



ATTACHMENTS

COUNCIL MEETING

4 May 2023

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2. CORPORATE POLICIES

2.1 HUMAN RESOURCES

2.1.3 Appointment of Acting and Temporary Chief Executive Officer

Background & Issues

This policy is to clarify when the Chief Executive Officer (CEO) is on planned or unplanned leave, or the CEO's employment with the Shire has ended, an Acting CEO or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions and perform the duties of CEO under the Act or any other written law.

Objectives

The key objective of this policy is to clarify the chain of command within the organisation when unscheduled absences and scheduled absences of the Chief Executive Officer and nominated Senior Managers occur, or to maintain continuity in the event the CEO's employment with the Shire ends.

Senior Managers

Inclusive of the Chief Executive Officer, the following employment positions are considered Senior Manager positions:

- Director of Business;
- Director of Community Services;
- Director Development and Regulation; and
- Director of Works & Services.

Given the Senior Managers substantive rolls, they are considered qualified to perform the role of Acting CEO or Temporary CEO.

Area of Application

This policy applies to the Chief Executive Officer and nominated Senior Managers.

Policy Measures

Acting Chief Executive Officer

The Chief Executive Officer may appoint a Senior Manager to be authorised to act as the Chief Executive Officer in the event of scheduled absences of up to 4 consecutive weeks at any time. In the event of unscheduled absences, the Director of Development and Regulation is authorised to act in the role of Chief Executive Officer.

In all other cases of scheduled absences of the Chief Executive Officer beyond 4 weeks, a Senior Manager is to be appointed by the Council as Acting Chief Executive Officer.

The Chief Executive Officer, Temporary Chief Executive Officer or Acting Chief Executive Officer is authorised to make the appointment to acting and relieving Senior Manager positions.



2. **CORPORATE POLICIES**
 2.1 **HUMAN RESOURCES**
 2.1.3 **Appointment of Acting and Temporary Chief Executive Officer**

Temporary Chief Executive Officer

In the event the CEO's employment with the Shire is ending, Council may appoint a Temporary CEO.

Council when determining to appoint a Temporary CEO, may either:

- i. Appoint a Senior Manager identified above to be Temporary CEO until such time a new substantive CEO has commenced their employment with the Shire;
- ii. Appoint a Temporary CEO following an external recruitment process for a Temporary CEO in accordance with principles of merit and equity prescribed in section 5.40 of the Act; or
- iii. Appoint a Senior Manager identified above to be an interim Temporary CEO until an external recruitment process for a Temporary CEO can be completed and their employment with the Shire as Temporary CEO has commenced.

The Chief Executive Officer or Temporary Chief Executive Officer is authorised to make the appointment to acting and relieving Senior Manager positions.

The Shire President will liaise with the designated Senior Manager to coordinate the necessary Council reports to facilitate a Temporary CEO appointment.

Unless Council otherwise resolves, an employee appointed as Acting CEO or Temporary CEO shall be remunerated at the cash component only, of the substantive CEO's total reward package.

Subject to relevant advice, the Council retains the right to remove a Senior Manager, by resolution from an Acting or Temporary CEO appointment, or terminate an external Temporary CEO.

Administration

This policy is to be administered by the Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 22 JANUARY 1998
RENUMBERED 25 SEPTEMBER 2003
REVIEWED 8 SEPTEMBER 2005
REVIEWED 7 JULY 2011
REVIEWED JANUARY 2015
REVIEWED AND RENUMBERED 13 FEBRUARY 2020
REVIEWED 4 MAY 2023

NEXT DUE FOR REVIEW FEBRUARY 2027

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

Pursuant to Section 7A and 7B

6 April 2023

PREAMBLE

Statutory Context

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

6. Eleven submissions were received. All submissions received were considered within the Tribunal's deliberations.

Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

Christmas and Cocos Islands

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

CONCLUSIONS

11. The Tribunal has determined that CEO remuneration Bands be increased by 3.5%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework and the mandatory 0.5% superannuation increase from July 2023.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification. The Tribunal considers no change is warranted for any local government at this time.
14. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries. The Tribunal also considered the regional price index, isolation as measured by the Accessibility/Remoteness Index of Australia, climate as measured by the Bureau of Meteorology's Relative Strain Index, and market and recruitment pressures in these regions. Specific issues associated with a Local Government brought to the

Tribunal's attention through either submissions or the Tribunal's meetings was also considered.

15. A formula was developed using maximum district allowance rates, market recruitment pressures, and an additional allowance based on specific local issues. The quantum of this formula and boundary has been reviewed in previous inquiries, and again in this inquiry with the Tribunal determining it remains as the most appropriate method for determining eligibility and rates for the Regional/Isolation Allowance.
16. The Regional/Isolation Allowance rates have been reviewed and increased up to a maximum of \$10,000, reflecting market conditions and pressures.
17. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade is being reviewed to determine if it should be applied to a wider group of regional local governments.
18. The reimbursement of motor vehicle expenses for members has been updated to reflect application of the 1600cc Motor Vehicle Allowance (MVA) rate under the *Local Government Officers' (Western Australia) Award 2021* for members seeking reimbursement for use of their personal Electric Vehicle. This follows advice received from Government Sector Labour Relations, Department of Mines, Industry Regulation and Safety. The Tribunal is keeping abreast of changes to the MVA rates as they relate to Electric Vehicles and will update the determination accordingly should these be amended in the future.
19. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 1.5%, rounded to the nearest \$5. The Tribunal considered this appropriate given the expectation of a degree of voluntary service as an elected member, and as fees and allowances are not intended to be full time salaries.
20. The Tribunal received submissions requesting changes to annual allowances provided to elected members in lieu of expenses. The annual allowance for travel and accommodation expenses has been increased to \$100. All other allowances remain unchanged.
21. Clarity had been sought on the annual allowance for ICT expenses. The annual allowance is intended to provide councils with flexibility and recognises the varied scenarios and preferences local governments may have in providing ICT to elected members, to enable them to undertake their duties.
22. If an annual ICT allowance is preferred over reimbursement of costs, councils must calculate, with consideration to their internal policies and procedures, including asset management, an amount within the ICT allowance range (currently \$500 - \$3,500) that considers the total cost of ICT and ensures payment will not result in a windfall gain for council members. It is not intended for the maximum ICT allowance to be paid in addition to providing equipment and hardware.
23. It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to

recognise the commitment of their time and to ensure there are no out of pocket expenses incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.

24. The explanatory notes have been updated providing clarity on instances where a deputy is performing the functions of a mayor or president.

The Determination will now issue.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
SALARIES AND ALLOWANCES ACT 1975**

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2023*.

1.2 Commencement

This determination comes into operation on 1 July 2023.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected members.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;

- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;
- (b) a regional local government –
 - (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - (ii) includes the chair of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$265,616 - \$404,488
2	\$219,071 - \$340,778
3	\$167,533 - \$276,327
4	\$136,023 - \$213,356

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

Table 2: Regional local government councils band classification

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$219,071 - \$340,778).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
 - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
 - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council

members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
 - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
 - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$640	\$825	\$640	\$1,240
2	\$390	\$610	\$400	\$815
3	\$205	\$430	\$205	\$660
4	\$95	\$250	\$95	\$510

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$95	\$250	\$95	\$510

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
 - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$325	\$415
2	\$195	\$305
3	\$100	\$215
4	\$50	\$125

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$50	\$125

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$25,600	\$32,960	\$25,600	\$49,435
2	\$15,470	\$24,170	\$15,470	\$32,410
3	\$8,000	\$17,030	\$8,000	\$26,370
4	\$3,735	\$9,890	\$3,735	\$20,325

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,870	\$10,990	\$2,055	\$16,480

PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$62,432 to \$139,327.

Table 10: Annual allowance for a mayor or president of a local government

Band	For a mayor or president	
	Minimum	Maximum
1	\$53,330	\$93,380
2	\$16,000	\$65,915
3	\$1,070	\$38,450
4	\$535	\$20,875

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$535	\$20,875

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 6 April 2023.

M Seares AO
CHAIR

B A Sargeant PSM
MEMBER

Hon J Day
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

4. Performing functions of mayor or president if vacant

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.



SHIRE OF
MANJIMUP

Manjimup • Northcliffe • Pemberton • Walpole

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ABN 36 453 349 691

Creditor Payment Report - Warrant Listing

01 March 2023 to 31 March 2023

Cheque Payments							Inclusive Amount
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.250	02-03-2023	95250	314	PC270223	Shire of Manjimup	petty cash recoup - Depot	110.10
CP.250	02-03-2023	95251	327	MHCC 1702	Shire of Manjimup	Reimbursement MHCC Petty Cash @ 17/02/23	61.50
CP.250	02-03-2023	95252	329	MJPLibPC14/02	Shire of Manjimup	Manjimup Library PC Reimbursement @ 14/02/23	86.95
CP.250	02-03-2023	95253	145	283903870 - Inv 2049754176	Synergy	Electricity Lions Gazebo & Public Toilets 14/12/2022 - 14/02/2023	142.16
CP.250	02-03-2023	95253	145	589179600 - Inv 2089731543	Synergy	Electricity Woodturners, Volunteer Hub, Sound Shell 14/12/2022 - 16/02/2023	1,224.52
CP.250	02-03-2023	95253	145	811605870 - Inv 2033766866	Synergy	Electricity Hamlet, Septic Pump & Heritage Park 14/12/2022 - 16/02/2023	785.34
CP.250	02-03-2023	95253	145	283903730 - Inv 2049754175	Synergy	Electricity Public Toilets Brockman Street 14/12/2022 - 16/02/2023	233.74
CP.250	02-03-2023	95253	145	709854800 - Inv 2045750953	Synergy	Electricity Manjimup Community Centre 18/01/2023 - 16/02/2023	958.79
CP.250	02-03-2023	95253	145	879826190 - Inv 2077745171	Synergy	Electricity Imperials Recreation Club 14/1/2022 - 16/02/2023	136.55
CP.250	02-03-2023	95253	145	216780080 - Inv 2077746547	Synergy	Electricity PowerUp / Cafe / Museum 17/01/2023 - 20/02/2023	2,497.81
CP.250	02-03-2023	95253	145	130352740 - Inv 2021767647	Synergy	Electricity Public Toilets Pioneer Park 14/12/2022 - 17/02/2023	423.80
CP.250	02-03-2023	95253	145	491025070 - Inv 2005768752	Synergy	Electricity Walpole Tennis Courts 14/12/2022 - 17/02/2023	129.07
CP.250	02-03-2023	95253	145	875902450 - Inv 2089732685	Synergy	Electricity Walpole Jetty & BBQ 14/12/2022 - 17/02/2023	133.72

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Cheque Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	95253	145	862009630 - Inv 2089732605	Synergy	Electricity Walpole Community Resource Centre 14/12/2022 - 17/02/2023	182.65
CP.250	02-03-2023	95253	145	911234990 - Inv 2093730479	Synergy	Electricity Walpole Depot 14/12/2022 - 17/02/2023	144.99
CP.250	02-03-2023	95253	145	932218990 - Inv 2021768638	Synergy	Electricity Walpole Family Centre 14/12/2022 - 17/02/2023	236.03
CP.250	02-03-2023	95253	145	279420590 - Inv 2013773071	Synergy	Electricity 20 Arnott Street 16/02/2022 - 20/02/2023	149.74
CP.250	02-03-2023	95253	145	304438710 - Inv 207374221	Synergy	Electricity Southern Forest Food Council & Coronation Park 14/12/2022 - 20/02/2023	948.60
CP.250	02-03-2023	95253	145	239448140 - Invoice 2053752021	Synergy	Electricity Manjimup Refuse & Recycling Centre 08/12/2022 - 24/02/2023	525.92
CP.250	02-03-2023	95253	145	199540840 - Inv 2017770390	Synergy	Electricity Manjimup Depot 17/01/2022 - 20/02/2023	1,673.73
CP.250	02-03-2023	95253	145	276765070 - Inv 2057750503	Synergy	Electricity MISP 16/12/2022 - 20/02/2023	1,551.52
CP.250	02-03-2023	95253	145	293352340 - Inv 2005769420	Synergy	Electricity Wellness Centre 17/01/2023 - 20/02/2023	1,328.90
CP.250	02-03-2023	95253	145	654160910 - Inv 2005771270	Synergy	Electricity Pemberton BFB 01/12/2022 - 19/02/2023	209.60
CP.250	02-03-2023	95253	145	950386350 - Inv 2061746083	Synergy	Electricity Manjimup Library & Gallery 14/12/2022 - 20/02/2023	1,349.48
CP.250	02-03-2023	95253	145	181426740 - Inv 2089736150	Synergy	Electricity Pemberton Transfer Station 15/12/2022 - 22/02/2023	207.43
CP.250	02-03-2023	95253	145	735060950 - Inv 2049761922	Synergy	Electricity Manjin Park 24/01/2023 - 22/02/2023	549.23
CP.250	02-03-2023	95253	145	879164670 - Inv 2061749615	Synergy	Electricity Rae Park 22/12/2022 - 24/02/2023	1,596.72
CP.250	02-03-2023	95254	151	9006888179.003 8	Water Corporation	Water Wellness Centre 06/12/2022 - 07/02/2023	629.69
CP.250	02-03-2023	95254	151	9006892012.016 7	Water Corporation	Water MISP Toilet Block 02/12/2022 - 06/02/2023	344.59
CP.250	02-03-2023	95254	151	9006903973.016 1	Water Corporation	water usage - 7/12/22 to 8/2/23 - Manjimup Depot Standpipe	973.59

Cheque Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.251	09-03-2023	95255	2618	8300WA	Department of Transport	Application for License Plates - 8300WA M Ipsen	200.00
CP.251	09-03-2023	95255	2618	8100WA	Department of Transport	Application for License Plates - 8100WA M Ipsen	200.00
CP.251	09-03-2023	95255	2618	226WA	Department of Transport	Application for License Plates - 226WA A Buegge	200.00
CP.251	09-03-2023	95256	686	3531444	Pivotel Satellite Pty Ltd	Satellite phone charges March 2023	75.00
CP.251	09-03-2023	95257	488	PCPembertonLibrary - 270223	Shire of Manjimup	Reimbursement Petty Cash Pemberton Library @ 27/02/23	90.30
CP.251	09-03-2023	95258	145	199538950 - Inv 2017770388	Synergy	Electricity MRAC 17/01/2023 - 20/02/2023	16,437.85
CP.251	09-03-2023	95258	145	797061230 - 2077754431	Synergy	Electricity Collier Street Sporting Complex 22/12/2022 - 23/02/2023	1,236.95
CP.251	09-03-2023	95258	145	316866990 - 2069753425	Synergy	Electricity Rae Park Main Metre 22/12/2022 - 23/02/2023	1,296.58
CP.251	09-03-2023	95258	145	394069710 - 2097717967	Synergy	Electricity Smith Brook BFB 02/03/2023	131.59
CP.251	09-03-2023	95258	145	313961450 - 2073751748	Synergy	Electricity Street Lighting x 10 28/01/2023 - 27/02/2023	189.38
CP.251	09-03-2023	95259	151	9006888101.0095	Water Corporation	Water Leased Car Park 01/03/2023 - 30/04/2023	255.03
CP.252	17-03-2023	95260	2512	255023620 Jan2023	Pharmacy 777 Bridgetown	Chemist Items - HCP - OP - Jan2023	745.56
CP.252	17-03-2023	95261	1116	ADG 3796065	Subway Manjimup	Lunch for Councillors & staff 2 March 2023 - Shire	224.00
CP.252	17-03-2023	95261	1116	ADG 3796067	Subway Manjimup	12 X Meals and Drinks - Shire	205.40
CP.252	17-03-2023	95262	145	361768750 - 2093741611	Synergy	Electricity Street Lighting x 944 25/01/2023 - 24/02/2023	14,768.17
CP.252	17-03-2023	95262	145	281056440 - 2029773348	Synergy	Electricity Walpole SES 04/01/2023 - 03/03/2023	212.61
CP.253	24-03-2023	95263	2618	502WA	Department of Transport	Application for License Plates - 502WA S Tuckett	200.00
CP.253	24-03-2023	95263	2618	1604WA	Department of Transport	Application for License Plates - 1604WA M Blechynden	200.00
CP.253	24-03-2023	95264	205	Site 87 Windy Harbour Surrender and New Lease	Landgate	Site 87 Windy Harbour Surrender and New Lease	375.20

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Cheque Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	95265	2512	255023620 Feb2023	Pharmacy 777 Bridgetown	Chemist Items - HCP - OP - Feb2023	222.82
CP.253	24-03-2023	95266	186	PCReimb21/03	Shire of Manjimup	Admin Petty Cash reimbursement 21/03/23	441.45
CP.253	24-03-2023	95267	327	PC.MHCC.@07/03/23	Shire of Manjimup	Reimbursement Petty Cash Wellness Centre @ 07/03/23	218.75
CP.253	24-03-2023	95268	329	MjpLibraryPetty Cash 10/03/23	Shire of Manjimup	Reimbursement Manjimup Library Petty Cash @ 23/02/23	95.65
CP.253	24-03-2023	95269	145	803621200 - 3000194980	Synergy	Electricity Pemberton Sports Club 17/01/2023 - 20/02/2023	1,972.50
Cheque Total							59,721.25

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	2874	4155	Adam Jenkins Tree Services	Tree pruning - HCP - RP	330.00
CP.250	02-03-2023	EFT	2077	2687905	AFGRI Equipment	1 x AT307501 cab air filter, 1 x AT175224 secondary air filter, 1 x green spray paint, 1 x yellow spray paint	205.52
CP.250	02-03-2023	EFT	2077	2687900	AFGRI Equipment	1 x slope meter bracket - GR6	69.54
CP.250	02-03-2023	EFT	2077	2687822	AFGRI Equipment	1 x GX21833 flat belt - MW14	77.85
CP.250	02-03-2023	EFT	3016	RBLSW3319	Anderson Neurological and Developmental Services	Physiotherapy - HCP - MBC 09/02/23	175.00
CP.250	02-03-2023	EFT	3016	RBLSW3514	Anderson Neurological and Developmental Services	Physiotherapy - HCP - MBC - 23/02/23	175.00
CP.250	02-03-2023	EFT	3472	00016806	Arrowses Roading Safety	2 x charging & pairing cable for portable traffic lights - PTL1	59.40
CP.250	02-03-2023	EFT	2631	8163	AusQ Training	BWTM & TC training - 27-29 March 2023 - John Harfouche	766.00
CP.250	02-03-2023	EFT	2631	8162	AusQ Training	BWTM & TC training - 27-29 March 2023 - Kenny De Campo	766.00
CP.250	02-03-2023	EFT	2631	8161	AusQ Training	BWTM & TC training - 15-17 March - Camille Parke	766.00
CP.250	02-03-2023	EFT	2631	8160	AusQ Training	BWTM & TC training - 15-17 March 2023 - Murray Parke	766.00

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	639	298434	Better Life Centre Pty Ltd	Ramp - HCP - MN	440.00
CP.250	02-03-2023	EFT	639	297878	Better Life Centre Pty Ltd	Lift chair - HCP - LN	4,000.00
CP.250	02-03-2023	EFT	223	4033355892	BOC Limited	cylinder rental - 2 x Oxygen, 1 x Acetylene, 8 x Medical Oxygen - February 2023	79.20
CP.250	02-03-2023	EFT	1658	SIB35642	Bunbury Machinery	2 x 82300334 circlip & freight - ME95	26.62
CP.250	02-03-2023	EFT	3163		Capital Guardians	Refund overpayment made by Capital Guardians for MHCC services provided to Peter Duncan #430901530 (ref: MHCC Invs 94353/97371/100331)	1,372.70
CP.250	02-03-2023	EFT	2322	00011904	CB Traffic Solutions Pty Ltd	supply traffic management - 1-3 February 2023 - Perup Road	6,375.60
CP.250	02-03-2023	EFT	2322	00011953	CB Traffic Solutions Pty Ltd	supply traffic management - 6-10 February 2023 - Perup Road	10,619.40
CP.250	02-03-2023	EFT	2428	N89579	CDM Australia Pty Ltd	Phone System - create various hunt groups as per email.	132.00
CP.250	02-03-2023	EFT	2027	18161	Comfort Style Furniture & Bedding Pty Ltd	Electric bed - HCP - BW	3,200.00
CP.250	02-03-2023	EFT	1142	Councillor Payments February 2023	Cr Clifford Winfield	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	244	Councillor Payments February 2023	Cr Denise Jenkins	Councillor Payments February 2023	2,634.25
CP.250	02-03-2023	EFT	3360	Councillor Payments February 2023	Cr Donelle Buegge	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	3361	Councillor Payments February 2023	Cr Jennifer Willcox	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	2661	Councillor Payments February 2023	Cr Kenneth Lawrence	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	2391	Councillor Payments February 2023	Cr Kimberley Skoss	Councillor Payments February 2023	1,793.67

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	2247	Councillor Payments February 2023	Cr Murray Ventris	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	1769	Councillor Payments February 2023	Cr Paul Omodei	Councillor Payments February 2023	5,494.42
CP.250	02-03-2023	EFT	246	Councillor Payments February 2023	Cr Robert Taylor	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	2655	Councillor Payments February 2023	Cr Susan Dawson-Vidovich	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	2248	Councillor Payments February 2023	Cr Wendy Eiby	Councillor Payments February 2023	1,793.67
CP.250	02-03-2023	EFT	58	I58288704.BUN	Craven Foods	AquaCentre Cafe Stock	393.66
CP.250	02-03-2023	EFT	3306	1356607	Crown Promenade Perth	Accommodation Cr Ventris 05/10/22	167.20
CP.250	02-03-2023	EFT	579	282520	Cutts Transport Pty Ltd	transport of grader blades ex ITR Redcliffe	361.04
CP.250	02-03-2023	EFT	2897	2789	Denmark Concrete Pty Ltd	supply & deliver 5 cubic metres 6% stabilised sand - 15 February 2023 - North Walpole Road	1,606.00
CP.250	02-03-2023	EFT	2897	2792	Denmark Concrete Pty Ltd	supply & deliver 7 cubic metres 6% stabilised sand - 16 February 2023 - North Walpole Road	2,248.40
CP.250	02-03-2023	EFT	2897	2816	Denmark Concrete Pty Ltd	supply & deliver 5 cubic metres 6% stabilised sand - 27 February 2023 - North Walpole Road	1,606.00
CP.250	02-03-2023	EFT	74	155217	Department of Fire and Emergency Services	2022/23 ESL 3rd Qtr contribution	176,791.48
CP.250	02-03-2023	EFT	2349	80342396	DHL Supply Chain (Australia)	Jevity and giving set - HCP - JR	368.00
CP.250	02-03-2023	EFT	2349	80343892	DHL Supply Chain (Australia)	ENSURE VANILLA - HCP - OP	264.00
CP.250	02-03-2023	EFT	305	INV-4643	Dronow Contracting (2005) Pty Ltd	wet hire of grader - maintenance grading 7-13 February 2023 - Walpole area	4,743.75
CP.250	02-03-2023	EFT	2135	INV-2583	Electrical Consultancy WA	Electrical Consultancy for Wester Power power upgrade application	1,072.50
CP.250	02-03-2023	EFT	3330	36861	Enviroclean Victoria Pty Ltd	Enviroclean Warthog parts washer hire - month of March 2023	140.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	2450	INV-0512	Frame-It Manjimup	Application of d-rings for 18 artworks submitted for Noongar Seasons Project	45.00
CP.250	02-03-2023	EFT	506	INV-9972-F	Geographe Underground Services	Location of Underground Services at Rea Park and Collier Street Reserve	12,716.00
CP.250	02-03-2023	EFT	2887	February 2023	Grant Dalgleish & Stephanie Fontanini ATF G & S Family Trust	Manjimup Landfill Site Management Contract - February 2023	54,890.44
CP.250	02-03-2023	EFT	3705	INV-38019	Guardian Safety Pendants Pty Ltd	Personal Alarm - HCP - DA	70.00
CP.250	02-03-2023	EFT	3577	00007777	H + H Architects	RFQ F210299 - Concept Design Collier Street Pavilion and Storage Units	3,300.00
CP.250	02-03-2023	EFT	1673	INV-0744	Hillview Gardening & Landscaping Services	Gardening service - HCP - LG	286.00
CP.250	02-03-2023	EFT	2481	71674727.01	Independence Australia	SPC supplies HCP SE	264.90
CP.250	02-03-2023	EFT	2481	71677150.01	Independence Australia	Continance aids - HCP - RC	282.40
CP.250	02-03-2023	EFT	2481	71676113.01	Independence Australia	SPC Supplies HCP KR	87.49
CP.250	02-03-2023	EFT	2481	71676934.01	Independence Australia	Continance aids - HCP - JR	132.40
CP.250	02-03-2023	EFT	2481	71676677.01	Independence Australia	Continance aids - HCP - FJ	234.60
CP.250	02-03-2023	EFT	2481	71676692.01	Independence Australia	Continance aids - HCP - CJ	357.20
CP.250	02-03-2023	EFT	2481	71678863.01	Independence Australia	Continance aids - HCP - KR	100.75
CP.250	02-03-2023	EFT	2481	71679584.01	Independence Australia	Continance aids - HCP LR	121.40
CP.250	02-03-2023	EFT	2481	71681569.01	Independence Australia	Continance aids - HCP - JF	324.40
CP.250	02-03-2023	EFT	2481	71681590.01	Independence Australia	Continance aids - HCP - MN	57.55
CP.250	02-03-2023	EFT	413	INV-9737	J & I Milentis & Sons	200 000km service - BS05	916.85
CP.250	02-03-2023	EFT	1010	1211	JBL Earthmoving	MAF14917 - North Street / Banksia Street Northcliffe Works - Additional Mulching Required	2,090.00
CP.250	02-03-2023	EFT	1010	1209	JBL Earthmoving	MAF 15372 MJNCL0824 Mulch / Slash North Street Northcliffe	2,835.00
CP.250	02-03-2023	EFT	1010	1212	JBL Earthmoving	MAF 14915 MJNCL1127 Mitigation works mulching of Wheatley Coast Road Northcliffe	10,035.00
CP.250	02-03-2023	EFT	100	SP14064	Johnson's Food Services	AquaCentre Cafe Stock	405.55

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	100	SP14069	Johnson's Food Services	Hand soap, Kleen air, sparkle Mop heads	527.13
CP.250	02-03-2023	EFT	100	SP14085	Johnson's Food Services	AquaCentre Cafe Stock - S/V chips	27.76
CP.250	02-03-2023	EFT	100	SN33781	Johnson's Food Services	Napkins for art gallery opening	.99
CP.250	02-03-2023	EFT	2784	G149946	Kalamazoo	Printing of 2000 x receipt books - Windy Harbour	704.00
CP.250	02-03-2023	EFT	309	382239 - 10000964	Landgate	Rural UV's schedule R2023/02 07/01/23 - 03/02/23	133.05
CP.250	02-03-2023	EFT	3087	6768996	Lite n' Easy	Lite N Easy - HCP - JW	121.28
CP.250	02-03-2023	EFT	3087	6768913	Lite n' Easy	Lite N Easy - HCP - MR	124.82
CP.250	02-03-2023	EFT	3087	6767336	Lite n' Easy	Lite N Easy - HCP - GW	115.72
CP.250	02-03-2023	EFT	3087	6740725	Lite n' Easy	Lite N Easy - HCP - MN	207.42
CP.250	02-03-2023	EFT	3087	6744623	Lite n' Easy	Lite N Easy - HCP - DWD	124.82
CP.250	02-03-2023	EFT	3087	6767702	Lite n' Easy	Lite N Easy - HCP - RP	73.72
CP.250	02-03-2023	EFT	3087	6769225	Lite n' Easy	Lite N Easy - HCP - KR	64.55
CP.250	02-03-2023	EFT	3087	6743085	Lite n' Easy	Lite N Easy - HCP - RP	131.05
CP.250	02-03-2023	EFT	3087	6757228	Lite n' Easy	Lite N Easy - HCP - RP	86.28
CP.250	02-03-2023	EFT	3087	6780333	Lite n' Easy	Lite N Easy - HCP - KR	206.47
CP.250	02-03-2023	EFT	3087	6779464	Lite n' Easy	Lite N Easy - HCP - RP	84.92
CP.250	02-03-2023	EFT	3087	6777945	Lite n' Easy	Lite N Easy - HCP - DG	84.92
CP.250	02-03-2023	EFT	3087	6775641	Lite n' Easy	Lite N Easy - HCP - FJ	124.82
CP.250	02-03-2023	EFT	3087	6756171	Lite n' Easy	Lite N Easy - HCP - DWD	124.82
CP.250	02-03-2023	EFT	3087	6778985	Lite n' Easy	Lite N Easy - HCP - WS	202.73
CP.250	02-03-2023	EFT	3087	6778375	Lite n' Easy	Meals - AC	101.02
CP.250	02-03-2023	EFT	3087	6722960	Lite n' Easy	meal- HCP- AJ	191.21
CP.250	02-03-2023	EFT	3087	6792790	Lite n' Easy	Lite N Easy - HCP - RP	79.98

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	3087	6792628	Lite n' Easy	Lite N Easy - HCP - KR	164.51
CP.250	02-03-2023	EFT	3087	6788780	Lite n' Easy	Lite N Easy - HCP - JW	121.28
CP.250	02-03-2023	EFT	3087	6789810	Lite n' Easy	Lite N Easy - HCP - DG	82.12
CP.250	02-03-2023	EFT	3087	6768325	Lite n' Easy	Lite N Easy - HCP - DWD	124.82
CP.250	02-03-2023	EFT	154	8021460	Main Roads Western Australia	LGA contribution - substructure repairs Bridge 3914A Muirillup Road over Canterbury River	105,600.00
CP.250	02-03-2023	EFT	20	27186	Manjimup Building Supplies	quantity of materials - construction of 2 x picnic settings by Manji Mens Shed	878.00
CP.250	02-03-2023	EFT	359	MJ9482	Manjimup Carpet and Floorcovering Supplies	Supply & install Large carpet square - HCP - CJ	872.00
CP.250	02-03-2023	EFT	2356	Dec Stmt Johnson	Manjimup Chemmart Pharmacy	Chemist Items - HCP - CJ Dec 22	550.67
CP.250	02-03-2023	EFT	2356	675348/675908/678704	Manjimup Chemmart Pharmacy	Chemist webster packing fee - HCP - FJ	60.00
CP.250	02-03-2023	EFT	2356	681365/683896/684053	Manjimup Chemmart Pharmacy	Chemist Items - HCP - CJ	306.50
CP.250	02-03-2023	EFT	2356	680521/682693	Manjimup Chemmart Pharmacy	Chemist Items - HCP - FJ	20.00
CP.250	02-03-2023	EFT	753	11481	Manjimup Economy Auto Parts	air compressor kit for the PCT truck	179.00
CP.250	02-03-2023	EFT	24	99684	Manjimup Freight Distributors & BMI Logistics	Manjimup freight 31/01/23	35.00
CP.250	02-03-2023	EFT	1729	2-1019663	Manjimup Mitre 10 & Retravision	Smithbrook BFB paint for door frames, Smithbrook shed	328.97
CP.250	02-03-2023	EFT	1729	2-944534 / 2-944602	Manjimup Mitre 10 & Retravision	water fountain cartridge & tool set Manjimup Indoor Stadium	10.99
CP.250	02-03-2023	EFT	117	11201197	Manjimup Motors Pty Ltd	6 keys cut and 1 102mm Holesaw disposable paintbrush	90.73
CP.250	02-03-2023	EFT	117	11201909	Manjimup Motors Pty Ltd	1 x halogen H3 24v 70w globe pack - GR03	22.49
CP.250	02-03-2023	EFT	117	11202359/11202376	Manjimup Motors Pty Ltd	Air Hose and 4 keys cut	115.44
CP.250	02-03-2023	EFT	117	11202489	Manjimup Motors Pty Ltd	1 x 2.4mmx210m snipper cord - PCT	87.99
CP.250	02-03-2023	EFT	117	11202588	Manjimup Motors Pty Ltd	New whipper snip, hedger, workshop tools	759.59

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	117	11202484	Manjimup Motors Pty Ltd	hydraulic hose assembly - WT03	174.92
CP.250	02-03-2023	EFT	117	11202877	Manjimup Motors Pty Ltd	1 x 5lt Hills garden sprayer - APT2	31.99
CP.250	02-03-2023	EFT	117	11202939	Manjimup Motors Pty Ltd	hose repair & assembly - GR6	74.98
CP.250	02-03-2023	EFT	2951	5247	Manjimup Muffler Towbar & 4WD	supply & fit Kingsley step boards - 1013WA	1,050.00
CP.250	02-03-2023	EFT	212	INV-2782	Manjimup Pump & Electrical Shop	disconnection and re-wiring of the Indoor Sports Stadium Grandstand	228.36
CP.250	02-03-2023	EFT	212	INV-2801	Manjimup Pump & Electrical Shop	upgrade switchboard - safety issue - Manjimup Airport	731.90
CP.250	02-03-2023	EFT	201	JC14051507	Manjimup Toyota & Mitsubishi	10 000km service - 1000WA	407.07
CP.250	02-03-2023	EFT	537	T39340	Manjimup Tyre Mart & Auto Electrical Service	2 x 255/70R16 Hankook Dynapro AT2 extreme tyres, disposal - 1028WA	718.00
CP.250	02-03-2023	EFT	537	M15963	Manjimup Tyre Mart & Auto Electrical Service	wheel alignment - 1028WA	100.00
CP.250	02-03-2023	EFT	537	T39360	Manjimup Tyre Mart & Auto Electrical Service	puncture repair - BS02	54.00
CP.250	02-03-2023	EFT	450	INV-0168	Manjimup Visitor Centre	General Management for Manjimup Heritage Park - Temporary Contract - 02/01/23 - 17/02/23	4,731.94
CP.250	02-03-2023	EFT	450	INV-0160	Manjimup Visitor Centre	Reimbursement for Floor Cleaning Degreaser for Scrubber unit at Power Up Museum	40.05
CP.250	02-03-2023	EFT	2523	270653	Metlam Australia Pty Ltd	Toilet accessibles for Pemberton community centre	61.78
CP.250	02-03-2023	EFT	3222		Mr Michael Glossop	A3610-527 Mitchelldean Rd Yanmah, state government rebate received post settlement	564.50
CP.250	02-03-2023	EFT	1928	I81	Mr Perry Fardella	mechanical assistance - 6 & 13 February 2023	1,782.00
CP.250	02-03-2023	EFT	3719	ReimburseNDIS	Mrs Jayne Smith	Reimbursement of NDIS Worker Screening Check J Smith	145.00
CP.250	02-03-2023	EFT	3624	Reimbursement	Mrs Margaret Rice	Reimburse continence aids HCP - MR	55.98
CP.250	02-03-2023	EFT	3141	026	Mrs Mary Williams	Cleaning of the Quinminup Public Toilets January 2023	455.00
CP.250	02-03-2023	EFT	3690	Reimb Contenance aids	Mrs Yvonne Crow	Reimbursement for Continence aids - HCP - RC	36.30
CP.250	02-03-2023	EFT	3622	Reimbursement	Ms Beverley Taylor	Reimburse continence aids HCP - BT	132.00

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	3552	Reimbursement	Ms Cheryl Elphick	Reimbursement Gardening and Maintenance, tip fees 25/01/23	132.00
CP.250	02-03-2023	EFT	345	9096	Pinelli Plumbing & Gas	Shower fixture and install - HCP - BW	605.00
CP.250	02-03-2023	EFT	546	PSI-009968	Position Partners	rental of GT-1203 robotic total station - month of February 2023	2,640.00
CP.250	02-03-2023	EFT	3001	450923	Prime Media Group Limited	GWN 7 Prime 7 Advertising 3 inserts - Nov 22	393.80
CP.250	02-03-2023	EFT	3001	453954	Prime Media Group Limited	GWN 7 Prime 7 Advertising 3 inserts - Dec 22	733.70
CP.250	02-03-2023	EFT	3001	456484	Prime Media Group Limited	GWN 7 Prime 7 Advertising 3 inserts - Jan 23	699.60
CP.250	02-03-2023	EFT	3641	INV-4294	Redfish Technologies Pty Ltd	HDMI auto switcher for JC Rose Room.	599.50
CP.250	02-03-2023	EFT	283	CFI2127070	Silver Chain Nursing Association	Personal Alarm Rental and Monitoring Fee for October HCP Client - VK	44.00
CP.250	02-03-2023	EFT	283	CFI2182868	Silver Chain Nursing Association	Nursing - AC	528.00
CP.250	02-03-2023	EFT	2048	45260	Sitech (WA) Pty Ltd	monthly IHQ subscription - IHQ scale (data distribution licence), IHQ site licence & M2M data plan 150mb per month - LD04	192.50
CP.250	02-03-2023	EFT	924	605112	SOS Office Equipment	Printer meter readings February 2023	1,989.76
CP.250	02-03-2023	EFT	794	00002705	South West Counselling Inc	EAP referral D120123 Sssion 3 of 3	170.50
CP.250	02-03-2023	EFT	3421	20222425	South West Rural Respite Services	Respite - HCP - JW January 2023	297.00
CP.250	02-03-2023	EFT	59	0582-S256166	Toll Transport Pty Ltd	Toll Freight w/e 15/02/23	131.58
CP.250	02-03-2023	EFT	3543	516447	Tony Aveling & Associates Pty Ltd	RSA Training Skillset	55.00
CP.250	02-03-2023	EFT	684	127875	Tree Top Walk Motel Walpole	accommodation & meals - 15-16 February 2023 - Dave Coulter - North Walpole Road	490.00
CP.250	02-03-2023	EFT	684	127970	Tree Top Walk Motel Walpole	Accommodation 12 Councillors and Staff 9 February Meeting Walpole	1,566.00
CP.250	02-03-2023	EFT	684	127972	Tree Top Walk Motel Walpole	Beverages Council meeting Walpole 9 February 2023	1,117.00
CP.250	02-03-2023	EFT	684	127921	Tree Top Walk Motel Walpole	accommodation & meals - 22-23 February 2023 - Dave Coulter - North Walpole Road	490.00
CP.250	02-03-2023	EFT	684	127924	Tree Top Walk Motel Walpole	accommodation & meals - 22-23 February 2023 - Brad De Campo - North Walpole Road	490.00

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.250	02-03-2023	EFT	684	127971	Tree Top Walk Motel Walpole	Dinner and Breakfast community members, staff and councillors	1,625.00
CP.250	02-03-2023	EFT	684	127922	Tree Top Walk Motel Walpole	accommodation & meals - 22-23 February 2023 - Brodie Reeve - North Walpole Road	490.00
CP.250	02-03-2023	EFT	684	127991	Tree Top Walk Motel Walpole	accommodation & meals - 27 February 2023 - Dave Coulter - North Walpole Road	245.00
CP.250	02-03-2023	EFT	121	174368	Tyrepower Manjimup	puncture repair - MW011	22.00
CP.250	02-03-2023	EFT	121	174367	Tyrepower Manjimup	puncture repair - MW011	22.00
CP.250	02-03-2023	EFT	121	174364	Tyrepower Manjimup	puncture repair - TK041	66.00
CP.250	02-03-2023	EFT	121	174399	Tyrepower Manjimup	4 x Aosen 11R22.5 tyres, disposal - TK5	1,616.00
CP.250	02-03-2023	EFT	121	174376	Tyrepower Manjimup	2 x Maxxis 255/70R16 tyres, disposal, wheel alignment - 1020WA	637.00
CP.250	02-03-2023	EFT	2939	INV-0319	Verge Earthmoving	process 75 x mattresses for steel removal & remainder to landfill	2,062.50
CP.250	02-03-2023	EFT	2939	INV-0321	Verge Earthmoving	apply deodoriser & pressure wash Walpole bulk bin	181.50
CP.250	02-03-2023	EFT	193	00132306	WA Library Supplies	Mobile browser boxes for Manjimup Library	1,810.00
CP.250	02-03-2023	EFT	863	WB022023	Walpole Mulching and Mowers	mowing maintenance Walpole month of February 2023	284.00
CP.250	02-03-2023	EFT	31	47164	Warren Electrical Service	Supply T nailer with hardened T nails for masonry.	776.00
CP.250	02-03-2023	EFT	31	47252	Warren Electrical Service	Air fitting for T-nailer	32.00
CP.250	02-03-2023	EFT	31	47215	Warren Electrical Service	1 x 1lt pressure cleaner oil - ME99	28.00
CP.250	02-03-2023	EFT	3189	111777	Warren Pest Control	Treatment for Spiders at SES and BFB sheds	2,376.00
CP.250	02-03-2023	EFT	69	227, 228 & 229	Western Australian Treasury Corporation	Loan repayments 229, 228 & 227	40,183.82
CP.250	02-03-2023	EFT	842	CORPB0648831	Western Power	Design Fee for electrical upgrade Rea Park & Collier Street Redevelopment	3,300.00
CP.251	09-03-2023	EFT	258	27758	ABC Filter Exchange	AquaCentre cafe deep fryer clean - 4 filters	55.00
CP.251	09-03-2023	EFT	3685	2680394	AFGRI Equipment Australia	1 x AT498725 thermostat - GR03	336.51
CP.251	09-03-2023	EFT	1861	0302100905	Ampol Australia Petroleum Pty Ltd	Retail Fuel Purchases - February 2023	2,987.24

