation works have been completed. Further reticulation to be installed. This will happen once there are new representatives elected.

#### **Cr. S. Dawson Vidovich**

- Cr. Dawson Vidovich stated that vaping is a major issue within youth and asked how sports are tackling this. J. Johnston advised that the rules that are enforced are the same as smoking. C. Samsa advised that at hockey smoking is not allowed on the fields and that hockey have not encountered vaping but imagine it will become a bigger issue.
- J Johnston believes alcohol is a bigger issue and has contacted LDAG.
- E. Apeldoorn said vaping is being addressed as part of the Youth Engage and Empower program being delivered by the Shire's Youth Development Officer Emily O'Neil. Emily has developed resources that advertise the dangers of vaping that are specifically targeted at youth. Posters for clubs or club rooms can be requested from Emily.  
**Action: Posters to be distributed with meeting minutes.**
- Cr. Dawson Vidovich suggested that sports consider including rules about vaping explicitly in the Code of Conduct for members.
- J. Johnston said that the rules that enforce where you are allowed to smoke are difficult to enforce.



10	<p><b>PROJECT UPDATES</b></p> <p><b>Maintenance/upgrades Manjimup Indoor Sports Pavilion (E. Apeldoorn)</b></p> <ul style="list-style-type: none"> <li>A lot of the works have been completed. Indoor works have been prioritised over the outdoor works. Thanks to the cleaning team who undertook all of the painting.</li> <li>Recoating of Court 1 to be undertaken. M. Lyster mentioned that some nails have lifted in the keyway of Court 1. <b>Action: Investigate protruding nails on Court 1 prior to resurface.</b></li> <li>Carpet to be renewed in the lobby and committee room in the coming weeks.</li> </ul> <p><b>Collier St/Rea Park Precinct Project (E. Apeldoorn)</b></p> <ul style="list-style-type: none"> <li>Power upgrade and lighting tender going to Council next week for recommendation to award tender. Hopefully this will be the first project component to be implemented.</li> </ul> <p><b>Manjimup Trail Bike Hub (E. Apeldoorn)</b></p> <ul style="list-style-type: none"> <li>Program Manager role was filled however the successful applicant left the role due to personal circumstances. Another recruitment process has been undertaken and it is hoped that someone will be appointed in the next week.</li> <li>Trail Bike Hub Centre building construction is nearing completion.</li> </ul> <p><b>Parks Operations (S. Roberts)</b></p> <ul style="list-style-type: none"> <li>Verticut to be undertaken on Manjimup Recreation Grounds on Monday 20 March. A. Stubberfield raised a concern about the ground being ready for practice matches and school carnivals. S. Roberts assured that the ground would be ready.</li> <li>Very impressed with the Collier Street turf cricket field and received a lot of positive feedback.</li> </ul> <p><b>WEC Indoor Arena Project (J. Luzny)</b></p> <ul style="list-style-type: none"> <li>Hope that by the next meeting there will be more details.</li> <li>Proposing to construct a 70m x 40m indoor arena however unsure if this will be fully enclosed or have half walls. Will include a sand base and fence. The facility will allow a lot more equestrian events to be run all year round as the grounds get waterlogged during winter. The project plan is still being prepared.</li> </ul>
11	<b>MEETING CLOSURE AT 7.15PM</b>
12	<p><b>NEXT MEETING</b></p> <p>Upcoming meeting dates in 2023: 26 June, 16 October</p>



## MANJIMUP RECREATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	Councillor Manager Community & Recreation Community/Sport/Recreation Members (10) (Total 12)  Manager Parks & Gardens (Non-voting) Director Works & Services (Non-voting)
<b>Proxies:</b>	1 for each representative
<b>Quorum:</b>	At least 6 voting committee members
<b>Term of Appointment:</b>	2 years to October 2023
<b>Officer Responsible:</b>	Manager Community & Recreation
<b>Meetings:</b>	4 monthly (additional meetings may be called for when required for specific, infrastructure or other, projects)
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	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 13 APRIL 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)
Aaron Pedlar	Basketball Representative
Michelle Lyster	Basketball (Proxy)
Kira Blechynden	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)



## MEETING MINUTES

Meeting notes from the meeting of the Manjimup Heritage Park Advisory Committee held at 5:30pm on Tuesday 14 March 2023 at the JC Rose Room, Council Chambers Committee Room.



1	<b>Declaration of Opening of Meeting</b> Cr. Donelle Buegge opened meeting at 5:33pm, quorum present.
2	<b>Acknowledgement of Country</b> delivered by Cr. Buegge The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.
3	<b>Attendance / Apologies</b> <b>MEMBERS PRESENT:</b> Cr. Donelle Buegge Gail Ipsen Cutts (Director Community Services) Spencer Roberts (Manager Parks Operations) Sam Cleveland (Manjimup Visitor Centre) Ian Wilson (Manjimup Historical Society) Vicki Winfield (Community Representative)
	<b>APOLOGIES/ABSENCES:</b> Cr. Robert Taylor Marie Manns (Manjimup Community Garden) Yvonne Pegrum (Manjimup Woodturners)
	<b>Proxy apologies/absences</b> Michael Leers Proxy (Director Works & Services) Evy Apeldoorn Proxy (Manager Community & Recreation) Peter Casonato Proxy (Manjimup Visitor Centre) Anne Bentley Proxy (Manjimup Community Garden)
4	<b>Declaration of Financial Interest</b> Nil.
5	<b>Confirmation of Minutes</b> The minutes of the Manjimup Heritage Park Advisory Committee Meeting held on 13 September 2022 are accepted at this meeting as a true and correct record.  <div style="display: flex; justify-content: space-between;"> <span><b>Moved:</b> Ian Wilson</span> <span><b>Seconded:</b> Samantha Cleveland</span> </div> <div style="text-align: right;"><b>CARRIED 6:0</b></div>
6	<b>Council Decisions on Committee Recommendations</b> • Nil
7	<b>Business Arising from Previous Minutes</b> • Refer to Action Sheet.
8	<b>General Business / New Matters</b>
	<ul style="list-style-type: none"> <li>Sea Container near gardens has been moved and structures placed around to neaten its appearance.</li> <li>Southern Forest Arts held their free concert at the Sound Shell on the 27 September 2022 – Mama Kin. Successful event.</li> <li>Donelle Buegge held conversation with Cherry Festival Committee about holding a Kid Zone at the Heritage Park as a part of the Cherry Festival. Cherry Festival Committee are happy with the current format in place.</li> <li>Vicki Winfield raised interest in being involved in future planting projects in the Heritage Park. Advised plants need to be ordered 12 months in advance and will only assist if</li> </ul>