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.251	09-03-2023	EFT	3016	RBLSW3539	Anderson Neurological and Developmental Services	Private Occupational - HCP - KR	190.00
CP.251	09-03-2023	EFT	3571	919	ASK Waste Management Pty Ltd	MRRC Comprehensive Site Study - completion of draft LCMF, assessments for the site study, production of draft recommendations	6,884.63
CP.251	09-03-2023	EFT	2631	8236	AusQ Training	BWTM & TC accreditation training - 20 March 2023 - 10 x staff (balance)	896.00
CP.251	09-03-2023	EFT	2376	23902259	Aussie Broadband Pty Ltd	NBN Services 27/02/23 - 26/03/23	555.00
CP.251	09-03-2023	EFT	2201	2662	Avantgarde Technologies	ICT Support / System Review	46,059.02
CP.251	09-03-2023	EFT	125	INV-10429	B & B Street Sweeping	RFT 01/22 - sweeping of Manjimup CBD, NW, E & LIA Manjimup - month of February 2023	15,291.73
CP.251	09-03-2023	EFT	639	300442	Better Life Centre Pty Ltd	Aids - HCP - RT	672.00
CP.251	09-03-2023	EFT	639	300393	Better Life Centre Pty Ltd	Memory clock - HCP - JW	90.00
CP.251	09-03-2023	EFT	3178	A51202	Bridgetown Timber Sales	supply 8 x 12mm sheets of marine ply 2400 x 1200	1,055.36
CP.251	09-03-2023	EFT	646	INV-171767-V0N4T3	Building and Construction Industry Training Fund	BCITF Levy - February 2023	1,211.37
CP.251	09-03-2023	EFT	3716	INV-0034	Cabassi Building	construction of shelter (supplied by SoM) - Brockman Street Carpark, Pemberton	5,500.00
CP.251	09-03-2023	EFT	2984	S26858	Cape Abilities	Aids - HCP - MN	179.90
CP.251	09-03-2023	EFT	3712	15	Christine Latham	Member of Judging Panel for Seasons Project - travel costs	56.50
CP.251	09-03-2023	EFT	19	00813363	City & Regional Fuels	1 x 20lt Axle EPX 80W-90 oil - ME95	139.93
CP.251	09-03-2023	EFT	3361	Travel Claim - February 2023	Cr Jennifer Willcox	Travel Claim for February 2023 - Cr J Willcox	95.55
CP.251	09-03-2023	EFT	2248	TravelClaim - Jan-Feb 2023	Cr Wendy Eiby	Cr W Eiby Travel claim January-February 2023	282.10
CP.251	09-03-2023	EFT	822	SIN000098236	Data #3 Limited	Microsoft 365 licensing quote - S000073659	32,771.64
CP.251	09-03-2023	EFT	1937	INV1333004	Datacom Solutions (AU) Pty Ltd	Antenno SaaS fee - February 2023	600.02
CP.251	09-03-2023	EFT	1937	INV1335667	Datacom Solutions (AU) Pty Ltd	Fortnightly Datapay payroll services - 31/01/23 and 14/02/23, manual 28/02/23	566.07

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.251	09-03-2023	EFT	2126	INV-1315	Dempster Plumbing & Construction	Upgrade of shower pressure Clem Collins pavilion	2,696.36
CP.251	09-03-2023	EFT	2230	22847	Department of Biodiversity Conservation and Attractions	Lease 2429/97 - Bush Fire Brigade Rental 1/2/23 - 31/01/24	125.02
CP.251	09-03-2023	EFT	485	BSL February 2023	Department of Mines, Industry Regulation & Safety - Building and Energy	Building Services Levy Remittance - February 2023	2,282.15
CP.251	09-03-2023	EFT	305	INV-4655	Dronow Contracting (2005) Pty Ltd	wet hire of grader - maintenance grading 20-21 February 2023 - Walpole area	2,557.50
CP.251	09-03-2023	EFT	305	INV-4656	Dronow Contracting (2005) Pty Ltd	wet hire of 3 x semi side tippers - gravel cart 23 & 24 February 2023 (ex Eatts Pit) - Yanmah Road	7,544.63
CP.251	09-03-2023	EFT	305	INV-4659	Dronow Contracting (2005) Pty Ltd	wet hire of grader - maintenance grading 20-24 February 2023 - Northcliffe area	6,160.00
CP.251	09-03-2023	EFT	305	INV-4658	Dronow Contracting (2005) Pty Ltd	supply 44.15 tonnes gravel - 17 February 2023 - Rural Sealed Road Failure (Perup Road)	1,100.00
CP.251	09-03-2023	EFT	2151	00842712	Dun Direct Pty Ltd	2 x 8.5kg kwik gas	71.90
CP.251	09-03-2023	EFT	2151	00847816	Dun Direct Pty Ltd	2 x 8.5kg kwik gas	71.90
CP.251	09-03-2023	EFT	2070	PO10991	EnviroLab Services WA Pty Ltd	Windy Harbour Drinking Water Supply - Chemical Analysis - February 2023	276.10
CP.251	09-03-2023	EFT	1852	00016102	Everlon Bronze	Plaques - Phelps, Nicol and Blechynden	765.60
CP.251	09-03-2023	EFT	511	18,810	Express Print	20 Agenda and Attachments 2 March 2023	434.20
CP.251	09-03-2023	EFT	1050	INV-9910	GA Auto Electrics	supply & fit reverse alarm - GR05	342.00
CP.251	09-03-2023	EFT	1050	INV-9889	GA Auto Electrics	supply roof rack rails & cross bars - 1005WA	643.90
CP.251	09-03-2023	EFT	222	37011	Harley Dykstra	survey & deposited plan update - dedication of portion Class A Reserve 18705 as Eastbourne Road	2,475.00
CP.251	09-03-2023	EFT	2481	71684519.01	Independence Australia	Contenance aids - BT	496.80
CP.251	09-03-2023	EFT	2481	71685821.01	Independence Australia	Contenance aids - HCP - DG	146.20
CP.251	09-03-2023	EFT	2481	71499155.01	Independence Australia	Incontinence aids - HCP - FJ	97.19
CP.251	09-03-2023	EFT	679	INV-0867	Jetline Kerbing Contractors	lay kerb to path - Meerup Street, Northcliffe	4,400.00
CP.251	09-03-2023	EFT	679	INV-0866	Jetline Kerbing Contractors	lay path & kerb - outside General Store, Northcliffe	4,759.70

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.251	09-03-2023	EFT	679	INV-0865	Jetline Kerbing Contractors	lay path & 4 x pram ramps - Meerup Street, Northcliffe	23,400.00
CP.251	09-03-2023	EFT	679	INV-0864	Jetline Kerbing Contractors	lay path & 2 x pram ramps - Main Street, Northcliffe	99,355.00
CP.251	09-03-2023	EFT	100	SN33774	Johnson's Food Services	AquaCentre Cafe stock	172.92
CP.251	09-03-2023	EFT	100	SP14118	Johnson's Food Services	1 bag of H2 hand towels	81.00
CP.251	09-03-2023	EFT	100	SO32191	Johnson's Food Services	2 ply toilet paper 700 sheets x 20 cartons	1,430.00
CP.251	09-03-2023	EFT	100	SO32221	Johnson's Food Services	Titan KleenWest General Purpose Cleaner - 20lt - for Maintenance Team	84.85
CP.251	09-03-2023	EFT	3675	2263	Kadam Kinetics	Manual Handling Training	1,210.00
CP.251	09-03-2023	EFT	3697	00000571	Kolor Kode	Additional Freight Online Order 09/12/22	19.50
CP.251	09-03-2023	EFT	3202	122493	Larrikin House Pty Ltd	Assorted picture books for SoM libraries	264.50
CP.251	09-03-2023	EFT	1442	Refund Overpayment 26/11/2021	LGISWA	Refund of duplicated refund of Credit Note on 26/11/2021	35,731.30
CP.251	09-03-2023	EFT	3087	6790399	Lite n' Easy	Lite N Easy - HCP - GW	115.72
CP.251	09-03-2023	EFT	3087	6740730	Lite n' Easy	Lite N Easy - HCP - MN	207.42
CP.251	09-03-2023	EFT	3469	88129	Local Government NSW	Annual subscription - Careers at Council - 14 March 2023 to 14 March 2024	3,520.00
CP.251	09-03-2023	EFT	2652	165716-22736	M2M One	Internet Connections for NCF Library and MISP Security - March 2023	77.00
CP.251	09-03-2023	EFT	1948	D020906	Maia Financial Pty Limited	Aruba 2930F-24G & Aruba 2930F-48G	1,512.50
CP.251	09-03-2023	EFT	1925	142	Manji Men's Shed Inc	construct 2 x picnic tables (materials supplied) - Heritage Park	750.00
CP.251	09-03-2023	EFT	114	00055639	Manjimup Cabinets & Glass Service	hinges for Giblest toilets	28.00
CP.251	09-03-2023	EFT	24	100729	Manjimup Freight Distributors & BMI Logistics	Manjimup Freight 24-27/02/23	71.51
CP.251	09-03-2023	EFT	1729	2-1019529	Manjimup Mitre 10 & Retravision	1 x 4lt linseed oil, 1 x 20lt mineral turpentine	176.99
CP.251	09-03-2023	EFT	1729	2-1020764	Manjimup Mitre 10 & Retravision	Matting for Art Gallery	43.42
CP.251	09-03-2023	EFT	1729	2-1020529	Manjimup Mitre 10 & Retravision	2 x 4 way vandal proof tap fittings	19.98

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.251	09-03-2023	EFT	1729	2-1020782	Manjimup Mitre 10 & Retravisoin	Supplies - mop bucket, mop handle, broom, spray bottles, tap	126.93
CP.251	09-03-2023	EFT	1729	2--1020746	Manjimup Mitre 10 & Retravisoin	3 rolls tape and 2x4l undercoat for Pemberton Sports Club works	196.95
CP.251	09-03-2023	EFT	1729	2-1020989	Manjimup Mitre 10 & Retravisoin	cleaning Supplies for Animal Management Facility	88.98
CP.251	09-03-2023	EFT	1729	2-1021202	Manjimup Mitre 10 & Retravisoin	1 x paint tray and roller, paint pot, 63mm paint brush, sabco extra wide sponge mop	83.41
CP.251	09-03-2023	EFT	1729	2-1021322	Manjimup Mitre 10 & Retravisoin	Supplies - plunger and doorstops	25.96
CP.251	09-03-2023	EFT	117	11202971	Manjimup Motors Pty Ltd	Cigweld 3mm all purpose welding rods	57.99
CP.251	09-03-2023	EFT	117	11202937	Manjimup Motors Pty Ltd	1 pkt 2.5mm general purpose welding rods	41.59
CP.251	09-03-2023	EFT	2964	25651	Manjimup Physiotherapy	Physiotherapy - HCP - KR	225.00
CP.251	09-03-2023	EFT	2625		Manjimup Property Management	A358 - refund overpayment at settlement S Bendotti	428.82
CP.251	09-03-2023	EFT	1842	PI13047321	Manjimup Stihl	supply & fit 1 x drive tube assembly - ME99	728.61
CP.251	09-03-2023	EFT	201	JC14051561	Manjimup Toyota & Mitsubishi	45 000km service - 1001WA	576.06
CP.251	09-03-2023	EFT	201	JC14051578	Manjimup Toyota & Mitsubishi	15 000km service - 1017WA	522.78
CP.251	09-03-2023	EFT	28	Stmt 02/23	Manjimup Veterinary Clinic	Euthanasia, medication and aftercare fees 1 x stray cat, 1 x dog February 2023	227.50
CP.251	09-03-2023	EFT	3714	31052	McGees Property	Rental Valuation - Telecommunications Site, Reserve 47149, Lot 13918 Wheatley Coast Road, Quininnup	1,650.00
CP.251	09-03-2023	EFT	3718	5979928879	Moray & Agnew	2 x Building Compliance Officer's Conference 24/3/23	220.00
CP.251	09-03-2023	EFT	3204	Reimb NDIS 290123	Mr Iain Bain	Reimburse NDIS Worker Screening Check - I Bain	145.00
CP.251	09-03-2023	EFT	507	36	Mr John Manuel	Lock up & open Timber Park & clean toilets in Manjimup CBD - February 2023	3,608.00
CP.251	09-03-2023	EFT	3724	Reimb Specsavers 230223	Mr Mitchel King	Reimburse prescription safety glasses (EA 2019-2022) - M King	199.00
CP.251	09-03-2023	EFT	3669	Claim 13/02/23 - 01/03/23	Mr Paul Todd	Consultant Environmental Health Services for 13/14, 20/21 and 28 Feb 2023 and 1 March 2023	4,160.00
CP.251	09-03-2023	EFT	3723	Reimb NDIS 270123	Mr Ramon Ramiro	Reimburse NDIS Worker Screening Check - R Ramiro	145.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.251	09-03-2023	EFT	1584	76	Mr Stuart McKinlay	Cleaning of Walpole public toilets & surrounds - February 2023	1,750.00
CP.251	09-03-2023	EFT	1982	INV-1172	Mrs Nicole Campbell	Home maintenance 20/02/23 - 24/02/23	330.00
CP.251	09-03-2023	EFT	2770	1064 Strmnt-02/03/2023	Northcliffe Newsagent & General Store	Diesel for Northcliffe BFB - February 2023	103.40
CP.251	09-03-2023	EFT	265	908384320	Nutrien Ag Solutions	2 x 20lt Kamba M, 1 x 20lt Roundup Biactive	950.40
CP.251	09-03-2023	EFT	265	908384323	Nutrien Ag Solutions	reticulation parts (PO16195)	60.61
CP.251	09-03-2023	EFT	265	908411093	Nutrien Ag Solutions	4 x 25mm joiners, 4 x 25mm tees, 2- x 25mm clips - reticulation repair - Manjimup Medical Housing	24.86
CP.251	09-03-2023	EFT	265	908472881	Nutrien Ag Solutions	8 x 100mm I25s	485.06
CP.251	09-03-2023	EFT	265	908383576	Nutrien Ag Solutions	20 x 165cm black posts	138.38
CP.251	09-03-2023	EFT	265	908355523	Nutrien Ag Solutions	1 x Hunter Xcore indoor 4stn controller, 1 x 90 deg elbow	145.46
CP.251	09-03-2023	EFT	265	908488670	Nutrien Ag Solutions	quantity of reticulation fittings - Heritage Park	174.92
CP.251	09-03-2023	EFT	1131	606280465	Officeworks	Binders for HACC, Tape, pencils, staples, Laminating pouches & Tabs	112.78
CP.251	09-03-2023	EFT	614	INV065103	PBF Australia	PBF Corporate Membership - Spinal Injury Insurance - April 2023 - March 2024	6,160.00
CP.251	09-03-2023	EFT	207594		Pemberton Aged Accommodation Inc	A7568-Lot 200 Swimming Pool Rd, Pemberton. Refund interim rates	1,036.00
CP.251	09-03-2023	EFT	3001	459015	Prime Media Group Limited	GWN 7 Prime 7 Advertising 3 inserts - Feb23	533.50
CP.251	09-03-2023	EFT	3709	INV-0643	RF & E Eatts & Son	supply 2307.22 tonnes gravel - Yanmah Road	24,110.45
CP.251	09-03-2023	EFT	2641	11008440	ROLLER Digital	Transaction fees - Lite Tier 1 February 2023	13.93
CP.251	09-03-2023	EFT	344	SAIG11S-1260916	SAI Global Limited	Purchase Standard AS3798-2007 - Customer No S585900	96.76
CP.251	09-03-2023	EFT	3553	229317	Sapio Pty Ltd	CCTV Repair to network	440.00
CP.251	09-03-2023	EFT	3589	169552	Scott Print	02/03/23	9,103.60
CP.251	09-03-2023	EFT	41	166732/01	Sigma Chemicals	AquaCentre pool chemicals	2,438.74
CP.251	09-03-2023	EFT	924	605335	SOS Office Equipment	Fuji Xerox AP7C4473 SN: 400690 MHCC Rental 25/02/23 - 24/03/23	324.89

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Electronic Funds Transfer Payments							Inclusive Amount
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.251	09-03-2023	EFT	924	605338	SOS Office Equipment	Rental charges Fuji Xerox x 4 25/02/23 - 24/03/23	1,624.19
CP.251	09-03-2023	EFT	2139	00000389	Southern Forest Leisure Pty Ltd	Accommodation for Councilor Willcox 9 March 2023	159.00
CP.251	09-03-2023	EFT	2111	365	Southern Forest Machinery	spare parts - steering component, engine oil, mower blades, oil filter - Cub Cadet	185.09
CP.251	09-03-2023	EFT	2111	352	Southern Forest Machinery	Steering parts for ride-on	88.00
CP.251	09-03-2023	EFT	1774	119527	Southern Forests Medical Centre	Pre-employment medical - S Lee	165.00
CP.251	09-03-2023	EFT	160	K 048 859 111-2	Telstra Corporation Limited	Usage to February 16 2023	17,629.42
CP.251	09-03-2023	EFT	424	INV-0383	Tigers Football Club Inc	2022/2023 Community Grants - Ground Maintenance	7,700.00
CP.251	09-03-2023	EFT	2939	INV-0323	Verge Earthmoving	process 75 x mattresses for steel removal & remainder to landfill	2,062.50
CP.251	09-03-2023	EFT	2939	INV-0322	Verge Earthmoving	AE - (refers to PO12832.1 PO cancelled in error) - administration & removal of mattress recycling stockpile ex MRRC	1,980.00
CP.251	09-03-2023	EFT	1259	Reimb Bonds - 18/2	Warren Catchments Council	Reimbursement Bond Facility Hire and Key Bond 18/02/23	300.00
CP.251	09-03-2023	EFT	31	47309	Warren Electrical Service	2 x 3v lithium cell batteries, 1 x tyre inflator with gauge, 4 x 50mmx9m tie down ratchets	310.00
CP.251	09-03-2023	EFT	31	47319	Warren Electrical Service	1 Borelo Hole Saw Arbor drill bit	40.00
CP.251	09-03-2023	EFT	1053	1002334320230 228	West Australian Newspapers Limited	Newspaper Advertising MBT & The West February 2023	3,424.23
CP.251	09-03-2023	EFT	1289	370533	Western Airmotive Pty Ltd	freight - 12 x small yellow cones - Manjimup Airfield (ref Invoice 369883 8/2/23)	81.96
CP.251	09-03-2023	EFT	69	223,224	Western Australian Treasury Corporation	Loan repayments 223, 224	47,312.90
CP.251	09-03-2023	EFT	66	9901402728	Winc Australia Pty Ltd	Assorted stationery and pinup board for Basketball Stadium	1,415.94
CP.251	09-03-2023	EFT	229	00005878	Wyadup Electrics	Initial inspections/disconnection and reinstatement of ant damaged controller	995.50
CP.252	17-03-2023	EFT	11	1012236664	Australia Post	Postage for month of February 2023	2,563.07
CP.252	17-03-2023	EFT	2201	00002298	Avantgarde Technologies	Aruba 6200F Switch - Round House	3,700.62
CP.252	17-03-2023	EFT	3687	198485	Battery Power Centre	1 x N70ZZLX battery - BH02	129.08

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.252	17-03-2023	EFT	639	299850	Better Life Centre Pty Ltd	Personal Alarm Watch - HCP - FJ	509.00
CP.252	17-03-2023	EFT	639	299852	Better Life Centre Pty Ltd	Personal Alarm watch - HCP - MH	509.00
CP.252	17-03-2023	EFT	3703	INV462540	Billi Australia Pty Ltd	5 micron replacement filter for water filter model #994051	332.00
CP.252	17-03-2023	EFT	223	5006010890	BOC Limited	HCP HL- Oxygen medical C size, Cylinder trolley, Oxygen Concentrator HL Feb23	381.31
CP.252	17-03-2023	EFT	3199	19174709-P	Booktopia Pty Ltd	Purchase of new books for Walpole Library	260.72
CP.252	17-03-2023	EFT	3199	19174916-P	Booktopia Pty Ltd	New and replacement items for SoM libraries	734.50
CP.252	17-03-2023	EFT	3699	INV-0949	Busselton Bitumen Service & Civil	pathway resurface - 30mm black AC7 asphalt - Boronia Ridge to Walpole CBD	23,069.42
CP.252	17-03-2023	EFT	2984	S26312	Cape Abilities	Wheelchair - HCP - RC - Manjimup HACC	1,269.00
CP.252	17-03-2023	EFT	3163		Capital Guardians	Refund overpayment made by Capital Guardians for MHCC services provided to Sarah Keogh - Refer MHCC Invs 89251 & 90452	324.30
CP.252	17-03-2023	EFT	19	00805258	City & Regional Fuels	9000lt diesel Manjimup depot	17,109.48
CP.252	17-03-2023	EFT	19	00810658	City & Regional Fuels	4660lt diesel Manjimup depot	8,743.42
CP.252	17-03-2023	EFT	19	00813348	City & Regional Fuels	800lt diesel Walpole depot	1,507.29
CP.252	17-03-2023	EFT	19	00813405	City & Regional Fuels	800lt diesel Northcliffe depot	1,514.37
CP.252	17-03-2023	EFT	19	00807239	City & Regional Fuels	Diesel for Windy Harbour - Customer No. 744009	3,879.82
CP.252	17-03-2023	EFT	19	00809734	City & Regional Fuels	2 x 20kg EPLX 200-2 grease	504.50
CP.252	17-03-2023	EFT	2069	21724775	Cleanaway Pty Ltd	Depot bins (waste & cardboard) & Northcliffe hooklift bin cartage - month of February 2023	560.30
CP.252	17-03-2023	EFT	2069	21722812	Cleanaway Pty Ltd	waste facility bulk bins collection month of February 2023	5,891.33
CP.252	17-03-2023	EFT	2069	21724700	Cleanaway Pty Ltd	MRF monthly recycling gate fee month of February 2023	5,449.61
CP.252	17-03-2023	EFT	2069	21724708	Cleanaway Pty Ltd	Manjimup street & park bins collection month of February 2023	4,055.48
CP.252	17-03-2023	EFT	2069	21724699	Cleanaway Pty Ltd	kerbside recycling collection & customer bins month of February 2023	21,750.61

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.252	17-03-2023	EFT	2069	21724707	Cleanaway Pty Ltd	kerbside waste collection & customer bin services month of February 2023	21,114.93
CP.252	17-03-2023	EFT	2069	21724716	Cleanaway Pty Ltd	repair Walpole recycle bulk bin	1,012.00
CP.252	17-03-2023	EFT	2836	00072706BO	Corsign WA Pty Ltd	1 x rural road sign - TO Cormint Rd	63.80
CP.252	17-03-2023	EFT	2836	00072950	Corsign WA Pty Ltd	1 x rural road sign - Smiths Rd	63.80
CP.252	17-03-2023	EFT	2836	00073044	Corsign WA Pty Ltd	2 x 600x600 symbolic workman quad sign, 2 x 900x600 symbolic workman quad sign	451.00
CP.252	17-03-2023	EFT	2836	00073287	Corsign WA Pty Ltd	2 x 600x900 Slow Down Wildlife Crossing signs	165.00
CP.252	17-03-2023	EFT	2836	00073290	Corsign WA Pty Ltd	quantity of rural signage	646.80
CP.252	17-03-2023	EFT	2836	00073475	Corsign WA Pty Ltd	2 x 600x600 quad stands - Event Ahead	209.00
CP.252	17-03-2023	EFT	3394	1890815265	Coventry Group Ltd	quantity of washers & nuts - ME95	179.72
CP.252	17-03-2023	EFT	2468	CISF542951	CTI Freight Management Pty Ltd	CTI Logistics Freight February 2023	828.37
CP.252	17-03-2023	EFT	1177	INV-0224	Dinis Contractors	Fire Hazard Reduction Work - Lot 133 & Lot 147 Browns Rd, Pemberton	1,100.00
CP.252	17-03-2023	EFT	1177	INV-0222	Dinis Contractors	hire of excavator & truck - remove debris build up in front of drain outlets - Heritage Park	165.00
CP.252	17-03-2023	EFT	1177	INV-0225	Dinis Contractors	hire of excavator - dig grave (late Mary Rose) - Manjmap Old Cemetery	396.00
CP.252	17-03-2023	EFT	305	INV-4667	Dronow Contracting (2005) Pty Ltd	wet hire of grader - maintenance grading 28 February to 7 March 2023 - Northcliffe area	7,012.50
CP.252	17-03-2023	EFT	2151	00851298	Dun Direct Pty Ltd	3 x 8.5kg kwik gas	107.86
CP.252	17-03-2023	EFT	2070	PO06453	Envirolab Services WA Pty Ltd	Riverway Chalets - Water Analysis	664.68
CP.252	17-03-2023	EFT	1952	15320133	Equifax Australasia Workforce Solutions Pty Ltd	Police Check - S Sexton/N Chapman/S Lee - Account No M10911	121.77
CP.252	17-03-2023	EFT	3717	10260	Exbo Signage and Print Pty Ltd	Flagtrax Banner System Units & Flags	26,098.60
CP.252	17-03-2023	EFT	2952	INV-2023/1121	Fleet Dynamics Pty Ltd	annual subscription - GPS units in light vehicles - February 2023	165.00
CP.252	17-03-2023	EFT	3098	230125-22	Geoff Dickson Podiatry	Podiatry - HCP - VK	60.00
CP.252	17-03-2023	EFT	3705	INV-39898	Guardian Safety Pendants Pty Ltd	Personal Alarm SIM - HCP - FJ	70.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.252	17-03-2023	EFT	132	74473220	Hanson Construction Materials Pty Ltd	supply 14.35 tonnes 5mm single size basalt & freight	956.57
CP.252	17-03-2023	EFT	132	74497471	Hanson Construction Materials Pty Ltd	supply 34 tonnes 5mm single size basalt & freight	2,266.44
CP.252	17-03-2023	EFT	132	74512041	Hanson Construction Materials Pty Ltd	supply & deliver 7.2 cubic metres 6% stabilised sand - 8-9 March 2023 - Channybearup Road	1,576.52
CP.252	17-03-2023	EFT	86	G0750	Hart Mensland	1 x shirt, 1 x trousers - replacement clothing - Kevin Hawkins	148.90
CP.252	17-03-2023	EFT	86	H0010	Hart Mensland	1 x pair steel capped boots - Ryan Gunson	229.00
CP.252	17-03-2023	EFT	3721	21-27March	Holiday Inn West Perth	Accommodation for Shire of Manjimup staff and volunteers 21 - 27 March 2023	870.00
CP.252	17-03-2023	EFT	2481	71695441.01	Independence Australia	Continence aids - HCP - WB - Cust # A531123	122.40
CP.252	17-03-2023	EFT	2481	71691631.01	Independence Australia	Continence aids - HCP - RG Cust # A531123	237.70
CP.252	17-03-2023	EFT	100	SO32190	Johnson's Food Services	AquaCentre Cafe Stock	296.73
CP.252	17-03-2023	EFT	100	SP14166	Johnson's Food Services	AquaCentre Cafe Stock - A/C 98	193.75
CP.252	17-03-2023	EFT	877	1251400	Landgate	Online transaction summary - January 2023	28.20
CP.252	17-03-2023	EFT	3476	35	Lindas Dinners	25 x Meals Council 2 March 2023	1,375.00
CP.252	17-03-2023	EFT	3087	6780089	Lite n' Easy	Lite N Easy - HCP - GW - Provider Code SHIR0002	115.72
CP.252	17-03-2023	EFT	3087	6782085	Lite n' Easy	Lite N Easy - HCP - DWD - SHIR0002	124.82
CP.252	17-03-2023	EFT	3087	6801194	Lite n' Easy	Lite N Easy - HCP - GW - SHIR0002	115.72
CP.252	17-03-2023	EFT	3087	6804641	Lite n' Easy	Lite N Easy - HCP - DG - SHIR0002	82.12
CP.252	17-03-2023	EFT	3087	6803833	Lite n' Easy	Lite N Easy - HCP - RP - SHIR0002	82.05
CP.252	17-03-2023	EFT	3087	6805213	Lite n' Easy	Lite N Easy - HCP - KR - SHIR0002	221.07
CP.252	17-03-2023	EFT	3087	6800393	Lite n' Easy	Lite N Easy - HCP - WS - SHIR0002	187.71
CP.252	17-03-2023	EFT	3087	6804768	Lite n' Easy	Lite N Easy - HCP - AJ - SHIR0002	146.41
CP.252	17-03-2023	EFT	3087	6804919	Lite n' Easy	Lite N Easy - HCP - AC - SHIR0002	101.02
CP.252	17-03-2023	EFT	3087	6768163	Lite n' Easy	Lite N Easy - HCP - MN - SHIR0002	207.42

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.252	17-03-2023	EFT	1064	SINV01640	Malatesta Road Paving & Hot Mix	6700lt catemul	8,844.00
CP.252	17-03-2023	EFT	2356	686401/687093/688342	Manjimup Chemmart Pharmacy	Chemist Items - HCP - CJ - Feb23 - Cust No.32849	393.02
CP.252	17-03-2023	EFT	2356	684469/686865/688343	Manjimup Chemmart Pharmacy	Chemist Items - HCP - FJ - Feb23 - Cust No.31858	21.20
CP.252	17-03-2023	EFT	2356	678703/678889 Stmt Dec2022	Manjimup Chemmart Pharmacy	December Chemist Items - HCP - CJ - Customer 32793	16.80
CP.252	17-03-2023	EFT	3729	Reimbursement of Tipping Fees 17/12/22, 07/01/23 & 10/02/23	Manjimup Community Op Shop Inc	Reimbursement of Tipping Fees as per Council Resolution 9.1.2/29022 09/02/23	172.50
CP.252	17-03-2023	EFT	24	100876	Manjimup Freight Distributors & BMI Logistics	Manjimup Freight 01/03/23	37.16
CP.252	17-03-2023	EFT	24	100787	Manjimup Freight Distributors & BMI Logistics	Manjimup Freight 28/02/23	25.62
CP.252	17-03-2023	EFT	1729	2-1022919	Manjimup Mitre 10 & Retravisin	1 x 1lt Wettasoil concentrate	24.99
CP.252	17-03-2023	EFT	1729	2-1021478	Manjimup Mitre 10 & Retravisin	Makita 18V Extra Long Nozzle Blower #DUB186Z	145.00
CP.252	17-03-2023	EFT	1729	2-1022709	Manjimup Mitre 10 & Retravisin	AquaCentre maintenance supplies	97.28
CP.252	17-03-2023	EFT	1729	2-1022936	Manjimup Mitre 10 & Retravisin	5 x 2.5lt Willow coolers	149.95
CP.252	17-03-2023	EFT	458	MMBK-14071	Manjimup Monograms	1ea x pair steel capped boots - Jason Vine, Warren Bennett, Nathan Lane & Kevin Hawkins	787.50
CP.252	17-03-2023	EFT	458	MMBK-14073	Manjimup Monograms	1ea x pair steel capped boots - Brett Ebbett & Brad Beard	482.80
CP.252	17-03-2023	EFT	458	MMBK-14072	Manjimup Monograms	2 x Rules of Play signs - Manjin Rec Plaza	346.50
CP.252	17-03-2023	EFT	458	MMBK-14074	Manjimup Monograms	1ea x pair steel capped boots - Ray Masters & Tim Clifford	457.10
CP.252	17-03-2023	EFT	458	MMBK-14075	Manjimup Monograms	Quinninup Rural - Embroidered brigade name to BFB TShirts	61.60
CP.252	17-03-2023	EFT	458	MMBK-14079	Manjimup Monograms	3 x shirts - Melanie Blieschke	221.40
CP.252	17-03-2023	EFT	458	MMBK-14076	Manjimup Monograms	2 x safety steps 250kg	176.00
CP.252	17-03-2023	EFT	458	MMBK-14080	Manjimup Monograms	2x Work Pants - N Callaghan	115.50

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.252	17-03-2023	EFT	458	MMBK-14097	Manjimup Monograms	clothing issue - Parks & Gardens	696.30
CP.252	17-03-2023	EFT	458	MMBK-14099	Manjimup Monograms	clothing issue - Technical Services	321.48
CP.252	17-03-2023	EFT	117	11200959	Manjimup Motors Pty Ltd	1 x 5792440-01 helmet with visor & earmuffs	149.00
CP.252	17-03-2023	EFT	117	11203873	Manjimup Motors Pty Ltd	1 x Honda snipper head - M King, PCT	59.99
CP.252	17-03-2023	EFT	117	11203942	Manjimup Motors Pty Ltd	pressure unit repairs - ME99	59.49
CP.252	17-03-2023	EFT	25	253571	Manjimup Newsagency	Newsagency items February 2023	240.33
CP.252	17-03-2023	EFT	201	PI13046954	Manjimup Toyota & Mitsubishi	bar chain for ms 170	157.26
CP.252	17-03-2023	EFT	1123	3343	Moore Australia (WA) Pty Ltd	Attendance - 2023 Financial Reporting Workshop 19/5/23	2,090.00
CP.252	17-03-2023	EFT	85	9	Mr Alan Smedley	street sweeping Manjimup CBD month of February (part) & March 2023 (part)	489.75
CP.252	17-03-2023	EFT	3572	7	Mr Brian McGregor	street & public bins service - Northcliffe townsite - month of February 2023	2,056.37
CP.252	17-03-2023	EFT	3444	ADG1286183	Mr David Nixon, Mrs Helen Nixon	Northcliffe WTS attendant month of February 2023	1,603.92
CP.252	17-03-2023	EFT	2352	0908	Mr Gregory Starkie	supply 166.95 tonnes roadbase shale - 16-20 February 2023 - Rural Unsealed Road Failures, supply 47.95 tonnes roadbase shale - 22 February 2023 - North Walpole Road	5,909.75
CP.252	17-03-2023	EFT	203878		Mr Jason Gibson	A3906-10 Liley Rd, Manjimup refund pre-paid rates	1,000.00
CP.252	17-03-2023	EFT	1928	182	Mr Perry Fardella	mechanical assistance - 20 & 23 February 2023	1,782.00
CP.252	17-03-2023	EFT	3263	75	Mr Robert Biggs	Walpole Transfer Station & fish bin servicing - month of February 2023	6,353.42
CP.252	17-03-2023	EFT	1081	Feb23	Mr Robert Hammer	Pemberton WTS attendant, street & public bins month of February 2023	3,642.72
CP.252	17-03-2023	EFT	3728	YSA2022 - S Verco-Barnett	Mr Seth Verco-Barnett	Youth Scholarship Award 2022 - Excellence in Agriculture	200.00
CP.252	17-03-2023	EFT	3670	INV-1618	Mr Stephen King	dismantle 64 x mattresses to extract metal for site contractor's salvage & dispose other materials to bulk waste bins for landfill - Pemberton Transfer Station	1,460.00
CP.252	17-03-2023	EFT	1584	75	Mr Stuart McKinlay	service Walpole street & public bins month of February 2023	1,955.52

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.252	17-03-2023	EFT	3681	Reimb NDIS 020223	Mrs Jillian Mueller	Reimburse NDIS Worker Screening Check - J Mueller	145.00
CP.252	17-03-2023	EFT	2394	Reimb AquaCentre 08Mar23	Mrs Kym Brown	Reimbursement of Les Mills Body Pump 124 Release Kit 8/3/23 - K Brown	59.92
CP.252	17-03-2023	EFT	1982	INV-1166	Mrs Nicole Campbell	Home maintenance 13/02/23 - 17/02/23	907.50
CP.252	17-03-2023	EFT	1982	INV-1179	Mrs Nicole Campbell	Gardening services 27/02 /23 - 03/03/23 LB/JW/VK	412.50
CP.252	17-03-2023	EFT	3334	Reimb NDIS 010223	Ms Melanie Blieschke	Reimburse NDIS Worker Screening Check - M Blieschke	145.00
CP.252	17-03-2023	EFT	2770	1079-StmtWH 02/03/23	Northcliffe Newsagent & General Store	Diesel for Windy Harbour - February 2023	1,095.23
CP.252	17-03-2023	EFT	380	196	Northcliffe Recreation Association Inc	annual grounds maintenance grant for 2022/2023	7,000.00
CP.252	17-03-2023	EFT	757	2307	Northcliffe Workers Club	Meals x 25 Council meeting 2 March 2023 - Shire	498.00
CP.252	17-03-2023	EFT	265	908386587	Nutrien Ag Solutions	10 x 4" camlock seals	57.20
CP.252	17-03-2023	EFT	265	908352169	Nutrien Ag Solutions	1 x 25mm nut & tail brass fitting	9.99
CP.252	17-03-2023	EFT	265	908386579	Nutrien Ag Solutions	4 x Maxisafe Red earmuffs	152.90
CP.252	17-03-2023	EFT	1131	606355536	Officeworks	Staples, Ruler, Dymo Labels & Key tags	68.95
CP.252	17-03-2023	EFT	290	INV-2514	Pemberton Sports Club Inc	Council Meeting Pemberton 23 March 2023	396.00
CP.252	17-03-2023	EFT	339	INV-2333	Pemberton Visitor Centre	Visitor Centre Contribution - Jan 2023 to Mar 2023	11,281.39
CP.252	17-03-2023	EFT	3395	INV-7349	Perfect Gym Solutions Pty Ltd	PerfectGym Subscription, Member Portal, and Course Module - March 2023	660.00
CP.252	17-03-2023	EFT	345	9207	Pinelli Plumbing & Gas	Manjimup Aquatic Centre - Hot water system repair - labour	187.00
CP.252	17-03-2023	EFT	3442	INV-1089	Pound Construction Pty Ltd	Install insulation into Unit B Arnott Street	1,200.00
CP.252	17-03-2023	EFT	933	5211957304	PPG Industries Australia Pty Ltd	2 Ltr easy coat paint - Customer No 10010649	40.61
CP.252	17-03-2023	EFT	97	198529	Royal Lifesaving Society WA	AquaCentre Swim School Certificates - MANJ01	190.98
CP.252	17-03-2023	EFT	3553	229455	Sapio Pty Ltd	CCTV Software - Milestone annual renewal	4,598.85
CP.252	17-03-2023	EFT	1350	9011778017	Schweppes Australia Pty Ltd	AquaCentre Cafe Stock	192.56

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.252	17-03-2023	EFT	3479	602746	Scope Business Imaging	Printer charges 01/12/22 - 28/02/23 Manjimup SES	21.84
CP.252	17-03-2023	EFT	834	15806	Shire of Bridgetown-Greenbushes	Fit for Life Gym - HCP - OP - Debtor SHI06	121.00
CP.252	17-03-2023	EFT	283	CFI2193564	Silver Chain Nursing Association	Personal Alarm Rental and Monitoring Fee for February 2023 HCP Client - VK	44.00
CP.252	17-03-2023	EFT	3380	00012587	South West Tree Safe	pruning on road reserves - Western Power trees - Speak Street, Riverway Road & Bendotti Road	5,500.00
CP.252	17-03-2023	EFT	3677	1085	Southern Forests Window Cleaning	Window Cleaning - HCP - SE	450.00
CP.252	17-03-2023	EFT	447	26587	STANS Manjimup Farm Machinery	2 x HH1J0-32430 Kubota oil filters - MW12	40.50
CP.252	17-03-2023	EFT	447	26581	STANS Manjimup Farm Machinery	1 x K5955-47112 Kubota discharge cover - MW12	83.95
CP.252	17-03-2023	EFT	3613	1911164	Stantec Australia Pty Ltd	road design - Channybearup Road (part payment)	6,985.00
CP.252	17-03-2023	EFT	750	117798#26	T-Quip	2 x TOP3247-4 screw set - MW042	21.75
CP.252	17-03-2023	EFT	684	127990	Tree Top Walk Motel Walpole	accommodation & meals - 27 February 2023 - Brodie Reeve - North Walpole Road	245.00
CP.252	17-03-2023	EFT	31	47386	Warren Electrical Service	1 box of 20 rolls Danger Tape	258.00
CP.252	17-03-2023	EFT	31	1744080	Warren Electrical Service	testing insulation resistance - Manjimup Airport	311.98
CP.252	17-03-2023	EFT	2332	Reimb Bonds	Warren Valley Community Church	Reimbursement Key & 2 x Fob Bond Event 18/02/22	90.00
CP.252	17-03-2023	EFT	91	7079	Wiseman Signs	Didactic panel for Moments Made in Italy Exhibition	176.00
CP.252	17-03-2023	EFT	91	6929	Wiseman Signs	Thank you board - Grand piano - Shire of MJP	352.00
CP.252	17-03-2023	EFT	513	147234	Wren Oil	exchange filter drum, admin & compliance fees	154.00
CP.253	24-03-2023	EFT	3730	INV3207	Airius (Oceania) Pty Ltd	for supply and installation of air movement fans to Pemberton Sports Stadium	46,324.80
CP.253	24-03-2023	EFT	1171	1167275	Ambassadors Pharmacy	Chemist supplies - HCP - LP - 25/01/23	99.90
CP.253	24-03-2023	EFT	1171	Statement 280223	Ambassadors Pharmacy	Pain patches -VK - Docket 1170712 - Customer 11070	148.50
CP.253	24-03-2023	EFT	3016	RBLSW3717	Anderson Neurological and Developmental Services	Private Physiotherapy - HCP - MBC 9/3/23 - Client ID RBLSW128	175.00
CP.253	24-03-2023	EFT	3530	9847-989518	Australia Medic Alert Foundation	ID bracelet - HCP - BW - Provider No. 4050004474	113.50