Manjimup Heritage Park Advisory Committee – Meeting Minutes – March 2023

	<p>preparation works completed on planting areas prior to planting taking place. Suggested an annual plan and meeting be conducted in July / August to determine areas for planting and to set dates areas to be prepared. Vicki Winfield suggested whim area, replacement planting and bush landing could be focus areas.</p>
	<ul style="list-style-type: none"> <li>Volunteering parameters recently changed. Need to ensure any high risk situations have risk mitigation plans are in place. Important for Gail Ipsen Cutts to get validation from insurers to verify any impact to volunteering programs conducted in the Park i.e. Friends of the Park or volunteer planting. <b>Action: G Ipsen Cutts</b></li> </ul>
	<ul style="list-style-type: none"> <li>Gail Ipsen Cutts noted it is extremely difficult to roll out activities in the Heritage Park with limited resources, however the Park is an iconic community attraction, and it is important that it is looked after and further developed. Vicki Winfield suggested using entry data to seek possible funding for Park improvement projects. Samantha Cleveland to approach Australia's South West and Tourism WA for new projection on tourists to the Southern Forest Region. Potentially engage TAFE students or credible surveyors to conduct surveys in the Park asking questions like – how did you enter the Park? Where did you come from? And how many people in your group? Potentially use Cherry Festival as a reference for survey construction. <b>Action: S Cleveland</b></li> </ul>
	<ul style="list-style-type: none"> <li>Collections committee meeting held prior to the HPAC meeting today regarding Heritage Park donations as per the Heritage Park Collections Policy. Items offered to the organisation are assessed by providence, significance to the area and collection and a decision is made to accept, decline or request more information from the donator. Meeting is held to ensure a formal process is followed. Items discussed in today's meeting were: <ul style="list-style-type: none"> <li>Western Power World of Energy manuals, brochures, pamphlets relating to the electricity collection.</li> <li>Railway platform scale – Ian Wilson advised no railway story told in the current collection and it is significant to tell.</li> <li>Wool Press – story touched on in the Agricultural Shed but no other objects to tell story.</li> <li>Shackles and Insulators – Bunbury family donated and purchased some of these items to add to the collection.</li> <li>Timber grading stamp</li> <li>Engine indicator and various items from the retired members group Energy West Social Club.</li> <li>Bridge Megger – good information provided and only item from that particular manufacturer.</li> <li>Karri Tree image which is 100 years old and was from the Deanmill site.</li> </ul> </li> </ul> <p>Committee recommendation is to accept possession of items offered for donation as listed above and in accordance with the Collections Committee advice.</p> <p><b>Moved:</b> Spencer Roberts                      <b>Seconded:</b> G Ipsen Cutts <b>CARRIED 6:0</b></p> <p><b>S Roberts left the meeting</b></p>
	<ul style="list-style-type: none"> <li>Recently advertised for new committee members and received a nomination from Jessica Winters.</li> </ul> <p>Motion to accept the nomination of Jessica Winters to the vacant position of Community representative and to amend the Terms of Reference to reflect this.</p> <p><b>Moved:</b> G Ipsen Cutts                      <b>Seconded:</b> I Wilson <b>CARRIED: 5:0</b></p> <p><i>NB It was noted that with the departure of S Roberts, a quorum could not be achieved it was agreed to still put the nomination received to Council.</i></p>

	<ul style="list-style-type: none"> <li>G Ipsen Cutts raised the issue of current vacancies on the HPAC committee making it difficult to reach quorum for meeting and for initiatives to progress. Suggested change in Terms of Reference to potentially remove a Community Development Project Officer and Indigenous Representative. Vicki Winfield disagreed with the removal of the Indigenous Representative and Ian Wilson explained it has been an extremely difficult position to fill for many years. Suggested a community representative from Reconciliation Action Plan Advisory Committee might be interested in attending. G Ipsen Cutts to send a letter requesting their engagement.</li> </ul> <p>Motion was put to amend the Terms of Reference to reduce the number of community representatives to 2 and to amend the quorum to 5 members instead of the current 6.</p> <p><b>Accepted:</b> G Ipsen Cutts                      <b>Seconded:</b> S Cleveland                      <b>CARRIED: 5</b></p> <p><i>NB It was noted that with the departure of S Roberts, a quorum could not be achieved it was agreed to still put the motion to Council.</i></p>
	<ul style="list-style-type: none"> <li>V Winfield and S Cleveland noted that the Heritage Park Brochure with the Trees of the Park Map had numerous inconsistencies and errors. Need to investigate if it is the document or if tree identifies had been moved.</li> </ul> <p style="text-align: right;"><b>Action: S Cleveland and V Winfield</b></p>
<b>9</b>	<p><b>Meeting Closure</b> Cr. Donelle Buegge declared the meeting closed at 7.10pm.</p>
<b>10</b>	<p><b>Next Meeting Date:</b> 5:30pm on the 13<sup>th</sup> June 2023 at the JC Rose Room, Council Chambers Committee Room.</p>



Date Amended: 14 March 2023



	Project	Current Update & Action	Lead Person	Actioned by
1.	Tobacco Heritage Construction  Note: Macedonian Hall Committee (MCH) are supporting Sam with general project.	No building application has been received from Sam Karamfiles to date.  Awaiting Sam to place pegs to mark out site and then Shire will dump sand as previously arranged.  Due to no further progression on project, suggested group invite MCH committee and to engage more with them so they can drive the project more.  It was determined the MCH committee and HPAC aren't able to progress this further until a building application is submitted by Sam Karamfiles. Current building crisis will also impact delivery of project – may be best to revisit in March 2023.  Delay is due to a resource and capacity issue with S Karamfiles. Macedonian Community should be encouraged to be the community driver. Group has assisted in completing the Building Application, however it is yet to be submitted.	S. Karamfiles          G Ipsen-Cutts	Ongoing          Ongoing
2.	Integrated Weed Management and Burn Plan	Slashing planned around Woodturners area however lack of contractors has meant delays due to other commitments. Still on the Shire radar and will occur when contractors can be confirmed.  Focus on Broom Bush at present. Weed removal works being conducted by the property care team. IW suggested volunteers could assist in this area – SR to reach out to Anne Bentley to seek support.  Machine spraying conducted and firebreaks complete.	S Roberts    S Roberts	Ongoing    Ongoing