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	EFT	3333	INV-12016	Axon SD Pty Ltd	Monthly subscription 10/03/2023 - 10/04/2023	723.80
CP.253	24-03-2023	EFT	2896	1217	Bachos Building Design	Additional Handrails - Pemberton Sports Club	385.00
CP.253	24-03-2023	EFT	1616	X23875	Badgelink	Magnet name badges x 6	85.00
CP.253	24-03-2023	EFT	3656	2023068	Baysan Constructions	Payment 3 of 7 - for relocation works - Munro House	10,000.00
CP.253	24-03-2023	EFT	639	301029	Better Life Centre Pty Ltd	Rail and Bath bench - HCP - MIR	234.50
CP.253	24-03-2023	EFT	639	301030	Better Life Centre Pty Ltd	Rails - HCP - MH	80.00
CP.253	24-03-2023	EFT	3702	CLOMAR2302	Blackwood Therapy	Occupational Therapy Services x 6.5hrs for Feb23 - HCP - MBC	975.00
CP.253	24-03-2023	EFT	3702	JOHCOL I2302	Blackwood Therapy	Occupational Therapy Services x 5hrs - HCP - CJ	750.00
CP.253	24-03-2023	EFT	1274	198064	Bunbury Trucks	1 x IN42582055 RHS indicator lamp, 1 x IN42582056 LHS indicator lamp - TK24	125.06
CP.253	24-03-2023	EFT	19	00818018	City & Regional Fuels	2500lt diesel Manjimup depot	4,854.74
CP.253	24-03-2023	EFT	19	00815549	City & Regional Fuels	3000lt diesel Manjimup depot	5,819.35
CP.253	24-03-2023	EFT	19	00820589	City & Regional Fuels	3100lt diesel Manjimup depot	5,918.23
CP.253	24-03-2023	EFT	199	95079808	Cockburn Cement Ltd	60 x 20kg bags rapid set, 1 x pallet deposit	394.90
CP.253	24-03-2023	EFT	215	00113814	Connect Call Centre Services	Call Centre services February 2023	171.82
CP.253	24-03-2023	EFT	2391	TravClim02Mar23	Cr Kimberley Skoss	Councillor travel claim 02Mar23	142.87
CP.253	24-03-2023	EFT	1459	00009726	DeCampo Transport	Freight ex Environex Bunbury - 4 x Pallets drums	422.99
CP.253	24-03-2023	EFT	2126	INV-1318	Dempster Plumbing & Construction	Repair to Caravan park ablation block - Windy Harbour	1,548.43
CP.253	24-03-2023	EFT	2126	INV-1321	Dempster Plumbing & Construction	Unblock Zamia Street Public Toilets.Northcliffe	547.99
CP.253	24-03-2023	EFT	3733	00011957	Design Glass Pty Ltd	Poppy design for Pemberton RSL building & library	3,685.00
CP.253	24-03-2023	EFT	3493	93118272	Device Technologies Australia Pty Ltd	MO Balloon x 1 HCP - OP	205.00
CP.253	24-03-2023	EFT	3493	93120516	Device Technologies Australia Pty Ltd	MO Balloon x 1 HCP - OP	205.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	EFT	2349	80346989	DHL Supply Chain (Australia)	Ensure Vanilla - HCP - OP - Customer No. SHIMAN	264.00
CP.253	24-03-2023	EFT	1177	INV-0223	Dinis Contractors	mowing & maintenance of Manjimup ovals - February 2023	5,720.00
CP.253	24-03-2023	EFT	3727	INV-2799	Dismantle Inc	BikeRescue Youth Holiday Program (50%) - April2023	4,622.75
CP.253	24-03-2023	EFT	305	INV-4673	Dronow Contracting (2005) Pty Ltd	wet hire of grader - maintenance grading 7-10 March 2023 - Walpole area	6,778.75
CP.253	24-03-2023	EFT	305	INV-4677	Dronow Contracting (2005) Pty Ltd	wet hire of PC228 (zero swing) excavator - 23 February to 9 March 2023 - mob & demob - North Walpole Road	8,274.75
CP.253	24-03-2023	EFT	305	INV-4676	Dronow Contracting (2005) Pty Ltd	hire of rockbreaker for 1 week from 1 March 2023 - pick up & return (ex Perth) - North Walpole Road	2,310.00
CP.253	24-03-2023	EFT	305	INV-4675	Dronow Contracting (2005) Pty Ltd	hire of low loader - grader shift ex Northcliffe to Manjimup (PO16547) - maintenance grading Northcliffe area	495.00
CP.253	24-03-2023	EFT	305	INV-4680	Dronow Contracting (2005) Pty Ltd	wet hire of grader - maintenance grading 20 & 21 March 2023 - Manjimup area	3,465.00
CP.253	24-03-2023	EFT	305	INV-4681	Dronow Contracting (2005) Pty Ltd	wet hire of PC228 (zero swing) excavator - 14 & 15 March 2023, mob & demob - Channybearup Road	2,920.50
CP.253	24-03-2023	EFT	906	INV ZF 17667	Elders Rural Services Australia Limited	9 x 20lt Roundup Biactive	1,663.20
CP.253	24-03-2023	EFT	1443	1646082106	Elgas Limited	1 x 15.0kg LPG cylinder - FL1	89.65
CP.253	24-03-2023	EFT	2176	308975	Environex International Pty Ltd	32 / 20 Ltr chlorine containers	1,040.16
CP.253	24-03-2023	EFT	511	18,857	Express Print	300 Windy Harbour Brochures - Manjimup Shire	346.50
CP.253	24-03-2023	EFT	2312	00002287	FairTel	Manjimup SES - Investigate and re-establish connection in hard wired network	1,512.50
CP.253	24-03-2023	EFT	2999	INV-3836	Frontline Technology Services Pty Ltd	Datto DRaaS - Annual Renewals SO300426	25,945.81
CP.253	24-03-2023	EFT	2988	20277	GB Mobility	Wheelchair repair - HCP - SE	433.05
CP.253	24-03-2023	EFT	3098	230309-26	Geoff Dickson Podiatry	Podiatry - VK 9/3/23	70.00
CP.253	24-03-2023	EFT	2892	INV-2363	Gevers Goddard Jones Pty Ltd	Annual Support Subscription - 1/4/23 - 31/3/24	825.00
CP.253	24-03-2023	EFT	1898	113068	Golden Carers	Golden Carer annual subscription	74.95

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	EFT	2887	March 2023	Grant Dalgleish & Stephanie Fontanini ATF G & S Family Trust	Manjimup Landfill Site Management Contract - March 2023	54,890.44
CP.253	24-03-2023	EFT	132	74517267	Hanson Construction Materials Pty Ltd	supply 46.05 tonnes 5mm single size basalt & freight	3,069.69
CP.253	24-03-2023	EFT	132	74520188	Hanson Construction Materials Pty Ltd	supply & deliver 8.1 cubic metres 6% stabilised sand - 14 March 2023 - Channybearup Road	1,834.09
CP.253	24-03-2023	EFT	3492	INV01983	Hill and Canning Consulting Engineers Pty Ltd	MRCR Playing Fields Analysis and Design Contract - RFQ F220020	7,217.65
CP.253	24-03-2023	EFT	2481	71693043.01	Independence Australia	Wound Management - HCP - DA Cust # A531123	290.00
CP.253	24-03-2023	EFT	2481	71690066.01	Independence Australia	SPC products HCP-MR Customer A531123	395.81
CP.253	24-03-2023	EFT	2481	71695441.02	Independence Australia	Continence aids - HCP - WB - Cust No A531123	131.40
CP.253	24-03-2023	EFT	2481	71699968.01	Independence Australia	Continence aids - HCP - FJ	234.60
CP.253	24-03-2023	EFT	2481	71701866.01	Independence Australia	Continence aids - HCP - SE	149.60
CP.253	24-03-2023	EFT	2481	71701003.01	Independence Australia	Continence aids - HCP - FK	161.85
CP.253	24-03-2023	EFT	127	CPNVQLC4LG4 / 022023-0013-0012	IPWEA - WA	IPWEA State Full Conference Registration - Sean Tysoe	950.00
CP.253	24-03-2023	EFT	580	INV-2253	JC Plumbing & Gas WA	Unblock Manjimup dump point 2/3/23	99.00
CP.253	24-03-2023	EFT	100	SO31736	Johnson's Food Services	AquaCentre Cafe Stock - Account No. 98	550.35
CP.253	24-03-2023	EFT	100	SO32461	Johnson's Food Services	Cleaning supplies - Account 66	2,107.91
CP.253	24-03-2023	EFT	136	P4087	Karri Concrete	7 x 375mm blackmax pipes - Pine Street, Pemberton	4,581.50
CP.253	24-03-2023	EFT	136	P4084	Karri Concrete	quantity of concrete drainage products - Channybearup Road	22,044.00
CP.253	24-03-2023	EFT	3087	6791857	Lite n' Easy	Lite N Easy - HCP - DWD - SHIR0002	124.82
CP.253	24-03-2023	EFT	3087	6804780	Lite n' Easy	Lite N Easy - HCP - AJ - SHIR0002	229.64
CP.253	24-03-2023	EFT	3087	6811926	Lite n' Easy	Lite N Easy - HCP - GW - SHIR0002	120.92
CP.253	24-03-2023	EFT	3087	6815150	Lite n' Easy	Lite N Easy - HCP - RP - SHIR0002	99.58
CP.253	24-03-2023	EFT	3087	6816645	Lite n' Easy	Lite N Easy - HCP - KR - SHIR0002	177.84

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	EFT	3087	6816302	Lite n' Easy	Lite N Easy - HCP - DG - SHIR0002	82.12
CP.253	24-03-2023	EFT	3087	6825977	Lite n' Easy	Lite N Easy - HCP - DG	82.12
CP.253	24-03-2023	EFT	3087	6824329	Lite n' Easy	Lite N Easy - HCP - WS	144.77
CP.253	24-03-2023	EFT	3087	6823763	Lite n' Easy	Lite N Easy - HCP - GW	115.72
CP.253	24-03-2023	EFT	3087	6817584	Lite n' Easy	Lite N Easy - HCP - FJ	124.82
CP.253	24-03-2023	EFT	3087	6804240	Lite n' Easy	Lite N Easy - HCP - DWD	124.82
CP.253	24-03-2023	EFT	1064	SINV01916	Malatesta Road Paving & Hot Mix	5600lt catemul	7,392.00
CP.253	24-03-2023	EFT	20	27575	Manjimup Building Supplies	5 x bags GP cement - bin pad - Northcliffe main street	54.50
CP.253	24-03-2023	EFT	20	27377	Manjimup Building Supplies	Building materials for month of Febuary	301.35
CP.253	24-03-2023	EFT	20	27565	Manjimup Building Supplies	Draincoil for the Manjimup Co-Location Building	189.90
CP.253	24-03-2023	EFT	20	27368	Manjimup Building Supplies	Building materials February - Pemberton Community Club	718.85
CP.253	24-03-2023	EFT	20	27537	Manjimup Building Supplies	Building materials February - Pemberton toilets	123.95
CP.253	24-03-2023	EFT	114	00055261	Manjimup Cabinets & Glass Service	Supply & install 1 x Flyscreen - HCP - MH	176.55
CP.253	24-03-2023	EFT	359	5755	Manjimup Carpet and Floorcovering Supplies	Carpet Tiles for Pemberton Sports Club	31,200.00
CP.253	24-03-2023	EFT	3729	Reimbursement of Tipping Fees 17/12/22, 07/01/23 & 10/02/23	Manjimup Community Op Shop Inc	Reimbursement of Tipping Fees as per Council Resolution 9.1.2/29022 09/02/23	172.50
CP.253	24-03-2023	EFT	24	101362	Manjimup Freight Distributors & BMI Logistics	Manjimup Freight 14/03/23	16.50
CP.253	24-03-2023	EFT	1729	2-1021654*	Manjimup Mitre 10 & Retravision	Cleaning Supplies	142.94
CP.253	24-03-2023	EFT	1729	2-1021920	Manjimup Mitre 10 & Retravision	2 x 10mm roller covers, 4lt mineral turpentine, 4lt CFP floor varnish	178.97
CP.253	24-03-2023	EFT	1729	2-1023254	Manjimup Mitre 10 & Retravision	Cabots clear polish Pemberton Sports Club	100.80
CP.253	24-03-2023	EFT	1729	2-10250411	Manjimup Mitre 10 & Retravision	Bin for stadium, and pest control	135.96

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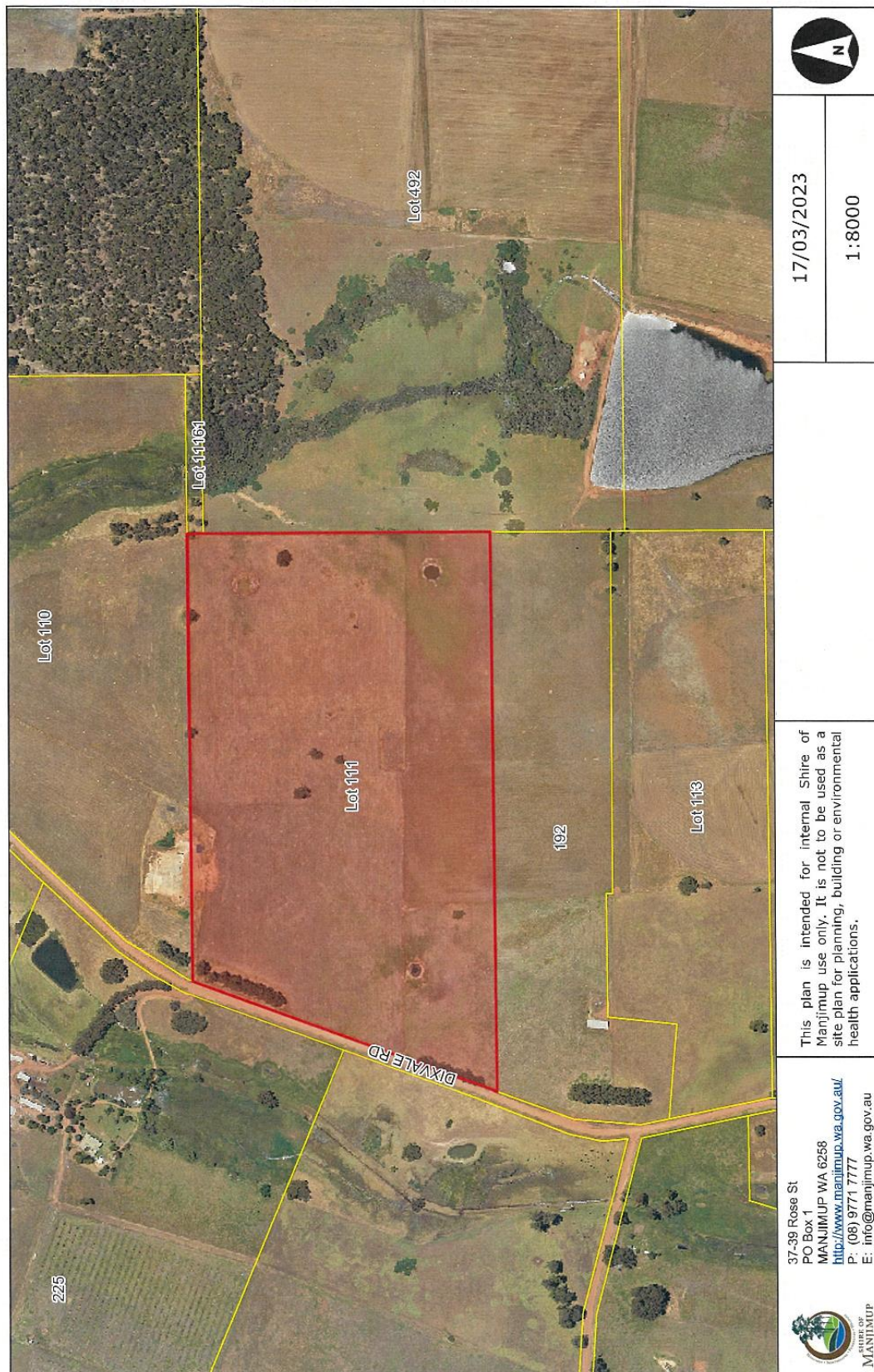
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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	EFT	1729	2-1026035	Manjimup Mitre 10 & Retravision	5 x 2.5lt Willow water coolers	149.95
CP.253	24-03-2023	EFT	1729	2-1026001	Manjimup Mitre 10 & Retravision	4.5kg gas bottle refill	24.99
CP.253	24-03-2023	EFT	458	MMBK-14077	Manjimup Monograms	Shirts for Thida	122.10
CP.253	24-03-2023	EFT	458	MMBK-14078	Manjimup Monograms	Safety boots for Thida	169.00
CP.253	24-03-2023	EFT	458	MMBK-14096	Manjimup Monograms	clothing issue - Works & Services	8,371.91
CP.253	24-03-2023	EFT	458	MMBK-14098	Manjimup Monograms	clothing issue - Property Care Team	2,195.20
CP.253	24-03-2023	EFT	1857	20238#0	Manjimup Motorcycles and Small Engines	1 x MCP1120105 helmet - V Green	89.95
CP.253	24-03-2023	EFT	117	11205386	Manjimup Motors Pty Ltd	2 stroke oil and bar oil for chainsaw - Account 001993	69.98
CP.253	24-03-2023	EFT	117	11205240	Manjimup Motors Pty Ltd	2 x 25pk 16mmx90 met bolt, 2 x 250mm wheel no flat, 2 x nyloc nuts - ME95	96.22
CP.253	24-03-2023	EFT	117	11205440	Manjimup Motors Pty Ltd	2 x snipper cord - 1 Parks, 1 PCT	175.98
CP.253	24-03-2023	EFT	117	11205583	Manjimup Motors Pty Ltd	12 x 7/32" chainsaw files, 12 x 3/16" chainsaw files, 12 x 5/32" chainsaw files	152.64
CP.253	24-03-2023	EFT	212	INV-2869	Manjimup Pump & Electrical Shop	Electrical work at Middlesex Hall - materials & labour	2,462.17
CP.253	24-03-2023	EFT	2646	13603903	Monsterball Amusements and Hire	Engage and Empower AOD Program - 10/04/23	3,265.00
CP.253	24-03-2023	EFT	3734	1	Mr Adam Girouard	Gardening Services for HCP - LH 13/03/23	148.00
CP.253	24-03-2023	EFT	3734	2	Mr Adam Girouard	Gardening Services for HCP - LH 20/03/23	148.00
CP.253	24-03-2023	EFT	3290	Fuel 20/03/2023 Reimbursement	Mr Jason Giadresco	Reimbursement for Diesel for 1001WA - Fuel Card PIN not working	102.03
CP.253	24-03-2023	EFT	3731	Reimb NDIS 170323	Mr Mario Derilo	Reimburse NDIS Worker Screening Check - M Derilo	80.00
CP.253	24-03-2023	EFT	3732	Refund 22/02/23	Mr Paul Nidd	Refund deposit for Northcliffe Cemetery Plot 224	50.00
CP.253	24-03-2023	EFT	3723	Reimb NDIS 270123	Mr Ramon Ramiro	Reimburse NDIS Worker Screening Check - R Ramiro	145.00
CP.253	24-03-2023	EFT	3736	Reimbursement	Mr Samuel Sexton	Reimbursement pre-employment medical - S Sexton	63.00
CP.253	24-03-2023	EFT	3737	Reimb 13/03/23	Mr Sean Tysoe	Reimburse Accommodation costs - IPWEA Conference Fremantle - S Tysoe	683.30

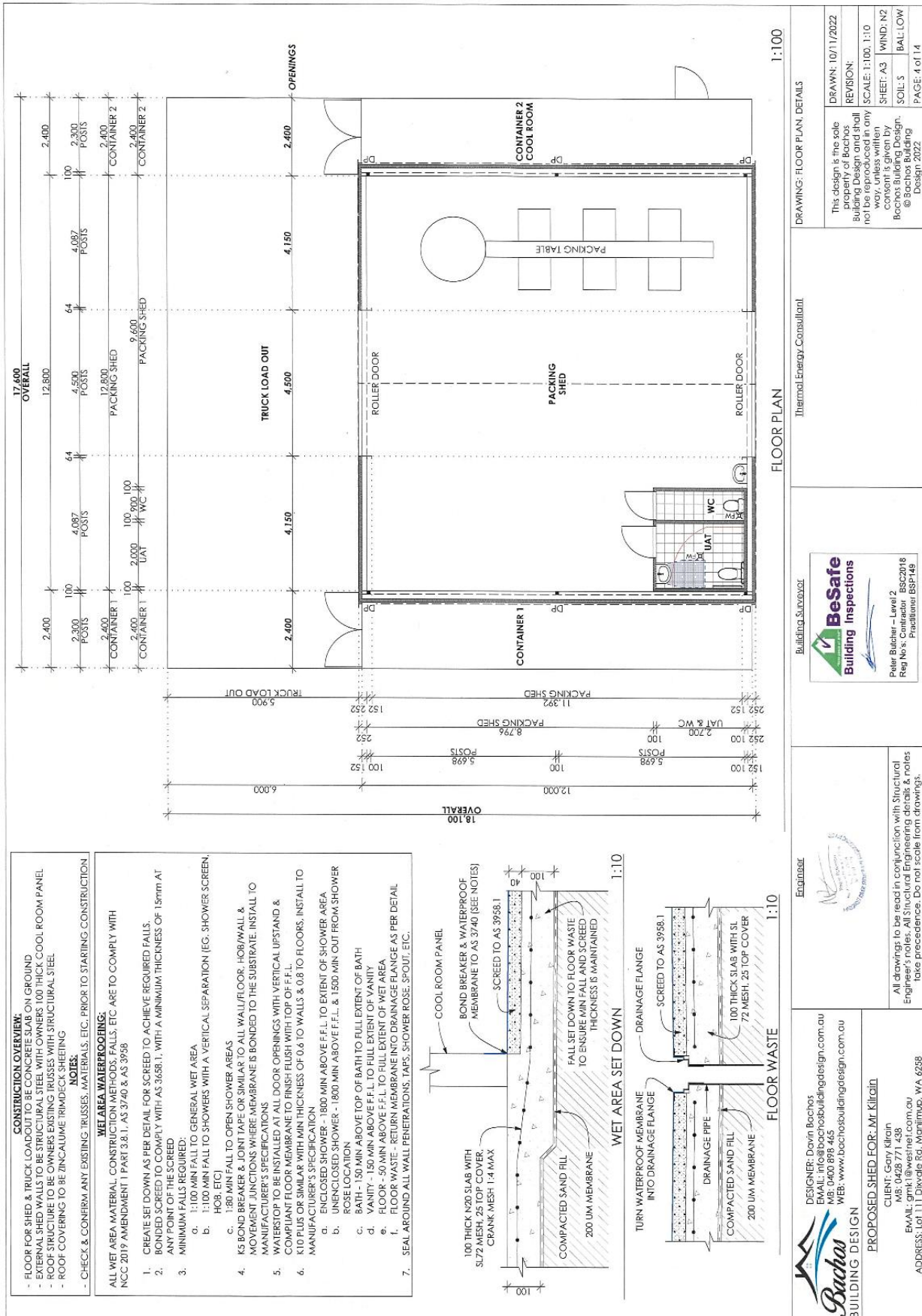
Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	EFT	3670	INV-1619	Mr Stephen King	dismantle 48 x mattresses to extract metal for site contractor's salvage & dispose other materials to bulk waste bins for landfill - Walpole Transfer Station	1,440.00
CP.253	24-03-2023	EFT	2444	Reimburse130323	Mrs Catherine Mills	reimbursement for accommodation costs & parking costs - IPWEA Conference - Catherine Mills	878.42
CP.253	24-03-2023	EFT	3141	027	Mrs Mary Williams	Cleaning of the Quinrinup Public Toilets February 2023	280.00
CP.253	24-03-2023	EFT	1982	INV-1187	Mrs Nicole Campbell	Gardening services 06/03/23 - 10/03/23 - HCC	1,188.00
CP.253	24-03-2023	EFT	3552	Reimb 150323	Ms Cheryl Elphick	Reimbursement Gardening and Maintenance, tip fees 15/03/23	198.00
CP.253	24-03-2023	EFT	3735	Reimb 17/03/23	Ms Robyn Gorst	Reimbursement for walker purchased 20/02/23	245.00
CP.253	24-03-2023	EFT	3722	Reimb 09/03/23	Ms Sharon Williams	Member of Judging Panel for Seasons Project - travel costs	185.00
CP.253	24-03-2023	EFT	80	00081546	Nev's Steel	quantity of zincalume sheets & rolltop ridge capping - Heritage Park	1,507.57
CP.253	24-03-2023	EFT	80	00081545	Nev's Steel	Guttering, Downpipes and supplies for Clem Collins Pavilion	1,936.25
CP.253	24-03-2023	EFT	265	908425186	Nutrien Ag Solutions	2 x 186-10D Silvan Ag hose - TR04	844.80
CP.253	24-03-2023	EFT	1131	606365332	Officeworks	Sit stand Desk For x 2 - Partner No 12991587	450.00
CP.253	24-03-2023	EFT	1131	606552838	Officeworks	A3 Paper and Rubber bands - Partner No 12991587	124.85
CP.253	24-03-2023	EFT	496	INV-2499	Pemberton Community Resource Centre Inc	PCN March 2023	352.00
CP.253	24-03-2023	EFT	3128	584578	Pemberton Pharmacy	Chemist items - HCP - DG - Account No. 27013	99.80
CP.253	24-03-2023	EFT	3553	230510	Sapio Pty Ltd	Replacement of faulty camera - Coronation Park toilet block	1,278.20
CP.253	24-03-2023	EFT	1431	503073743	Seek Limited	Employment Advert 66224720 - Admin Assistant - Account 2520465	335.50
CP.253	24-03-2023	EFT	924	606108	SOS Office Equipment	MHCC Rental x 1 25/03/23 - 24/04/23 - A/c SHIRE042	324.89
CP.253	24-03-2023	EFT	3421	20222866	South West Rural Respite Services	Friendship club - HCP - JW - Feb 2023	396.00
CP.253	24-03-2023	EFT	1774	119870	Southern Forests Medical Centre	Pre-employment Medical - N Chapman	165.00

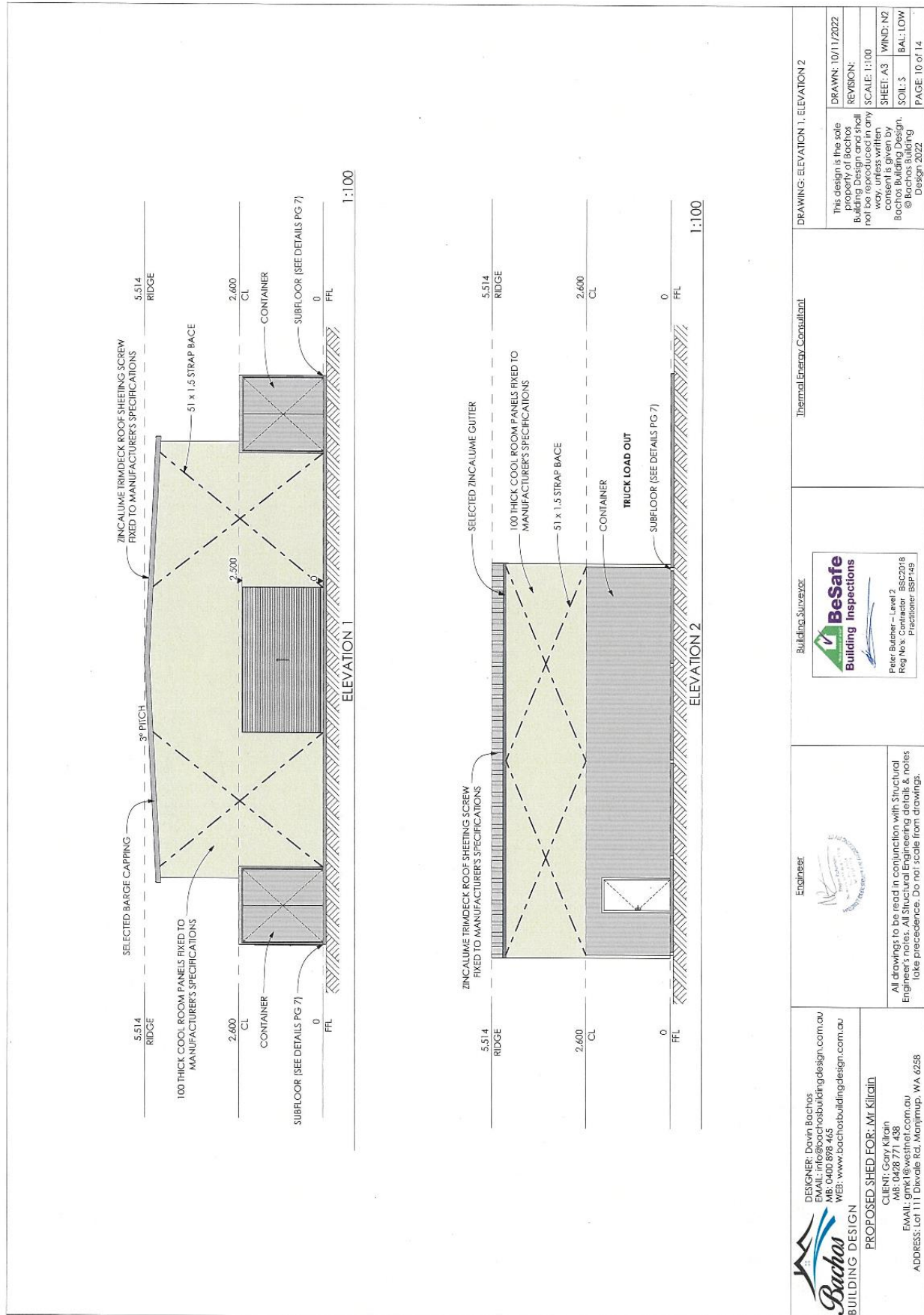
Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.253	24-03-2023	EFT	3677	1150	Southern Forests Window Cleaning	Residential Window clean 23/2	210.00
CP.253	24-03-2023	EFT	1532	FAINV01057582	St John Ambulance - Manjimup	First Aid training x 1 staff members MHCC - S Matthews	160.00
CP.253	24-03-2023	EFT	1532	FAINV01057584	St John Ambulance - Manjimup	First Aid training x 1 staff members MHCC - J Plummer	160.00
CP.253	24-03-2023	EFT	1532	FAINV01057583	St John Ambulance - Manjimup	First Aid training x 1 staff members MHCC - C Kavanagh	160.00
CP.253	24-03-2023	EFT	447	26453	STANS Manjimup Farm Machinery	1 x 1G471-83040 Kubota switch - ATV1	148.00
CP.253	24-03-2023	EFT	447	26380	STANS Manjimup Farm Machinery	2 x K6024-55610 Kubota catcher bags, 2 x K6041-55653 bag frames	460.00
CP.253	24-03-2023	EFT	368	R1034771	State Library of Western Australia	Freight charge January to June 2023 - Debtor Id 60347	2,097.55
CP.253	24-03-2023	EFT	1099	00060259	SW Precision Print	10000 Window Face Envelopes	1,279.00
CP.253	24-03-2023	EFT	3161	INV-0730	Synjon Anstee-Brook	Inspect and rectify RV dump point issue	1,298.00
CP.253	24-03-2023	EFT	1938	INV-0108	The Cherry Box	Salads - CEO Farewell 17/3/23	200.00
CP.253	24-03-2023	EFT	59	0583-S256166	Toll Transport Pty Ltd	Toll Freight w/e 12/03/23	50.58
CP.253	24-03-2023	EFT	3522	INV0968927	Tunstall Australasia Pty Ltd	March 23 - Monthly Alarm monitoring and rental for HCP Recipient - SE 3317-00230	49.95
CP.253	24-03-2023	EFT	233	00033447	Walpole Community Resource Centre Inc	WW - Shire Bulletin - March 2023	225.00
CP.253	24-03-2023	EFT	31	I743992	Warren Electrical Service	Replace 2 Existing reverse cycle A/C in Manjimup Library - Job No. J333781	5,913.51
CP.253	24-03-2023	EFT	31	46539	Warren Electrical Service	Belt sander nozzle	25.00
CP.253	24-03-2023	EFT	31	47551	Warren Electrical Service	Plastering tools set	392.00
CP.253	24-03-2023	EFT	91	7071	Wiseman Signs	Replacement banner bag for TSI flag	143.00
CP.253	24-03-2023	EFT	181	215307	Zipform Pty Ltd	4th Rates Installment Prod/Post - Customer SMAN109	5,090.75
						EFT Total	1,601,568.95
Other Payments (including Direct Debits)							

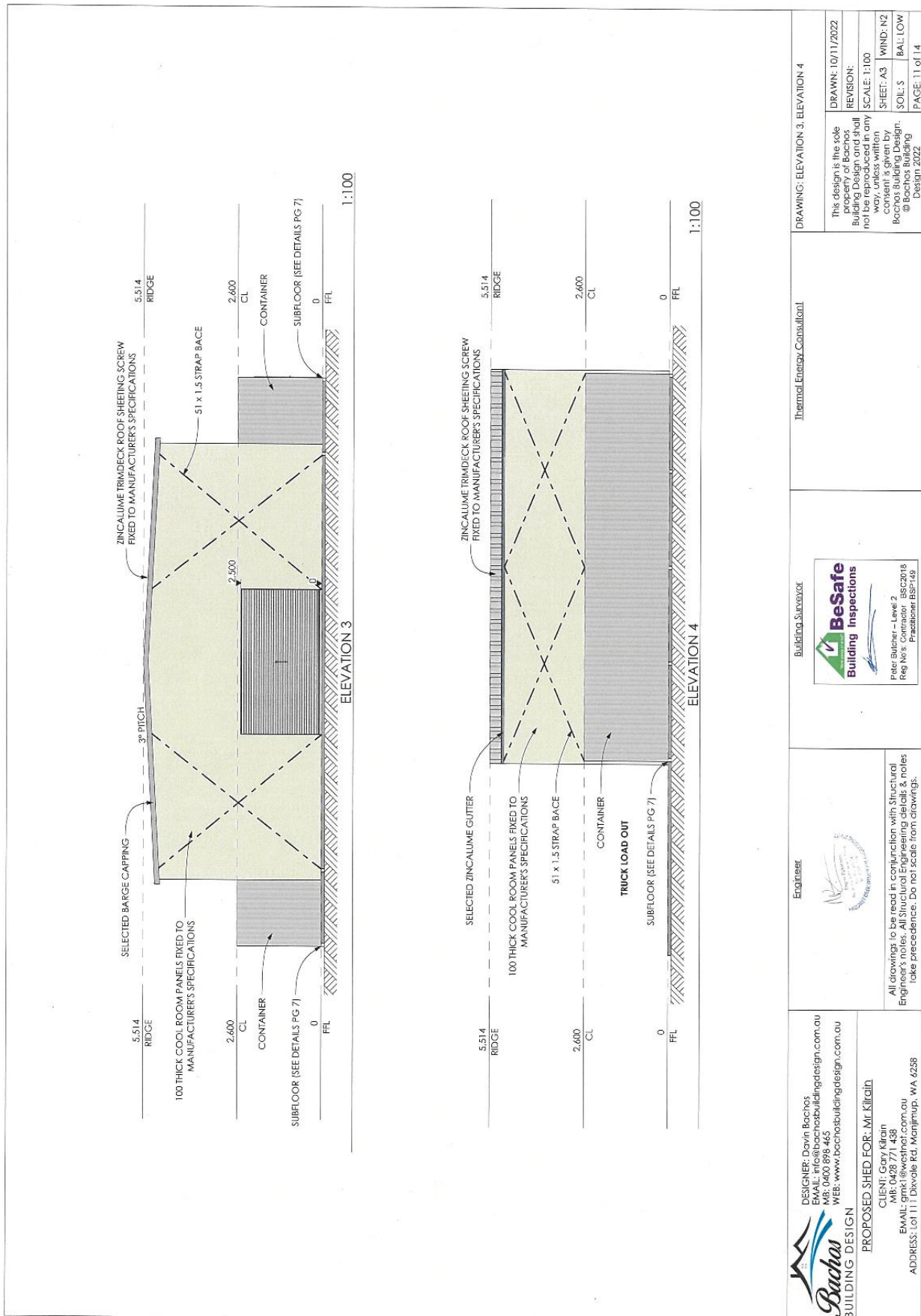
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CPT.548	01-03-2023	N/A	3245	100001502519	HP Financial Services (Australia) Pty Ltd	Lease 5546295549AUS3 01/03/23 to 31/05/23 - Various IT items PO 10214	1,369.50
CPT.549	01-03-2023	N/A	1948	C39467	Maia Financial Pty Limited	Lease contract for Data 3 Network Equipment 01/03/23 - 31/05/23	1,810.42
CPT.552	01-03-2023	N/A	2532	1216938	Les Mills Australia	Contract Fee - Body Pump - 01/03/23 - 31/03/23	417.76
CPT.553	07-03-2023	N/A	2845	747767	Fleetcare Pty Ltd	Monthly Lease Rental, GPS Access Fee - February 2023	535.49
CPT.554	15-03-2023	N/A	3383	TA12341-044	Telair Pty Ltd	Internet Access 01/03/23 - 31/03/23	880.26
CPT.555	15-03-2023	N/A	1015	AUSG00443058	SG Fleet Australia Pty Ltd	Lease rental payment - March 2023/April 2023	3,770.22
CPT.556	07-03-2023	N/A	2610	Corporate Card Statements to 20 February 2023	Westpac Banking Corporation	Corporate Card Transactions 23/01/23 - 20/02/23	4,364.72
CPT.557	17-03-2023	N/A	2610	Loan Repayment - Loan 210 - Installment 34	Westpac Banking Corporation	Loan Repayment - Loan 210 - Installment 34	28,737.49
CPT.558	06-03-2023	N/A	2955	INV-2766	Aviary Corp Pty Ltd	Subscription Fee - Monthly Licence - February 2023	1,518.00
CPT.559	21-03-2023	N/A	2955	INV-2792	Aviary Corp Pty Ltd	2hrs Nightingale training (March 2023)	352.00
CPT.560	21-03-2023	N/A	3640	Lease Payment 5 of 60	Finrent Pty Ltd	Lease Fee - HP DesignJet XL 3600 Multifunction Printer	691.90
CPT.561	06-03-2023	N/A	1948	VS2458 - E6N0160741	Maia Financial Pty Limited	Lease contract E6N0160741 payment for 01/01/23 to 31/03/23	1,974.71
CPT.562	14-03-2023	N/A	2605	MHCC 141 574 034 - 102	Wright Express Australia Pty Ltd	MHCC Coles Card Purchases - February 2023	361.88
CPT.562	14-03-2023	N/A	2605	MRAC 141 571 034 - 102	Wright Express Australia Pty Ltd	MRAC Coles Card Purchases - February 2023	143.70
CPT.566	24-03-2023	N/A	3245	100001515510	HP Financial Services (Australia) Pty Ltd	Lease 5546295549AUS6 - 01/03/23 to 31/05/23 - Aruba Switches/Modules	3,432.00
Other Total							50,360.05
Grand Total							1,711,650.25











Jason Giadresco

From: [REDACTED]
Sent: Thursday, 23 March 2023 11:11 AM
To: Jason Giadresco
Cc: Kaylee Blee;
Subject: RE: [External] Attention Linh Truong - Further Information request for storage/packing shed at Lot 111 Dixvale Road, Dixvale

Hi Jason,

Please find below the information you have requested

- We will pack strawberry in the shed, just packing fresh strawberry into punnets, no washing or processing involved.
- The average operation of packing will be from 9am-10am till 4pm-5pm.
- Given this is a small operation we would have around 5-7 pickers who finish picking and go home, for packing we would have 3-4 packers.
- The workers will park their car on site there will be around 3-4 cars.

Please feel free to contact me if you have any further queries.

Kind regards,

Linh Truong
Admin Manager



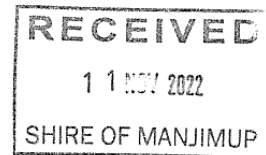
MP 8, Market City
 280 Bannister Road
 Canning Vale WA 6155

Phone: [REDACTED]
Fax: + [REDACTED]
E-Mail: [REDACTED]

This message may contain confidential information intended only for the use of the recipient named above. If you are not the intended recipient of this message you are hereby notified that any use, dissemination, distribution or reproduction of this message is prohibited. If you received this message in error please notify the sender immediately. Any views expressed in this message may not necessarily reflect the views of AllStates Fruit and Vegetable Merchants.

If you no longer wish to receive emails from AllStates Fruit and Vegetable Merchants, please reply to this email with the word 'UNSUBSCRIBE' in the subject or body of your message. Thank you.

From: Jason Giadresco <Jas[REDACTED].au>
Sent: Wednesday, 22 March 2023 2:18 PM
To: [REDACTED]
Cc: [REDACTED]



Management letter regarding Warradale Farm Stay

This farm house that will be provided as a farmstay has 4 bedrooms 1 bathroom, 1 toilet. Situated in Palgarup at the front of the Warradale farm property. The owners house is situated 300m to the rear of the property and the owners will maintain and service the house. Including but not limited to rubbish removal, household maintenance and garden care.

Rubbish will be taken to the Manjimup tip by owners on their routine rubbish run. Recycling will be separated from general household rubbish. Parking facility is provided on northern side of the property and at the rear of property. The house is functionable to accommodate 8 guests including babies and kids. There are no pets permitted. Bookings will be managed in conjunction with AirBNB.

Regards,
Del Edwards

Del Edwards

11/10/2022.

RECEIVED
11 NOV 2022
SHIRE OF MANJIMUP



MANAGEMENT PLAN

Property and Permit Holder Details	
Holiday House Address	26874 SOUTH WEST HIGHWAY, PALGARUP, WA.
Holiday House Permit Holder (i.e. Property Owner)	KEITH EDWARDS
Permit Holder's Residential Address (i.e. Not a PO Box)	26874 SOUTH WEST HIGHWAY, PALGARUP, WA.
Permit Holder's Postal Address (If not same as residential address)	P.O. BOX 564 MANJIMUP 6258
Permit Holder's Daytime Contact Number(s)	040799966 040799966
Permit Holder's Email	deledwards@bigpond.com

Local Manager's Details	
Name of Manager	MATHEW EDWARDS
Residential Address (i.e. Not a PO Box)	26874 SOUTH WEST HIGHWAY, PALGARUP WA
Postal Address (If not same as residential address)	P.O. BOX 564 MANJIMUP 6258
Day Time Contact Number	0420 936640
All-Hours Contact Number (To be made available to guests)	0420 936640

Management Details	
Number of Guest Bedrooms (Attach scaled floor plan showing areas available to guests and any areas not accessible).	4
Maximum number of guests able to be accommodated at the premises.	8
Will pets be accommodated? If so, please provide details of how these will be secured.	NO
Location and number of car parking spaces available to guests inside the property.	4
How is water supplied to the premises? If an on-site water supply is provided, provide details of type and capacity.	RAINWATER TANK 80,000L + BOREWATER
Detail the method of guest booking.	ONLINE AIRBNB



Detail the method of key collection / drop off.	PERSON TO PERSON
Detail the cleaning and servicing arrangements.	BY MANAGEMENT
Detail rubbish disposal arrangements.	BY MANAGEMENT
Will signage be displayed at the property? If so, provide details, including location, size and design.	CURRENT WARRADALE SIGN

Other Comments on Management
NIL

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11 NOV 2022

SHIRE OF MANJIMUP



EMERGENCY PLAN

A copy of this information is to be displayed in a prominent location in the holiday house for guests to refer to in the event of an emergency.