**Manjimup Heritage Park Advisory Committee**

## Project Updates &amp; Action Items

Date Amended: 14 March 2023



	Project	Current Update & Action	Lead Person	Actioned by
3.	Old Café Building – new tenants  Note: EOI September 2021. 2 submissions were received, neither met submission requirements. Both were declined	<p>The Shire are looking into progressing with engaging a consultant to do some community consultation workshops on the proposed vision of the building. Gail to provide update at the next meeting.</p> <p>Still work in progress. A workshop or consultation to be run to gauge residents suggested use for the space.</p> <p>No change – to explore further use of the space. Community consultation to be conducted.</p> <p>Currently used for venue hire and is one of the most used hired spaces in the Park.</p>	G Ipsen Cutts	Ongoing
4.	Marketing Strategy  Note: SC is developing promotional plan for Park. Mentored by Australia South West	<p>Held initial meeting with Australia South West. Intention is to focus on social media and packaging of the Park.</p> <p>Marketing Strategy to be established with SC and ASW by end of October 2022.</p> <p>Current marketing through ASW Winter campaign, The Australian Directory of School Activities, Excursions and Accommodation.</p> <p>SC to investigate reviews on Wiki Camps and Trip Advisor.</p>	S Cleveland	Ongoing
5.	Park Activation Strategy	<p>Group Settlements – 100 year celebrations. Possibility that Shire can promote in a wrap around in the local newspaper. Community Services team is currently exploring this avenue.</p> <p>October 2021 would be the recognised date for the 100 year settlements as scheme wound up in 1935. GIC timeline wall to be constructed as a barrier to the Parks waterbody was discussed. IW advised the Historical Society are already working towards</p>	G Ipsen Cutts / S Cleveland	Ongoing

**Manjimup Heritage Park Advisory Committee**

## Project Updates &amp; Action Items

Date Amended: 14 March 2023



		establishing a timeline which would contribute to this project. Artist impression and concept to be developed – IH to provide contact details for interpretation consultant.		
6.	Conservation Plan (objects)	<p>Annual conservation plan to be prepared for object/collection management. Mostly completed. Gail to forward to Ian Wilson for review. Gail to provide update at next meeting.</p> <p>Meeting to be held to discuss conservation plan and collections prior to next meeting between GIC, SC &amp; IW.</p> <p>In progress – more maintenance management going forward.</p>	G Ipsen Cutts / I Wilson / S Cleveland	Ongoing
7.	Friends of the Park – Volunteer Group	<p>Currently reviewing.</p> <p>SC advised volunteering through Manjimup Senior High School Bush Cadets has contributed to additional planting conducted.</p> <p>Friends of the Park group to be established – schedule of capacity and duties list to be established for consideration by Council. Nick, Spencer, Sam, Ian and Donelle to meet to discuss parameters.</p> <p>Activation of Friends of the Park is a resource issue. New workplace health and safety laws make it more challenging for progression without supervision and insurers won't cover volunteers over 85 years of age.</p>	G Ipsen Cutts  S Cleveland	Ongoing  Ongoing
8.	Future Planting Projects	<p>Annual plan and meeting be conducted in July / August to determine areas for planting and to set dates areas to be prepared.</p> <p>Vicki Winfield suggested whim area, replacement planting and</p>	V Winfield	



**Manjimup Heritage Park Advisory Committee**

## Project Updates &amp; Action Items

Date Amended: 14 March 2023



		bush landing could be focus areas.		
9.	Visitation Reporting	<p>To prepare a broader business report to provide basis for Park use.</p> <p>Possible engagement with TAFE or survey group to seek visitation data.</p> <p>Approach Australia's South West and Tourism WA for Southern Forest Region specific visitation numbers.</p>	S Cleveland / G Ipsen Cutts	

**PASSIVE / PARKED**

	<b>Project</b>	<b>Current Update &amp; Action</b>	<b>Lead Person</b>	<b>Date</b>
1.	Eco Environmental Centre proposal	Main driver is A Russell and K Dawson from Ribbons of Blue and Catchment Council.	A Russell K Dawson	TBC



## MANJIMUP HERITAGE PARK ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	Advisory Committee
<b>Members:</b>	2 Councillor Manager Parks Operations Community Garden Representative Manjimup Historical Society Representative Manjimup Visitor Centre Representative Manjimup Woodturners Association Representative Indigenous Representative 2 Community Representatives (Total 10)
<b>Proxies:</b>	1 representative from (Shire Community, Shire Parks, Visitor Centre, Historical Society and Community Garden)
<b>Quorum:</b>	At least 5
<b>Term of Appointment:</b>	2 years to October 2023
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### FUNCTIONS OF THE COMMITTEE:

1. To provide advice to Council on the orderly development, maintenance and promotion of the Manjimup Heritage Park.
2. Undertake voluntary work at the Manjimup Heritage Park.
3. To support delegate opportunities to represent the Heritage Park, specifically the heritage precinct, on external bodies.
4. To assist, advise and participate in Manjimup Heritage Park Activation.

### MEMBERS FROM 14 April 2023

Cr. Donelle Buegge	Councillor
Cr. Robert Taylor	Councillor
Ms Gail Ipsen Cutts	Director Community Services
Ms Evy Apeldoorn	Manager Recreation and Community (Proxy)
Mr Spencer Roberts	Manager Parks Operations
Mr Michael Leers	Director Works and Services (Proxy)
Ms Marie Manns	Community Garden Representative
Ann Bentley	Community Garden Representative (Proxy)
Ms Samantha Cleveland	Manjimup Visitor Centre
Mr Peter Casonato	Manjimup Visitor Centre (Proxy)
Mr Ian Wilson	Historical Society
Ms Rhiannon Evans	Historical Society (Proxy)
<b>Vacant</b>	Indigenous Representative
Mrs Yvonne Pegrum	Wood Turners
Mrs Vicki Winfield	Community Representative
Ms Jessica Winters	Community Representative



ATTACHMENT: A

F230040

### **Chief Executive Officer Review Committee Meeting Minutes 10 March 2023**

Minutes of the Chief Executive Officer Review Committee held at **JC Rose Room** on **Friday 10 March 2023**.