Property Details	
Legal property address <i>This is the formal property street address and locality as shown on the Certificate of Title.</i>	26874 SOUTH WEST HIGHWAY
Nearest road intersection	MILLARS WAY
Local Government Area	Shire of Manjimup
Land line telephone number <i>If a land/fixed telephone is connected to the premises.</i>	NONE
Is there mobile phone / data coverage available. If so, which telcos?	TELSTRA

Emergency Contacts and Information	
National Emergency Service Number <i>Police, Ambulance, Fire</i>	000
State Emergency Service Assistance <i>Non-emergency</i>	132 500
Emergency Information <i>Phone and Website</i>	1300 657 209 www.dfes.wa.gov.au
Radio frequency of the official local emergency radio broadcaster <i>i.e. ABC Local Radio</i>	738
Nearest Emergency Muster Point / Evacuation Centre <i>Include route map if required.</i>	MANJIMUP BASKETBALL STADIUM CNR OF RUTHERFORD AND ARNOTT ST

Nearest Hospital Information (24hr Emergencies)	
Name	WARREN DISTRICT HOSPITAL
Address	16 HOSPITAL AVE, MANJIMUP
Distance from Holiday House	9.1 KM
Telephone Number	08 9772 5100

Bush Fire Brigade Information (if outside of a Townsite or settlement)	
Name of local brigade	BALBARUP-WILGARUP
Name of local fire control officer	GARY RYAN
Phone number for local fire control officer	08 97712 955



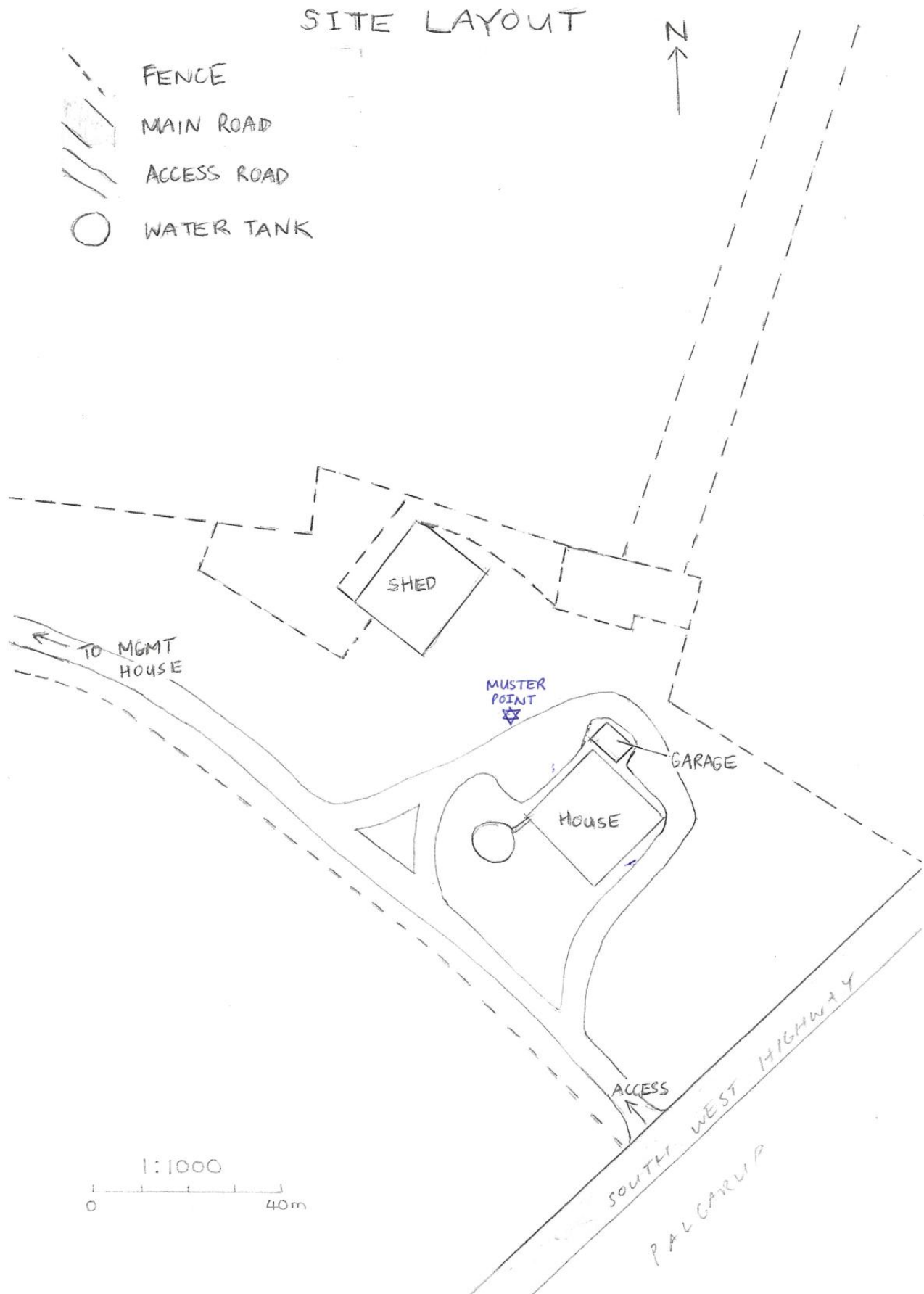
Site Specific Emergency Matters

Any Site Specific Emergency Situations that may occur that guests should be made aware of? *NIL*

<input type="checkbox"/>	Flooding
<input type="checkbox"/>	House Fire
<input type="checkbox"/>	Bush Fire
<input type="checkbox"/>	Snakes
<input type="checkbox"/>	Mosquitos
<input type="checkbox"/>	Other

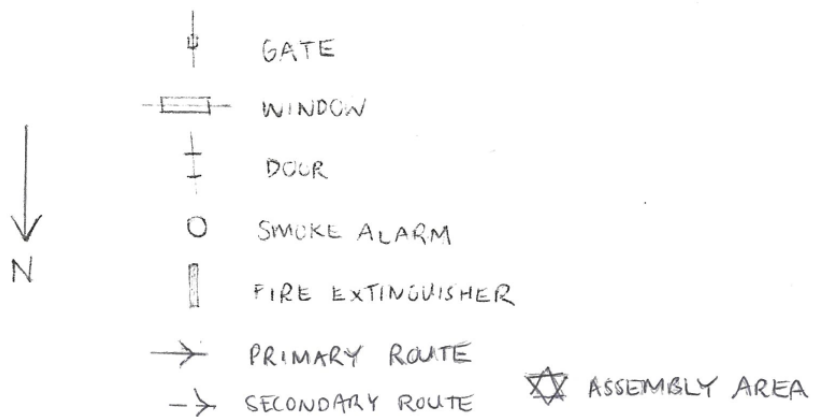
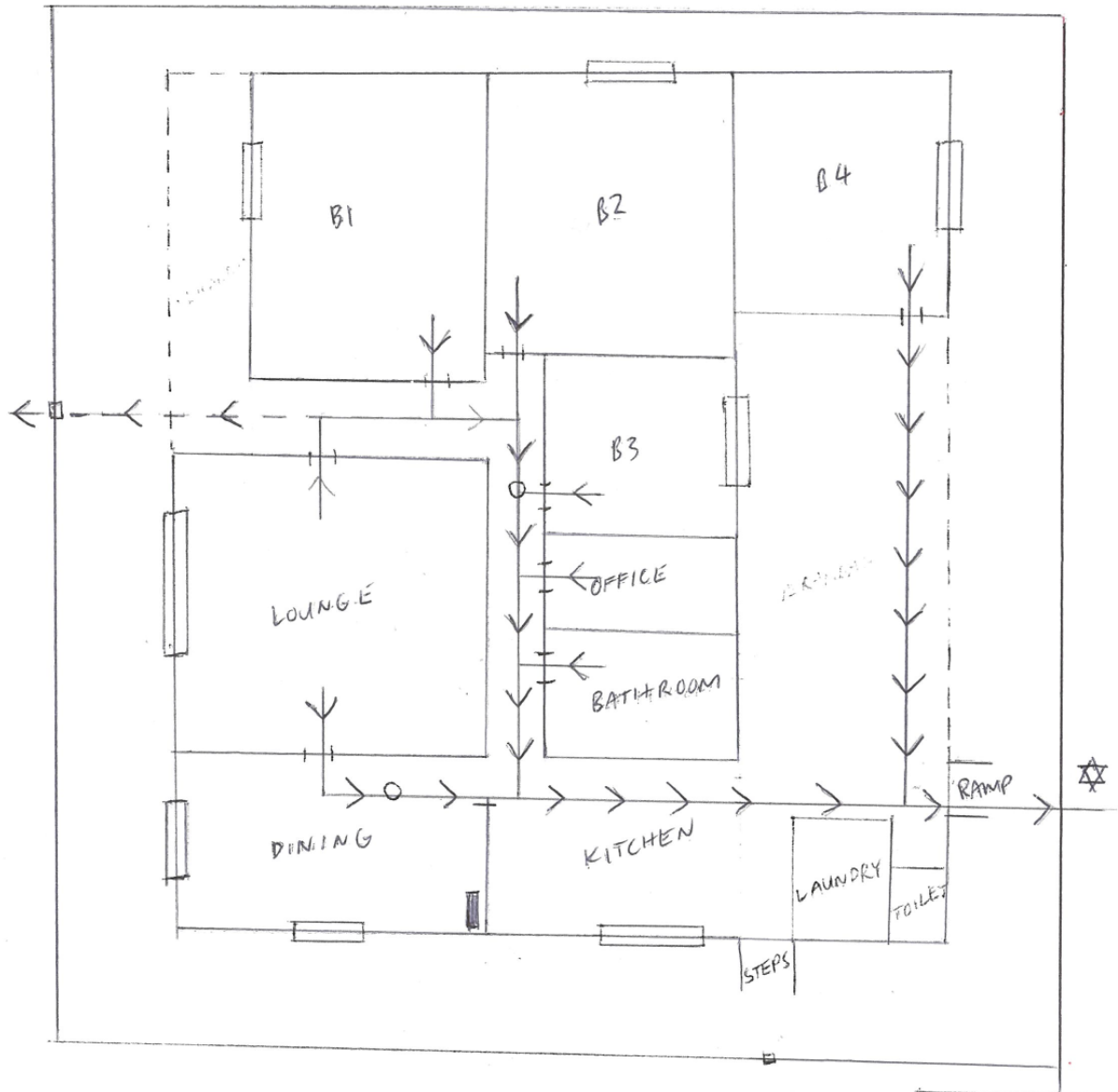
Other Matters

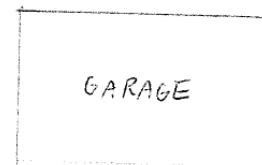
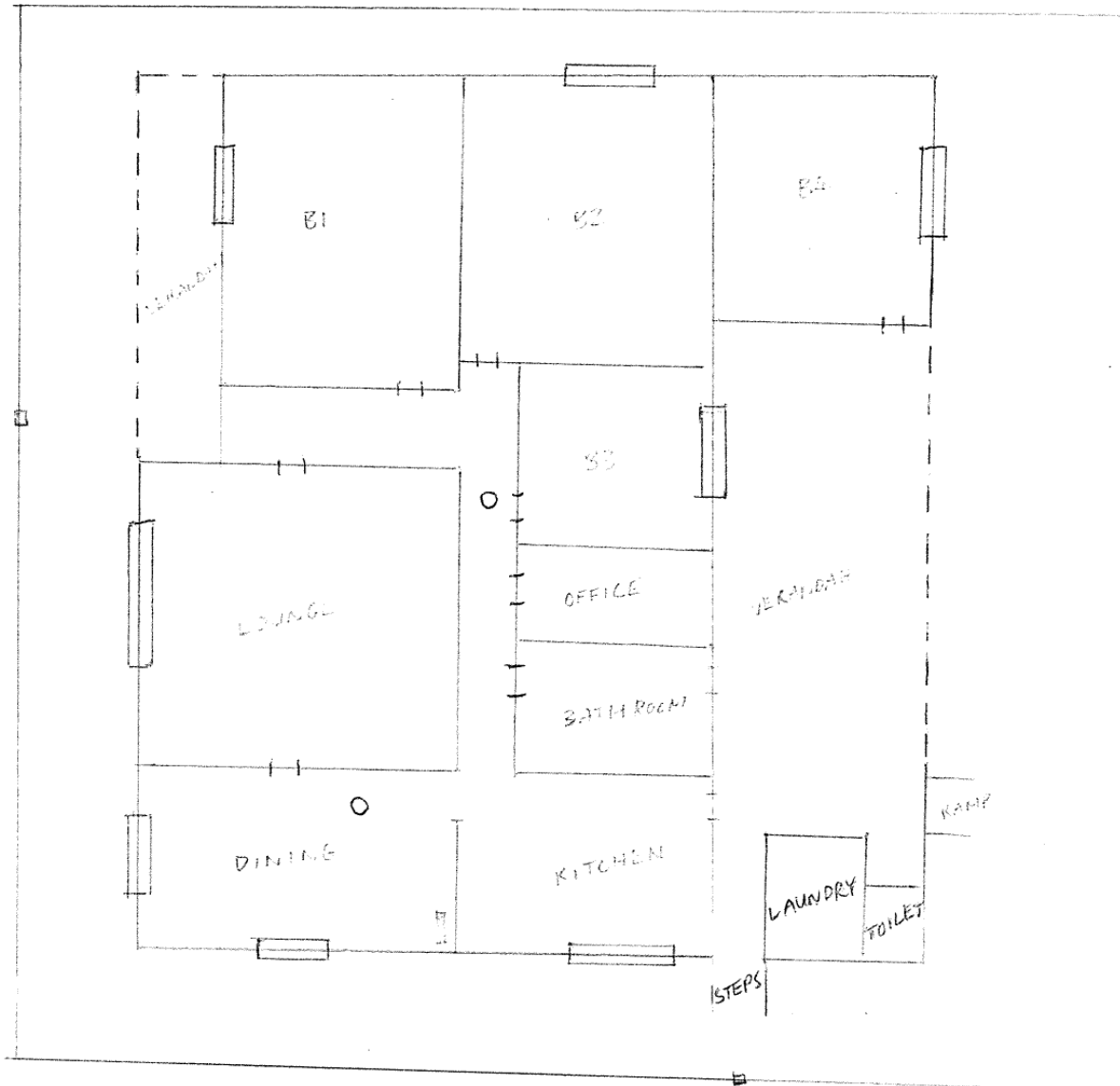
<i>NIL</i>



FLOOR PLAN EVACUATION PLAN

WATER
TANK



FLOOR PLAN

Kaylene Roberts

From: DAVIES Paul (Con) <paul.davies@mainroads.wa.gov.au>
Sent: Wednesday, 2 November 2022 11:18 AM
To: Kaylee Blee
Cc: NAUDE Daniel (RCPM); BROWNE Craig (Con)
Subject: RE: Request for comment DA22/180 - Proposal at Lot 5279, 26874 South Western Highway, Palgarup

Hi Kaylene and Kaylee

I refer to your email below and advise that Main Roads has no objection in principle to the proposed development subject to the following comments and condition.

It is noted that a second driveway access has recently been constructed adjacent to the main property access/ crossover without approval of Main Roads.

The second access driveway is partially fenced over with a rural gate installed.

The second access driveway creates concerns with ingress and egress to the property which could increase the potential for vehicle conflicts and detract from the function and safety of the highway.

It is recommended that the proponent be required to remove the second access driveway, reinstate the road verge and fence the property boundary to the satisfaction of Main Roads.

The following condition is required.

- 1) The property access/ crossover to South Western Highway to be modified to remove the existing unauthorised second driveway, reinstate the road verge and fence the property boundary to the satisfaction of Main Roads.

The proponent will need to submit an application to Main Roads for approval of minor works in the road reserve prior to undertaking any works.

If you have any queries please phone Daniel Naude

Regards Paul Davies

For Daniel Naude
 ROAD CORRIDOR PLANNING MANAGER
 Regional Management & Operations Directorate
 p: +61 9724 5724 | m: +61 4189 31078
 w: www.mainroads.wa.gov.au



From: Kaylee Blee <kaylee.blee@manjimup.wa.gov.au>
Sent: Friday, 28 October 2022 10:38 AM
To: WEB South West Region <swreg@mainroads.wa.gov.au>
Subject: Request for comment DA22/180 - Proposal at Lot 5279, 26874 South Western Highway, Palgarup



Our Ref: D26229
Your Ref: DA22/180

Kaylene Roberts
Shire of Manjimup
info@manjimup.wa.gov.au

Dear Ms Roberts

RE: VULNERABLE LAND USE - LOT 5279, 26874 SOUTH WESTERN HIGHWAY, PALGARUP – PROPOSED SHORT STAY ACCOMMODATION

I refer to your email dated 28 February 2023 regarding the submission of a Bushfire Management Plan (BMP) (Version 1), prepared by Bushfire Prone Planning and dated 17 February 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

- DFES acknowledges that a residential dwelling currently exists on the subject site and the development application seeks a change of use to short stay accommodation.
- The Shire have considered this to be a tourism activity and required planning approval, the change to a vulnerable land use would constitute an intensification of development and trigger application of SPP 3.7.
- Further clarification is required within the BMP of the requirements of SPP 3.7 and the supporting Guidelines as outlined in our assessment below.

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

Issue	Assessment	Action
Vegetation Classification	<p>Vegetation within area 5 has been excluded as 'managed grassland'. It is noted that this will require continued management to keep this area in a low threat condition to enable exclusion under AS3959 (i.e. minimal fuel condition).</p> <p>No photographic evidence has been provided of the area to the south east of the site near the entrance, which appears to contain mature vegetation and therefore the exclusion of this area cannot be verified.</p>	<p>Insufficient information. The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.</p>

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

ABN 39 563 851 304

	<p>An appropriate mechanism is required to provide certainty that the proposed management measures can be achieved in perpetuity and that they are enforceable. This mechanism should apply to the entire area covered by the low threat exclusion.</p> <p>If unsubstantiated, the vegetation classification should be revised to classify the vegetation as per AS 3959, or the resultant BAL ratings may be inaccurate.</p>	
Construction to AS3959 Building Standards	<p>The DFES acknowledges that AS3959 <i>does not apply retrospectively to existing buildings, if the use does not change.</i></p> <p>However, the decision maker should consider upgrading the dwelling to utilise all of the elements of AS3959 that apply to the appropriate Bushfire Attack Level (BAL). This is consistent with Clause 78E(i) Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> that requires the local government to have regard to the bushfire resistant construction requirements of the Building Code of Australia.</p> <p>Although BAL construction standards do not guarantee the survival of the occupants or building, DFES supports the improved bushfire resilience provided by AS 3959-2018 construction standards.</p>	Comment only.

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

Element	Assessment	Action
Vulnerable Tourism Land Uses - Siting and Design	<p>A5.4 – not demonstrated</p> <p>The BAL ratings cannot be validated for the reasons outlined in the above table.</p> <p>Table B1.1 should also be updated to show the relevant required separation distances (which includes required setbacks to forest vegetation in some directions). The APZ shown in figure 3.2 should be updated as required.</p>	Modification to the BMP is required.
Vulnerable Tourism Land Uses - Water	<p>A5.6 – not demonstrated</p> <p>It is noted that the BMP indicates that a tank could be isolated for fire fighting purposes. Details of this should be confirmed prior to determination of the proposal. 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"> • The use of domestic water for firefighting purposes is prohibited under the <i>Bushfires Act 1954</i>. • 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. 	Modification to the BMP is required.

	<ul style="list-style-type: none"> 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. 	
--	---	--

3. Policy Measure 6.6.1 Vulnerable land uses

Issue	Assessment	Action
Bushfire Emergency Evacuation Plan (BEEP)	The referral has included a ' <i>Bushfire Emergency Evacuation Plan</i> ' for the purposes of addressing the policy requirements. Consideration should be given to the Guidelines Section 5.5.4 ' <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.	Comment only.

Recommendation – Compliance with Acceptable Solutions not fully demonstrated – modifications required

The development application and the BMP have identified issues arising from the bushfire risk assessment and considered how compliance with the bushfire protection criteria can be achieved. However, modifications to the BMP are necessary to ensure it accurately identifies the bushfire risk and necessary mitigation measures. As these modifications will not affect the development design, these modifications can be undertaken without further referral to DFES.

The required modifications are listed in the tables above.

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

Yours sincerely



Naomi Mynott
DIRECTOR LAND USE PLANNING

14 April 2023



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11 FEB 2023
SHIRE OF MANJIMUP

Bushfire Management Plan (BMP)

- ◇ Assessment of potential bushfire impact
- ◇ Environmental conservation
- ◇ Assessment of the development's ability to acceptably mitigate bushfire risk through application of required bushfire protection measures
- ◇ Creation of responsibilities to implement and maintain bushfire protection measures



Produced to meet the relevant requirements of STATE PLANNING POLICY 3.7 Planning in Bushfire Prone Areas & associated Guidelines

Lot 5279 (26875) South West Highway
Palgarup

Shire of Manjimup

Development Application - Vulnerable
Tourism Land Use

20 February 2023

Job Reference No: 221163



Fire Protection
Association Australia
Life. Property. Environment.



Bushfire Management Plan Coversheet

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

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 5279 (26874) South West Highway

Suburb: Palgarup

State: WA

P/code: 6258

Local government area: Shire of Manjimup

Description of the planning proposal: Development Application for change of use to Short Stay Accommodation

BMP Plan / Reference Number: 221163

Version: v1.0

Date of Issue: 17/02/2023

Client / Business Name: Mat Edwards

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)?

☐

☒

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)?

☐

☒

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

Unavoidable development (in BAL-40 or BAL-FZ)

☐

☒

Strategic planning proposal (including rezoning applications)

☐

☒

Minor development (in BAL-40 or BAL-FZ)

☐

☒

High risk land-use

☐

☒

Vulnerable land-use

☒

☐

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.)?

The proposed development site is considered vulnerable land use as it is a tourism development with occupants with a lesser capacity to respond to bushfires.

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

Kathy Nastov

Accreditation Level

Level 3

Accreditation No.

BPAD27794

Accreditation Expiry

01/08/2023

Company

Bushfire Prone Planning

Contact No.

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

K Nastov

Date 17/02/2023

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)				
Co-Author:	Louise Stokes (BPAD Level 1 No. 51589)				
VERSION HISTORY					
Version	Status/Details			Date	
1.0	Original			20 February 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>Limitations: 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>Copyright © 2022 BPP Group Pty Ltd: 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>					



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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	A5.4a Siting and design - APZ	Fully Compliant
	A5.5a Vehicular access – multiple access routes	Fully Compliant
	A5.5b Vehicular access – no-through roads – maximum length	N/A
	A5.5c Vehicular access – EAW – alternative access option	N/A
	A5.5d Vehicular access – public roads - technical requirements	Fully Compliant
	A5.5e Vehicular access – private driveways – technical requirements	Fully Compliant
	A5.5f Vehicular access – signage	Fully Compliant
	A5.6b 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: 26875 South West Highway 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

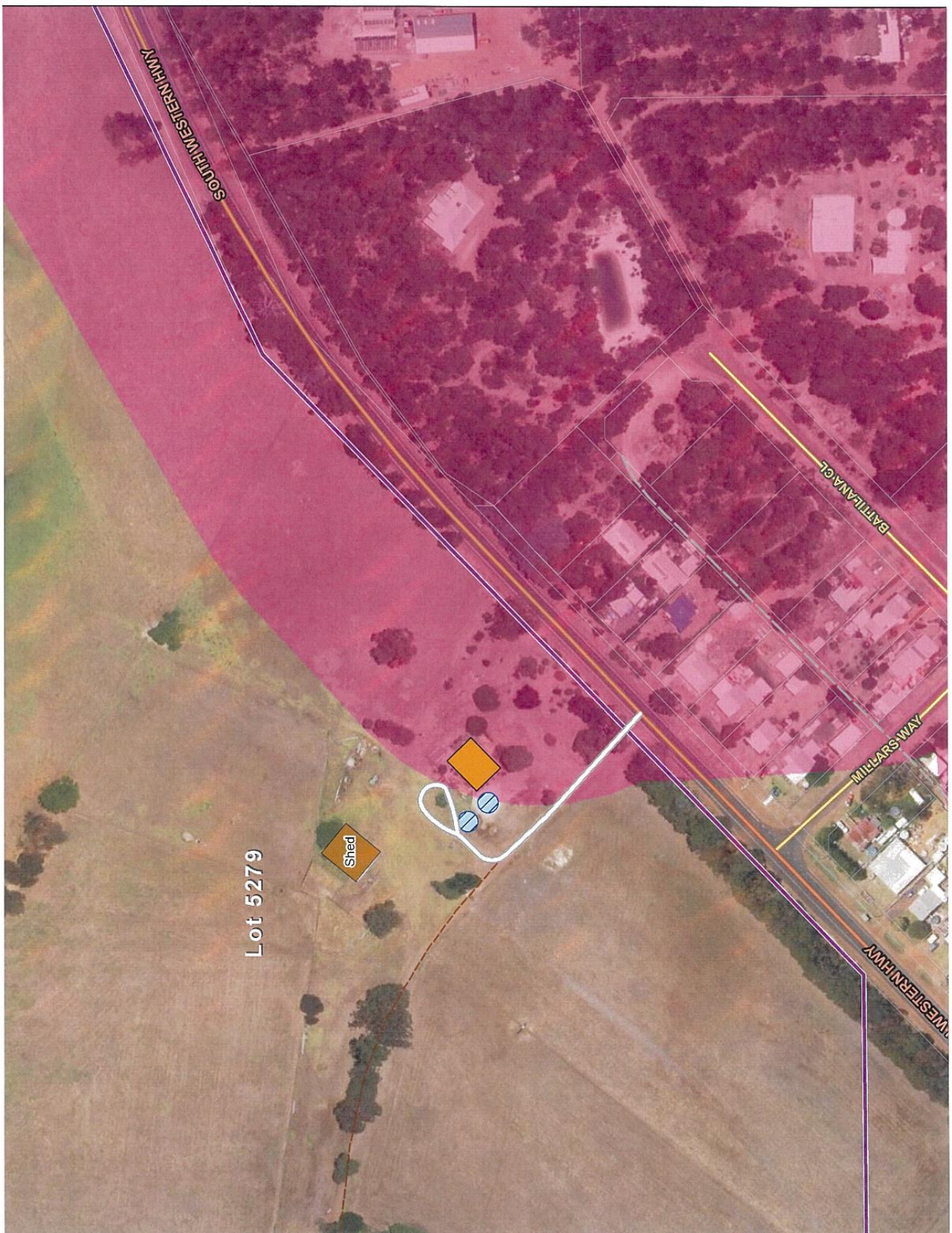


1 PROPOSAL DETAILS AND THE BUSHFIRE MANAGEMENT PLAN

1.1 The Proposed Development/Use Details, Plans and Maps

The Proposal's Planning Stage For which certain bushfire planning documents are required to accompany the planning application.		Development Application - A Condition of Approval
The Subject Land/Site		Lot 5279 (26875) South West Highway Palgarup, Shire of Manjimup
Total Area of Subject Lot/Site		43.7095 hectares
Number of Additional Lots Created		N/A
Primary Proposed Construction	Type(s)	Infrastructure
	NCC Classification	Class 1b (house/hostel)
The 'Specific' Land Use Type for Bushfire Planning 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
Factors Determining the 'Specific' Land Use Type		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.
Description of the Proposed Development/Use		
<p>26875 South West Highway is a farm with two residential properties. The house fronting the highway will be the Bed & Breakfast. The property is neat with mown lawns and an extensive Asset Protection Zone around the residence. There is a small non-native garden at the front of the house.</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 is one main entry point to the property.</p> <p>Across the highway poses the highest threat with forest vegetation. The remainder of vegetation surrounding the property is managed grassland (pasture) and residential area within the settlement of Palgarup.</p>		







1.2 The Bushfire Management Plan (BMP)

1.2.1 Commissioning and Purpose

Landowner / proponent:	Mat Edwards
Bushfire Prone Planning commissioned to produce the BMP by:	Mat Edwards
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	No	No	DBCA-036	Restricted Scale of Data Available (security)	<input type="checkbox"/>	<input type="checkbox"/>	None
Threatened Ecological Community	No	No	DBCA-038		<input type="checkbox"/>	<input type="checkbox"/>	None
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)	No	No	DBCA-011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
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

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	No	No	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	No	No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None



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
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 in the front yard are Camellias with low oil content. At the front gate are several conifers that are mown around and maintained in a presentable manner.	

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 onsite 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 onsite 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 offsite native vegetation to establish the required bushfire protection measures on the subject site?	No



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 offsite bushfire prone vegetation and/or conduct other works, to establish an identified bushfire protection measure(s)? If 'Yes', appropriate evidence of the approval or how it is to be established, shall be provided in this BMP as an addendum.	No
Is a written management agreement required that states the obligation of the landowner, or another responsible party, to manage defined areas of offsite 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? If 'Yes', appropriate evidence of the agreement or how it is to be established, shall be provided in this BMP as an addendum.	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)	
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).	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/m². The AS 3959:2018 BAL determination methodology establishes the ranges of radiant heat flux that correspond to each bushfire attack level. These are identified as BAL-LOW, BAL-12.5, BAL-19, BAL-29, BAL-40 and BAL-FZ.

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

DETERMINED BAL RATINGS

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

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

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.

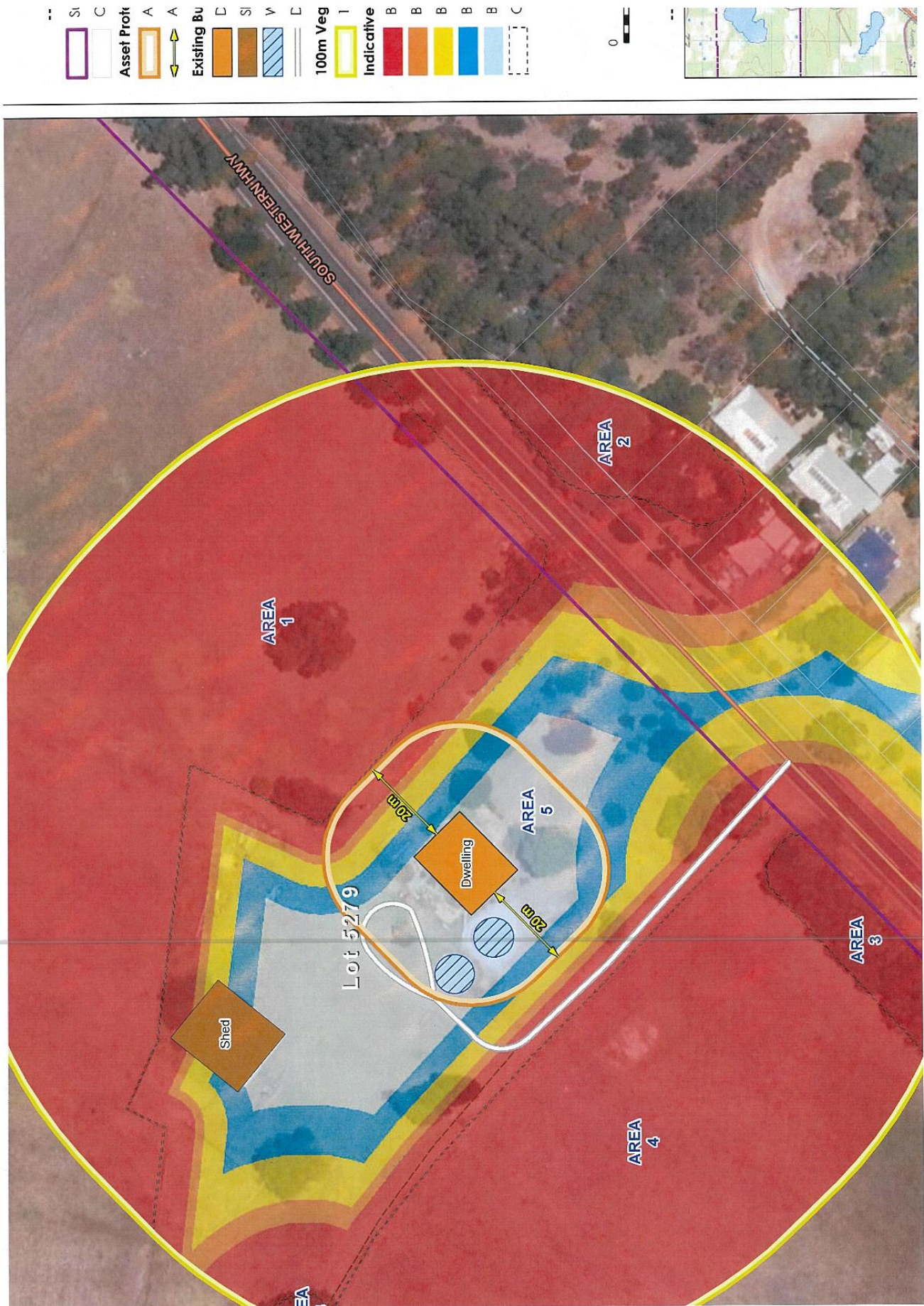
BAL RATING APPLICATION – PLANNING APPROVAL VERSUS BUILDING APPROVAL

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 3.2

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) ¹									
BAL Determination Method	METHOD 1 – AS 3959:2018 CLAUSE 2.2 – SIMPLIFIED PROCEDURE						Applied Fire Danger Index	FDI 80	
The Receiver of Radiant Heat Relevant Building(s) / Structure(s) and Their Location	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	(G) Grassland	d/slope 3.2	Downslope >0-5			21.5m		
	2	(A) Forest	d/slope 3.2	Downslope >0-5			75m		
	3	(A) Forest	flat 0	Upslope or flat 0			56m		
Existing building	4	(G) Grassland	flat 0	Upslope or flat 0	28m				
	5	Excluded cl 2.2.3.2(e & f)	-	N/A	-				
	Determined Bushfire Attack Level					BAL-12.5			
1 All data and information supporting the determination of the classifications and values stated in this table and any associated justification, is presented in Appendix A.									
2 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.									

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

² 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.

A BAL 12.5 is achievable with the installation of a 20m APZ (see Figure 3.2).



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
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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
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5.3 Assessment Statements

5.4 Assessment Statements for Element 5: Vulnerable Tourism Land Uses

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

VULNERABLE TOURISM			
Element Intent	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.		
Proposed Development/Use – Relevant Type	Bed and breakfast and holiday house <u>outside</u> a residential built out area.		
Element Compliance Statement	The proposed development/use achieves the intent of this element by being fully compliant with all applicable acceptable solutions.		
Pathway Applied to Provide an Alternative Solution	N/A		
Acceptable Solutions - Assessment Statements <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 https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas.</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>			
Solution Component Check Box Legend <input checked="" type="checkbox"/> Relevant & met <input checked="" type="checkbox"/> Relevant & not met <input type="checkbox"/> Not relevant			
A5.4 Siting and Design			
A5.4a Asset protection zone (APZ)	Applicable:	Yes	Compliant: Yes
APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION <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/m², 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.

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APZ Width: 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/m².

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Restriction on Building Location: 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).

☒ ☐ ☐

APZ Location: 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.



<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	<p>APZ Location: 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>APZ Location: 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"> • If non-vegetated, remain in this condition in perpetuity; and/or • If vegetated, be low threat vegetation or vegetation managed in a minimal fuel condition in perpetuity.
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>APZ Management: 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>Subdivision Staging: 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>Firebreak/Hazard Reduction Notice: 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>Supporting Assessment Details: The APZ for the corresponding BAL 29 rating is fully compliant and a BAL 12.5 is achievable.</p> <p>The Shire of Manjimup's Firebreak & Fuel Hazard Reduction Notice: Section B: Tourist Enterprise requires a 20m APZ around habitable buildings, including:</p> <ol style="list-style-type: none"> 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 overhang the dwelling. 4. No tall shrub over (1) metre in height or live standing tree is to be located within (2) metres from any part of a dwelling. 5. Shrubs are not to be located under trees, are not to be planted in clumps greater than 5m² in area, clumps of shrubs should be separated by at least (5) metres. 6. The Shire of Manjimup permits the clearing of live standing trees in the Building Protection Zone subject to the land owner obtaining a clearing permit from the Department of Water and Environmental Regulation. 	



A5.5 Vehicular Access			
A5.5a Multiple access routes		Applicable:	Compliant:
		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="checkbox"/>	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.		
Supporting Assessment Details: The South West Highway travels to Manjimup and Bridgetown in different directions			
A5.5b No-through roads – maximum length		Applicable:	Compliant:
		No	N/A
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	The no-through public road for the proposed development is no longer than 200 metres. It is 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="checkbox"/>	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="checkbox"/>	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.		
Supporting Assessment Details: The proposed development property fronts the South West Highway			
A5.5c Emergency access way – alternative access option		Applicable:	Compliant:
		No	N/A
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	A5.5a and A5.5b cannot be achieved.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	The proposed or existing EAW provides a through connection to a public road.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	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="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.		
Supporting Assessment Details: No alternative access is required.			
A5.5d Public roads - technical requirements		Applicable:	Compliant:
		Yes	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>However, the applicable class of road, the associated technical requirements and subsequent proposal compliance, will need to be confirmed with the relevant local government and/or Main Roads WA.</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: None required	
A5.5e Private driveways - technical requirements Applicable: Yes Compliant: Yes	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The private driveway length is no greater than 70m. 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: Refer Figure 3.1	
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: Evacuation signage can be installed in the guest carpark	
A5.6 Provision of Water for Firefighting Purposes	
A5.6a Reticulated supply Applicable: No Compliant: N/A	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	A reticulated water supply is available to the proposed development. The existing hydrant connection(s) are provided in accordance with the specifications of the relevant water supply authority.



<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> A reticulated water supply is available to the proposed development. Hydrant connection(s) can and will be provided in accordance with the specifications of the relevant water supply authority.			
Supporting Assessment Details: N/A			
A5.6b Non-reticulated supply		Applicable:	Compliant:
		Yes	Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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.			
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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.			
Supporting Assessment Details: 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. There are no fire hydrants along the main road in the settlement of Palgarup. Refer to information contained in Appendix D for the firefighting water supply specifications and technical requirements.			



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"> 1. The land is in a designated bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner; 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 3. That additional planning and building requirements may apply to development on this land.
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"> The minimum required dimensions established in Appendix B1; and 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.
2	Comply with the Shire of Manjimup Firebreak & Fuel Hazard Reduction notice issued under s33 of the Bush Fires Act 1954. Check the notice annually for any changes.
3	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.
4	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.
5	Maintain the static fire fighting water supply tank and associated pipes/fittings/pump and vehicle hardstand in good working condition.
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"> 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).
7	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.



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 & Fuel Hazard Reduction notice and with any bushfire protection measures that are:</p> <ul style="list-style-type: none"> • Established by this BMP; • Are required to be maintained by the landowner/occupier; and • Are relevant to local government operations.



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:

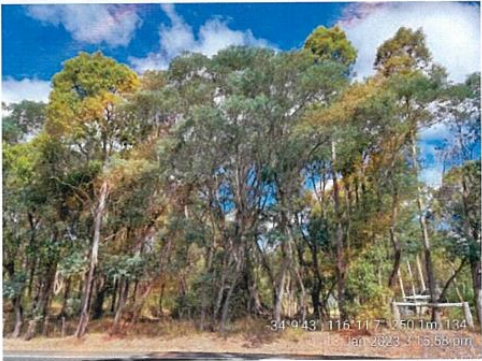
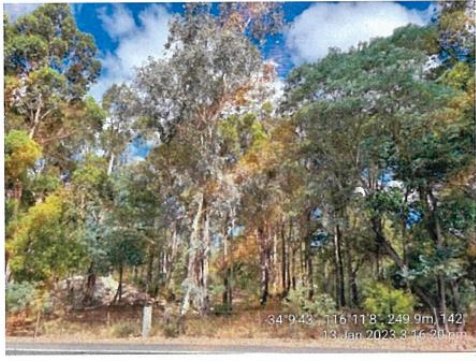
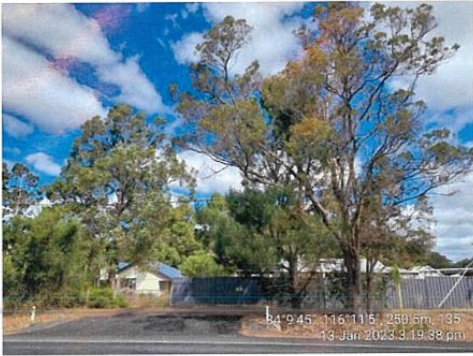
None

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	G. GRASSLAND				
Types Identified	Sown pasture G-26				
Exclusion Clause	N/A				
Effective Slope	Measured	d/slope 3.2 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.				
Understorey:	N/A				
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 3.2 degrees	Applied Range (Method 1)	Downslope >0-5 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 Eucalypts (Marri, Bluegums & Rivergums) along with Acacias to a height of 20m with understorey of native shrubs, fallen logs and grasses.				
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.				
Additional Justification:	Not required				
Post Development Assumptions:	N/A				
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PHOTO ID: 5					


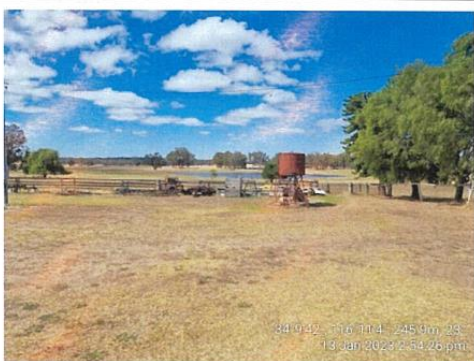




VEGETATION AREA 3						
Classification	A. FOREST					
Types Identified	Open forest A-03					
Exclusion Clause	N/A					
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees
Foliage Cover (all layers)	>90%	Shrub/Heath Height		Up to 6m	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Along the South West Highway is an area of Eucalypt windbreak growing to a height of 6m. Overall canopy cover is 90%. Along the driveway to the second residence is an area of Forest vegetation, primarily Eucalypts to a height of 15m..					
Understorey:	The understorey is a combination of fallen logs and leaf litter.					
Additional Justification:	N/A					
Post Development Assumptions:	N/A					
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VEGETATION AREA 4						
Classification	G. GRASSLAND					
Types Identified	Sown pasture G-26					
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	N/A	Tree Height	N/A	
Dominant & Sub-Dominant Layers (species as relevant)	Sown grass for stock.					
Understorey:	N/A					
Additional Justification:	Not Required.					
Post Development Assumptions:	N/A					
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>34° 9' 44" 116° 11' 3" 247.3m 238° 13 Jan 2023 2:59:05 pm</p> </div> <div style="text-align: center;">  <p>34° 9' 48" 116° 11' 2" 247.5m 237° 13 Jan 2023 2:59:24 pm</p> </div> </div>						
PHOTO ID: 8			PHOTO ID: 9			



VEGETATION AREA 5					
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. Outside of the yard is an area that is mowed, as an Asset Protection Zone.				
Understorey:	Not required				
Additional Justification:	Not required.				
Post Development Assumptions:	Not required				
<div><div><p>34° 9' 43", 116° 11' 2", 247.6m, 354° 13 Jan 2023 2:59:46 pm</p></div><div><p>34° 9' 42", 116° 11' 4", 245.9m, 38° 13 Jan 2023 2:58:26 pm</p></div></div>					
PHOTO ID: 10			PHOTO ID: 11		
<div><div><p>34° 9' 42", 116° 11' 5", 246.6m, 124° 13 Jan 2023 2:57:37 pm</p></div><div><p>34° 9' 43", 116° 11' 5", 247.7m, 210° 13 Jan 2023 2:58:13 pm</p></div></div>					
PHOTO ID: 12			PHOTO ID: 13		



A1.3: EFFECTIVE SLOPE

Measuring

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

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

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

Slope Variation Within Areas of Vegetation

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

Slope Variation Due to Multiple Development Sites

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

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

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

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

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



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/m². 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/m² and 2 kW/m² 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/m² and 2 kW/m² 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.