#### **1. DECLARATION OF OPENING OF MEETING**

The meeting was opened by Chairperson, Cr Omodei at 3.00pm

#### **2. ATTENDANCE / APOLOGIES**

Present:

- Cr Paul Omodei
- Cr Robert Taylor
- Cr Kim Skoss
- Cr Murray Ventris

Apologies

- Cr Dawson Vidovich

Observers:

- Greg Lockwood - Director Business (DB)
- Jason Giadresco – Senior Governance Officer (SGO)

#### **3. DECLARATION OF FINANCIAL INTERESTS**

Nil.

#### **4. CONFIRMATION OF MINUTES OF THE MEETING HELD 28 JULY 2022**

ATTACHMENT : 1

**Moved Cr Skoss / Seconded Cr Ventris**

**“That the minutes of the Chief Executive Officer Review Committee meeting held on 28 July 2022 be adopted as a true and correct record.”**

**Carried 4/0**

#### **5. TIMELINE OF CEO RECRUITMENT PROCESS**

A short overview of the recruitment process and timeline was presented by DB. It was noted that guidance is available via the Department of Local Government's operational guidelines – “CEO recruitment and selection, performance review and termination” and this should be read on conjunction with Shire of Manjimup Policy 1.2.12 Chief Executive Officer Selection Panel.



**ATTACHMENT: A****6. MATTERS FOR DECISION OF THE COMMITTEE****6.1 a) Constitution of CEO Selection Panel**

General discussions were held on how the panel should be made up, should it be the whole Council or just a select group. The following motion was moved from those discussions:

**The constitution of the CEO Selection Panel will be the Shire President, 4 Councillors and the Independent Person.**

**Moved : Cr Taylor**

**Seconded : Cr Skoss**

**6.1 b) Appointment of Recruitment Consultant**

There was a general discussion about the importance of an appropriate Recruitment Consultant to support the recruitment process, to get the best outcome for the Shire as well as follow the legislated process to meet the Department's requirements.

**The Director of Business is to request quotes from several recruitment agencies and the outcomes to be considered at the next Review Committee meeting.**

**Moved : Cr Skoss**

**Seconded : Cr Taylor**

**6.1 c) Appointment of Independent Person**

The committee discussed various people that would be appropriate to fill the position from past presidents, local businesspeople and local government consultants. Councillor Skoss nominated Steve Miolin as a quality candidate, given his long standing in the local community and history with carrying out similar appointment roles with various agencies. The Committee agreed to the nomination.

**The Committee to approach Steve Miolin to gauge interest as being the nominated Independent Person on the Chief Executive Recruitment Panel.**

**Moved : Cr Skoss**

**Seconded : Cr Taylor**

**6.2 Funding of CEO Recruitment**

DB nominated that "Interest Received", given the level of interest received to date would be an appropriate source of revenue to fund the CEO recruitment process.

**The Shire of Manjimup set aside a provisional sum of \$40,000 to fund the Chief Executive Officer Recruitment Process subject to quotes received.**

**Moved : Cr Omodei**

**Seconded : Cr Skoss**

**ATTACHMENT: A****7. GENERAL BUSINESS**

DB raised the issue of executive housing given that Shire properties were either tenanted or not of a higher enough standard to attract an appropriate applicant. With few options available the panel requested DB to register interest with the local estate agent managers with the acceptance that there may be a time lag between an available lease and the appointment of the new CEO.

**8. NEXT MEETING**

Once quotes have been received

**9. MEETING CLOSURE**

The meeting was closed at 4.15pm.



ATTACHMENT: 1

F230040

### **Chief Executive Officer Review Committee Meeting Minutes 30 March 2023**

Minutes of the Chief Executive Officer Review Committee held at **JC Rose Room** on **Friday 30 March 2023**.

#### **1. DECLARATION OF OPENING OF MEETING**

The meeting was opened by Chairperson, Cr Omodei at 5.03pm

#### **2. ATTENDANCE / APOLOGIES**

Present:

- Cr Paul Omodei
- Cr Robert Taylor
- Cr Kim Skoss
- Cr Murray Ventris
- Cr Dawson Vidovich

Apologies

- Nil

Observers:

- Greg Lockwood - Director Business (DB)
- Jason Giadresco – Senior Governance Officer (SGO)

#### **3. DECLARATION OF FINANCIAL INTERESTS**

Nil.

#### **4. CONFIRMATION OF MINUTES OF THE MEETING HELD 10 MARCH 2023**

ATTACHMENT : A

**Moved Cr Taylor / Seconded Cr Ventris**

**“That the minutes of the Chief Executive Officer Review Committee meeting held on 10 March 2023 be adopted as a true and correct record.”**

**Carried 5/0**

#### **5. MATTERS ARISING FROM MEETING HELD 10 MARCH 2023**

Seek quotes from suitably qualified recruitment consultants to assist in total recruitment process. See item 6.1.

Seek confirmation from Steven Miolin of his acceptance as the “Independent Person” to sit on the Chief Executive Selection Committee. See item 6.2.

Register interest with local real estate agents for possible lease for executive level residential housing for the new Chief Executive Officer.



**ATTACHMENT: 1**

DB advised that interest has been registered at the 3 local real estate agents for an appropriate residential property.

**6. MATTERS FOR DECISION OF THE COMMITTEE****6.1 Review quotes received from recruitment consultants**

DB requested quotes from appropriately qualified HR Consultants for an “End to End” CEO Recruitment Process. 6 requests were sent out with 3 quotes received, being:

- Ohura Consulting
- Leading Roles
- Lester Blades

On review of the quotations, prices varied but all were within the expected provision set aside at the previous meeting of \$40,000.

2 consulting firms, Ohura and Lester Blades demonstrated extensive experience in placing CEO's in Western Australia, with Lead Roles predominantly working in the Eastern States with experience in WA with senior positions only, with no CEO placements.

The Committee deliberated for quite some time between Ohura Consulting and Lester Blades, as there was a measurable gap between quotes. Ultimately the decision to endorse Lester Blades was based on their extensive submission that stepped out all elements of the process from “End to End”. This gave the committee reassurance that the CEO recruitment process would be thorough, meet the legislative requirements and a quality candidate could be appointed.