B.1.1: 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)							
			Established by the 'BAL Rating' APZ Dimension		Established by the "Local Government" APZ Dimension		The 'Required' APZ Dimensions [see note]			
	Area	Class	Indicative Radiant Heat Impact	Stated 'Indicative' or 'Conditional' BAL					Firebreak / Hazard Reduction Notice	Maximum Allowed
				BAL-29	BAL-19	BAL-12.5	BAL-LOW	The Stated Distance		
Existing building	1	(G) Grassland	BAL-12.5			20m		20m	-	20
	2	(A) Forest				50m				20
	3	(A) Forest				42m				20
	4	(G) Grassland				17m				20
	5	Excluded cl 2.2.3.2(e & f)				-				
Note: 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.										
Comments: The Shire of Manjimup Firebreak & Fuel Hazard Reduction notice requires a 20m APZ around buildings.										

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

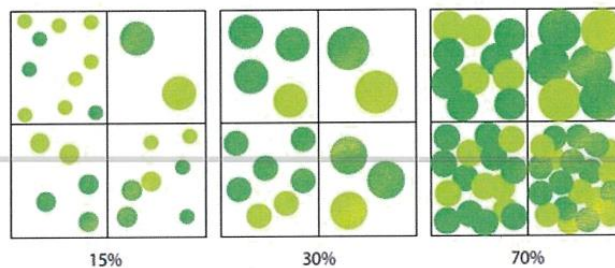
Within the Guidelines (source: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>), the management Standards are established by:

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

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





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

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

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

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

A copy of the 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.



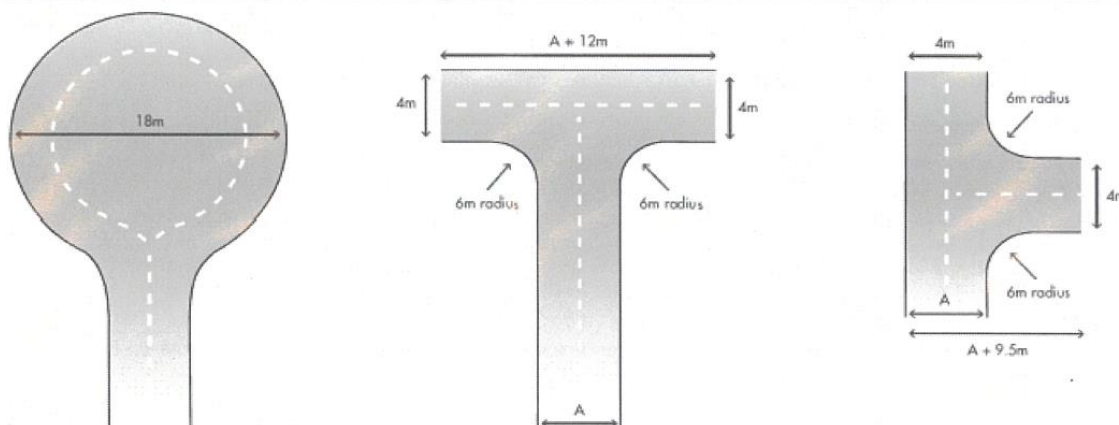
APPENDIX C: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS

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 ¹	Fire Service Access Route ¹	Battle-axe and Private Driveways ²
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 ³	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum Grade Sealed Road ³		1:7 (14.3%)		
Maximum Average Grade Sealed Road		1:10 (10%)		
Minimum Inner Radius of Road Curves (m)		8.5		

Turnaround Area Dimensions for No-through Road, Battle-axe Legs and Private Driveways ⁴



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.

¹ To have crossfalls between 3 and 6%.

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

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

⁴ 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 or 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.

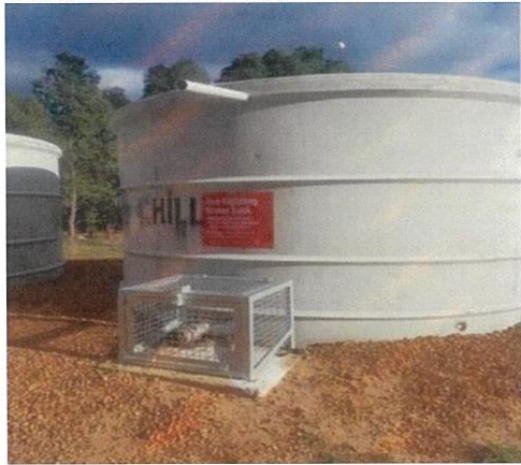
2.2.2.1 Fittings for above-ground water tanks:

- 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.

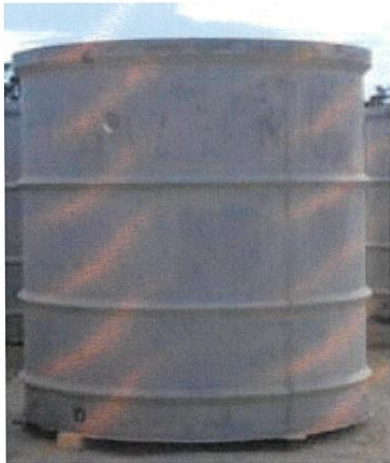
2.2.2.2 Remote outlets

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

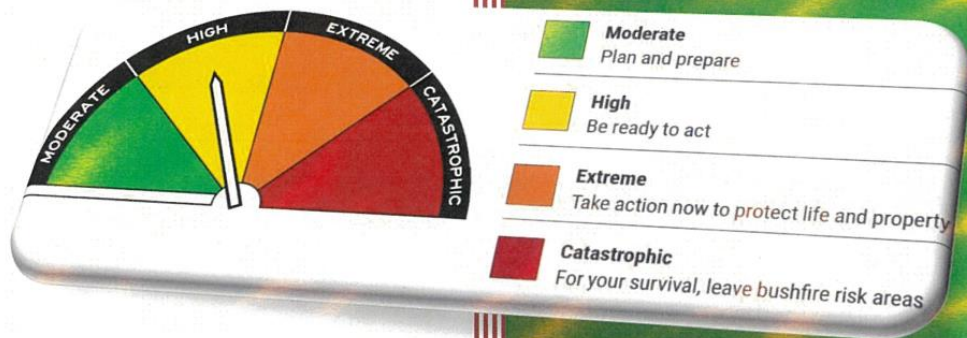


Full Flow 50mm Gate Valve and Male Camlock



Bushfire Emergency Plan

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



PREVENT | PREPARE | RESPOND

Lot 5279 (26874) South West Highway Palgarup

Shire of Manjimup

Facility/Premises Use: Bed and breakfast accommodation

17 February 2023

Associated BMP: BPP Ref. No. 221163

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<p>Limitation of Liability: 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>Copyright ©2022 BPP Group Pty Ltd: 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>					



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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.	Phone call: triple zero '000' Phone app: EMERGENCY PLUS
State Emergency Service (SES)	Emergency assistance - securing your property, rescuing persons.	13 2500

2.2. UTILITIES / MEDICAL / ASSISTANCE

AGENCY/ORGANISATION	SERVICES	CONTACT
Bridgetown Hospital	Emergency medical services	(08) 9782 1222
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 Website: redcross.org.au/emergencies
Salvation Army	Social services care	13 72 58 (13 SALVOS) Website: salvationarmy.org.au/need-help/disasters-and-emergencies/


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.	Website: emergency.wa.gov.au
Department of Fire & Emergency Services	General public emergency information.	Information Line: 13 3337 (13 DFES)  dfes_wa  dfeswa Website (during a bushfire): dfes.wa.gov.au/hazard-information/bushfire/during Website (recovering from a bushfire): dfes.wa.gov.au/hazard-information/bushfire/recovery
Local Radio	Bushfire alerts, warnings, and information.	Local Radio Stations: ABC (AM) 558/738 Website: abc.net.au/radio/stations
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.	Website: bushfire.io
Bureau of Meteorology	Current / forecast fire weather and fire danger ratings.	Website: bom.gov.au/wa/index.shtml
Parks and Wildlife Service	Bushfire alerts and warnings, prescribed burns in national parks.	Website: dpaw.wa.gov.au
Main Roads WA	Incidents, issues and roadworks.	13 8138 Website: travelmap.mainroads.wa.gov.au/Home/Map



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"> • Safety release valve shall be directed away from the building and persons access/egress routes; • 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 • Tethers securing cylinders are to be non-combustible. <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; 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>The Firebreak Notice: 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>Accessibility:</p> <p>Ensure all property access/egress routes are kept clear and easily trafficable.</p>
<input type="checkbox"/>	<p>The Asset Protection Zone(s) (APZ) Dimensions:</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"> • The Shire of Manjimup requires a 20m APZ around buildings. Section B of the Shire of Manjimup Annual Firebreak & Fuel Hazard Reduction Notice states: <ol style="list-style-type: none"> 1. Remove all flammable material within (20) metres of any dwelling or outbuilding. 2. Tree trunks to be free of branches to a height of (2) metres. 3. No trees are to over hang the dwelling. 4. No tall shrub over (1) metre in height or live standing tree is to be located within (2) metres from any part of a dwelling. 5. Shrubs are not to be located under trees, are not to be planted in clumps greater than 5m² in area, clumps of shrubs should be separated by at least (5) metres. 6. The Shire of Manjimup permits the clearing of live standing trees in the Building Protection Zone subject to the land owner obtaining a clearing permit from the Department of Water and Environmental Regulation. Please contact the Shire of Manjimup for assistance.
<input type="checkbox"/>	<p>Vegetation in the APZ – trimming and removal of accumulated debris:</p> <p>Trees (greater than 6 metres in height):</p> <ul style="list-style-type: none"> • Remove branches overhanging buildings and powerlines; • Remove lower branches to a height of 2m above the ground or any surface vegetation; and • Remove loose bark (rake) to at least a height of 2m above the ground or any surface vegetation. <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"> • Ensure location and clump sizes remain in accordance with guidance in Action List No. 6; and • Remove all dead plant material. <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"> • Ensure combustible dead vegetation matter is reduced to and maintained at less than 2 t/ha on average. Collecting and weighing an indicative 1m² of this litter above the mineral earth will indicate the fuel load (100g/m² = 1 t/ha); and • Remove all debris piles. <p>Heavy Fuels (i.e., greater than 6 mm in thickness):</p> <ul style="list-style-type: none"> • Such as fallen branches, timber, firewood, packaging materials, building materials, outdoor furniture, garbage bins, debris piles. • To be removed from the APZ or be separated from buildings/structures in accordance with guidance in Action List No. 6. <p>Applied mulches:</p> <ul style="list-style-type: none"> • Should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.
<input type="checkbox"/>	<p>Buildings and Removal of Accumulated Debris:</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"> • 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; • In roof gutters and valleys; and • Adjoining/adjacent drains, culverts and pits.

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.

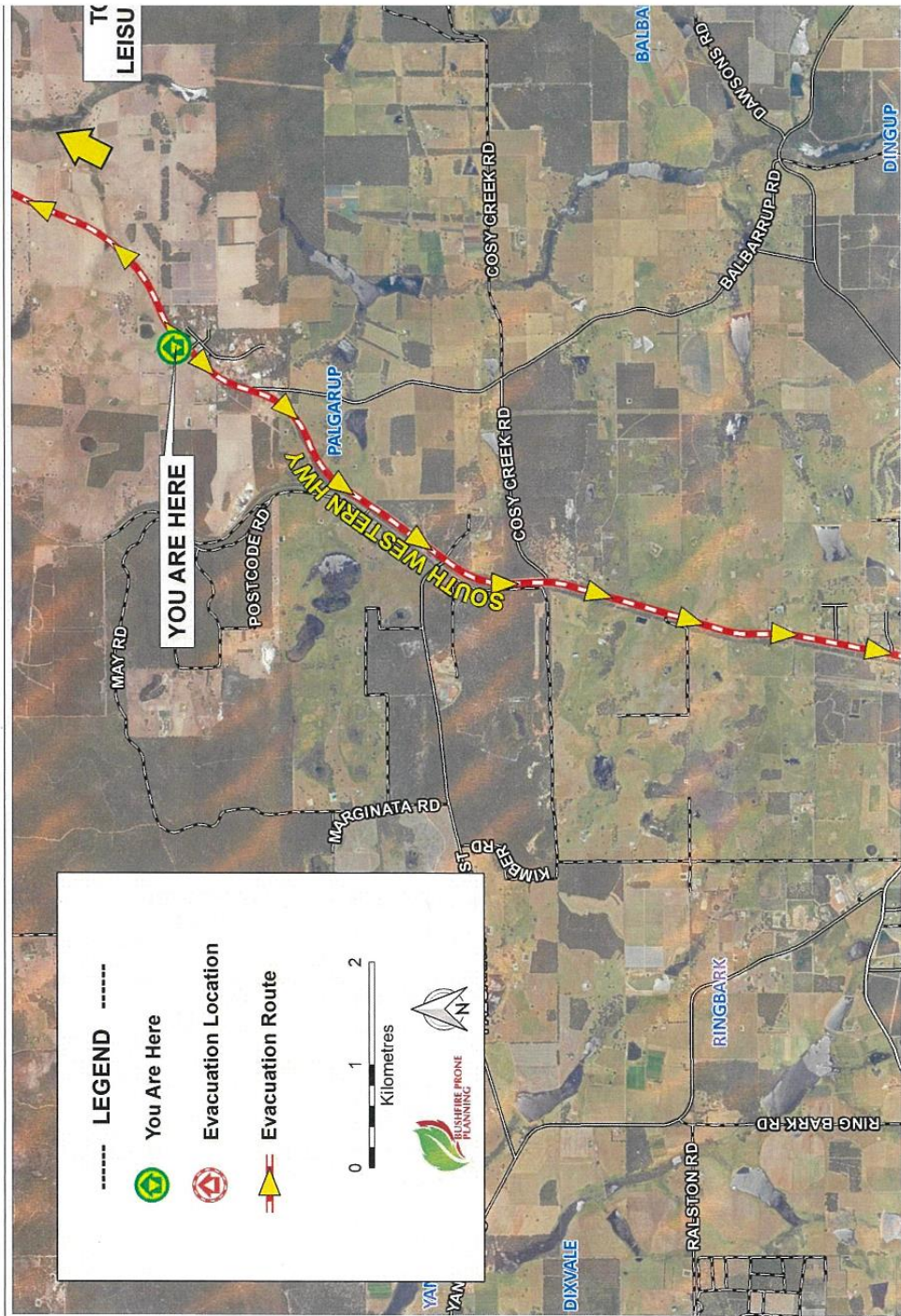
Consequently, the required response actions are simplified, and all necessary information is presented as the Bushfire Information Poster (following page).

This poster must be displayed within the premises.

THE ELEVATED THREAT PROCEDURE → Check for bushfire warning; Call 000 to report bushfire if none exist; Ensure everyone at the premises is aware of the situation; Check sources and the situation outside; If the current Fire Danger Rating is Catastrophic or Extreme or persons have health conditions, consider leaving the premises and travel to a place of safety.

SCENARIO 2: A BUSHFIRE IS IDENTIFIED RELATIVELY CLOSE; A BUSHFIRE EMERGENCY OR WATCH AND ACT WARNING MAY OR MAY NOT BE ISSUED; YOU ARE INSTRUCTED TO CONDUCT THE EVACUATION PROCEDURE → Check for bushfire warning; Call 000 to report bushfire if none exist; Cease all activities, shut all doors/windows, turn off air conditioning to the assembly area; Prepare vehicles; Check emergency information sources for latest updates; Evaluate the situation to ensure evacuation routes remain available and choose a destination and proceed to evacuate; If evacuation routes are evaluated as unlikely to be available, apply the actions of Scenario 3.

SCENARIO 3: IMPACT FROM A BUSHFIRE IS IMMINENT; EVACUATION ROUTES ARE THREATENED; THERE IS NO TIME TO PERFORM A SAFE (EARLY) EVACUATION PROCEDURE; YOU ARE INSTRUCTED TO SHELTER IN PLACE → Move to the main building. Call 000 to inform them you are sheltering in place; Turn off bottled gas, move all combustible materials (mats, outdoor furniture, rubbish bins well away from the building, wet materials to block gaps around doors. Do not use fire extinguishers, and monitor emergency information sources. When the fire front has passed and conditions outside are tenable, check for spot fires against the building and extinguish them.



ACTS	Dial 000	US phone app	ATION
13 DFES (13 33 37)	Local ABC Radio	ATION(S)	
E HAS STARTED	omes. You are in danger action to survive.	lives or homes. You need rd – do not wait and see.	no immediate threat to d keep up to date.
R RATINGS	the more dangerous the after the consequences if a	min alert and abide by local	

APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED



BUSHFIRE WARNING SYSTEM



EMERGENCY WARNING

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.

You must seek shelter or leave now if it is safe to do so.



WATCH AND ACT

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.

Only stay and defend if you are mentally and physically prepared.



ADVICE

A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.

Be aware and keep up to date.

Where can I get information during an emergency?

 emergency.wa.gov.au
 13 DFES (13 33 37)

 @dfeswa
  @dfes_wa
  Local ABC Radio




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

This publication is intended to be a guide only. While every effort is made to ensure accuracy at the time of publication, DSES makes no representation with the content for accuracy of the information provided. DSES does not accept any liability for any loss or damage or for any action taken or not taken in reliance on the information provided or for any consequences which may arise from such use or reliance.

10/06/2022/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.

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.

If not extinguished, your house could catch fire.

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

or contact DFES Community Preparedness:
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). The information has been presented in good faith and is based on the best information available at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any loss or damage, direct or indirect, arising from the use of this information. This publication is intended to be a guide only and users should consult their own independent adviser and make their own decisions on liability.

September 2020/V1.0



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
- ☐ Check the weather forecast and current fire restrictions. Be aware of the Fire Danger Rating for the area you are travelling to and be prepared to reassess your plans.
- ☐ Download the Bushfire Traveller's Checklist at www.dfes.wa.gov.au

For more information visit
dfes.wa.gov.au/bushfire
or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au
or **9395 9816**



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November 2020/V16



**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).

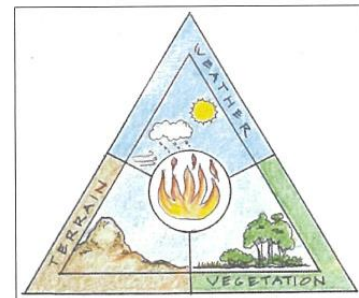
The Fire Behaviour Triangle

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/).

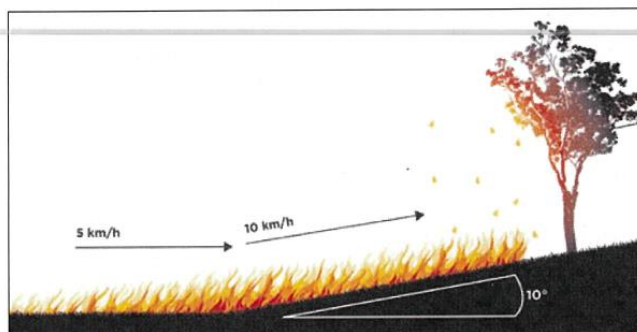
The influence of fire weather (FDR) and vegetation types (as per AFDRS) on the potential bushfire impact to the subject facility/premises, can be derived from the tables presented on the following page(s). Greater fuel loads will result in behaviours at the higher end of stated values.

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



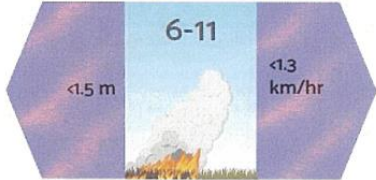

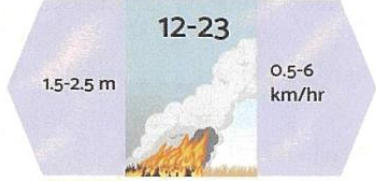
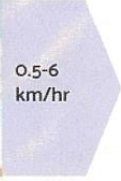
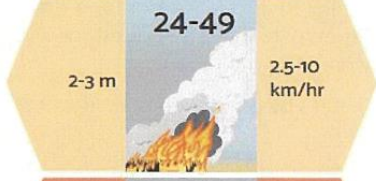







FDR	INDICATIVE BUSHFIRE BEHAVIOUR				
NO RATING	<div>MAX FLAME HEIGHT <1 m</div>	<div>0-5</div> 	<div>RATE OF SPREAD 0-40 m/hr</div>	<div>Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.</div>	<div>SPOTTING POTENTIAL Potential for any spotting is very limited and likely <150 m</div>
	<div><4 m</div>	<div>6-11</div> 	<div>20-110 m/hr</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>2-8 m</div>	<div>12-23</div> 	<div>60-600 m/hr</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>7-14 m</div>	<div>24-49</div> 	<div>0.3-1 km/hr</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>11 m - approx. double forest</div>	<div>50-99</div> 	<div>0.7-3 km/hr</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>>30 m (approx. double forest height)</div>	<div>100+</div> 	<div>>2 km/hr can be expected, possibly >3 km/hr</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		0-5		<p>Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.</p>	<p>SPOTTING POTENTIAL Potential for any spotting is very limited.</p>
		6-11		<p>Fire easily sustained. Typically wind driven fires that can spread quickly.</p>	<p>Potential for spotting Potential for short distance spotting is limited.</p>
MODERATE		12-23		<p>Typically wind driven and rapidly spreading fires with the potential to gain size quickly.</p>	<p>Possible short distance spotting occurring.</p>
HIGH		24-49		<p>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.</p>	<p>Short distance spotting occurring with increasing frequency.</p>
EXTREME		50-99		<p>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.</p>	<p>Likely short distance spotting occurring with increasing frequency.</p>
CATASTROPHIC		100+		<p>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.</p>	<p>Likely short distance spotting occurring with increasing frequency.</p>

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

☐ 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 5m² 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/m² 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/m² 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/m² 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 - March

Reference	Details	Received	Determination	Est. Cost	Days
TP2022/193	DA22/196: Development Application - Lot 9782 Middlesex Road Middlesex - Proposed Dam Extension	10/11/2022	COUNCIL APPROVED	2/03/2023 \$ 40,000.00	112
TP2022/197	DA22/197: Development Application - Lot 10 Bottlebrush Drive Walpole - Retrospective setback reduction	22/11/2022	COUNCIL APPROVED	2/03/2023 \$ -	100
TP2022/199	DA22/202: Development Application - Proposed retrospective approval for netted orchard - Lot 272 Chopping St Manjimup	21/11/2022	COUNCIL APPROVED	2/03/2023 \$ 4,000.00	101
TP2022/203	DA22/206: Development Application - Lot 2716 Seven Day Rd Deanmill - proposed spring fed dam	24/11/2022	COUNCIL APPROVED	2/03/2023 \$ 175,000.00	98
TP2022/216	DA22/217: Development Application - Lot 501 Johnson St Manjimup - proposed construction of 3 dwellings for holiday accommodation	9/12/2022	COUNCIL APPROVED	2/03/2023 \$ 450,000.00	83
TP2022/217	DA22/220: Development Application - Lot 218 Karri St Walpole - proposed residence	15/12/2022	COUNCIL APPROVED	23/03/2023 \$ 250,000.00	98
TP2023/1	DA22/223: Development Application - Lot 16, 32 Miguel Place Walpole - Proposed Outbuilding	5/01/2023	APPROVED	20/03/2023 \$ 30,000.00	74
TP2023/7	DA23/6: Development Application - Lot 338, 12 Sheoak Street Walpole - Proposed Outbuilding	10/01/2023	COUNCIL APPROVED	23/03/2023 \$ 19,000.00	72
TP2023/8	DA22/227: Development Application - Lot 8707 Caesia Rd Meerup - proposed ancillary dwelling	12/01/2023	COUNCIL APPROVED	23/03/2023 \$ 85,000.00	70
TP2023/10	DA22/228: Development Application - Lot 26 Karri Lane Quininup - proposed residence	12/01/2023	APPROVED	20/03/2023 \$ 374,700.00	67
TP2023/14	DA23/10: Development Application - Lot 143, 60 Karri Street Walpole - Proposed Garage	20/01/2023	APPROVED	10/03/2023 \$ 20,981.00	49
TP2023/16	DA23/13: Development Application - Lot 7695 Mitchelldean Road Yanmah - Proposed New Dwelling & Change of Use of Existing to Ancillary Accommodati	27/01/2023	COUNCIL APPROVED	23/03/2023 \$ 750,000.00	55
TP2023/17	DA23/15: Development Application - Lot 7489 Burma Road Pemberton - Proposed Construction of 4 cabins - Holiday Accommodation	27/01/2023	COUNCIL APPROVED	23/03/2023 \$ 237,000.00	55
TP2023/18	DA23/12: Development Application - Lot 125 Golf Links Rd Pemberton - proposed dwelling, retaining wall, shed, water tank and variation to building envel	31/01/2023	APPROVED	23/03/2023 \$ 500,000.00	51
TP2023/19	DA23/14: Development Application - Lot 1759 Cormint Rd Upper Warren - proposed storage shed	27/01/2023	APPROVED	16/03/2023 \$ 18,129.00	48
TP2023/20	DA23/16: Development Application - Lot 208, 209 & 210 Leman Street, Manjimup - Proposed Kindy & Pre-Primary School Block	2/02/2023	COUNCIL APPROVED	23/03/2023 \$ 2,000,000.00	49
TP2023/22	DA23/18: Development Application - Lot 77 Guppy Street Pemberton - Proposed Extension to Existing Dwelling	3/02/2023	APPROVED	20/03/2023 \$ 50,000.00	45



Community Services Directorate

Quarterly Report

January – March 2023

Key Activities / Achievements

- Key Project progress including Pemberton Colocation Hub, Manjimup Trail Bike Hub; Rea Park and Collier Street Redevelopment and Youth Engagement and Empowerment Project.
- Pemberton Community Hub Balang Miya project, delays have added pressure to the staff resource with practical completion now scheduled for April.
- Food Safety Plan for MHCC compliance achieved.
- New flag and banner system ordered for the banner poles in Giblett street. Expected arrival in May.

Budget Performance

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

Staff Movement

- New Project Manager for Manjimup Trail Bike Hub project appointed and commenced role.

Occupational Health & Safety (for Directorate)

Meetings

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

First Aid treatments:

- No significant change in trends recorded.

Near Miss incidents:

- No significant change in trends recorded.

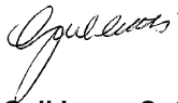
Property Damage

- No significant change in trends recorded.

Future challenges / activities

- Staff recruitment has continued to be a challenge with time pressures placed on existing Community services staff.
- Staff capacity to undertake precinct activation limited due to current resources.
- Event applications continue to increase in number, stretching limited resources.
- Youth 'Engage and Empower' Project (July 2021 to June 2023) and progressing sustainable projects.
- Redevelopment of Rea Park and Collier Street Precinct – project planning, securing of funding, and implementation of lighting Upgrade Project (RFT Awarded March 2023).

- Manjimup Trail Bike – project implementation – Hub Building near completion with funds for fit out still being sourced.
- Transferring Pemberton Library to new co-located space.
- Development of Community Wellbeing Plan, and growth of Youth Advisory Group.
- Pemberton Community Hub Balang Miya project delays have added pressure to the staff resource with completion now scheduled for May. Key objective is to get all groups operating within the facility by the close of the Financial Year.
- Developing the Tourism Marketing and Promotional Plan.
- Transition from the current Commonwealth Home Support Program (CHSP) and Home Care Package Program (HCP) to the new Care At Home Program.



Gail Ipsen Cutts
Director Community Services

Our Corporate Business Plan Actions

1. Our Natural Environment

Community Goals	
1.1	Natural landscapes, habitats and resources are sustainably managed for the benefit of existing and future generations.
1.2	Development is managed sustainably and our environment is valued through policy and regulation.
1.3	Our region is recognised for its iconic, world-class natural environment that can be enjoyed by all.
1.4	Potential climate change impacts are anticipated and responded to.
1.5	Waste management strategies are expanded and a greater range of options provided to ensure we minimise the negative impacts on our environment.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
A1. Support initiatives that protect and nurture biodiversity and endemic species.				
A1.1 Implement strategies contained in the <i>Environmental Management and Sustainability Strategy 2013</i> (as amended)	Initiatives undertaken	Development and Regulation / All Directorates		Achievements/Activities – <ul style="list-style-type: none">Project scoped and funding obtained for new LED playing field lighting at Rea Park & Collier Street. Project implementation in progress.RFT for appointing contractor in progress.Contract awarded in March.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations	Volume of scheme water use	All Directorates		Achievements/Activities – <ul style="list-style-type: none">Ongoing Waterwise Accreditation (Gold status) at Manjimup Regional AquaCentre.Ongoing promotion to event organisers to not use single use plastics.Provision of free water station for all community events.
A19. Partner with Western Australian Local Government Association (WALGA) and government agencies to address climate – related issues.				

A19.1 Utilise WALGA's Climate Change Action Framework to guide the Shire's climate related actions where appropriate	Initiatives undertaken	All Directorates		Achievements/Activities –
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.				
A20.3 Actively seek State and Commonwealth funding for climate adaptation/mitigation measures	Funding acquired	All Directorates		Achievements/Activities –
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates		Achievements/Activities –

2. Our Prosperity

Community Goals	
2.1	New people and new businesses are attracted to the region.
2.1	Existing core industries, such as agriculture and timber, are resilient, innovative and sustainable.
2.2	The local economy is diversified and supports a range of industries and job opportunities.
2.3	Industry and development is not hindered by excessive or complex compliance regulations.
2.4	Local business thrives because it has access to information and support, and because the community maximises the use of local resources, services and products.
2.5	The region grows in reputation as a world-class culinary, agricultural, environmental and trails tourism destination.
2.6	Our quality primary and secondary education opportunities are maintained and access to a range of life-long learning and training opportunities is broadened.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B1. Build on the Manjimup town's capacity as a regional service centre for the Warren Blackwood.				
B1.1 Undertake a range of transformational activities in the Manjimup Heritage Park	Progress against project milestones	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Implementation of management & Development Plan 2022 - 2027 ongoing.
B4. Support sustainable agricultural expansion, value-adding and downstream processing, research and development, culinary and agri-tourism, land protections, and continued support for the Southern Forests Food Council.				
B4.2 Contribute to Southern Forests Food Council marketing	Contribution made	Community Services	Complete	Achievements/Activities – <ul style="list-style-type: none"> Shire a Agri-tourism forum hosted in February – presented by WA Tourism Partnering on events and promotions as relevant. Extension to annual funding agreement.
B7. Encourage wellness industries related to rehabilitation, mental and physical health, aged and disabilities related services and wellness tourism.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B7.1 Advocate for and support related programs and industries	Initiatives supported	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Ongoing programs. • Stakeholder in establishment of the WB Youth Mental Health Group. • Youth Engage and Empower project.
B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Consultation ongoing. • Pemberton Chamber role in new Pemberton Community Hub. • Supported Southern Forest Food Council (SFFC). • Manjimup Art Gallery supported SFFC by hosting Cherry Festival Food & Art Tour participants at the Gallery to view the Manjimup Cherry Harmony Festival Art Competition exhibition.
B13. Establish a Local Tourism Organisation to coordinate the efforts of government and industry in marketing and developing visitor services, amenities and attractions across the region.				
B13.1 Support the establishment of a Local Tourism Organisation	Supports provided	Community Services/Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Done.
B13.2 Encourage the establishment and promotion of a state-level iconic visitor experience in the Southern Forests	Iconic experience identified and endorsed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Trout and Eco-centre seems to have been put on the backburner by the State. • Continue to work with TWA and ASW and DBCA • Contributed to TWA Destination Management Plan • Valley of the Giants Trails Project • Heritage Park Activation • Pemberton Trails • Trout and Eco Centre investigation for Pemberton
B14. Encourage and support quality Southern Forests visitor servicing and marketing.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B14.1 Implement strategies contained in the <i>Marketing Strategy 2010</i> (under review)	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Caravan and Camping Promotions • 4 wheel drive show – TV series • ASW campaign partners • Digital marketing • Destination WA TV series – Northcliffe Windy harbour area planned for Feb – March 2023
B14.2 Support Local Visitor Centres	Supports provided	Community Services		Achievements/Activities – <ul style="list-style-type: none"> • Applied for DLG/TWA funded ART development opportunity for each VC Manager. • Continue to provide annual financial contributions • Liaising with Walpole and Northcliffe VC's to assist with sustainability – focus on 23-24 budget • Pemberton Visitor Centre key stakeholder in Pemberton Community Hub redevelopment. • Famils support • VC quarterly meeting.
B15. Further develop the 'Trails Hub' tourism destination concept and facilitate the implementation of a range of trail options connecting to and linking key destinations.				
B15.1 Partner with the Bibbulmun and Munda Biddi Foundations to maintain or improve trails and provide amenities	Contributions made to trail maintenance or upgrades	Community Services/Works & Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Some significant Milestone anniversaries pending. • Bibbulmun Key Anniversary 2022-23, some local partnered celebrations.
B15.2 Support initiatives contained in the <i>South West Mountain Bike Master Plan 2015</i>	Supports provided	Community Services/Works & Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Business case development for Pemberton Trails Town by DBCA completed. • Concept design for trails in Pemberton Arboretum completed by DBCA. • Shire staff on Project Reference Group.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B15.3 Encourage and facilitate the next stage of planning and implementation of the <i>Manjimup Trail Bike Feasibility Study 2017</i>	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> New Project Manager has been employed and commenced role. Design and Construct tender for Trails Centre in progress – completion expected February 2023. Stage 1 route planning in progress. New Project Manager appointed but resigned shortly thereafter; position being advertised.
B15.4 Support development of the Warren Blackwood Stock Route	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Awaiting installation of signage at campsite and marketing of Route (by Project Manager/ Warren Blackwood Alliance of Councils). Celebration attended of Triple M ride and radio broadcasts.
B15.5 Develop a scoping plan for the development of rail trails using existing corridors	Plan developed	Community Services/Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Planning commenced rail trail development Manjimup to Pemberton.
B15.6 Lobby and support the development of rail trails using existing corridors	Meet requirements of Plan developed by Department of Transport	Community Services/Office of CEO		<ul style="list-style-type: none"> Proposed rail trail Manjimup-Pemberton included in Pemberton Trails Town business case.
B15.7 Support the development of recreational trails throughout the Shire	Supports provided	Community Services		<ul style="list-style-type: none"> Several trails projects in progress, incl. Pemberton, Valley of the Giants, Walpole/ Nornalup Paddle Trails, Manjimup Trail Bike Hub.
B18. Engage youth and business in identifying and implementing actions to address the barriers and gaps in youth apprenticeships, traineeships, cadetships and employment.				
B18.1 Take opportunities to support local youth employment and training	Number of traineeships / number of youth	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Youth Engage Project: Providing of free youth RSA training. Bike rescue workshop providing youth with skills in basic bicycle mechanics.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
	employed by Shire			<ul style="list-style-type: none"> MHCC host students from TAFE and Manjimup Senior High School in community services, Aged and Disability and business studies. School Based, Part time and Full time Traineeships are made available.

3. Our Community

Community Goals				
3.1	The range of support services in our community are useful, empowering, and aligned to community needs now and in the future.			
3.2	The health and wellbeing of people of all ages and circumstances is supported within their own community.			
3.3	We respond to an ageing demographic by cultivating age-friendly communities that are also inherently dementia and disability friendly.			
3.4	A range of efficient, safe and accessible public transport options are provided across the region.			
3.5	Our whole community participates in strategies to ensure we are minimising risks in regard to bushfire and other natural emergencies.			
3.6	Residents feel safe, secure and comfortable at home, work and at play.			
3.7	Our community is vibrant, dynamic and fun because we have access to a broad range of art, cultural, social and recreational opportunities.			
3.8	Diversity, inclusivity and harmony are the foundations of our strong community spirit, and we celebrate and honour our diverse cultures, heritage and lifestyles.			