**Moved : Cr Omodei**

**Seconded : Cr Skoss**

**Endorse Lester Blades Pty Ltd as the HR Consultant for the Shire of Manjimup Chief Executive Officer Recruitment process.**

**Carried 5/0**

**6.2 Appoint Independent Person**

As directed by the Committee DB approached Steve Miolin to gauge his interest to be the “Independent Person” on the Chief Executive Officer Selection Panel and he agreed to the nomination.

**Moved : Cr Skoss**

**Seconded : Cr Taylor**

**Endorse Steve Miolin as the preferred candidate to fill the position of “Independent Person” on the Shire of Manjimup Chief Executive Officer Selection Panel.**

**Carried 5/0**

**ATTACHMENT: 1****7. GENERAL BUSINESS**

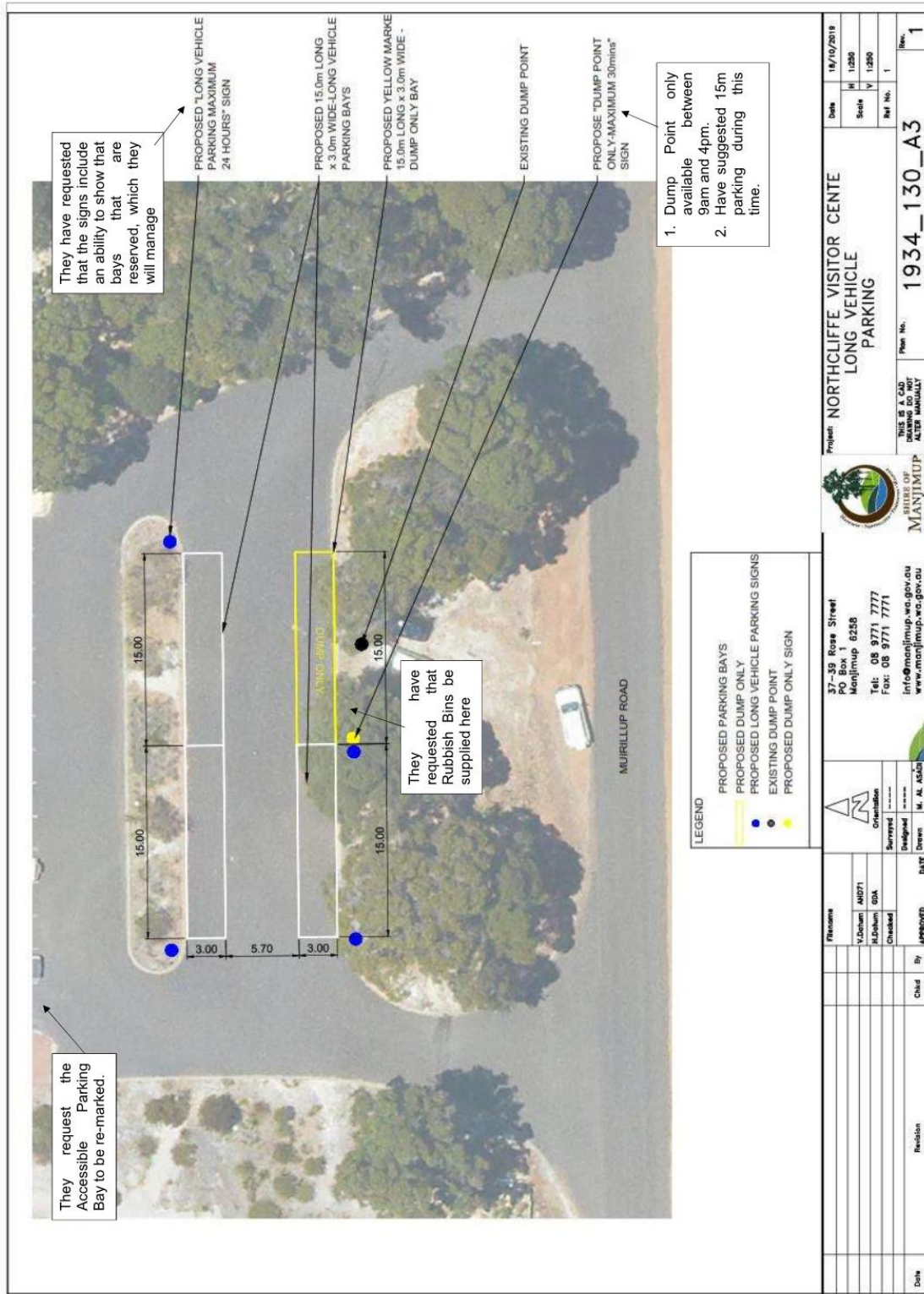
The Chairman raised the issue of a "Temporary CEO" post 18 May 2023 when the Acting CEO's position is completed. Both DB and SGO left the room to allow a free and open discussion. On return the Chairman was tasked with items to investigate from the Committee.

**8. NEXT MEETING**

Approximately Mid April.

**9. MEETING CLOSURE**

The meeting was closed at 6.20pm.





## ATTACHMENT APPENDIX

### 9.5.2 Review of Overnight Parking Area for Self-Contained Recreational Vehicles - Northcliffe Townsite

<b>PROPONENT</b>	Shire of Manjimup
<b>OWNER</b>	Crown Land
<b>LOCATION / ADDRESS:</b>	Reserve 46739 Muirillup Road, Northcliffe
<b>WARD:</b>	Coastal
<b>ZONE:</b>	Public Purposes
<b>DIRECTORATE:</b>	Development and Regulation
<b>FILE REFERENCE:</b>	F160708
<b>LEGISLATION:</b>	Caravan Park and Camping Grounds Act 1995
<b>AUTHOR:</b>	Brian Robinson
<b>DATE OF REPORT:</b>	26 May 2021
<b>DECLARATION OF INTEREST:</b>	Nil

#### BACKGROUND:

At its Ordinary Meeting held on 23 May 2019, Council was requested to consider opportunities for the establishment of free overnight parking for Self Contained Recreational Vehicles (RV'S) in selected locations in the Northcliffe Townsite.

Initially three potential locations were identified by the Northcliffe Town Centre Revitalisation Committee, being:

1. Adjacent to the existing Dump Point at Northcliffe Visitors Centre/CRC/Library building;
2. On Wheatley Coast Road - north of the existing public carpark; and
3. The Northcliffe Recreation Grounds.

Shire Officers completed an assessment of the three potential locations, which identified that the carpark area adjacent to the Visitors Centre/CRC/Library was the only suitable area that could be made available without further significant expenditure. The proposed location was then advertised for a period of 21 days, with 7 submissions received. A summary of the submissions as presented to Council in May 2019 is shown appended.

#### APPENDIX: 9.5.2 (A)

Having regard to the submissions, Council resolved to proceed with the establishment of a maximum of four parking bays for the overnight parking of Self-contained Recreational Vehicles within the Northcliffe Visitors Centre/CRC/Library carpark for a 12 month trial, subject to the following matters being addressed:

- a) *A detailed design being prepared for a maximum of four parking bays, ensuring that the design will not restrict access to the existing RV Dump Point or the carpark area in general;*

- b) *All RV parking within the overnight bays being restricted to outside of normal business hours (i.e 8am to 5pm), with vehicles to be required to vacate the parking bays by 8am;*
- c) *No vehicle parking overnight for more than a single night in any seven day period;*
- d) *Self-contained Recreational Vehicles being encouraged to utilise existing accommodation options within the area should they wish to stay longer;*
- e) *The Chief Executive Officer being authorised to liaise with the Northcliffe Visitors Centre over the management and day to day operation of the facility;*
- f) *Appropriate line marking and signage to be installed to reflect the requirements for use of the overnight parking; and*
- g) *The Visitors Centre being encouraged to consider the establishment of a donation box associated with the overnight parking of Recreational Vehicles.*

Subsequently a detailed design was finalised in consultation with the Visitors Centre/CRC/Library. A copy of the plan, including comments received from the Visitors Centre is shown attached.

**ATTACHMENT: 9.5.2(1)**

Following completion of the required line marking and installation of required signage, the trial commenced in early 2020, before being suspended due to restrictions associated with the COVID-19 pandemic. Having regard to the period of non-operation due to intrastate and lockdown restrictions, the facility has now operated for a period of over 12 months.

Council is now requested to consider the ongoing operation of the facility.

**PUBLIC CONSULTATION UNDERTAKEN:**

Prior to proceeding with the trial, the proposal was advertised for public comment over a 21 day period. In response 7 submissions were previously received. The submissions received and issues raised during the trial are addressed within the comment section below.

Whilst not a requirement, Council may wish to consider further public consultation to be undertaken in order to ascertain the public's views on the facility, prior to making the facility permanent.

**COMMENT (Includes Options):**

In order to assist Council in determining whether the facility should be permitted to continue operation, the following comments are offered:

Comments Received

As detailed in the Public Consultation Section above, 7 submissions were received. The submissions generally supported the establishment of an overnight area for Self Contained Recreational Vehicles, but expressed a wide

range of views on the potential use of the Visitors Centre/CRC/Library carpark. These submissions are summarised as follows:

- a) Four overnight bays as proposed will not be sufficient to meet the needs;
- b) A minimum period of 48 hours is required for free RV camping to maximise the money that travellers would spend within the community;
- c) There is potential for RV parking as proposed to conflict with other carparking requirements associated with the Visitors Centre/CRC/Library and events within the Town; and
- d) Suggestions that the carparking area on Wheatley Coast Road or an area opposite the Northcliffe Hotel would be more suitable.

During operation of the trial, the owner/operator of an approved Caravan Park/Camping Ground lodged numerous complaints regarding vehicles that were not self-contained using the facility. Although some of the vehicles being identified were subsequently confirmed as being self-contained, there is evidence that on occasions non self-contained vehicles were using the facility.

Discussion with the Visitors Centre Management at the time confirmed that some non self-contained vehicles were on occasions inappropriately staying overnight. These were generally few and far between and in the majority of cases the issue was raised with the vehicle occupants.

#### Site Considerations

There were a number of factors that lead to the identification of a maximum of four overnight bays at the Visitors Centre/CRC/Library Carpark as being the most suitable option for provision of such a facility in Northcliffe. These factors were:

- a) The area provided for a limited number of bays, which were capable of being monitored by the Visitors Centre during both weekdays and over weekends;
- b) Conflict with the RV Dump Point and use of the Visitors Centre/CRC/Library carpark could be avoided by restricting use of the area from 5pm to 8am only;
- c) The suggestion for use of an area at the Northcliffe Recreation Ground was not supported due to the fact there would be issues with monitoring the area for compliance; and
- d) Significant expenditure would be required to establish a suitable area, including hardstand and lighting if the land opposite the Northcliffe Hotel was to be considered.

Once established, monitoring of the site(s) is required to ensure compliance with the self-contained criteria and avoid issues that have been highlighted by other local governments and experienced during the Walpole trial.

#### RV Friendly Town Program

The Campervan and Motorhome Club of Australia (CMCA) operates an "RV Friendly Town™" program aimed at assisting RV consumers travelling within

Australia. To qualify as an RV Friendly Town, the town must meet identified criteria.

At the Ordinary Council meeting held on 23 March 2017 Council resolved the following (refer Appendix: 9.5.2(2)):

- "2. *Agree to enter into agreement with the Campervan and Motorhome Club of Australia for Northcliffe town site to be designated as an Recreational Vehicle Friendly Town on the proviso that the criteria for the "Provision of short term, low cost overnight parking (24/48 hours) for self-contained RVs, as close as possible to the CBD" is agreed as being able to be provided by the existing local commercial operators."*

The application was to be made on the basis that 'low cost' camping was available at two existing Caravan Parks/Camping Grounds located nearby.

A comprehensive application was made to the CMCA in 2017 seeking accreditation as a 'RV Friendly Town'. After numerous exchanges of information, the CMCA declined the application on the basis that the existing Caravan Parks/Camping Grounds were too far from the CBD.

Approval to the continuation of the overnight area as proposed will allow a revised application to be lodged with the CMCA for identification of Northcliffe as an 'RV Friendly Town'.

#### Conclusion

Whilst it is acknowledged that there have been occasions where non self-contained vehicles inappropriately stayed at the facility, these have generally been few and far between. The location of the facility adjacent to the Visitors Centre/CRC/Library has ensured that the area is subject to natural surveillance and has assisted in day to day monitoring of the facility.