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C1. Encourage co-locations, partnerships, and resource sharing to deliver community services.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C1.1 Progress the Pemberton Co-location Project to develop a new shared and co-managed facility for the Pemberton Visitor Centre, Community Resource Centre and Public Library	Progress against project milestones / a new facility is funded and built	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Balang Miya Pemberton Community Hub nearing completion of construction with stakeholders working together to develop operational model. Lotterywest grant received by Pemberton CRC for the fit out and Place making of the Hub. 7 community groups as partners. MOUs signed. Lease progress endorsed by Council. Groups continue to seek funding for fit out and landscaping. Continued delays experienced with completion anticipated March 2023. Some fit-out occurring in parallel with the Contractor.
C1.2 Investigate colocation options for the Walpole Visitor Centre, Community Resource Centre and Public Library	Recommendations investigated and course determined	Community Services	To be reassessed	Achievements/Activities – <ul style="list-style-type: none"> Preliminary meeting held with Walpole VC. Preference seems to be to try and wait it out at current location until the new trail head is established in Pioneer Park.
C2. Support volunteer community groups, encourage participation (particularly in the areas of emergency management) and acknowledge contributions to the community.				
C2.3 Provide training and support to local sport and recreation clubs	Supports provided / sports ground usage rates	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Relevant information (grants, training opportunities etc) distributed to clubs as needed. Club newsletter published when required to advise clubs of development and grant opportunities. One on one support provided as needed.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C2.4 Provide annual Community Grants to community groups and not-for-profit organisations for projects or activities that have a focus on benefiting communities within the Shire (2% of previous FY rates)	Grants provided	Community Services	Annual	Achievements/Activities – <ul style="list-style-type: none"> 2023/24 Community Grant round opened March. Review Community Funds Policy completed with new policy adopted February 2023. Development of Occasional committee of Council to assess applications.
C2.5 Provide acknowledgement and support to a diverse range of local volunteer groups	Support and acknowledgement provided / Thank a Volunteer Day program delivered annually	All Directorates (budget sits with Community Services)	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Funds offered to community groups annually in each town to organise a TaVD activity for December.
C3. Increase the availability of mental health, alcohol and other drug addiction, domestic violence and homelessness support.				Achievements/Activities – <ul style="list-style-type: none"> \$14,990 from ADF approved toward Youth project; RSA training and several youth activities with AOD message being organised. Current AOD and Mental health support services displayed in public restrooms and youth spaces. Facilitation of Good Sports forum in Manjimup.
C3.1 Advocate for services and support programs and industries as needs identified	Advocacy undertaken and initiatives supported	Community Services	Ongoing	
C4. Maintain public libraries in all four towns and continue to expand and modernise services and activities.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C4.1 Continue to provide free public library services	Key service initiatives undertaken	Community Services	Ongoing	<p>Achievements/Activities –</p> <ul style="list-style-type: none"> Manjimup Library minor renovations completed in January. Manjimup Library received new flooring and new library shelving. Year One Super Reader program running across the Shire again in 2023. Easter Bunny visited Manjimup Library for special Easter Storytime – partnership with Manjimup Family Centre. Accessibility to e-books and online material increased by the addition of the new Hoopla platform. Featured Roald Dahl and the Imagination Seekers children's theatre group at Walpole Primary School and at Manjimup Library. Hosted two Kindergarten visits (i.e. to introduce children to libraries and available resources and activities) – from Kearman College and East Manjimup Primary School. Hosted 11 Children's Book Week workshops featuring Indigenous author, Alton Walley, in Manjimup, Pemberton, Northcliffe and Walpole. Member of South West Library Consortia which includes 25 libraries in South West of Western Australia. Book sale held in early October to raise funds for purchase of client-requested publications not covered by publisher. New after-hours book club started at the Manjimup Library has already attracted significant interest. Presentation by Albany author, Dr Meryl Broughton, was very well received.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C5. Actively engage children and young people to better understand and encourage services and initiatives that respond to their needs and aspirations.				
C5.1 Implement strategies contained in the <i>Youth Strategy 2013-2023</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Youth RSA training concluded end of Feb. Youth Advisory Group (Youth Council) hosting youth community events and advising on community issues. Promotion of youth category in Australia Day Citizen of the Year awards.
C5.2 Investigate and advocate for development of a dedicated youth space in Manjimup	Obtain grant funding to progress. Identification of a suitable location.	Community Services		<ul style="list-style-type: none"> Funding avenues being explored and sustainable model to be determined. Supporting Blackwood Youth Action (BYA) in securing a leased venue for a youth space in Manjimup. Conversations ongoing with PCYC and local Police for Manjimup developing a 'Blue Light District'.
C6. Advocate for the provision of out-of-school and school holiday programs.				
C6.1 Facilitate out of school programs across the shire	Programs conducted	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Manjimup Visitor Centre providing school holiday activities in Manjimup Heritage Park. "Hunt in the Heritage Park" booklet in the park continues to be popular for young families and school aged children. YAG partnered with Walpole CRC to deliver a holiday movie night in January. Supporting Institute of Indigenous Wellbeing and Sport to provide school holiday event in Manjimup Heritage Park.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C6.2 Provide annual Youth Grants to support youth groups, workers or projects operating within the shire	Youth supported services	Community Services	Annual	Achievements/Activities – <ul style="list-style-type: none"> As per annual Community Grants. Community Grants provided to 3 youth groups within the Shire. Contribution made to chaplaincy at Manjimup Senior High School.
C7. Improve early-years development and education outcomes.				
C7.1 Investigate the possibility of an education foundation (future fund) targeted at improving early-years education outcomes	Feasibility investigated and recommendations produced	Community Services	Targeted for 2021	Achievements/Activities – Not progressed.
C7.2 Finalise and commence implementation of strategies contained in the <i>Early Years Strategy 2017</i>	Strategy is formally adopted / initiatives undertaken	Community Services	Ongoing	Achievements/Activities – Ongoing – Network is well established and working independently.
C8. Improve access to services that allow residents to stay well in their own community and manage their health conditions.				
C8.1 Continue provision of the Commonwealth Home Support Program through Manjimup HCC	Individuals supported / hours of support	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Registered Commonwealth Home Support Program (CHSP) Provider.
C8.2 Provide disability support services through Manjimup HCC	Individuals supported / hours of support	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Registered National Disability Insurance Scheme (NDIS) provider.
C8.3 Provide Home Care Packages through Manjimup HCC	Individuals supported / hours of support	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Home Care Package (HCP) provider.
C9. Plan and develop a diverse range of affordable housing options to meet the needs of older people, people with disabilities and other vulnerable groups.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C9.1 Partner with the state Housing Authority to redevelop the Manjimup Primary School site for the Senior Housing Project	Number of houses delivered	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> State Government Dept Communities has deprioritised Affordable Housing Project – Cherry Glades for over 55's. Staff endeavouring to progress housing with Development WA who have had half the site transferred to their control
C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.				
C10.1 Implement strategies contained in the <i>Age-friendly Communities Plan 2016-2026</i>	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup town site. Seniors Housing investigation in Cherry Glades next stages. Project deprioritised by the State Government.
C10.2 Implement strategies contained in the <i>Access & Inclusion Plan 2013-2018</i>	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Currently looking into purchasing assessable wheelchair for Manjimup Heritage Park.
C10.3 Undertake a review of the <i>Access & Inclusion Plan</i> every 5 years	Plan is reviewed and new version adopted every 5 years	Community Services	Complete	Achievements/Activities – <ul style="list-style-type: none"> Plan reviewed in 2018. Annual reporting achieved.
C10.4 Implement recommendations from dementia-friendly communities pilot program	recommendations implemented	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Ongoing
C11. Engage with all stakeholders and establish improved public transport information, delivery and options across the Warren Blackwood region.				
C11.1 Lobby for improved access to and availability of public transport options	Lobbying activities undertaken	Community Services	Targeted for 2020	Achievements/Activities – <ul style="list-style-type: none"> Ongoing. Very challenging to progress. Shire continues to provide transport subsidy for community bus hire and use for events.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C11.2 Make information available to the community regarding the range of transport options available across all communities, including public, commercial, private (e.g. Ride Share & Travel Partners) and not-for-profit providers and any accessible features or subsidy schemes	Information available and reviewed annually	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> MHCC currently providing information. To be further investigated.
C11.3 Provide community bus transport to and from major Shire events and activities	Events where transport support is provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Provided for key Shire partners and events. Advertising to be organised next quarter promoting the community bus.
C12. Support communities to acquire and upgrade 'community buses'.				
C12.1 Provide support to communities seeking to purchase or upgrade community buses	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Support provided as required.
C13. Plan for emergency and natural disaster response, management, evacuation and recovery.				
C13.3 Implement strategies to improve the long-term welfare and resilience of community members after an emergency or disaster	Strategies undertaken after a significant emergency or disaster	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continue to support and encourage collaboration emergency relief agencies in the Shire through the Emergency Relief Agencies Network. Support community mental health initiatives.
C16. Undertake a broad range of safe behaviour and risk awareness campaigns.				
C16.3 Community awareness campaigns in community safety and crime prevention	Campaigns undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Partnership activity with St John of God for Alcohol & Other Drug Program – programme currently in doubt.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C16.4 Implement strategies contained in the <i>Southern Forests Alcohol and Other Drugs Strategic Plan 2016-2018</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Reviewing documentation
C17. Support the maintenance of law and order and initiatives to prevent crime.				
C17.1 Implement strategies contained in the <i>Community Safety and Crime Prevention Plan 2014-2018</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Reviewing Documentation
C17.2 Utilise CCTV in crime hot spots or where genuine risk of crime against persons or public assets are identified	Initiatives implemented	Development and Regulation/All Directorates		<ul style="list-style-type: none"> CCTV system in Manjimup CBD continues to function well and assist Police. Advice to community groups and financial support (eg. through Community Grants) for CCTV systems.
C18. Create, support and promote a broad range sporting, recreational and social opportunities that are accessible and inclusive for all ages and abilities.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C18.1 Implement strategies contained in the <i>Sports & Recreation Strategic Plan 2014-2024</i> in regards to community and club development and support	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Assisting Northcliffe Rec Association with facility development (24/7 gym, gazebo with BBQ). Activities as outlined in the Plan ongoing; see C2. Ongoing activities, incl. for youth and seniors, at AquaCentre. Rea Park & Collier St Redevelopment - Lighting & Power Upgrade project being implemented. Planning MRCR components progressing well. Concept design development new Collier Street pavilion commenced. Trails projects; see B15. Ongoing financial assistance to associations operating town recreation centres (Pemberton, Northcliffe and Walpole). Consultant engaged for RFQ Review Operational & Governance Model of Pemberton Sports Centre.
C18.2 Apply Council's adopted <i>Donations Policy</i> (2.3.4) in regard to participation in sport, recreation, art and culture	Donations made	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> 6 donations made in this quarter.
C18.3 Administer state funded KidSport Vouchers	Number of vouchers issued	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continuing to administer KidSport program and attending DLGSC update sessions. KidSwim available at AquaCentre.
C19. Support public events to ensure they are successful and safe.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C19.1 Provide annual Event Grants to individuals or groups to assist with the marketing and promotional costs of hosting of public events in the shire	Grants provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Grants provided annually; see C2.4.
C19.2 Provide organisers with an Organiser's Manual for Public Events and other advice and approvals to support their event's success	Number of approved public events	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Events Package and one on one sessions provided.
C20. Facilitate, develop and promote a broad range of cultural and art capabilities, facilities, events and achievements.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C20.1 Implement strategies contained in the <i>Arts & Culture Strategic Plan 2013-2023</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Travelling exhibition 'Peregrinations of a Citizen Botanist' staged at the Manjimup Town Hall. • Hosted two free Nature Embroidery workshops at Manjimup Art Gallery as part of Peregrinations exhibition. Collaborated with Art on the Move. • Collaborated with Walpole CRC to arrange free bus service to bring Walpole art lovers to Manjimup to view Peregrinations exhibition. • 'Moments Made in Italy' exhibition staged at Manjimup Art Gallery. • Hosted watercolour workshops for students from Manjimup, Pemberton, and Northcliffe at Art Gallery as part of Moments exhibition. • Display of Indigenous artwork to celebrate NAIDOC Week. • Successful staging of Fantastic Fungi photographic exhibition. • Other activities as outlined in the Plan ongoing. • Manjimup Cherry Harmony Festival Art Competition exhibition. •
C21. Install and maintain quality public artworks for everyone to enjoy.				
C21.1 Develop an inventory of artworks in public spaces including condition reports and maintenance responsibility	Inventory complete and maintenance or renewal requirements determined	Community Services	Targeted for 2020	Achievements/Activities – <ul style="list-style-type: none"> • Yet to commence.
C22. Document and conserve local historical records, stories and artefacts and make them available for everyone to study and enjoy.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C22.1 Implement strategies contained in the <i>Heritage Connections Project Implementation Plan 2014-2024</i>	Initiatives prioritised and undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Some funds annually set aside in a Reserve, to save sufficient amount to implement the Plan. Probable relaunch 23/24 by leveraging grant funding.
C22.2 Implement Manjimup Heritage Park interpretation strategies	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Ongoing implementation of Manjimup Heritage Park Management & Development Plan 2022-2027.
C22.3 Undertake a significance assessment and preservation needs analysis for Shire's own historical records and artefacts	Assessment and analysis completed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Assessment commenced. Some work undertaken.
C22.4 Provide support to local history groups	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Support provided as required. Several Historical Groups received a community grant.
C23. Work with stakeholders to preserve and share local Indigenous tradition and culture, including identified sites of significance.				
C23.1 Support initiatives to preserve and share local indigenous tradition and culture where opportunities arise	initiatives supported	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Aboriginal name endorsed for the now Balang Miya Pemberton Community Hub. NAIDOC week supported through online with leaders lunch, reconciliation breakfast, and promotion. Manjimup Library arranged a 'Bush Bounty' workshop focussed on the dietary and medicinal aspects of a wide variety of plants in Noongar Culture.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C23.2 Implement the outcomes as identified in the Reconciliation Action Plan	Actions undertaken in accordance with the Reconciliation Action Plan	Community Services		<ul style="list-style-type: none"> • Art Gallery working with RAP Advisory Group on Noongar Seasons – Nature in Transition project. First step - seeking artist participation - is in train. • Final endorsement of RAP by Reconciliation Australia. • Biddi Trail proposal developing

4. Our Infrastructure

Community Goals	
4.1	Infrastructure gaps in regards to energy, water, sewerage, and information and communication technology services are resolved.
4.2	Community infrastructure is delivered and maintained at a level of service that is aligned with community needs now and in the future.
4.3	Land use planning strategies support the sustainable development and growth of our communities.
4.4	Town centres are accessible, attractive and inviting whilst maintaining their unique characters.
4.5	Parks and open spaces are attractive and create opportunities for people to come together, socialise and enjoy a range of activity.
4.6	Sport and recreation facilities sustain a broad range of pursuits.
4.7	Community infrastructure planning responds to an ageing demographic and is also inherently dementia and disability friendly.
4.8	Places of heritage value are recognised and retained.
4.9	Transport infrastructure and networks provide for the safe movement of all users.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5. Develop and maintain community infrastructure to a service-level that meets the community's needs.				
D5.12 Develop a new maintenance and renewal plan for the Manjimup Regional AquaCentre plant and infrastructure	New plan is developed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Several sections of Asset Management Plan for AquaCentre completed. Commencement of Shire wide service/maintenance contracts.
D5.13 Implement the <i>Manjimup Regional AquaCentre Maintenance and Renewal Plan (new)</i>	Maintenance is undertaken in accordance with the schedule and approved budget	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Implemented once Plan is available for use.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5.14 Review the <i>Heritage Park Master Plan 2012</i> and the <i>Heritage Park Management & Development Plan 2006-2016</i> to develop a new management and maintenance plan once the current revitalisation project have been completed	New plan is developed	Community Services	Targeted for 2020	Achievements/Activities – <ul style="list-style-type: none"> Completed.
D12. Assist communities to build and maintain sport and recreation facilities whilst encouraging co-locations, collaborations and resource sharing wherever possible.				
D12.1 Implement strategies contained in the four town <i>Recreation Facility Master Plans</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Construction Manjimup Tennis Club facilities in progress. Rea Park & Collier Street Redevelopment underway; see C18.1 Northcliffe Rec Grounds: establishment of 24/7 gym underway.
D12.2 Implement strategies contained in the <i>Sports & Recreation Strategic Plan 2014-2024</i> in regards to infrastructure	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> See C18.1 and D12.1. Northcliffe skate park revitalisation in progress through youth project. Design of new safety signage in Walpole, Pemberton, and Northcliffe skate parks. Incorporation of AUSLAN/KWS in all skatepark signage in progress
D13. Support the development of a state-level sporting facility in the township of Manjimup.				
D13.1 Lobby and advocate in accordance with identified opportunities and feasibility	Lobbying activities undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Rea Park Collier Street redevelopment in progress.

Our Local Government

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

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E1. Develop an organisational culture that upholds the values of professionalism, proactivity, reliability, integrity and courtesy in all its dealings.				
E1.1 Pursue awards and other formal recognition of achievement from external agencies	Formal accolades received	All Directorates	Ongoing	Achievements/Activities –
E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.				
E7.3 Undertake community engagement planning as a standard component of project management, where the project is likely to have an impact on any community member(s)	Public participation in decision making / community engagement initiatives undertaken / customer satisfaction surveys	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continuous engagement of stakeholders during Rea Park & Collier Street Redevelopment planning & implementation. Undertaken as required.
E8. Increase elected member interactions with constituents to better represent the diverse needs and priorities of the different communities within the Shire.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E8.1 Ensure Shire activities are conducted equitably across the region	Shire events, activities and meetings held in each town / community grants distribution across towns	All Directorates		Achievements/Activities – <ul style="list-style-type: none"> • Event Grants spread across the Shire. • Library and Cultural workshop opportunities spread around libraries. • Funding support available for Australia Day, ANZAC and volunteer events in each community as requested. • Australia Day Ceremony 2023 held in Pemberton.
E9. Identify and mitigate organisational risks.				
E9.2 Manage workplace occupational safety and health (OSH) risks to employees, volunteers, visitors and contractors	Performance against OSH Lead Indicators / initiatives undertaken	All Directorates/Office of the CEO		<ul style="list-style-type: none"> • Risk is assessed against all projects and activities undertaken. • Risk mitigation is a key aspect of the Events application package.
E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.				
E11.1 Seek opportunities to better use technologies to deliver or improve services and communications	New initiatives undertaken	All Directorates (budget sits with Office of the CEO)		<ul style="list-style-type: none"> • Procedures to optimise use of new customer management software at AquaCentre under development.

Grant Funding Update					2022 - 2023					
section	grant title	funding body	amount	strategic plan	pending		successful	unsuccessful	completed	acquired
TOTALS										
Community Development	Tackling Tough Times Together	Foundation for Regional and Rural Renewal	\$60,000	Shire of Manjimup Youth Strategic Plan 2013-2023	0	0	1	0	1	1
Community Development	Criminal Property Confiscation Grants	WAPOL	\$95,053	Shire of Manjimup Youth Strategic Plan 2013-2023		1				
Community Development	Community Action Plan	Alcohol & Drug Foundation	\$14,967	Shire of Manjimup Youth Strategic Plan 2013-2023		1				
Libraries & Cultural Services	Regional Arts Fund	Country Arts WA	\$9,560	Arts & Culture Strategic Plan 2013 - 2024					1	1
Libraries & Cultural Services	Funding for English language tuition program	Manjimup Rotary Club	\$872	Arts & Culture Strategic Plan 2013 - 2024		1			1	1
Libraries & Cultural Services	Year One Super Readers' Program- Extension of Second Year Funding	Lions Club of Manjimup	\$2,651	Arts & Culture Strategic Plan 2013 - 2024 and Early Years Strategy		1			1	1
Libraries & Cultural Services	Children's Book Week	Children's Book Council of Australia, WA Chapter	\$3,000	Arts & Culture Strategic Plan 2013 - 2024 and Early Years Strategy		1			1	1
Libraries & Cultural Services	Public Regional Galleries Improvement Fund	Art on the Move	\$7,954	Arts and Culture Strategic Plan 2013-2024		1			1	1
Libraries & Cultural Services	Strengthening Rural Communities Grant	Foundation for Regional and Rural Renewal	\$4,100	Arts and Culture Strategic Plan 2013-2024		1				
Libraries & Cultural Services	Indigenous Visual Arts Grant	Indigenous Visual Arts Industry Support	\$30,000	Arts and Culture Strategic Plan 2013-2024		1				
Community Services (Pemberton colocation precinct)	Development of Community Precinct in Pemberton	Lotterywest	\$1,198,682	Strategic Community Plan		1			1	1



**Shire of Manjimup
Community Services Quarterly Report**

January - March 2023

DONATIONS WERE PROVIDED IN SUPPORT OF:			
SECTION	PURPOSE		AMOUNT
Recreation	Walpole Country Club Pioneer Cup		\$ 100
Recreation	Manjimup Amateur Basketball Association - MABA Junior Representative Teams		\$ 100
Community	Northcliffe Community Development Inc - Public insurance for community events		\$ 250
Community	Southern Forest Steppers - Public Liability for fundraising event		\$ 250
Recreation	JSW Training & Community Services - Pool Passes to assist clients with lifeguard training		\$ 57
Recreation	Tyson Jacob - Representation of WA in Basketball		\$ 200
			\$ 957

COUNCIL-APPROVED EVENTS HELD DURING QUARTER		13
26/01/2023	Pemberton Australia Day (including Shire of Manjimup Citizen of the Year Awards)	
26/01/2023	Walpole Av'a G'day	
4/02/2023	Jazz in the Jarrah	
8/02/2023	Delirious West 200 Miller	
11/02/2023	Southern Forest Steppers Fundraising Event	
4&5/03/2023	Walpole In The Trees Regatta	
10-12/03/2023	Southern Forests Campdraft (no approval required)	
18/03/2023	Targa Rally South West	
18/03/2023	Warren District Agricultural Show	
18&19/03/2023	Karri Valley Triathlon	
19/03/2023	The Stars Descend - Chapter 2 Performance	
25/03/2023	Deanmill Workers Club Annual Log Chop Event (no approval required)	



Works and Services Directorate

Quarterly Report

January – March 2023

Key Activities / Achievements

- Completing projects and carrying out ongoing operational activities during COVID-19 State of Emergency restrictions for part of the reporting period and then continuing through the current extraordinary economic conditions.

Parks and Gardens

- First stage (550metres) of the new 2.5metre wide footpath on Main Rd Northcliffe complete, new footpath on Meerup street for the aged accommodation plus new path at the Northcliffe toilet block both complete.
- The Parks Team are underway with refurbishment of annual beds for the winter season.
- Verge mowing in preparation for events complete.
- Verge and reserve spraying for blackberry in progress.
- Oval refurbishment Manjimup Recreation Ground complete

Property Care Team

- Property Care Team are focusing on completing all contracted private works, with clients from Bridgetown to Nannup and surrounds.

Works

Maintenance

- Summer grading on unsealed roads throughout the district.
- Rural roadside vegetation clearing on various roads.
- Completed level 1 bridge inspections and continued with scheduled bridge maintenance.

Capital

- Completed reconstruction of a 1,100 metre section of Perup Rd including new culverts; sealed with a 2 coat spray seal.
- Completed reconstruction of a 650 metre section of Wheatley Coast Rd including new culverts; sealed with a 2 coat spray seal.
- Installed a number of new culverts on North Walpole Road then completed shoulder reconstruction and seal widening along 700 metres of the road.
- Gravel resheeting on Yanmah Road.
- Bitumen resealing on North Pemberton Road, Browns Road, Eastbrook Road and Mitchelldean Road .

Technical Services

- Design work has started on the 2023/24 construction season major projects, namely continuations of Wheatley Coast Road, Old Vasse Road, North Walpole Road Graphite Road and Channybearup Road.
- Construction works are mid-way through completion on the Graphite Road tendered project between Ward Street and Collier Street.
- Construction Works to install the new EV stations in Walpole and Manjimup are being facilitated through the Technical Services team. These new EV charging stations should be up and running in approximately 8 weeks.
- A local contractor has been engaged to carry out drainage works in Walpole townsite. These works include portions of Nockolds Street, Jones Street, Latham Ave and Park Ave.
- Works have begun on the Asset Valuation Report for Roads, Drainage, Footpaths and Car Parks.

Waste

- The Annual Audit Compliance Report 2022 was submitted to DWER in early March. This is one of four mandatory reports to DWER: three annual and one biennial (next in 2024)
- Support of several events across the Shire for their event waste management (advice, bins)

Mattress recycling

- Shire receives around 800 mattresses each year for waste disposal.
- Local contractors now removing all steel springs etc from mattresses (steel is recycled; dismantled remains are more easily landfilled).

E-waste bans

- State government has proposed bans on landfilling some e-waste, to commence 2024.
- WMO attended webinars presented by DWER to explain the coming bans.

Council holiday and peak period waste services trial

- Continues with smaller town street bin and transfer station contractors providing feedback. Broadly, public response has been excellent.

Manjimup street recycle bins

- Four street bins in the Manjimup CBD were intended to be public recycling bins. Contamination rates at these bins has been very high, resulting in contents not being suitable to send away for recycling. New yellow panels with basic recycling information have been fabricated. Two of the four bins have been retrofitted with the new panels and “no coffee cups” symbol stickers fixed to the bins (the only option for takeaway coffee cups in Shire of Manjimup is landfill). Contents of these two bins is being carefully monitored and to date, public response has been excellent. The remaining two recycle bins to be retrofitted with new yellow panels after Easter.

Walpole transfer station recycle bulk bin

- Works & Tech Services installed an improved gravel pad under the Walpole transfer station bulk recycling drop-off bin to make bin exchange easier for our collection contractor.

Budget Performance

- No material variance of budget expenditure occurred during the reporting period.

Staff Movement

- Nicole Chapman commenced as the Depot Administration Officer.
- Yvonne Brown resigned from the Depot Administration Officer position.
- Ben Howse resigned from the Property Care Team position.
- Karma Wadangi resigned from the Technical Officer position.

Meetings

- Held four Depot Managers meeting.
- Held one Pemberton Town Activation Advisory Committee meetings.
- Attended one Northcliffe Town Activation Advisory Committee meeting.
- Attended one Walpole Town Activation Advisory Committee meeting.
- Director Works and Services attended a South West Regional Road Group Technical Committee meeting.

- Acting Director Works and Services attended one South West Regional Road Group Elected Members meeting with Shire President.
- Attend a South Western Highway Reference Group meeting, regarding road widening improvements.
- Director Works and Services presented the Shires work on Road Traffic Safety Management Systems, including the Shire's Council Policy 9.1.21 Road Traffic Safety, at the Great Southern Road Safety Conference

Occupational Health & Safety (for Directorate)

First Aid treatments:

- Cleanaway truck struggling to lift skip bins, check to see if any heavy items were in bin and wind caught lid, flipping over and hitting me in the head.
- Caught (R) middle finger in truck door.
- Cleaning up rubbish at grounds at skate park, as I stepped onto the surface of the skate park from the grass my left foot slipped forward causing me to fall down and (R) knee hit concrete surface.
- Installation of tailgate of truck as it had partially fallen off when tipping, then while lifting tailgate, it dropped catching contractor's finger against hinge.
- While snipping an object flicked up and caused a small cut to right inner front thigh.
- Investigating a "line of sight" complaint when had multiple Bulldog Ants over me causing insect bites.

Near Miss incidents:

- Excavating a pit that had started to subside, while digging with backhoe come across danger tape, found to have skimmed power cable.

Property Damage

- Vandalism at airport, damage to gate and fencing.
- Branch fell in front of car while driving causing scratching of paint and slight damage to bullbar.
- Branch fell in front of car while driving causing scratching of paint and slight damage to bullbar.
- Reversing light vehicle and hit large branch breaking RHS tail light assembly and damage to tailgate.

Future challenges / activities

- Meeting community expectations of road upgrades and maintenance within the constraints of limited grant opportunities and limited resources.
- Sourcing long term gravel supplies and ensuring roadside vegetation clearing for road construction works does not delay projects.
- Completing projects and carrying out ongoing operational activities during COVID-19 State of Emergency, which has impacts on supply.

Michael Leers

Director Works and Services

Quarterly Report

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Our Corporate Business Plan Actions 2022/2023

1. Our Natural Environment

Community Goals				
1.1	Natural landscapes, habitats and resources are sustainably managed for the benefit of existing and future generations.			
1.2	Development is managed sustainably and our environment is valued through policy and regulation.			
1.3	Our region is recognised for its iconic, world-class natural environment that can be enjoyed by all.			
1.4	Potential climate change impacts are anticipated and responded to.			
1.5	Waste management strategies are expanded and a greater range of options provided to ensure we minimise the negative impacts on our environment.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
A4. Improve weed management on land.				
A4.1 Support all community volunteer groups and Ribbons of Blue to manage weeds in the area	Annual outcomes report received from Ribbons of Blue / Manjimup Heritage Park water quality testing meets government guidelines	Works and Services		Shire grant contribution paid for 2022/23

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
A4.2 Undertake weed management on urban and rural road verges and in Shire reserves	Visibility and height of weeds / presence of weeds in road clearance envelope / successful implementation of rural road spraying program	Works and Services/Development and Regulation	Ongoing	<ul style="list-style-type: none"> Works ongoing.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations	Volume of scheme water use	All Directorates	Ongoing	<ul style="list-style-type: none"> Undertaken whenever the opportunity exists.
A12. Provide safe recreational-access to our natural assets whilst protecting environmental values and educating the community on how to enjoy their visit responsibly.				
A12.3 Undertake Walpole foreshore development and infrastructure planning	Concept planning completed / budget estimated	Works and Services	Ongoing	<ul style="list-style-type: none"> Stage 1 of Walpole Jetty Carpark commenced with ETC May 2023 Further development of foreshore (boardwalk) pending funding
A15. Continue to diversify waste management options and encourage waste avoidance, reduction, reuse and recycling.				
A15.1 Implement waste management community education campaigns	Campaigns undertaken	Works and Services	Ongoing	<ul style="list-style-type: none"> Works underway with regular communication strategies in papers and website

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
A15.2 Work in partnership with stakeholders and communities to implement new waste management strategies and diversify options	New initiatives undertaken	Works and Services	Ongoing	<ul style="list-style-type: none"> Continuance of road side collections.
A16. Provide and maintain public rubbish bins to minimise overflow and littering.				
A16.1 Partner with state agencies to provide effective waste control in peak tourist areas and during peak times	Number of complaints	Works and Services	Ongoing	<ul style="list-style-type: none"> Works underway.
A17. Undertake a review of the organisation's environmental strategic planning documents.				
A17.3 Review and implement the Shire's <i>Weed Strategy 2008</i>	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Development and Regulation/ Works and Services		
A19. Partner with Western Australian Local Government Association (WALGA) and government agencies to address climate – related issues.				
A19.1 Utilise WALGA's Climate Change Action Framework to guide the Shire's climate related actions where appropriate	Initiatives undertaken	All Directorates		
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.				
A20.3 Actively seek State and Commonwealth funding for climate adaptation/mitigation measures	Funding acquired	All Directorates		Will pursue funding as opportunities arise.
A21. Advocate for sustainable water supply and security for our local communities.				
A21.2 Undertake to reuse domestic waste water where appropriate	Initiatives undertaken	Development and Regulation/Works &		

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
		Services		
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates	ongoing	<ul style="list-style-type: none"> Regular communication with other organisations regarding most effective and low cost use of BRM used in road construction

2. Our Prosperity

Community Goals				
2.1	New people and new businesses are attracted to the region.			
2.1	Existing core industries, such as agriculture and timber, are resilient, innovative and sustainable.			
2.2	The local economy is diversified and supports a range of industries and job opportunities.			
2.3	Industry and development is not hindered by excessive or complex compliance regulations.			
2.4	Local business thrives because it has access to information and support, and because the community maximises the use of local resources, services and products.			
2.5	The region grows in reputation as a world-class culinary, agricultural, environmental and trails tourism destination.			
2.6	Our quality primary and secondary education opportunities are maintained and access to a range of life-long learning and training opportunities is broadened.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B1.2 Complete footpath, traffic and parking infrastructure renewal projects in Manjimup CBD	Progress against project milestones	Development and Regulation/ Works and Services	Ongoing	<ul style="list-style-type: none"> In progress.
B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	<ul style="list-style-type: none"> Consultation ongoing.
B15. Further develop the 'Trails Hub' tourism destination concept and facilitate the implementation of a range of trail options connecting to and linking key destinations.				
B15.1 Partner with Department of Biodiversity, Conservation and Attractions and the Bibbulmun and Munda Biddi Foundations to maintain or improve trails and provide amenities	Contributions made to trail maintenance or upgrades	Community Services/Works & Services	Ongoing	<ul style="list-style-type: none"> DBCA initiative, in consultation with the Shire, for trailhead at Walpole Pioneer Park.
B15.2 Support initiatives contained in the <i>South West Mountain Bike Master Plan 2015</i>	Supports provided	Community Services/Works & Services	Ongoing	<ul style="list-style-type: none"> Promote Mountain Bike activities on a regular basis by installing signage, promote/develop parking areas etc. Please refer to Community Services Report for details.
B16. Support services and infrastructure to encourage caravan and RV tourism.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B16.1 Make provision for long vehicles when developing or upgrading parking areas	Confirmation long vehicles have been accommodated	Works and Services	Ongoing	<ul style="list-style-type: none"> Long Vehicle bays incorporated into Town Centre Revitalisation program.
B16.2 Work with communities to determine priorities for new caravan and RV infrastructure	New infrastructure priorities identified	Works Services/Development & Regulation		<ul style="list-style-type: none"> Works considered in every approved infrastructure project.
B18. Engage youth and business in identifying and implementing actions to address the barriers and gaps in youth apprenticeships, traineeships, cadetships and employment.				
B18.1 Take opportunities to support local youth employment and training	Number of traineeships / number of youth employed by Shire	All Directorates	Ongoing	<ul style="list-style-type: none"> Supporting two workplace experience programs through local high school this calendar year Youth Festival, Young Women's Expo, Young Volunteers initiatives.

3. Our Community

Community Goals			
3.1	The range of support services in our community are useful, empowering and aligned to community needs now and in the future.		
3.2	The health and wellbeing of people of all ages and circumstances is supported within their own community.		
3.3	We respond to an ageing demographic by cultivating age-friendly communities that are also inherently dementia and disability friendly.		
3.4	A range of efficient, safe and accessible public transport options are provided across the region.		
3.5	Our whole community participates in strategies to ensure we are minimising risks in regards to bushfire and other natural emergencies.		
3.6	Residents feel safe, secure and comfortable at home, work and at play.		
3.7	Our community is vibrant, dynamic and fun because we have access to a broad range of art, cultural, social and recreational opportunities.		
3.8	Diversity, inclusivity and harmony are the foundations of our strong community spirit and we celebrate and honour our diverse cultures, heritage and lifestyles.		
Action	KPI	Responsible Directorate	Status
C2. Support volunteer community groups, encourage participation (particularly in the areas of emergency management) and acknowledge contributions to the community.			
C2.5 Provide acknowledgement and support to a diverse range of local volunteer groups	Support and acknowledgement provided / Thank a Volunteer Day program delivered annually	All Directorates (budget sits with Community Services)	Ongoing <ul style="list-style-type: none"> Undertaken whenever the opportunity exists.

C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.				
				<ul style="list-style-type: none">Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup townsite.
C10.1 Implement strategies contained in the <i>Age-friendly Communities Plan 2016-2026</i>	Initiatives undertaken	All Directorates	Ongoing	<ul style="list-style-type: none">New footpaths constructed.Footpaths and accessibility parking/ramps etc substantially upgraded in Manjimup through TCR program.
C10.2 Implement strategies contained in the <i>Access & Inclusion Plan 2013-2018</i>	Initiatives undertaken	All Directorates	Ongoing	<ul style="list-style-type: none">Plan reviewed.New development undertaken in accordance with applicable standards.
C17. Support the maintenance of law and order and initiatives to prevent crime.				
C17.2 Utilise CCTV in crime hot spots or where genuine risk of crime against persons or public assets are identified	Initiatives implemented	Development Regulation/All Directorates	Ongoing	<ul style="list-style-type: none">Multiple events have occurred where CCTV has assisted with cost recovery and/or compensation.

C17.3 Utilise Crime Prevention Through Environmental Design (CPTED) principles in the development or renewal of facilities and assets	Projects utilising design principles	Development and Regulation/Works & Services	Ongoing	<ul style="list-style-type: none"> Undertaken whenever the opportunity exists
C19. Support public events to ensure they are successful and safe.				
C19.3 Develop traffic management plans for not for profit groups organising public events	Number of public events supported with traffic management plans	Works and Services	Ongoing	<ul style="list-style-type: none"> Incorporated into every approved event.
C19.4 Provide in-kind infrastructure maintenance support to assist local venues to host public events	Support provided	Works and Services	Ongoing	<ul style="list-style-type: none"> Incorporated into every approved event.
C19.5 Make waste management and recycling packages available to public event organisers	Number of bookings of waste management package	Works and Services	Ongoing	<ul style="list-style-type: none"> Incorporated into every approved event.
C21. Install and maintain quality public artworks for everyone to enjoy.				
C21.2 Undertake maintenance or renewal of Shire artworks in public spaces	Public art maintained in accordance with the schedule	Works & Services/Development & Regulation	Ongoing	<ul style="list-style-type: none"> Considered when opportunity and funds exist.

4. Our Infrastructure

Community Goals				
4.1	Infrastructure gaps in regards to energy, water, sewerage, and information and communication technology services are resolved.			
4.2	Community infrastructure is delivered and maintained at a level of service that is aligned with community needs now and in the future.			
4.3	Land use planning strategies support the sustainable development and growth of our communities.			
4.4	Town centres are accessible, attractive and inviting whilst maintaining their unique characters.			
4.5	Parks and open spaces are attractive and create opportunities for people to come together, socialise and enjoy a range of activity.			
4.6	Sport and recreation facilities sustain a broad range of pursuits.			
4.7	Community infrastructure planning responds to an ageing demographic and is also inherently dementia and disability friendly.			
4.8	Places of heritage value are recognised and retained.			
4.9	Transport infrastructure and networks provide for the safe movement of all users.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5. Develop and maintain community infrastructure to a service-level that meets the community's needs.				
D5.1 Review and update the <i>Asset Management Plan - Roads, Footpaths and Drainage 2013/14</i>	Plan is reviewed and new version adopted	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.2 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to local road and bridge upgrades and renewals	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5.3 Maintain local roads in accordance with Council's adopted <i>Road Hierarchy Policy (9.1.14)</i>	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.4 Undertake Roman Road Condition Assessments	Condition assessment is undertaken every 5-7 years	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.8 Continue upgrading waste management infrastructure	Upgrades are progressed in accordance with the schedule	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.10 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to drainage	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Operational activity.
D5.11 Redevelop the Walpole Jetty car park and facilities	Progress against construction milestones	Works and Services	Ongoing	<ul style="list-style-type: none"> Community consultation undertaken. Funds secured for upgrade of carpark in 2022/23

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D8. Develop town centres to showcase their unique characters and encourage vibrant, mixed-use commercial and public spaces.				
D8.1 Undertake town centre revitalisations and main street upgrades in towns and communities	Initiatives undertaken	Works and Services	Ongoing	<ul style="list-style-type: none"> Works carried out in accordance with the annual budget allocation for Mainstreet Upgrade
D8.2 Facilitate local involvement in Townscape Committees to determine priorities and endorse revitalisation plans	Community engagement	Works and Services/Development and Regulation	Ongoing	<ul style="list-style-type: none"> Director of Works/Manager of Parks Operations attend meetings as required.
D9. Regulate tourism-based and commercial roadside signage to ensure it is appropriate, well-maintained and does not negatively impact on landscape visual amenity.				
D9.1 Implement a roadside signage audit schedule across the Shire for the purposes of checking compliance and quality	Signage audit schedule is determined and implemented	Development and Regulation/Works and Services	Ongoing	<ul style="list-style-type: none"> Audit completed of Manjimup. Balance of other townsites remain. Resourcing to complete audit an issue.
D10. Provide for public parks and playgrounds that are accessible and attractive with well-maintained amenities and equipment.				
D10.1 Complete the Anunaka Park redevelopment	Obtain grant funding to complete	Works and Services	Ongoing	<ul style="list-style-type: none"> Considered when funds and opportunity exists.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D10.2 Implement the 15-year Forward Capital Works Program 2021-2036 and 15 year Playground Renewal Program in relation to playgrounds	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Considered when funds and opportunity exists.
D10.3 Maintain public parks and gardens in accordance with the Council adopted Standard of Maintenance for Parks Assets within the Shire Policy (10.2.2) and approved budget	Maintenance meets Council's approved level of service	Works and Services	Ongoing	<ul style="list-style-type: none"> Considered when funds and opportunity exists.
D11. Maintain public gardens and road side tree plantings with attractive, cost efficient, low maintenance and appropriate species for the location.				
D11.1 Undertake road-side tree planting and replacement in accordance with the Council adopted Street Tree Planting and Replacement (Town Based) Policies	Policy implemented	Works and Services	Ongoing	<ul style="list-style-type: none"> Works ongoing.
D15. Undertake long-term regional transport infrastructure planning, giving consideration to future road, rail and air transport needs and user safety.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D15.1 Work with relevant state departments to upgrade and provide safe, sustainable road infrastructure that assists the movement of industry, agricultural products and tourism	State and federal funding secured annually / percentage of approved budget expenditure	Ongoing		<ul style="list-style-type: none"> Participate in Regional Road Group and other initiatives as opportunity arises to secure funding.
D15.2 Advocate for ongoing upgrades to the South Western Highway to accommodate future traffic volumes	Confirmed schedule of works to be delivered by Main Roads WA	Ongoing		<p>Roundabout and new entry to Manjimup townsites completed.</p> <ul style="list-style-type: none"> Works on South Western Highway between Pemberton Crossroads and Walpole continuing.
D15.3 Review the <i>Manjimup Airfield Development Plan 2014-2019</i>	Plan is reviewed and new version adopted	Ongoing		Programmed for FY 2022/23
D15.4 Implement strategies contained in the <i>Manjimup Airfield Development Plan</i>	Initiatives undertaken	Ongoing		<ul style="list-style-type: none"> Pending certification of airfield by CASA
D16. Provide adequate and safe parking facilities in town sites and enforce compliance with ACROD regulations and local laws.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D16.1 Implement the 10-year Forward Capital Works Program 2016-2026 in relation to roads and parking planning	Customer satisfaction surveys / design standards compliance audit every 5 years	Works and Services	Ongoing	<ul style="list-style-type: none"> Road Infrastructure created by Committee by Council to highlight priorities.
D17. Enhance the footpath and bike path networks to enable intra-town mobility and safety of all ages and abilities.				
D18.1 Implement the 10-year Forward Capital Works Program 2016-2026 in relation to footpaths (informed by Local Bicycle Plan including Footpath Plan 2017 - 2027 and other influencing factors)	Program is implemented within approved budget	Works and Services	Ongoing	<ul style="list-style-type: none"> Accessible path to be constructed Main Road, Northcliffe Upgrade of almost 2 km of old concrete slab footpath in the Shire

5. Our Local Government

Community Goals			
5.9	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.		
5.10	The Shire's long-term planning and activities deliver on the community's goals and aspirations.		
5.11	Our elected members represent the best interests of the community.		
5.12	Community participation in decision making is maximised.		
5.13	The Shire communicates effectively with all its communities.		
5.14	The Shire is a resilient and financially stable organisation that uses public funds responsibly.		
5.15	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.		
5.16	The Shire continuously improves organisational performance and service delivery.		
Action	KPI	Responsible Directorate	Status 2022/23 Initiated, Achieved and/or continued in next year
E1. Develop an organisational culture that upholds the values of professionalism, proactivity, reliability, integrity and courtesy in all its dealings.			
E1.1 Pursue awards and other formal recognition of achievement from external agencies	Formal accolades received	All Directorates	Ongoing <ul style="list-style-type: none"> Considered when opportunity exists.
E2. Integrate the Shire's activities with the community's goals and vision whilst managing the long-term financial viability of the organisation.			
E2.7 Review and update the <i>Plant Purchase and Replacement Schedule</i>	Schedule is updated and costed	Works and Services	Complete <ul style="list-style-type: none"> Completed and approved by Committee November 2022.
E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.			

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E7.3 Undertake community engagement planning as a standard component of project management, where the project is likely to have an impact on any community member(s)	Public participation in decision making / community engagement initiatives undertaken / customer satisfaction surveys	All Directorates	Ongoing	<ul style="list-style-type: none"> Undertaken as required. Undertaken and achieved for major projects.
E8. Increase elected member interactions with constituents to better represent the diverse needs and priorities of the different communities within the Shire.				
E8.1 Ensure Shire activities are conducted equitably across the region	Shire events, activities and meetings held in each town / community grants distribution across towns	All Directorates	Ongoing	<ul style="list-style-type: none"> Council Meetings conducted in all major towns. Australia Day celebrations and Youth Week rotated across major towns.
E9. Identify and mitigate organisational risks.				
E9.2 Manage workplace occupational safety and health (OSH) risks to employees, volunteers, visitors and contractors	Performance against OSH Lead Indicators / initiatives undertaken	All Directorates/Office of the CEO	Ongoing	<ul style="list-style-type: none"> Carried out as part of ongoing daily work operations
E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E11.1 Seek opportunities to better use technologies to deliver or improve services and communications	New initiatives undertaken	All Directorates (budget sits with Office of the CEO)	Ongoing	<ul style="list-style-type: none"> Considered when funds and opportunity exist.



Minutes of the Pemberton Community Hub Advisory Committee Meeting held Tuesday 4 April 2023

1. Acknowledgement of Country

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

2. Attendance/Apologies

Cr Murray Ventris (Counsellor – Proxy)
 Gail Ipsen Cutts (Shire and Committee Chair)
 Gaye Van Hazendonk (PCRC)
 Rob Baker (PCRC Proxy)
 Sherril Jackson (Library)
 Vanda Dei-Tos (Library – Proxy and Minute taker)
 Anna Czerkasow (PAG)
 Deanne Ventris (PHHG)
 Mitchell Goddin (PVC)
 Petula Holland (PVC – Proxy)

Apologies & Absent

Bob Hammond (RSL)
 Ardal Nigg (PCCI)
 Cr Ken Lawrence (Counsellor)
 Cr Paul Omodei
 Jacqui Moltoni (PCCI – Proxy)
 Suzanne Fellows (PAG – Proxy)

Guests

Rose Marie Craigie
 Jim Craigie
 Colin Crombie
 Jill Baker
 Joy Head
 Judy Goldfinch
 John Bendotti
 Cr Donelle Buegge

The Chair welcomed guest attendance as an indication of the interest in the Committee's work.

3. Declaration of Financial Interests – None

4. Minutes of previous meeting held on 17 January 2023 are confirmed.

Moved: Sherril Jackson **Seconded:** Murray Ventris **Vote:** 7/0

5. Matters arising from recommendations on Council Agenda - None

6. Business Arising (from previous minutes)

On behalf of the Pemberton RSL, PCRC Representative queried whether the Shire intended to remount the RSL Honour Board in the Co-location boardroom. Chair advised that the Honour Board was currently in the Power Up Electricity Museum workshop and confirmed it would be re-mounted when conference room was finished.

7. General Business

7.1 Fit-out

7.1.1 PCRC rep distributed a spreadsheet with an update of the fit-out spending from the Lotterywest Grant. PCRC rep advised new spreadsheet is colour-coded making it easier to review spending to date and remaining funds.

7.1.2 PCRC rep noted her concerns that a significant number of items were still to be purchased and that the acquittal date (late July 2023) was looming. She said she had contacted Lotterywest and had noted her concerns in discussion with them.