Generally speaking issues that resulted during the trial at Pioneer Park, Walpole have not occurred here. It is therefore recommended that approval be granted to ongoing operation of the facility, without further public consultation.

#### **STATUTORY ENVIRONMENT:**

Camping within Western Australia is regulated by the provisions of the *Caravan Parks and Camping Ground Act 1995* and the associated 1997 Regulations.

As defined by the *Caravan Parks and Camping Ground Act 1995*, a camp "means any portable shed or hut, tent, tent fly, awning, blind or other portable thing used as or capable of being used for habitation and includes a vehicle..". The Act further defines that a vehicle is "a conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels". Sleeping within a vehicle is therefore classified as camping under the Act.



Regulation 11 identifies that a person may camp on land other than a caravan park or camping ground under the following circumstances:

- a) For up to 3 nights in any 28 day period on land which he or she owns, or has a legal right to occupy. Camping for more than 3 nights, but not more than 3 months in any 12 month period, may occur where the local government grants approval. Approval for a period longer than 3 months may only be granted by the Minister.
- b) Up to 24 hours in a caravan or other vehicle in a road side rest area;
- c) Up to 24 hours in a road reserve in an emergency. The regulations define an emergency as a situation where the movement of the caravan or other vehicle would constitute an immediate or serious hazard.
- d) Land held by the state (freehold, leasehold or reserve) in accordance with the permission of that instrumentality; and
- e) On any unallocated crown land with the permission of the Minister for Lands.

In accordance with the above provisions, camping (including overnight camping) may only occur on land under the care and control of the Shire with the Shire's prior approval.

**POLICY / STRATEGIC IMPLICATIONS:**

The provision of an overnight facility at Northcliffe on a permanent basis will facilitate a further application to be made to the CMCA for Northcliffe to be recognised as an "RV Friendly" town. Ongoing operation of the facility is supported by the Northcliffe Town Centre Revitalisation Committee.

**ORGANISATIONAL RISK MANAGEMENT:**

Operation of the facility at this location has minimised the risks associated with overnight stays due to the ability for the area to be monitored and managed on a daily basis.

**FINANCIAL IMPLICATIONS:**

Ongoing operation of the facility, if approved, will occur at no cost to the Shire of Manjimup.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: The provision of an overnight facility at Northcliffe has allowed travellers to stay overnight and further explore the area and spend money in the townsite, when they otherwise may not have stayed in the area.

Social: No social issues arose during operation of the trial.

**VOTING REQUIREMENTS:**

**SIMPLE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council approve the ongoing provision of four overnight parking bays for Self-Contained Recreational Vehicles with the Northcliffe Visitors Centre/Community Resource Centre/Library carpark on Reserve**

**46739 Muirillup Road, Northcliffe.****ATTACHMENTS**

- |   |           |
|---|-----------|
| 1 Attachment No 1 - Copy of Draft Plan with Visitor Centre comments | 1<br>Page |
|---|-----------|

**APPENDICES**

- |   |            |
|---|------------|
| A Appendix A - Schedule of Submissions as presented to Council on 23 May 2019 | 4<br>Pages |
|---|------------|

**Ordinary Meeting****COUNCIL RESOLUTION:**

**MOVED:** Darin, J      **SECONDED:** Tapley, D

**28518**

**That Council approve the ongoing provision of four overnight parking bays for Self-Contained Recreational Vehicles with the Northcliffe Visitors Centre/Community Resource Centre/Library carpark on Reserve 46739 Muirillup Road, Northcliffe.**

**CARRIED: 8/0**



## 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.



## 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:

<b>Auspecting organisation</b>	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.)
<b>Community group</b>	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.
<b>Incorporated association</b>	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.
<b>Not-for-profit group</b>	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.
<b>Umbrella organisation</b>	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.
<b>Youth</b>	Young people between the ages of 12 and 25 years inclusive.
<b>Youth group or youth project</b>	A group or project catering to the needs of 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**

**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.)

<b>Application Category</b>	<b>Shall not exceed (excl. GST)</b>
<b>Category 1. General</b>	
Cat. 1A. General community groups & projects	\$5,000
Cat. 1B. Arts (acquisitive) prizes	\$5,000
<b>Category 2. Financial Hardship</b>	
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
<b>Category 3. Youth &amp; Chaplaincy</b>	
Cat. 3A. Community youth groups/programs	\$6,000
Cat. 3B. Chaplaincy	\$7,000
<b>Category 4. Events</b>	
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



## SHIRE OF MANJIMUP

### 3. COMMUNITY DEVELOPMENT

#### 3.1 COMMUNITY DEVELOPMENT POLICIES

##### 3.1.3 Community Funds Allocation

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



## SHIRE OF MANJIMUP

### 3. COMMUNITY DEVELOPMENT

#### 3.1 COMMUNITY DEVELOPMENT POLICIES

##### 3.1.3 Community Funds Allocation

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





## SHIRE OF MANJIMUP

### 3. COMMUNITY DEVELOPMENT

#### 3.1 COMMUNITY DEVELOPMENT POLICIES

##### 3.1.3 Community Funds Allocation

- 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



## SHIRE OF MANJIMUP

### 3. COMMUNITY DEVELOPMENT

#### 3.1 COMMUNITY DEVELOPMENT POLICIES

##### 3.1.3 Community Funds Allocation

(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**  
**3.1 COMMUNITY DEVELOPMENT POLICIES**  
**3.1.3 Community Funds Allocation**

**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**



# **NORTHCLIFFE FOREST PARK MANAGEMENT COMMITTEE** **TERMS OF REFERENCE**

**Status:** Management Committee

**Members:**

Councillor  
 Manager Parks & Gardens  
 Northcliffe Visitor Centre Representative  
 Southern Forest Arts Representative  
 Northcliffe Volunteer Fire and Rescue Service Representative  
 Northcliffe Environment Centre Representative  
 2 Community Representatives  
 (Total 9)

**Proxies:**

1 Councillor, 1 Manager Parks & Gardens, 1 Department Parks and Wildlife, 1 Northcliffe Volunteer Fire & Rescue Service, 1 Southern Forests Arts, Northcliffe Environment Centre.