7.1.4 PCRC rep encouraged all stakeholders to prioritise fit-out purchases. She distributed two quotes obtained from McLernons for tables and chairs of varying quality and style primarily for the boardroom and requested Committee provide feedback on preferences. She will consult with the RSL separately.

ACTION: All Stakeholders

7.1.5 Chair noted quote had been received for fridge, oven and microwave amounting to a total cost of \$3,100 which is within budget allocation. The fridge (431 litres) is the size to fit the allocated space in the RSL kitchen. The oven is electric.

7.1.6 PVC rep recommended purchasing a small commercial rather than domestic microwave as it is likely to be better quality. [NB This option has since been investigated and cost exceeded budget].

7.1.7 PCRC rep asked whether it would be more sensible to have a boiling water tap rather than an urn. She will investigate cost for potential funding via underspends in the Lotterywest funding.

ACTION: G Van Hazendonk

7.1.8 Library rep is following up on quote for blinds in the resource room.

- 7.1.9 Chair reiterated that the Committee had agreed that all savings should be reserved until all under and overspends were known and any left-over monies used to balance these costs and/or fund new items as prioritised by the Committee.

7.2 Construction Update

- 7.2.1 Chair advised that keys will be handed over to Shire from Builders for the Co-location on Tuesday 11 April. Chair has asked the Shire's Senior Properties Officer to ensure insurance coverage for the building is in place from that date. IT Solutions are due to complete works that include the activation of alarms within the next few weeks. Once alarms were operational, stakeholders could begin finalise fit-out. Practical completion certification and Occupancy certification is required before staff can relocate to the facility and open to the public. It is important to note that any equipment being placed in the facility needs to be covered under individual group insurance or with the PCRC as part of the Lotterywest purchases.
- 7.2.2 In response to a query from PCRC rep, Chair advised that it is only fair that any additional insurance costs to the PCRC because of the Lotterywest fit-out items in the Co-location should be shared among stakeholders. As each item was fully depreciated, the PCRC could then transition ownership and insurance responsibility back to the relevant group.
- 7.2.3 PCRC rep noted that she believed the Shire should cover insurance costs.
- 7.2.4 Chair advised that the Shire's Parks Team would tidy up the external area of the Hub, add some fencing and complete basic soft infrastructure works on the gardens.
- 7.2.5 In response to a query from PAG rep concerning installation of a fence on the CWA side of the Hub, the Chair confirmed that the task had been awarded to a Pemberton fencer. It will be a scaled, Colorbond fence. It is not intended to screen out the CWA, but rather, provide a degree of privacy for the CWA and the Ambulance training area as well as a safety barrier. Vehicle movement will be one way thru the laneway for lessees.
- 7.2.6 PCRC rep noted that the RSL was no longer interested in keeping the old entrance door into the RSL building.
- 7.2.7 Chair advised that RSL had wanted to keep the door originally and agreed to position a soldier sculpture in its entryway but had subsequently changed their minds.
- 7.2.8 PAG rep queried when Mick Eastwood would be installing the glass sliding door to the PAG Storeroom as a deposit for the work had been paid. Chair suggested PAG contact Mr Eastwood directly.

7.3 Leases and MOUs

7.3.1 Chair advised that draft MOUs and Leases (based on those originally signed by all stakeholders) had been prepared for each stakeholder group. Although similar, they were nuanced to the needs of each group. Individual meetings would be arranged with each group to discuss these documents. Advance copies would be provided with a choice of receiving them in either hardcopy, digitally or both. Request were provided as follows:

- PAG – four hardcopies and a copy by email
- CRC – email only
- PVC – email only
- PH&H – three hardcopies and a copy by email
- Counsellor Proxy – email only

Chair suggested groups review the documents and highlight areas of concern or requiring clarity for subsequent discussion at individual meetings.

ACTION: G Ipsen Cutts

7.3.2 In response to a query from PCRC rep, Chair confirmed that adjustments could be made to MOUs even after they had been signed as they are living documents.

7.3.2 In response to a query from PCRC rep, Chair confirmed that the Shire would act as Head Tenant for the building and manage bookable areas (boardroom, kitchen for events and relevant external areas). There will be no cost to other lessees to do this. The Shire would also cover 50 per cent of the cleaning costs for the RSL Building being the library and common use areas.

7.3.3 Chair noted that leases would need to be in place ahead of stakeholders moving into the Hub. There would be no pressure for individual groups to move in by a certain date. Instead, they would move in when ready.

7.4 Signage

7.4.1 Chair thanked PAG rep for her assistance in developing the artwork for Hub logo. Once formatted work is received on a USB from Adam Purdy, it will be forwarded to Kingman Signs.

7.4.2 Chair noted Counsellor rep's feedback to the signage images distributed to stakeholders suggested the Hub logo should be positioned above rather than alongside the name of the Hub on the large sign on the front of the building. This was generally supported by stakeholders.

7.4.3 Chair provided details of the proposed locations of the tourism information (i) sign and advised adjustment could be made once the PVC had reviewed them. The remainder of the signage was unchanged from previous discussions.

- 7.4.4 PH&H rep reiterated that the Museum logo should be included wherever the signage for the Museum is indicated.

7.5 Landscaping

- 7.5.1 Chair advised that Parks and Gardens will establish a base garden for the external area of the Hub with the \$10,000-\$12,000 allocated by Council for this task. Chair reminded stakeholders that the landscaping portion of the Lotterywest grant application had been unsuccessful, so no additional funds are available at this stage.
- 7.5.2 Councillor Proxy advised that repairs are required near the CWA entrance following work completed at the Telstra Pits. Brown hot mix is required to repair the damage.

ACTION: G Ipsen Cutts

- 7.5.3 Chair agreed to speak with Shire's Works Department about the repairs. She also advised that the Works and Services were working with the Builders to finalise the carpark on Hepple Place with the cost being covered by the Builders.

ACTION: G Ipsen Cutts

7.6 Location of Sculptures

- 7.6.1 PAG rep advised that a place near the kiln room had been selected for a plinth to be installed by Manjimup Concreting? The *Take a bite* (apple, core and pear) welded steel sculpture, currently located at the Wellness Centre, could be positioned there. She noted that its light would need to be charged or potentially replaced with a solar arrangement. Chair noted that sculptures had cords so not sure if they were solar.
- 7.6.2 Other Sculpture in the Vines winners including Peter Hill's *Head Stack* and Dennis Wilson's *Birds* (featuring a magpie drinking from a birdbath) could also be positioned in the external areas of the Hub. There is some concern about the wood inside *Head Stack* being set alight. It may be possible to ask the artist to replace it with other materials.

ACTION: A Czerkasow

- 7.6.3 Chair noted that in due course, sculptures could be positioned throughout the Hub but would need to be designed and secured for public safety.

7.7 Grants Received

- 7.7.1 No new grants have been obtained.
- 7.7.2 PCRC rep advised that she is working with the Clever Clogs organisation to submit a grant request for the installation of solar panels on the Hub's main building.

- 7.7.3 Library Proxy advised that she was working on an application for a Qantas Regional Grant based on the \$95,000 quote initially provided by Thommo's Kanga.

7.8 Other

7.8.1 Chair Update

- 7.8.1.1 Chair advised that all stakeholders need to nominate three people who would be called if an alarm was activated outside of business hours. Stakeholders in the RSL building would be on one combined list. PAG and PH&H would be on a separate list.

ACTION: All Stakeholders

7.8.2 Councillor Update

- 7.8.2.1 Councillor Proxy advised that, currently, there is not rubbish bin on Hepple Street near hub entrances. People entering the Hub from that entrance would have nowhere to dispose of rubbish. Chair agreed to see if something could be done to rectify this.

ACTION: G Ipsen Cutts

7.8.3 Pemberton Visitor Centre Update

- 7.8.3.1 PVC rep advised that following discussions with PCRC and John Stanley, they determined that having the PCRC and PVC managers share an office was not ideal. Nor was it appropriate for PVC staff to operate from the main reception desk with PCRC staff as one group was dealing with community queries while the other with tourist queries. Consequently, the office originally allocated for Centrelink activities will become the PVC Manager's office and a separate reception desk will be established in the PVC space. The second PVC office created as an attachment to the reception desk will be used for Centrelink queries.
- 7.8.3.2 Councillor Proxy queried whether three separate reception desks were now planned for the building.
- 7.8.3.3 Chair suggested that perhaps VC and CRC should move in and see how sharing the purpose built and very large reception desk goes. This would perhaps make more sense than building a new reception desk up front. Noting however that at the end of the day it is up to the group and decisions on the layout in VC and CRC leased spaces are decisions for those stakeholder groups.

- 7.8.3.4 PCRC rep noted that the arrangement had been for PCRC staff to manage the Library on days when the Librarian's non-work days. However, the PCRC was not interested in managing the Library without receiving additional payment.
- 7.8.3.5 Chair noted that the original intent had been for PVC and CRC staff to simply check out library items on the Librarian's non-working days as agreed with previous PVC and CRC reps on the Committee. This had since changed so the Library would now be closed on the Librarian's two non-working days.
- 7.8.3.6 In relation to the Library's circulation desk, Library Proxy noted that at a previous meeting, all stakeholders had agreed that it was imperative that library users be channeled directly into the Library to avoid a bottle neck of visitors at the main reception desk. Hence the need for a small circulation desk in the Library.
- 7.8.3.7 PVC Proxy advised that there was no room to store parcels resulting in the potential loss of a contract. Chair noted that no mention of this requirement had been made during the Hub design discussions. Potential to use small store area behind reception and the VC storeroom.
- 7.8.3.8 Chair noted that the building was constructed in line with the available budget. Chair suggested that perhaps VC and CRC should move in and see how sharing the purpose built and very large reception desk goes. This would perhaps make more sense than building a new reception desk up front. Noting however that at the end of the day it is up to the group and decisions on the layout in VC and CRC leased spaces are decisions for those stakeholder groups.
- 7.8.4 Heritage and History Group – update
 - 7.8.4.1 PH&H rep said the group had concerns about their ability to cover costs related to operating in the new space.
 - 7.8.4.2 Chair suggested PH&H wait to see the outcome of an agenda item before Council which may assist them in managing costs.
 - 7.8.4.3 PH&H rep noted that Committee meetings were scheduled every three months but may need to be more regular as the move-in approaches. Chair advised more meetings would occur although they would likely be with individual stakeholders rather than the entire Committee.
 - 7.8.4.4 PH&H rep asked that Library move out of Lesser Hall by 22 April. Library thanked the Mill Hall Committee for allowing them to stay in the space until now and agreed to move out by that date.

7.8.5 PAG update

- 7.8.5.1 PAG rep advised that Suzanne Fellows had resigned from her role on the Advisory Committee as she is moving out of the area. PAG rep nominated Jill Baker to replace Ms Fellows.

Moved: Anna Czerkasow **Seconded:** Gaye Van Hazendonk

Vote:7/0

- 7.8.5.2 In response to queries concerning whether air conditioning and CCTV was available at the Hub, Chair advised that both had been considered but, as stakeholders were aware, the available budget did not allow for them.

7.8.6 PCRC Update

- 7.8.6.1 PCRC rep asked whether Shire could provide a Land Title for the Hub address for inclusion in the grant application for solar panels. Chair advised the rep to contact Jasmine Bamess the Shires senior Property Officer. The rep was also encouraged to speak with Greg Lockwood, Director Business, who might be able to assist with information relating to energy audits as he had been involved with a number for the Shire.

7.8.7 Library update

- 7.8.7.1 Library rep said fit out was moving ahead in both the Library and the resource room.

8. Next Meeting – Tuesday 4 July 2023 at 2.00pm

9. Meeting Closed - Chair thanked all in attendance and formally closed the meeting at – 3.36pm



PEMBERTON COMMUNITY HUB ADVISORY COMMITTEE

Terms of Reference

Status:	<u>Stakeholder Representatives</u>
Members:	Pemberton Ward Councillor Community Development Project Officer Pemberton Library Pemberton Community Resource Centre Representative Pemberton Visitor Centre Representative Pemberton RSL Representative Pemberton Chamber of Commerce & Industry Representative Pemberton Arts Group Representative Pemberton Heritage & History Group Representative
	(Total 9 members)
Proxies	1 Councillor, 1 Representative from Shire and 1 each from each stakeholder group (Total 9 Proxys)
Quorum:	5 members
Term of Appointment:	to October 2023
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Delegated Powers:	Nil

Functions of the Advisory Committee;

1. To ensure all facility stakeholders are working in collaboration in regard to the day to day management and general operations of the new Pemberton Community Hub;
2. To provide a platform for communication, troubleshooting and conflict resolution as the new collocation business model is bedded in;
3. To seek guidance from Council, on a needs basis, in regard to matters pertaining to the Hub;
4. To provide financial transparency and reporting in respect of the Hub management;
5. To address telecommunication issues as they arise;
6. To discuss facility hire and community access of the Hub;
7. To assist in identifying maintenance issues; and
8. To administer the functions and intentions of the Memorandum of Understanding (MOU).

Terms of Reference – Pemberton Community Hub Management Committee



Members from 04 May 2023

Cr. Ken Lawrence	Councillor
Cr Murray Ventris	Councillor (proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community and Recreation Services (Proxy)
Sherril Jackson	Librarian
Vanda Dei-Tos	Manager of Library and Cultural Services (proxy)
Anna Czerkasow	Pemberton Arts Group
Jill Baker	Pemberton Arts Group (proxy)
Mitchell Goddin	Pemberton Visitor Centre
Petula Holland	Pemberton Visitor Centre (proxy)
Gaye Van Hazendonk	Pemberton Community Resource Centre
Rob Baker	Pemberton Community Resource Centre (proxy)
Bob Hammond	Pemberton RSL
Noeleen Collings	Pemberton RSL (proxy)
Deanne Ventris	Pemberton Heritage & History Group
Leanne Rowe	Pemberton Heritage & History Group (proxy)
Ardal Nigg	Pemberton Chamber of Commerce & Industry
Jacqui Moltoni	Pemberton Chamber of Commerce & Industry (proxy)

Terms of Reference – Pemberton Community Hub Management Committee



SHIRE OF MANJIMUP



22 March 2023

Minutes

Bush Fire Advisory Committee

Version: 1.0

Date: 31.03.2023

Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 22 March 2023



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Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 22 March 2023



Shire of Manjimup
Bush Fire Advisory Committee
Minutes of Meeting 22 March 2023

Minutes of the Bush Fire Advisory Committee Meeting held in the Manjimup Emergency Services Collocation Building, located at 46 Bath Street Manjimup on Wednesday 22 March 2023.

1. Declaration of Opening the Meeting

The Chairman, Cr Cliff Winfield, declared the meeting open at 7.01pm.

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

Cr Cliff Winfield	Shire of Manjimup – Councillor (Chair)
Todd Ridley	Shire of Manjimup - Community Emergency Services Officer
Remo Pessotto	Chief Bush Fire Control Officer
Karen Nickels	Coastal Zone
Shane Otway	Pemberton North Zone
Max Connor	Manjimup East Zone (proxy)
Brad Wren	Manjimup West Zone
Frank Shaw	Manjimup North West Zone
Joshua Kanny	Manjimup Central East Zone
Tom Winfield	Manjimup South West Zone
Bill Rice	Manjimup South East Zone
Vacant	Walpole Zone

Members Non Voting & Invited Guests

Nicole Favero	Shire of Manjimup – Ranger & Emergency Services
Ashleigh Reeve	Shire of Manjimup - Senior Ranger (Proxy CESM)
Stephen Mills	Department of Biodiversity, Conservation & Attractions
Chris Sousa	Department of Fire & Emergency Services
Peter Parker	Manjimup South West Zone (proxy)

2.2 Apologies

Tom Backhouse	Pemberton West Zone
Colin Griffiths	Coastal Zone (proxy)
Tom Muir	Manjimup East Zone
Jeff Bennett	Department of Biodiversity, Conservation & Attractions

Karen Nickels & Bill Rice arrived at 7.05pm and Shane Otway arrived at 7.07pm.

Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 22 March 2023



3. Declaration of Financial Interest – Nil

4. Confirmation of the Minutes of the General Meeting held Wednesday 7 December 2022.

RECOMMENDATION/BFAC DECISION 2023/01

That the unconfirmed minutes of the Bush Fire Advisory Committee Meeting held Wednesday, 7 December 2022 be confirmed as a true and correct record."

Moved: Remo Pessotto, Shire CBFCO

Seconded: Brad Wren, Manjimup West Zone

CARRIED: 11/0

5. Council's Response to Minutes of the General Meeting held Wednesday 7 December 2022.

COUNCIL RESOLUTION:

MOVED: Elby, W

SECONDED: Taylor, R

29012

That Council receive and note the unconfirmed minutes of the Bush Fire Advisory Committee (BFAC) meeting held 7 December 2022 as shown in Attachment: 9.16.3(1).

ADOPTED BY EN BLOC RESOLUTION: 11/0

6. Business Arising from Previous Minutes - Nil

7. Correspondence – See Attachments

7.1 Incoming

7.1.1. Linfarne BFB – Formal request to amalgamate with Ringbarkers BFB

7.1.2. Ringbarkers BFB – Support of amalgamation with Linfarne BFB

7.1.3. Dingup BFB – Concerns to Shire regarding lack of equipment

7.1.4. DBCA – Tim Foley – BFAC Clarification Forest Roads – response

7.2 Outgoing

7.2.1. Shire to DBCA – BFAC Clarification Forest Roads request

8. Review of BFAC Terms of Reference & Membership & Contact Details

Nominations for the next BFAC Membership term for October 2023 to October 2025 will be taken at next meeting.

9. Members Reports

9.1 Chief Bush Fire Control Officer – Remo Pessotto

Report was tabled, see Item 9.1 Attachment

Bill Rice Manjimup South East Zone, asked if they will be opening the Restricted Fire Season but stopping Permits over the Easter Period?

The CBFCO answered yes.

Shire of Manjimup
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9.2 CESM and Training Coordinator – Todd Ridley

Report was tabled, see Item 9.2 Attachment

9.3 Department Fire and Emergency Services – Chris Sousa

Report was tabled, see Item 9.3 Attachment

Considerable discussion resumed regarding the new Australian Fire Danger Rating System (AFDRS).

Karen Nickels Coastal Zone, asked if Shire has been asked for a submission for complete analysis of number of Permits issued this year compared to last year?

Todd Ridley CESM, replied that the Shire has not been asked at this stage, Permit numbers are the same but more are being cancelled nearly every second day due to the High rating with the four day forecast often changing overnight.

Max Connor Manjimup East Zone proxy, agreed that the new system is not working.

CESM discussed that a Fire Weather Officer could be an option to work around this, but he is not prepared to validate this and that the Shire has been approached to comment and provide feedback at the end of the fire season.

Stephen Mills DBCA, advised that they have also been approached to provide feedback on FDI and the massive difference between Manjimup and Pemberton forecasts with the fuel type, often giving Pemberton a higher rating than Manjimup.

9.4 DBCA Parks and Wildlife Services – Stephen Mills

Report was tabled, see Item 9.4 Attachment

Bill Rice Manjimup South East Zone, asked if DBCA will be doing any edging on the karri?

Stephen Mills DBCA, advised they have been discussing this, with moisture content they have been caught before but if they get a week of good weather this could go ahead. He then gave an overview on Tim Foleys reply in correspondence regarding the road network and that they have a strategic roading network plan with their prescribed burns and currently working on Gloucester and Bannister Roads, Boundary Road to the north working back towards strategic buffers. They are also extending water bombers another week.

9.5 Zone Delegate Reports

9.5.1. Manjimup West Zone - Brad Wren

- Has been relatively quiet.
- Truck crewed to Donnybrook Fire for a shift.
- Been on standby a few times.

The above report was received verbally at the meeting.

9.5.2. Manjimup Central East Zone – Josh Kanny

- Not much been happening, Balbarrup and Diamond two fires.
- Rob Thorn FCO is away until 10 April and Kerry Owen Captain of Diamond is away until Monday. Mick will need to do permits.
- Regarding the Dingup letter in correspondence he has not even seen this but can discuss in General Business when addressed.

The above report was received verbally at the meeting.

Shire of Manjimup
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9.5.3. Manjimup South East Zone - Bill Rice

- Attended couple of fires at Diamond.
- Shed going well with painting completed by members. Plumbing and toilet now done and kitchen cupboards in. They will start to put the new furniture and appliances in soon.

The above report was received verbally at the meeting.

Todd Ridley CESM, requested they hold off for a couple of weeks placing new appliances etc until the curtains have been installed.

9.5.4. Manjimup North West Zone - Frank Shaw

- Ringbarkers was covered re fires in the Chiefs report.
- Linfarne haven't seen anyone around since the signs went up after the grass tree fires they were having.
- Has been quiet.
- Gun club putting gates up near Kimba Road bush and can't get through.

The above report was received verbally at the meeting.

Ashleigh Reeve Senior Ranger – advised this may be to do with the rubbish dumping and trespass in the area.

Remo Pessotto CBFCO asked if the track was still open to West Palgarup road which was confirmed that it was.

Todd Ridley CESM, advised there may be an exclusion zone around the Gun Club and will check if a gazetted road.

Add to Action List: Manjimup Gun Club Gates restricting Access.

9.5.5. Coastal Zone – Karen Nickels

- The new Northcliffe Light Tanker has arrived and well received.
- Attended a couple of fires in Northcliffe and crew went to Donnybrook.
- New members are awaiting training.
- Still waiting for the charging cables to be hung for appliances and the bump stops.
- Northcliffe 2.4 appliance is now back and seems to be working, the Brigade was a bit unhappy with how long it took.
- Regarding the literature attached for this meeting, Dingup was gazetted in Local Laws and as Northcliffe has its 100 year birthday celebration happening next year has an official request if the Shire can find out when the Brigades in their area were gazetted as mentioned Dingup only so is it under another Roads Board?

The above report was received verbally at the meeting.

Todd Ridley CESM, discussed possibly 1937 when first Brigades were registered.

Chris Sousa DFES, advised that he can look into this and advise.

Add to Action List: Northcliffe Brigades investigate when Gazetted.

9.5.6. Pemberton West Zone – Tom Backhouse

Nil report received as not in attendance.

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9.5.7. Manjimup South West Zone – Tom Winfield

- A few permits issued prior to the Prohibited commencement.
- Deanmill fire.
- Peter Parker attended a few fires with other crews, much appreciated.
- Tom advised from 10 April he will be out of the District and not returning until the end of year and Peter Parker will be at Scott River working so may have problems issuing Permits. Peter will do them when he can but may not always be able to write them on the day required.

The above report was received verbally at the meeting.

Todd Ridley CESM, advised that the Chief's and Rangers can be backup for when Peter is not available.

Max Connor Manjimup East Zone proxy, said that permits not likely to be written on day required anyway as need to give a couple of days' notice.

9.5.8. Pemberton North Zone – Shane Otway

Report was tabled, see Item 9.5.8 Attachment

Todd Ridley CESM, discussed regarding Dennis Barnsby stepping down, the need to look at resilience in the Brigade as not sure how much longer Hugh Jackson and Mark Roche will continue and need to prepare for this.

9.5.9. Manjimup East Zone – Max Connor (proxy)

- Quiet season so far.
- Drill on the new High Season truck completed prior to Christmas.
- Lightening around but no strikes at this stage.
- No complaints around except start to burning. Conditions need to be worked for control and around Easter. There is 20ml rain forecast for Sunday but can't see it.
- Digital radio link connection bad and if there is a fire, would have to go out alone as not reliable.

Todd Ridley CESM, advised that being digital they can still pull the pin if it comes to that and let it stand alone.

9.5.10. Walpole Zone – Vacant – No Report

10. General Business

10.1 Action and Task list

10.1.1 Northcliffe BFB Shed

Backup Water Pump and double headed hydrant to be installed, hoses and taps requested, getting plumber is issue and an effective pump to back up. Charging plug and bump stops. Ongoing, remain on Task List.

10.1.2 Linking of Radio Repeaters

Still awaiting response from DFES, Todd will lodge a ICT request every time a fault occurs. He also advised that COMCEN once tried to go to digital and had same issue so didn't use. Ongoing, remain on Task List.

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10.1.3 Smith Brook Shed

Procured overspend for purchase and installation of blinds and flooring in toilet then all works complete.

Ongoing, remain on Task List.

10.1.4 Mobile Phone Reception West Manjimup

Brad Wren advised that Kevin was in district two months ago to look into it and was going to get back, but still nothing heard.

Max Connor advised that a new tower is going in Dawson Road on the north side of creek. Palgarup Town has nothing.

Ongoing, remain on Task List.

10.1.5 Amalgamation – Linfarne and Ringbarkers BFB's

Shire of Manjimup Community Emergency Services Manager, Todd Ridley advised that formal requests now received from both Linfarne and Ringbarkers Brigades, so proceeded to advertisement of the proposed amalgamation. This occurred during February 2023, in the Manjimup Bridgetown Times allowing residents in all effected Brigade areas to comment by the 1 March 2023. No comments were received from members of the public. Discussion followed with confirmation from Brigade Minutes that both had voted and were happy with the name Ringbarkers.

Letter tabled in Correspondence, see Item 7.1.1 Attachment.

Letter tabled in Correspondence, see Item 7.1.2 Attachment.

RECOMMENDATION/BFAC DECISION 2023/02

That Council approve the amalgamation of Linfarne and Ringbarkers Bush Fire Brigades and name that brigade Ringbarkers.

Moved: Brad Wren, Manjimup West Zone

Seconded: Frank Shaw, Manjimup North West Zone

CARRIED:11/0

10.1.6 Amalgamation – Northcliffe Windy Harbour and Northcliffe Central BFB's

Shire of Manjimup Community Emergency Services Manager, Todd Ridley advised this was proceeded to advertisement of the proposed amalgamation. This occurred during February 2023 in the Manjimup Bridgetown Times allowing residents in all effected Brigade areas to comment by the 1 March 2023. No comments were received from members of the public.

RECOMMENDATION/BFAC DECISION 2023/03

That Council approve the amalgamation of all remaining Northcliffe Bush Fire Brigades and name that brigade Northcliffe.

Moved: Remo Pessotto, Shire CBFCO

Seconded: Karen Nickels, Coastal Zone

CARRIED:11/0

10.1.7 DBCA – Letter requesting Clarification on Road Maintenance

Letter sent to DBCA and response now received and tabled.

Letter tabled in Correspondence, see Item 7.2.1 Attachment.

Letter tabled in Correspondence, see Item 7.1.4 Attachment.

Stephen Mills DBCA, if a road needs upgrading call DBCA to advise it requires works.

Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 22 March 2023



10.1.8 Northcliffe BFB – Light Tanker Stickers

No longer required as new LT arrived. Can be removed from list.

10.2 Shire of Manjimup Bush Fire Brigade Local Laws

Report was provided by Shire of Manjimup Community Emergency Services Manager, Todd Ridley, regarding Local Governments throughout Western Australia receiving legal advice from both DFES and WALGA regarding the requirement for LGs to have Local Laws for the establishment of Bush Fire Brigades.

Report was tabled, see Item 10.2 Attachment.

RECOMMENDATION/BFAC DECISION 2023/04

That Council accept the *Shire of Manjimup Bush Fire Brigade Local Laws 2023* and proceed with the legal requirements of the *Local Government Act 1995* in implementation.

Moved: Brad Wren, Manjimup West Zone

Seconded: Max Connor, Manjimup East Zone (proxy)

CARRIED:11/0

10.3 Brigade/Shire owned Slip on Units

Report was provided by Shire of Manjimup Community Emergency Services Manager, Todd Ridley, regarding the condition of 46 registered Brigade / Shire owned Slip-on units, many over 20 years old and reaching the end of life as fit for purpose with maintenance and purchasing of replacement units not covered by Emergency Services Levy (ESL).

Report was tabled, see Item 10.3 Attachment.

There was discussion following with comments that there are no radios in vehicles with slip on units so unable to retain contact with them and the issue of bolting these on to vehicle securely, also the safety risk with the larger slip on units that will longer comply.

RECOMMENDATION/BFAC DECISION 2023/05

That the Community Emergency Services Manager inspect all the Brigade / Shire owned Slip-on units on the Shire of Manjimup asset list and place a full report to BFAC in July.

Moved: Max Connor, Manjimup East Zone (proxy)

Seconded: Frank Shaw, Manjimup North West Zone

CARRIED:11/0

10.4 Dingup BFB – Letter of concerns regarding lack of equipment

Shire of Manjimup Community Emergency Services Manager, Todd Ridley, provided an overview of the letter received from Dingup BFB. This refers back to the *Shire of Manjimup Resource to Risk Policy* that compares risk, properties, critical infrastructure where Dingup is down as a high priority, however there are competing priorities as well. BFAC has the ability if we do get an additional truck to decide where additional resources go as per priority.

Letter tabled in Correspondence, see Item 7.1.3 Attachment.

Remo Pessotto CBFCA, commented that if a Brigade do not have manpower to man a truck they may lose it.

Josh Kanny Manjimup Central Zone, queried if a truck could be placed back at Co-Location so more central and commented that Dingup couldn't man it.

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Remo Pessotto CBFCO, commented that when appliance was previously kept at Co-Location no one looked after it or took ownership of it, look at two more appliances to cover East and one closer.

Todd Ridley CESM, discussed an option could be having appliances for each Zone area not Brigade, ie Ringbarkers appliance is being used by other Brigades when they are unable to man, Diamond can man an appliance but theirs is a NON ESL and not fit for purpose. Trying to fill the hole between Manjimup and Mordalup, Perup haven't got the manpower. The rule was 10km – 20mins and never going to get that. Over 80% land is State Forest and National Park. Option is to look at appealing the decision and process and talking to Dingup to see what we can provide through ESL to boost them.

Josh Kanny Manjimup Central Zone, look at Fast Fill Trailer submission for next budget, then members who are not active can use and help.

Todd Ridley CESM advised he will write to Dingup BFB regarding discussions at BFAC and the lodgement of ESL submission for a fast fill trailer.

Add to Action List: Dingup BFB – Concerns regarding lack of equipment.

10.5 Rural Fire Awareness and Bushfire Fundamentals Online Learning

Shire of Manjimup Community Emergency Services Manager, Todd Ridley provided an overview on the attached. This is not replacing our training but can do it underneath, at this stage though you need to be a member of brigade. Looking at access to non-brigade/community members who wish to educate themselves but not wanting to become members.

DFES General Circular No 12/2023 was tabled, see item 10.5 Attachment.

10.6 General Matters from Members without notice

- **Vineyards and Smoke Damage**

Brad Wren Manjimup West Zone advised on contact from a local vigneron regarding them being a week off finishing their whites then going to reds. Asking if FCO's can take into consideration when issuing Permits and make Permit Holder aware.

Todd Ridley CESM, advised that it is not the FCO's smoke it is the permit holder's responsibility, they can only advise on safety and consideration.

11. Next Meeting

Next Meeting to be held 12 July 2023.

12. Declaration of Close of Meeting

Chairperson Cr Cliff Winfield closed the meeting at 8.50pm.

10.1 Attachment

Action List

Action & Meeting Date	Action	Update	Status	Person Responsible
25/05/2016	Northcliffe Shed Construct a new facility for brigade	<ul style="list-style-type: none"> Shire of Manjimup successful in obtaining grant. DFES proposal to co-locate 2015. Brigade met to discuss, in favour of co-location. DFES submitted proposal, awaiting response. Council approved DFES proposal. \$30,000 in proposed Council budget for site works, budget being adopted 10th August 2017. DFES Funding available December 2017 Construct building in the 2017 / 2018 year, once DFES funding is available. Shire of Manjimup and DFES signed funding agreement July 2018 BFB shed side construction underway Work has currently ceased, waiting on paperwork from builder then should be able to recommence. Purchase Orders have been issued and approved and the issue with builder now resolved. Funding arrangements with DFES resolved as well with a top up to complete the rebuild of Fire and Rescue station to become the Co-Location building. Northcliffe BFB building hoping to get to pretty quickly. Building to commence soon December 2019 June 2020, 90% completion of the Bushfire Brigade shed. Stage two construction underway. 90% of stage two complete. Shire to meet with BFB and FRS to discuss final completion of works. Met with BFB and FRS on the completion of works. Builder to be back on site to complete the list of works required from 6 December 2021. <p>22/03/23: Backup Water Pump and double headed hydrant to be installed, hoses and taps requested, getting plumber is issue and an effective pump to back up. Charging plug and bump stops to be installed.</p>	In progress	Todd Ridley
29/08/2018	Link all Radio Repeaters Channels 251, 292, 142, 293 and 252 be linked together	<ul style="list-style-type: none"> T Ridley wrote to DFES in October LSW ROAC moved motion for State to respond (28th March 2019). Survey received from DFES re the Mid Band Network July 2019. Survey completed by BFAC and returned to LSW DFES. Karri Valley Blackspot issue. 	In progress	Todd Ridley

		<ul style="list-style-type: none"> • Awaiting a response from DFES and Karri Valley Blackspot issue. • 252, 293 and 142 digital links installed. • Trial system throughout the fire season. • Report for Meeting. • Write to DFES regarding issues with trial period. <p>07/12/22: Correspondence sent to DFES on the 3 November 2021. Still no response.</p> <p>22/03/23: Still awaiting response from DFES, Todd will lodge a ICT request every time a fault occurs.</p>	In progress	Todd Ridley
17/04/2019	Smith Brook Shed ESL Grant and Brigade funded. Construct a new facility for the Brigade.	<ul style="list-style-type: none"> • ESL funding was achieved for the 2018 / 2019 budget • Shire of Manjimup met with the brigade. • Quotes received by 19th November • T Ridley met with brigade on the 18 March 2019. Brigade arranged to hand over the brigade funds and that the Shire of Manjimup to be the project manager. • Toilet and bathroom accessories have been purchased. • Local builder has been awarded building project • Construction to start in 2-3 months • Application to Western Power for green dome on site is in progress • Work currently cease, waiting on paperwork from builder then should be able to recommence. • Purchase Orders have been issued and approved and the issue with builder now resolved. Construction to commence late January-February. • Builder issued with a percentage payment to order materials. Green power dome installed, sand pad completed, shale hard stand constructed. Grant received for Fridge, Laptop, Smart TV, Hot Water System, Air Conditioner and Oven. • Construction of stage one underway. • Stage one 90% Complete. • Complete Stage Two power and plumbing. • Electrical plan completed and contractor engaged to complete works. • Waste water application completed and submitted for approval. • Once approved, plumber to be engaged to complete works. • 100,000 litre fire tank to be completed. <p>07/12/22: Electrical, plumbing and gyprocking completed. Cornice, connection of toilet and sink to be completed. Install cabinets and carpet.</p> <p>22/03/23: Plumbing, cabinets and carpet installed. Procured overspend for purchase and installation of blinds and flooring in toilet then all works complete.</p>		

22/07/2020	<p>Mobile Phone Reception West Manjimup Letters tabled from Seven Day Rd & Yanmah BFB</p>	<ul style="list-style-type: none"> • Todd to forward letter to CEO • Contact made with TELSTRA. DCBFCO in contact and working through issues. • Ongoing. Complaints received from Ringbarkers Captain in regard to coverage in the area. • Brad Wren – another call to Deborah, SW Manager Telstra two weeks ago who advised that the Tech actually was in town last year and to now go back to individual complaints to an email address that she was going to provide but hasn't yet. • Would like to look at going to the Ombudsman and advise Brigades to make individual complaints. • Todd to discuss with the CEO and convey the above information. <p>05/10/22: Brad Tabled Interim Report from Telstra</p> <p>22/03/23: Brad Wren advised that Kevin was in district two months ago to look into it and was going to get back, but still nothing heard.</p>	In progress	Brad Wren
05/10/2022	<p>Amalgamation Linfarne and Ringbarkers BFB Request from Linfarne BFB</p>	<p>05/10/22: Todd advised that Linfarne is requesting to amalgamate with Ringbarkers but they will require a letter from Linfarne requesting and Ringbarkers accepting.</p> <p>07/12/22: Todd discussed with both Brigades, advising them to meet. Still awaiting clarification from Brigade. When support letter received, go to advertising.</p> <p>22/03/23: Todd advised that formal requests now received from both Linfarne and Ringbarkers Brigades, so proceeded to advertisement of the proposed amalgamation. This occurred during February 2023, in the Manjimup Bridgetown Times allowing residents in all effected Brigade areas to comment by the 1 March 2023. No comments were received from members of the public. Discussion followed with confirmation from Brigade Minutes that both had voted and where happy with the name Ringbarkers. Recommendation to go to Council for endorsement.</p> <p>BFAC DECISION 2023/02</p>	In progress	Todd Ridley
05/10/2022	<p>Amalgamation Northcliffe Brigades Only one brigade is operational.</p>	<p>05/10/22: Amalgamation of the remaining Northcliffe BFB's as the other Brigades have no members/committees and are no longer operational, this is purely to clarify the zones and simplify the name to 'Northcliffe Bush Fire Brigade'.</p> <p>07/12/22: Letter and minutes received from Brigade in support of this. Administration proceed to advertising.</p> <p>22/03/23: CESM advised this was proceeded to advertisement of the proposed amalgamation. This occurred during February 2023 in the Manjimup Bridgetown Times allowing residents in all effected Brigade areas to comment by the 1 March 2023. No comments were received from members of the public. Recommendation to go to Council for endorsement.</p> <p>BFAC DECISION 2023/03</p>	In progress	Todd Ridley

07/12/2022	DBCA Roads	<p>07/12/22: Administration to contact DBCA for clarification on the maintenance of forest roads. Administration write to DBCA.</p> <p>22/03/23: Administration wrote to DBCA and response now received and tabled. Representative Stephen Mills advised to notify DBCA if a road requires work.</p>	Complete	Todd Ridley
01/23 22/03/2023	Manjimup Gun Club Gates restricting access	22/03/23: In Item 9.5.4 Manjimup North West Zone report they advised the gun club has put gates up near Kimba Road bush and cannot get through. CESM to see if there is an exclusion zone around club and if a gazetted road.	In progress	Todd Ridley
02/23 22/03/2023	Northcliffe Brigades investigate when gazetted	22/03/23: In Item 9.5.5 Coastal Zone report they requested Shire investigate when Northcliffe Brigades were gazetted, in Local Laws documentation it doesn't specify these Brigades and they have 100 year birthday celebration next year. Chris Sousa advised that he can also investigate with DFES.	In progress	Todd Ridley Chris Sousa
03/23 22/03/2023	Shire of Manjimup Bush Fire Brigade Local Laws	22/03/23: Recommendation that Council accept and proceed with the legal requirements of the Local government Act 1995 in implementation.	In progress	Todd Ridley
04/23 22/03/2023	Brigade/Shire owned Slip On Units	22/03/23: In Item 10.3 BFAC recommendation for CESM to inspect all Brigade/Shire owned slip on units and report to BFAC in July.	In progress	Todd Ridley
05/23 22/03/2023	Dingup BFB – Concerns regarding lack of equipment	22/03/23: In Item 10.4 BFAC administration to write to Dingup BFB regarding discussions and lodgement of ESL submission for fast fill trailer.	In progress	Todd Ridley

Item 7.1.1 Attachment

Nicole Favero

From: John Woodard <john@woodard.net.au>
Sent: Monday, 19 December 2022 10:52 AM
To: Nicole Favero
Cc: Frank Shaw
Subject: [External] Amalgamation with Ringbarkers

Nicole,

Linfarne brigade decided at the 2021 AGM to merge with Ringbarkers brigade and we understand this was agreed to at the Ringbarkers 2022 AGM.

We therefore formally request that the merger be addressed through the required Shire processes.

Please advise if you require anything further from us?

Thanks

John Woodard
0417 919 215

Excerpt from Linfarne BFB AGM Minutes 23.10.2021 below:

15. General Business

- PPE equipment for members to be requested where needed
- Merge with Ringbarkers Brigade discussed and agreed was a practical thing to undertake. Members saw no need to have a name change and are happy to be called Ringbarkers as that is the central location of the merged brigade and location name of Brigade shed. Frank Shaw to make requests concerning progressing this request ASAP.
- .
- .

Item 7.1.2 Attachment

RINGBARKERS BUSH FIRE BRIGADE

PO Box 643
MANJIMUP WA 6258

Mr Todd Ridley
Community Emergency Service Manager
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

DEAR MR RIDLEY,

As per the Ringbarkers Bush Fire Brigade AGM Minutes from 16 October 2022 the members of the Bridgade voted unanimously to amalgamate with the Linfarne Bush Fire Brigade.

Members also voted to retain the name of "Ringbarkers Bush Fire Brigade" for the proposed new amalgamated brigade being located at the Ralston Road Fire Shed.

If you have any questions please do not hesitate to contact me.

Yours sincerely



Greg Lockwood
Secretary – Ringbarkers Bush Fire Brigade

Agenda Item 10.4

Item 7.1.3 Attachment

Mr Todd Ridley
Community Emergency Services Manager
Shire of Manjimup
PO Box 1
Manjimup WA 6258
11th January 2023

Dear Todd,

On Saturday the 26th of November the Dingup Bush Fire Brigade held a general meeting to discuss issues raised at the AGM on the 14th of September. During this meeting concerns were raised about the lack of equipment available to the members of the Dingup BFB. As you are aware, this brigade covers a large area of vulnerable land however we have been unsuccessful in securing equipment such as trucks, shed, trailer etc. in the past. Recruitment of volunteers to the brigade has been limited in part due to the lack of equipment available to our members.

As a volunteer group the equipment and facilities they have available for use in a BFE is funded, in part, by individual volunteers and fund-raising activities. Our members feel that if their Brigade is called upon to assist in any emergency that Brigade should receive funds to facilitate the procurement of new equipment, replacement of equipment and facilities for that Brigade.

We would welcome any advice on how this matter may be rectified.

Yours sincerely

Lisa Lambert

Secretary Dingup Bush Fire Brigade.