**Quorum:**

At least 5 Members of the Committee

**Term of Appointment:**

2 years to 21 October 2023

**Officer Responsible:**

Manager Parks & Gardens

**Meetings:**

Quarterly

**Reporting:**

Direct to Council

**Meeting Requirements:**

Open to the public to attend and observe  
 (Advertise by local public notice)  
 (Public Forum / Question Time required each meeting.)

**Delegated Powers:**

1. To allocate funds approved by Council for Northcliffe Forest Park and in conjunction with relevant manager.
2. To maintain and develop the Northcliffe Forest Park in accordance with the Council endorsed Northcliffe Forest Park Management Plan.
3. To provide comment on the Shire of Manjimup's forward fuel reduction plan for the Northcliffe Forest Park and to communicate with the agency carrying out any fuel reduction actions in order to minimise any conflict with park use.

## **FUNCTIONS OF COMMITTEE**

1. As stated above under "Delegated Powers".

## **CURRENT MEMBERS FROM 21 OCTOBER 2021**

Cr Wendy Eiby	Councillor
Cr Murray Ventris	Councillor (Proxy)
Mr Spencer Roberts	Manager Parks & Gardens
Ms Melanie Blieschke	Supervisor Parks & Gardens (Proxy)
Vacant	Northcliffe Visitor Centre Representative
Mr Graham Evans	Southern Forests Arts Representative
Ms Diana Moss	Southern Forests Arts (Proxy)
Mr Glynne Jones	Northcliffe Volunteer Fire and Rescue Representative
Vacant	Northcliffe Volunteer Fire and Rescue Representative (Proxy).
Mrs Carole Perry	Northcliffe Environment Centre Representative
Vacant	Northcliffe Environment Centre Representative (Proxy)
Ms Cheryl Macaulay	Community Representative
Mr Duncan Smith	Community Representative
Mr John Bailey	Community Representative





## AIRFIELD MANAGEMENT COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	Management Committee
<b>Members:</b>	1 Councillor 1 Airport Reporting Officer 2 Deputy Airport Reporting Officer Manager Technical Services 1 representative Manjimup Aero Club 1 representative DBCA 1 representative Local Pilots 1 representative St John Ambulance (Total 9)
<b>Proxies:</b>	1 Councillor, 1 St John Ambulance, Officer, 1 DBCA
<b>Quorum:</b>	At least 4 members of Committee
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Manager Technical Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council Meeting
<b>Requirement:</b>	Open to the public.
<b>Delegated Powers:</b>	Authorised to carry out voluntary or contributory maintenance activities at the Airport within budgetary limits.

### FUNCTIONS OF COMMITTEE

1. To manage and maintain Manjimup Airfield and associated facilities in accordance with Council's policy and the guidelines laid down by Air Services Australia and the Civil Aviation Safety Authority;
2. Carry out voluntary and contributory maintenance activities within the annual allocated operating budget;
3. To advise Council on matters relating to Airfield policy; and
4. To advise Council on the future development of the airfield (at the existing or alternative locations).

### Members Reviewed: 11 August 2022

Cr Cliff Winfield	Councillor
Cr Robert Taylor	Councillor (Proxy)
Catherine Mills	Manager Technical Services
Michael Leers	Director of Works (Proxy)
Max Lefroy	Airport Reporting Officer
Vacant	Deputy Airport Reporting Officer
Bruce Ward	Deputy Airport Reporting Officer
Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)
Peter Casonato	Representative Manjimup Aero Club
Nathan Ramage	Representative DBCA
Jeffrey Bennett	Representative DBCA (Proxy)
Shane Hawily	Representative Local Pilot
Barbara Hunter	Representative St John Ambulance
Shane Clarke	Representative St John Ambulance (Proxy)

Updated 12 August 2022



## MANJIMUP RECREATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	<p>Councillor            Manager Community &amp; Recreation            Community/Sport/Recreation Members (10)            (Total 12)</p> <p>Manager Parks &amp; Gardens (Non-voting)            Director Works &amp; Services (Non-voting)</p>
<b>Proxies:</b>	1 for each representative
<b>Quorum:</b>	At least 6 voting committee members
<b>Term of Appointment:</b>	2 years to October 2023
<b>Officer Responsible:</b>	Manager Community & Recreation
<b>Meetings:</b>	4 monthly (additional meetings may be called for when required for specific, infrastructure or other, projects)
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	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)



## MANJIMUP HERITAGE PARK ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	Advisory Committee
<b>Members:</b>	2 Councillor Community Development Project Officer Manager Parks Operations Community Garden Representative Manjimup Historical Society Representative Manjimup Visitor Centre Representative Manjimup Woodturners Association Representative Indigenous Representative 3 Community Representatives (Total 12)
<b>Proxies:</b>	1 representative from (Shire (2), Visitor Centre, Historical Society, Community Garden)
<b>Quorum:</b>	At least 6
<b>Term of Appointment:</b>	2 years to October 2023
<b>Officer Responsible:</b>	Director Community Services
<b>Meetings:</b>	Quarterly
<b>Reporting:</b>	Direct to Council
<b>Delegated Powers:</b>	Nil

### **FUNCTIONS OF THE COMMITTEE:**

1. To provide advice to Council on the orderly development, maintenance and promotion of the Manjimup Heritage Park.
2. Undertake voluntary work at the Manjimup Heritage Park.
3. To support delegate opportunities to represent the Heritage Park, specifically the heritage precinct, on external bodies.
4. To assist, advise and participate in Manjimup Heritage Park Activation.

### **MEMBERS FROM 20 OCTOBER 2022**

Cr. Donelle Buegge	Councillor
Cr. Robert Taylor	Councillor
Ms Jessica Winters	Community Development Project Officer
Ms Gail Ipsen Cutts	Director Community Services (Proxy)
Mr Spencer Roberts	Manager Parks Operations
Mr Michael Leers	Director Works and Services (Proxy)
Ms Marie Manns	Community Garden Representative
Ann Bentley	Community Garden Representative (Proxy)
Ms Samantha Cleveland	Manjimup Visitor Centre
Mr Peter Casonato	Manjimup Visitor Centre (Proxy)
Mr Ian Wilson	Historical Society
Ms Rhiannon Evans	Historical Society (Proxy)
<b>Vacant</b>	Indigenous Representative
Mrs Yvonne Pegrum	Wood Turners
Mrs Vicki Winfield	Community Representative
<b>Vacant</b>	Community Representative
<b>Vacant</b>	Community Representative