Item 7.1.4 Attachment

Nicole Favero

From: Todd Ridley
Sent: Tuesday, 21 February 2023 11:28 AM
To: Nicole Favero
Subject: FW: BFAC Clarification Forest Roads

BFAC response

Todd Ridley
 Community Emergency Services Manager

From: Lily Simpson <lily.simpson@dbca.wa.gov.au>
Sent: Tuesday, 21 February 2023 10:40 AM
To: Todd Ridley <todd.ridley@manjimup.wa.gov.au>
Cc: Jeff Bennett <jeffrey.bennett@dbca.wa.gov.au>
Subject: FW: [External] BFAC Clarification Forest Roads

Good morning Todd,

The cessation of native forest harvesting has and continues to raise questions for the community and I acknowledge that there are concerns particularly in relation to the management of bushfire and preparedness. At a regional level I have had opportunity through the new Forest Management Plan (FMP) planning process to identify and request for additional resources and budget to enable the region to maintain its essential operations where we anticipate an impact or loss of capacity such as that linked to the timber industry and associated contractors historic and significant role in the maintenance and upgrade of forest roads and tracks over the decades. The outcome of this request is unknown at this stage, though I can reassure you that the issue was clearly raised and costed.

Warren Region has a strategic road network plan and an annual recurrent and capital budget for strategic road and bridge maintenance and in recent years invested millions of dollars into the upgrade and maintenance of access roads, bridges, crossing and signage, Including a million dollar replacement of Palings Rd bridge and 55 other bridges and large culverts in the last 10 years, and will continue to take a proactive and strategic approach to such work. Through the annual Burn Options Plan (BOP), the region is also upgrading minor roads and boundary tracks on a rotational basis. Since 2016 after the O'Sullivan Fire near Northcliffe in 2015 with further funding through the Enhanced Prescribed Burning Program we have been able to upgrade roads, culverts and firebreaks and will continue to work with adjoining land holders to support fence line boundary upgrades too.

DBCA locally are open to and collaborate with local governments and MRWA in seeking grant funds that contribute to access related upgrade and maintenance projects that form part of the wider community access network. In past years we have successfully upgraded roads, bridges and culverts through funding from bushfire mitigation projects through Federal and State and when opportunities become apparent, we will endeavour to apply for these. EPBP funding for Carter access bridge replacement with box culvert and multiple small bridge replacements along burn boundary's. (eg Fattie Dampier x2, Penny rd, Sputnik rd, Raspy rd, Power rd, Boundary rd) with pipe culverts or rocky crossings.

As more information becomes available specifically in relation to the FMP 2024-2033. I will be happy to share that with you.

Thanks for your interest and concern for the protection of local lives, communities, property and environments.

Tim

Item 7.2.1 Attachment

Nicole Favero

From: Todd Ridley
Sent: Thursday, 16 February 2023 8:56 AM
To: tim.foley@dbca.wa.gov.au
Cc: Nicole Favero
Subject: CM: BFAC Clarification Forest Roads

Hello Tim

With the end of logging in native forests the Shire of Manjimup Bush Fire Advisory Committee (BFAC) raised concerns at a meeting held in 2022 regarding the ongoing maintenance of roads within both National Parks and State Forests. The concerns are based around access to isolated areas when responding to bush fires.

The BFAC resolved to write to the Department of Biodiversity, Conservation and Attractions (DBCA) seeking clarification on the ongoing maintenance of main forestry routes i.e. Gloucester and Palings etc., smaller secondary roads and existing logging coupe roads.

Can you please provide any information on the ongoing maintenance of roads DBCA are going to undertake into the future.

Please don't hesitate to contact me if required.

Regards



Todd Ridley
Community Emergency Services Manager
Shire of Manjimup
 PO Box 1
 37-39 Rose St, Manjimup WA 6258
T: (08) 9771 7777
F: (08) 9771 7771
D: (08) 9771 7732
E: todd.ridley@manjimup.wa.gov.au

[Website](#) [Events](#) [Our Region](#)



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

This e-mail and any attachment(s), is confidential and may be legally privileged. It is intended solely for the recipient(s). If you are not the dissemination, copying or use of this e-mail or any of its content is prohibited and may be unlawful. If you are not the intended recipient please notify the sender immediately and destroy the e-mail, any attachment(s) and any copies. All liability for viruses is excluded to the fullest extent permitted by law. It is your responsibility to scan or otherwise check this email and any attachment(s). Unless otherwise stated (i) views expressed in this message are those of the individual sender, except where the message states otherwise and the sender is authorised to state those views on behalf of the Shire of Manjimup. This contract may be construed by this e-mail. Emails may be monitored and you are taken to consent to this monitoring.

Item 9.1 Attachment

Remo Pessotto - CBFCO

Report for BFAC Meeting held on 22 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 Parks and Wildlife, 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 dealt with and the seasonal truck suction problems which been dealt with.

Communications

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

General Business

- Nil

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

Item 9.2 Attachment

**CESM BFAC REPORT
22 March 2023****Training**

- Helitac ground controller refresher and show and tell held on the 20 March in Manjimup.
- Fire Control Officers course planned for Walpole.
- Members can nominate to attend courses at any stage in other Local Governments.
- Looking at starting basic training at the end of the fire season.

Mitigation Activity Fund (grant) / Bush Fire Mitigation

- Bushfire Mitigation completed in Pemberton, Northcliffe, Windy Harbour and Walpole. Still working through the Manjimup area.
- Burn Prescriptions completed, will be reviewing once weather conditions allow.

Emergency Services Levy

- Insect spraying around all sheds has been completed.
- Limited Full face masks are available to trained volunteers.
- PPE stocks are good.

General Information

- Ongoing issues with the Digital Linking of channels 252, 293 and 142.
- Fire Danger Rating Signs installed in Pemberton, Quinninup and Walpole. We have no one change the sign in Northcliffe.
- Will be reviewing the impact the new Fire Danger Index has on Restricted Burning Period.

Item 9.3 Attachment



Government of Western Australia
Department of Fire & Emergency Services



Shire of Manjimup BFAC DFES Report – 22 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 6 Level 2 Incidents this fire season. These include the Donnybrook Complex, Noggerup and Yornup fires and most recently the Greenbushes fire. We would like to recognise the support from the Shire's CESM 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 having been deployed to assist.

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 type and this is causing a higher Fire Danger Rating to be issued than what has previously been experienced. We are seeking feedback from the Shire and the Fire Control Officers on issues that have been identified as part of the new AFDRS.

Training and Exercises

Unfortunately, a scheduled helitak demonstration and ground controller refresher was cancelled in December 2022 due to the forecasted weather, and the aircraft were dispatched to Donnybrook that day. The training was able to be carried out on Monday 20th March in Manjimup, with a good turnout of volunteers recorded.

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

Chris Sousa
District Officer Nelson
0447 362 006

Item 9.4 Attachment



Department of Biodiversity,
Conservation and Attractions



Warren Region Update for Manjimup BFAC meeting Wednesday 22 March 2023

Prescribed Burning

Warren Region completed just over 23,000 hectares of prescribed burning this last spring. This was a combination of 10 prescribed burns. A couple of high priority burns, one near the town of Walpole and one near Pemberton have commenced.

The burn near Pemberton containing karri forest was the only real opportunity we had to undertake karri burning this summer. Very little opportunity presented itself to undertake burning in the karri forest as it has been recorded as the driest year on record for the month of December in this area.

Heath vegetation and small pockets of karri and tingle in the Horseyard Hill burn opposite the Walpole townsite was also achieved.

Donnelly and Frankland Districts has a selection of Karri (early autumn), Jarrah (later autumn) and coastal heath (late autumn / winter) planned for this coming autumn within the Shire of Manjimup.

The region has been liaising with the Grape Grower Associations and advising of the options we have for burning and what are our mitigation measures to try and not impact the vineyards during our operations.

Bushfire

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

Donnelly District has recorded 21 small fires and Frankland District has recorded 5 fires. One being an escape of 10,000 hectares from a prescribed burn north of Mount Frankland caused by strong winds.

General

Looking at a late start to the autumn burn season whilst dry conditions persist and fatigue for staff and crews is building due to the high demand in bushfire suppression efforts. The Bureau of Meteorology has forecasted an extended dry autumn and late start to winter.

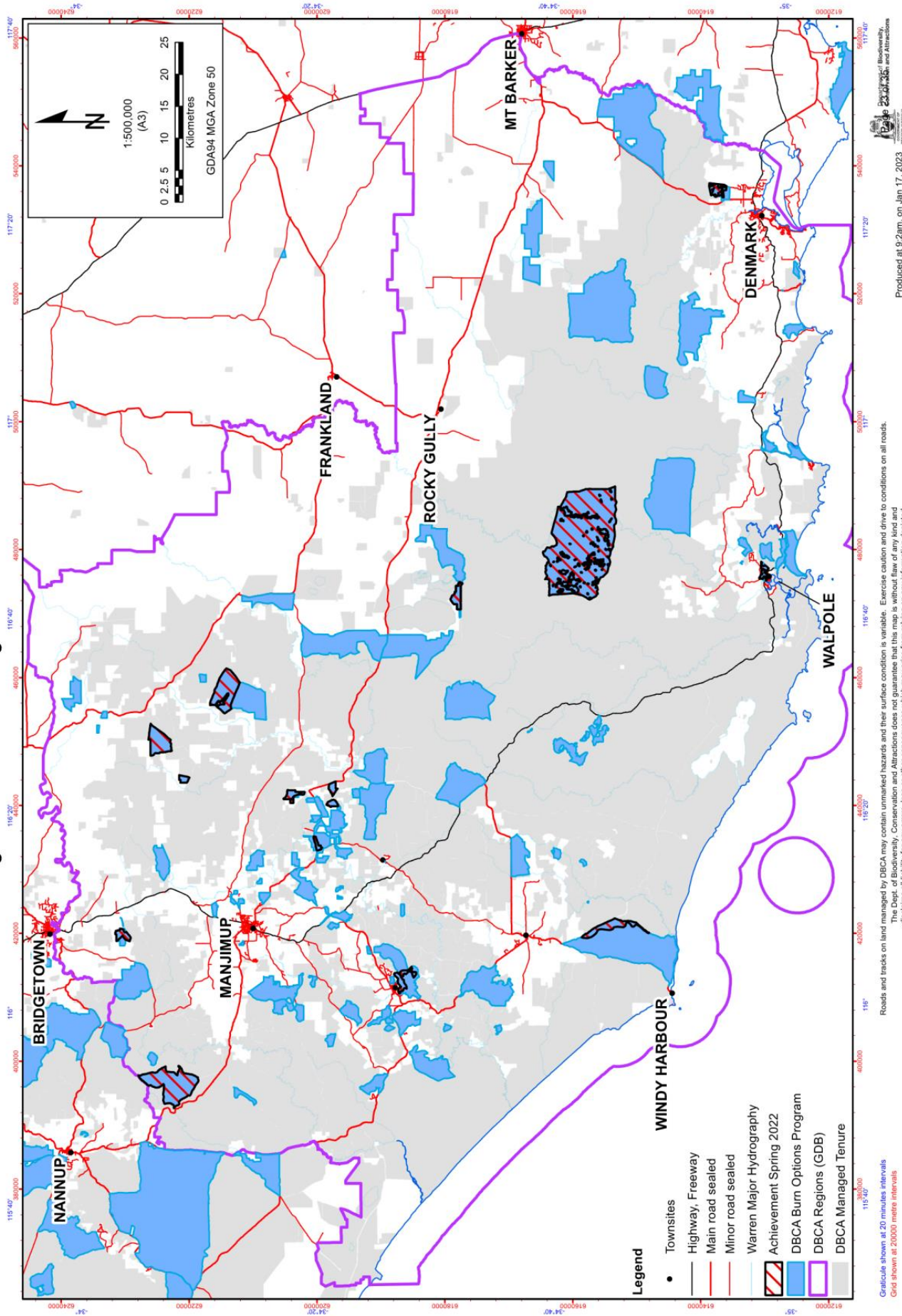
Regards,

Jeff Bennett
Regional Leader Fire Management
Warren Region - Manjimup

Warren Region

Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 97 717 988 Email: page2admin@dbca.wa.gov.au
page 22 of 36
dbca.wa.gov.au

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



Item 9.5.8 Attachment

PEMBERTON NORTH ZONE DELEGATES REPORT 2023

Thankfully the North Zone has had a quiet summer on the fire front despite the very dry conditions.

On the 3rd December 2022 we held the annual brigade Christmas get together as a recruitment drive and public info night. The event was well attended and we gained a few new members.

On the 9th December 2022 the Pemberton Mill burned. To which we supplied crews with the 2.4HD and light tanker to assist VFRS crews to extinguish the blaze.

On the 5th January 2023 we sent a crew on the light tanker to the Thomas fire in Kirup to assist mopping up.

On the 25th February we sent a crew on the 2.4HD to investigate a report of fire at Casuarina Valley Orchards.

On the 1st march we sent a crew in the 2.4HD to assist with Moore & Muirillup Roads fire in Northcliffe.

At the end of this fire season our long-standing fire control officer for Eastbrook in the Pemberton North Zone Mr Dennis Barnsby, will be stepping down from his role. He will be greatly missed.

Robert "Shane" Otway
Pemberton Rural
22/03/2023

BFAC Agenda Item 10.2
Ranger and Emergency Services
FORM 5.3.23



Bush Fire Advisory Committee (BFAC) Report

REPORT:	Shire of Manjimup Bush Fire Brigade Local Laws
OFFICER:	Todd Ridley
DATE:	7 February 2023

BACKGROUND:

Local Governments throughout Western Australia have received legal advice from both the Department of Fire and Emergency Services (DFES) and Western Australian Local Government Association (WALGA) in regard to the requirement for Local Governments to have Local Laws for the establishment of Bush Fire Brigades. Furthermore, the State Government solicitors have advised that their interpretation of Section 41 of the *Bush Fires Act 1954* relies on Local Governments having Local Laws for the establishment of Bush Fire Brigades.

The Shire of Manjimup has an old By-Law established in 1940 by the then Manjimup Roads Board (attached). This By-Law was gazetted at the time for the purpose of establishing the Shire of Manjimup Bush Fire Brigades. Legal advice has advised that these By-Laws are still current, however they need to be replaced with a modern Local Law.

Bush Fire Brigades established under these By-Laws have remained in place since 1940, the amalgamation or disbanding of Bush Fire Brigades is carried out pursuant to powers within the *Bush Fires Act 1954* therefore there is no need for a Section within a Local Law to deal with the disbanding of Bush Fire Brigades.

COMMENT (Includes Options):

Given the legal advice the Shire of Manjimup has drafted a *Shire of Manjimup Bush Fire Brigade Local Law 2023* (attached). The intent of these Local Laws is only for the establishment of Bush Fire Brigades. The governance / maintenance of Bush Fire Brigades is covered within the *Shire of Manjimup Bush Fire brigade Operational Procedures 2022 – 2027*, *Council Policies* and the *Bush Fires Act 1954*.

The Proposed *Shire of Manjimup Bush Fire Brigade Local Laws 2023* outline the establishment of Bush Fire Brigades, appointed Officers (Captains and Lieutenants) and set the terms of office for secretaries, treasurers, equipment officers etc. This is constant with the current *Shire of Manjimup Bush Fire Brigade Operational Procedures 2022 – 2027*.

The Author now is requesting the Bush Fire Advisory Committee consider recommending to Council to accept the draft *Shire of Manjimup Bush Fire Brigade Local Laws 2023*.

STATUTORY ENVIRONMENT:

Bush Fires Act 1954

POLICY / STRATEGIC IMPLICATIONS:

Shire of Manjimup Bush Fire Brigade Operational Procedures 2022 – 2027.

O:\BUSHFIRE\BFAC\BFAC 2023\2023 03\Meeting Items\Bush Fire Advisory Committee - Report Bush Fire Brigade Local Laws.docx



ORGANISATIONAL RISK MANAGEMENT:

Governance of Bush Fire Brigade is a Local Government responsibility. Not having modern Policies, Procedures and in this case Local Laws leaves both the Shire of Manjimup, the community, and Bush Fire Brigades at risk.

FINANCIAL IMPLICATIONS FOR COUNCIL:

Within 2022 / 2023 Council Budget.

OFFICER RECOMMENDATION:

That the Bush Fire Advisory Committee recommend that Council "accept the *Shire of Manjimup Bush Fire Brigade Local Laws 2023* and proceed with the legal requirements of the *Local Government Act 1995* in implementation".

ATTACHMENTS:

1. Current *Manjimup Road Boards Establishment of Brigades By-Law 1940*
2. Draft Proposed *Shire of Manjimup Bush Fire Brigade Local Laws 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 **//////** 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*.

Dated this ///////////////

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

P. OMODEI, President.
A. CAMPBELL, Chief Executive Officer.

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GOVERNMENT GAZETTE, W.A.

[MAY 24, 1940.]

(6) A subscribing member shall be eligible for enrolment as a fire-fighting member.

Finance.

10. The expenditure incurred by the Board in the purchase of equipment, etc., in payment of services and generally for the purposes of this Act, shall be a charge on the ordinary revenue of the Board, but the secretary shall keep a separate record of the expenditure incurred under this Act.

Meetings of Brigade.

11. Every Brigade shall meet not less than once in every three months, and may meet as often as shall be necessary. A captain may summon a meeting of his Brigade at any time he shall consider necessary, and shall do so whenever instructed so to do by the Board.

These by-laws, under the Bush Fires Act, 1937, were passed by a resolution of the Sussex Road Board (a local authority under the provisions of such Act) at a meeting held at West Busseton, on 27th January, 1940.

SYDNEY CARTER,
Chairman.
M. W. S. GREATOREX,
Secretary.

First Schedule.

FORM OF ENROLMENT—FIRE-FIGHTING MEMBER.

I, the undersigned, hereby make application to be enrolled as a Fire-fighting Member of the.....
.....Bush Fire Brigade.

My private address is.....

My business address is.....

I can be communicated with by Telephone No.....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable.)

I hereby declare that I am over 18 years of age, and in good health.

On election by the Committee as a Fire-fighting Member I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power;
2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder;
3. to use my best endeavours to give assistance in fire-fighting measures when called upon, and on such occasions to obey all orders and instructions issued by duly authorised officers of the Brigade.

Applicant's signature.....

Date.....

Second Schedule.

FORM OF ENROLMENT—ASSOCIATE MEMBER.

I, the undersigned, hereby make application for enrolment as an Associate Member of the.....
.....Bush Fire Brigade.

- (a) I am prepared to offer to transport fire-fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type.....
.....available for such purpose.

- (b) I am prepared to offer my services in the following capacity:—
.....
.....

(Paragraph (a) or (b) above may be struck out if both do not apply.)

My private address is.....

My business address is.....

I can be communicated with by Telephone No.....

On election as an Associate Member by the Committee I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power;
2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder;
3. to use my best endeavours to assist in fire suppression work in the above capacity when called upon.

Applicant's signature.....

Date.....

THE BUSH FIRES ACT, 1937.

Department of Lands and Surveys,
Corres. No. 2459/39. Perth, 22nd May, 1940.

IT is hereby notified, for general information, that the Dingup Bush Fire Brigade was duly registered as a Bush Fire Brigade on the 3rd day of April, 1940, in accordance with the provisions of the above Act, and His Excellency the Lieutenant-Governor in Executive Council has been pleased to approve of the following by-laws for the establishment, maintenance, and equipment of the said Bush Fire Brigade.

G. L. NEEDHAM,
Under Secretary for Lands.

BUSH FIRES ACT, 1937.

By-laws of the Manjimup Road Board relating to the Establishment, Maintenance, and Equipment of Bush Fire Brigades for the Road District of Manjimup.

Establishment of Brigade.

1. On the resolution of the Board to establish, maintain, and equip a Bush Fire Brigade under the provisions of the Bush Fires Act, 1937, and regulations thereunder, the Brigade shall be formed in accordance with these by-laws, and a name shall be given to the Brigade and application, accompanied by a copy of these by-laws, shall be made to the Minister for Lands for its registration accordingly.

A Bush Fire Brigade may be established for the whole of the road district or for any specified area thereof: Provided that, unless the resolution of the Board establishing a Bush Fire Brigade specifies therein only a part of the district as the area for which such Brigade is established, the Brigade shall be deemed to be established for the whole of the said road district.

Appointment of Officers.

2. The Board shall appoint a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as it shall deem necessary to act as officers of the Brigade, and who in the Board's opinion have the necessary qualification and knowledge of the district required in such capacities.

3. The secretary of the Board, or such other person as the Board may appoint, shall be the secretary of the Brigade.

4. The Board may appoint an Equipment Officer, who shall be responsible for the custody and maintenance in good order and condition of all equipment and appliances acquired by the Board for the purposes of the Brigade. Such officer may station such equipment at a depot approved by the captain, where, if possible, motor trucks can easily be called upon. If there are more than one such depots in the area, the Equipment Officer shall appoint at each depot a person to look after the equipment and have it ready for immediate use when required.

5. The Board shall appoint Bush Fire Control Officers in accordance with the requirements of the district and may prescribe the area over which each such officer shall have jurisdiction. The employment, dismissal, and payment for services of persons (other than officers) employed for duties under this Act shall be vested in the chairman and secretary of the Board conjointly.

Duties of Officers.

6. The duties of all officers appointed under these by-laws shall be as laid down in the provisions of the Bush Fires Act, 1937, and each officer so appointed

MAY 24, 1940.]

GOVERNMENT GAZETTE, W.A.

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shall be supplied with a copy of the Act and regulations. The captain shall have full control over the members of the Brigade whilst engaged in fire-fighting, and shall issue instructions as to the methods to be adopted by the firemen. In the absence of the captain, the first lieutenant, and, in the absence of the first, the second lieutenant or senior officer of the Brigade present at the fire, shall exercise all the power and duties of the captain. The captain shall, when so directed by the Board, instruct all land owners or occupiers to plough a break or breaks on all cleared land or land under pasture.

Membership of Brigade.

7. (1) The membership of a Bush Fire Brigade may consist of the following:—(a) Subscribing members; (b) fire-fighting members, and (c) associate members.

(2) Subscribing members shall be those persons, who, being interested in forwarding the objects of the Brigade, pay an annual subscription to the funds of the Brigade at the following rates:—

	s. d.
(i) Owner or occupier of land within the Brigade Area—minimum subscription of	10 0
(ii) Other persons—a minimum subscription of	5 0

(3) Fire-fighting members shall be those persons, being able-bodied men over 18 years of age who are willing to render service at any bush fire when called upon, and who sign an undertaking in the form contained in the First Schedule to these by-laws.

(4) Associate members shall be those persons who are willing to supply free motor transport for fire-fighters or equipment, or are prepared to render other approved assistance, and who sign an undertaking in the form contained in the Second Schedule to these by-laws.

(5) No fees or subscriptions shall be payable either by fire-fighting members or associate members, and the enrolment of persons as such members shall in every case be subject to the approval of the Board.

(6) A subscribing member shall be eligible for enrolment as a fire-fighting member.

Finance.

8. The expenditure incurred by the Board in the purchase of equipment, etc., payment for services and generally for the purposes of this Act, shall be a charge on the ordinary revenue of the Board, but the secretary shall keep a separate record of the expenditure incurred under this Act.

Meetings of Brigade.

9. (a) The Brigade shall hold its general meeting on the last Wednesday in September of each year.

(b) Ordinary meetings to be held as required and when called by the captain or secretary.

These by-laws, under the Bush Fires Act, 1937, were passed by a resolution of the Manjimup Road Board (a local authority under the provisions of such Act) at a meeting held at Manjimup on 9th March, 1940.

(Sgd.) R. G. NOCK,
Chairman.

(Sgd.) J. SMITH,
Secretary.

First Schedule.

FORM OF ENROLMENT—FIRE-FIGHTING MEMBER.

I, the undersigned, hereby make application to be enrolled as a Fire-fighting Member of the Bush Fire Brigade.

My private address is

My business address is

I can be communicated with by Telephone No.

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable.)

I hereby declare that I am over 18 years of age, and in good health.

On election by the Committee as a Fire-fighting Member I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power;
2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder;
3. to use my best endeavours to give assistance in fire-fighting measures when called upon, and on such occasions to obey all orders and instructions issued by duly authorised officers of the Brigade.

Applicant's signature

Date

Second Schedule.

FORM OF ENROLMENT—ASSOCIATE MEMBER.

I, the undersigned, hereby make application for enrolment as an Associate Member of the Bush Fire Brigade.

- (a) I am prepared to offer to transport fire-fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type available for such purpose.

- (b) I am prepared to offer my services in the following capacity:—

.....

.....

.....

(Paragraph (a) or (b) above may be struck out if both do not apply.)

My private address is

My business address is

I can be communicated with by Telephone No.

On election as an Associate Member by the Committee I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power;
2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder;
3. to use my best endeavours to assist in fire suppression work in the above capacity when called upon.

Applicant's signature

Date

THE BUSH FIRES ACT, 1937.

Department of Lands and Surveys,

Corres. No. 589/40. Perth, 22nd May, 1940.

IT is hereby notified, for general information, that the Irwin District Road Board Bush Fire Brigade was duly registered as a Bush Fire Brigade on the 30th day of April, 1940, in accordance with the provisions of the above Act, and His Excellency the Lieutenant-Governor in Executive Council has been pleased to approve of the following by-laws for the establishment, maintenance, and equipment of the said Bush Fire Brigade.

G. L. NEEDHAM,
Under Secretary for Lands.

BUSH FIRES ACT, 1937.

By-laws of the Irwin Road Board relating to the Establishment, Maintenance, and Equipment of Bush Fire Brigades for the Road District of Irwin.

Establishment of Brigade.

1. On the resolution of the Board to establish, maintain, and equip a Bush Fire Brigade under the provisions of the Bush Fires Act, 1937, and regulations thereunder, the Brigade shall be formed in accordance with these by-laws, and a name shall be given to the Brigade and application, accompanied by a copy of these by-laws, shall be made to the Minister for Lands for its registration accordingly.

A Bush Fire Brigade may be established for the whole of the road district or for any specified area thereof: Provided that, unless the resolution of the Board establishing a Bush Fire Brigade specifies therein

Item 10.3 Attachment

Ranger and Emergency Services
FORM 5.3.23



Bush Fire Advisory Committee (BFAC) Report

REPORT:	Brigade / Shire owned Slip-on Units
OFFICER:	Todd Ridley
DATE:	15-2-23

BACKGROUND:

Recently several Bush Fire Brigades have raised concerns regarding the condition of Brigade / Shire owned Slip-on units. Many of these units are over 20 years old and are reaching the end of their life as a fit for purpose fire fighting unit. Currently the Shire of Manjimup has 46 units registered as Brigade / Shire owned.

The maintenance and purchasing of Slip-on units are not covered by the Emergency Services Levy (ESL). Currently the Shire of Manjimup has a budget of \$18,000 annually for maintenance of Brigade / Shire owned Non ESL slip-on units and appliances.

The Shire of Manjimup *Bush Fire Brigade Operational Procedures 2022 – 2027* states that major repairs to these units is a capital item and will need to be considered by Council in the budget adoption process.

6.2 Brigade Owned Equipment

Non ESL supplied equipment **is not** eligible for ESL funding.

Maintenance of Brigade owned Slip-On Units is funded by the Shire of Manjimup Fire Operational Budget. This budget only allows for maintenance and minor repairs and **must not** take place **without an authorised Purchase Order** from the Shire of Manjimup following *Section 5 Purchasing*.

Equipment failure as a result of lack of maintenance or upkeep will not be covered by the Shire of Manjimup.

Major repairs such as pumps, hose reels and tanks are a capital item and require the approval of Council through the normal budget process.

COMMENT (Includes Options):

The Community Emergency Services Manager in recent months has inspected several Brigade / Shire owned slip-on units, many have been found not to be fit for purpose or beyond repair. Many slip-on units are well over the legal weight when fully loaded and have no tie down points.

900 Litre slip-on units with frame



Slip-on unit weight fully loaded



Ranger and Emergency Services
FORM 5.3.23



Un-repairable slip-on unit



Whilst there is an argument that BFB Members would not fill the slip-on units to full capacity when traveling on a gazetted road, the fire ground remains a “Work Site” and current legislation and Work Health and Safety requirements are in place.

The ongoing maintenance, new purchases and the ownership of Slip-on units will need to be addressed by both BFAC and Council at some stage in the future.

The Author is recommending a full audit of Brigade / Shire owned slip-on units to ascertain the viability of the units, financial impacts and / or whether a replacement program should be investigated.

STATUTORY ENVIRONMENT:

- *Bush Fires Act 1954.*
- *Local Government Grants System.*
- *WA Work health and Safety Act 2020.*
- *The Shire of Manjimup Bush Fire Brigade Operational Procedures 2022 – 2027.*
- *Manual for Capital and Operating Grants 2022/23.*
- *Fire Operational Guideline 3.0 Crew Safety and Operational Responsibility at Bushfires and Safe Operating Procedures BFB's Appendices.*

POLICY / STRATEGIC IMPLICATIONS:

- *Policy 5.3.16 Resource to Risk Fire Fighting.*

ORGANISATIONAL RISK MANAGEMENT:

There is a inherent risk with any firefighting activity. Good training, policies, local knowledge and risk assessments reduce these risks. However, legislation needs to be taken into account assessing the safety of a "Work Place".

FINANCIAL IMPLICATIONS FOR COUNCIL:

Currently the Shire of Manjimup Annual Budget is covering the maintenance of Non-ESL equipment. However the budget doesn't allow for the replacement of not fit for purpose slip-on units or capital expenditure i.e. (Pumps and Motors).

OFFICER RECOMMENDATION:

That the Community Emergency Services Manager inspect all the Brigade / Shire owned Slip-on units on the Shire of Manjimup asset list and place a full report to BFAC in July.

ATTACHMENTS:

Nil)

Agenda Item 10.5



Government of Western Australia
Department of Fire & Emergency Services

**DFES General Circular No: 12/2023**

File: D10631

25 January 2023

Release of online learning – Bushfire Fundamentals and Rural Fire Awareness

Following on from General Circular 177/2021, the Bushfire Centre of Excellence has developed online, self-paced versions of Bushfire Fundamentals and Rural Fire Awareness. DFES staff and volunteers can now apply for and access the training via eAcademy.

Rural Fire Awareness is targeted at farmer response brigades and seasonal workers and provides students with a basic awareness of fireground safety, suppression strategies and maintaining their safety when operating on a fireground.

Bushfire Fundamentals has been developed to support those who undertake duties in supporting Incident Management Teams. This course can be offered to external agencies who undertake a role within the Incident Support Group. This product covers basics in AIIMS, IMT functions, basic fireground safety but excludes suppression techniques.

Each of these courses can be completed online in approximately 2-3 hours. Short assessments are conducted after each module throughout the course. Please note that these courses are not intended to replace the existing Bushfire Safety Awareness and Firefighting Skills training products, which will continue to be the recommended minimum standard for Bush Fire Brigades with an LGGS-funded appliance.

Bushfire Centre of Excellence staff are working on the ability for external stakeholders to access this training. A further circular will be released with the process to access these training products for external stakeholders once more detail is available.

For more information, please contact the Bushfire Centre of Excellence Training Delivery team on BCETraining@dfes.wa.gov.au

CRAIG GARRETT

A/CHIEF SUPERINTENDENT BUSHFIRE CENTRE OF EXCELLENCE



MINUTES OF MEETING

F180208

Road Infrastructure Advisory Committee meeting held in the JC Rose Room on Thursday 13th April 2023.

1. DECLARATION OF OPENING OF MEETING

Cr Paul Omodei declared the meeting open at 10.30am with the Shire of Manjimup respectfully acknowledging the Noongar people as the Traditional Custodians of the lands on which we live, work and gather and we pay our respects to their Elders past, present and in the future.

2. ATTENDANCE

Cr P Omodei	Councillor and RRG elected member
Cr D Jenkins	Councillor and RRG elected member
Cr W Eiby	Councillor
Cr R Taylor	Councillor
Cr C Winfield	Councillor
Cr J Willcox	Councillor entered at 10.33am
Cr M Ventris	Councillor entered at 10.47am
Michael Leers	Director Works & Services
Greg Lockwood	Director Business
Andrew Johns	Manager Works
Catherine Mills	Manager Technical Services entered at 10.31am
Nicole Booth	Minute Taker

GUESTS

Brian Robinson	Acting Chief Executive Officer
Cr Ken Lawrence	Councillor (observing)
Cr Donelle Buegge	Councillor (observing) entered at 10.38am
Melanie Blieschke	Supervisor Parks & Gardens
Nicole Chapman	Administration Officer Technical Services

Michael Leers addressed the Committee to advise Melanie Blieschke is proxy for the Northcliffe Forest Park Management Committee and Nicole Chapman is the new Technical Services Administration Officer. Both members of staff are observing proceedings of a well functioning Committee of Council and as a general learning experience.

3. TERMS OF REFERENCE

Nil

4. DECLARATION OF INTEREST

Cr Murray Ventris may only have a conflict of interest if there is a specific financial or proximity interest related item. This is to be determined when a decision is made. Application to Minster was made by the CEO several years ago and is yet to receive a response.

5. CONFIRMATION OF PREVIOUS MINUTES

Recommendation - The Minutes of the meeting of the Road Infrastructure Advisory Committee held on Thursday 8th September 2022 be adopted as a true record of proceedings.

Moved: Cr W Eiby / Seconded: Cr D Jenkins

CARRIED: 9/0

6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

Nil

7. MATTERS ARISING FROM PREVIOUS MINUTES

7.1 Update progress Old Vasse Road

- Manager Works commented that work on the intersection of Hawke and Old Vasse Roads had taken place with place out of gravel. Further work is scheduled once Channybearup Road works are completed.

Cr J Willcox entered 10.33am

- Manager Works outlined works on Old Vasse Road for this financial year is for the intersection. The vegetation clearing permit is also only for the intersection works.
- Director Works & Services advised the vegetation clearing permit application was made 18 months ago. The timeframe for clearing permits has extended and they now involve spring and autumn surveys as a zoologist survey. Previously vegetation clearing permits were easy, however, over the last 5 years they have become an issue. State Government Departments processes and volume of work have increased hugely with the timeframe now 18 months to 2 years and with third party appeals an extra 6 months approval time.
- Cr Paul Omodei mentioned this issue was raised at a RRG meeting with the suggestion to try and have planning for construction completed a few years ahead of planned work.

Cr D Buegge (guest observing) entered 10.38am

- Cr Paul Omodei and Acting Chief Executive Officer to raise clearing permit issue at SWWALGA meeting with a view for WALGA to put pressure on State Government to fix processing of permit issues.

The Committee noted the update on the Old Vasse Road progress.

7.2 Update Chesapeake Road discussions with DBCA

Manager Works advised a meeting has been scheduled with DBCA for first week of May to discuss handing back to DBCA the section of Chesapeake Road from Gardiner River Bridge. Not a huge amount of road length will be lost and this shouldn't significantly affect Shire road length for grant funding.

The Committee noted the update on Chesapeake Road discussions with DBCA.

7.4 Gravel security

Acting Chief Executive Officer and Director Works are preparing a briefing paper to present to Council. Director Works seeking legal advice

regarding various acts involved but hopes to have the item in the 4 May agenda dependent on receiving the legal advice response.

7.5 Grays Road

Seal of Grays Road, 200m up the hill from Vasse Highway intersection. CRSF grant is budgeted for 2023/2024

The Committee noted the update on Grays Road private contribution seal works.

8. RISK MANAGEMENT

- Misconduct - this committee manages the risk of intentional activities in excess of authority granted to an employee through appropriate oversight of plant/road infrastructure management
- Inadequate Engagement Practices - this Committee manages the risk of failure to maintain effective working relationships with the community (including local media), stakeholders in regards road infrastructure upgrades
- Inadequate Asset Sustainability Practices - this committee manages the risk of failure or reduction in service of road infrastructure assets, plant, equipment or machinery

Risks are mitigated through proper oversight by this Committee of the 10 Year Forward Capital Works Plan and yearly infrastructure works budget process.

9. GENERAL BUSINESS

9.1 Perup Road/Mordalup Road Heavy Haulage

A request from Mr Bevan Pape has been received suggesting Mordalup Road is unsuited for heavy haulage and wants the road to have the RAV status removed.

Cr M Ventris entered 10.47am and declared his conflict of interest as a school bus driver/owner operator using roads for business operations within the Shire of Manjimup – see item 4.

Director Works & Services advised this is the responsibility of Main Roads WA, however, the Shire can request removal if warranted. The road is considered a main connector link east of Manjimup. Traffic counts are very low on the road ie between 80 – 100 per day. The road must continue with a RAV road status in order to seek funding for road upgrade in the future. Shire staff anticipate waiting for North Walpole Road funding to be finalized and then seek funding for Mordalup Road RRG funding.

Recommendation - The Committee not support the removal of Mordalup Road from the RAV network and for Mr Pape to be advised accordingly.

Moved: Michael Leers / Seconded: Cr D Jenkins

CARRIED: 11/0

9.2 Local Roads and Community Infrastructure Program Phase 4

- Federal Government announced \$985,000 funding for Phase 4, with works focusing on roads and to be completed by June 2025.
- Director Works & Services suggested a focus on resealing of major distributor roads. The strategy of choosing this option of reseal over other items is – the works would be fully contracted, less labour intense,

no gravel supply issues, no vegetation clearing issues, reseal gives a greater extended life of asset over any other works ie gravel resheet.

- Director Business advised historically this Shire had no budget for reseal works, all reseals are catch up to get asset to a better intervention level.
- Manager Technical Services advised the committee on the intervention level of a road. Once a road reaches intervention peak the road seal would be beyond reseal and the cost would then be \$300,000 to \$350,000 per kms for reconstruction. Reseal works at a cost of \$30,000 per km gives the asset an extra 10 to 15 years at minimal cost to the Shire.
- Director Works & Services requested the Committee consider including in Phase 4 a concrete footpath replacement along Hospital Avenue.

Shire Staff to prepare a report to Council on suggested items to be included in the Phase 4 application.

9.3 Request for footpath installation cnr Rose & Pritchard Streets

- Director Works & Services addressed the Committee regarding a request from United Fuels for the Shire to install a footpath around the boundary of their property at corner of Rose and Pritchard Street, to stop pedestrians from cutting the corner and entering/walking through the fuel station premises. The construction would be a reinforced concrete footpath of approximately \$20,000.
- Acting Chief Executive Officer as a guest of the Committee requested and was granted permission to speak through the Chair. The footpath surrounding the fuel station is non-existent and there is a fair amount of foot traffic in the area accessing the gym and Nutrien. Suggested if the Committee supports the request, that the business owner be required to reconstruct a formal crossover into the property as currently there is no clear delineation of a crossover and entrance point.
- Cr D Jenkins commented regardless of the installation of a new footpath pedestrians will continue to not walk around the corner but will continue to cut through the business.

Recommendation - The Committee recommends approving the request to install a reinforced footpath at a cost of approximately \$20,000 at United Fuels at the corner of Rose and Pritchard Street be included in the 2023/2024 budget with the condition that United Fuels upgrade the existing crossover on Pritchard Street to a reinforced crossover to comply with the Shire's Standard for the Design and Construction of Urban Crossovers.

Moved: Cr P Omodei / Seconded: Cr Cr R Taylor

CARRIED: 9/2

AGAINST: Cr D Jenkins / Cr C Winfield

9.4 Review of 2023/2024 Infrastructure Budget

- Director Works outlined proposed 2023/2024 Infrastructure Budget including bridge upgrade, drainage, footpath, road construction, gravel resheet, kerb replacement, other renewal works and depot decontamination works.

- Median priority works items to be considered in 2024/2025 budget, Leitch Lane seal approx \$80,000 raised by the Northcliffe Town Activation Committee.
- Resheet of Kimber Road will not be considered this year. Road has been driven on a number of occasions by Manager Works, Director Works & Services and Director Business in different vehicles including low clearance, low profile tyre vehicle travelling at approx 80kms per hour, before and after grading of the road.

Recommendation - The Committee accept the proposed 2023/2024 Infrastructure Budget for Council consideration.

Moved: Cr D Jenkins / Seconded: Cr C Winfield

CARRIED: 11/0

- 10. DATE OF NEXT MEETING**
November 2023 – to be confirmed

Meeting closed: 11.23am

Shire of Manjimup

Shire of Manjimup Proposed Infrastructure Budget 2023/24 Draft V1

High Priority Works Program

	Total	RRG	R2R	Other Income	Municipal Funds Proposed 2023/24	Comments	Ward
Bridges							
Franco Rd 5216	\$ 186,000	\$ -	\$ -	\$ 186,000	\$ -	SDR/STA (2/3 WALGGC and 1/3 Main Roads)	
Sears Rd 3861A	\$ 144,000	\$ -	\$ -	\$ 144,000	\$ -	SDR/STA (2/3 WALGGC and 1/3 Main Roads)	
Total Bridges	\$ 330,000	\$ -	\$ -	\$ 330,000	\$ -		
Drains							
Various Manjimup Priority 1	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000	As per 15 yr. plan and re-budgeted due to amendment in 2022/23	Central
Pemberton Heritage Precinct	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000		West
Repair rural road culverts	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	As per 15 yr. plan	Various
Various lid replacement and minor repairs	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	As per 15 yr. plan	Various
Total Drains	\$ 270,000	\$ -	\$ -	\$ -	\$ 270,000		
Footpaths							
Main Rd	\$ 174,000	\$ -	\$ -	\$ 87,000	\$ 87,000	As per 15 yr. plan	Coastal
Johnson St	\$ 70,000	\$ -	\$ -	\$ 35,000	\$ 35,000	As per 15 yr. plan	Central
Cnr Pritchard and Rose	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	As per 15 yr. plan	Central
Retro fit pram ramps & gaps	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	As per 15 yr. plan	Various
Total footpaths	\$ 284,000	\$ -	\$ -	\$ 122,000	\$ 162,000		
Roads							
Road Construction							
Nth Walpole Rd (SLK TBD)	\$ 450,000	\$ 300,000	\$ 100,000	\$ -	\$ 50,000	Ongoing Regional Road Group/Shire project	South
Wheatley Coast Rd (SLK TBD)	\$ 450,000	\$ 300,000	\$ 100,000	\$ -	\$ 50,000	Ongoing Regional Road Group/Shire project	East
Graphite Rd (SLK TBD)	\$ 450,000	\$ 300,000	\$ 100,000	\$ -	\$ 50,000	Ongoing Regional Road Group/Shire project	Central
Channyebeup Rd (SLK TBD)	\$ 450,000	\$ 300,000	\$ 100,000	\$ -	\$ 50,000	Ongoing Regional Road Group/Shire project	West
Old Vasse Rd (SLK TBD)	\$ 450,000	\$ 300,000	\$ 100,000	\$ -	\$ 50,000	Ongoing Regional Road Group/Shire project	West
Grays Rd (SLK TBA)	\$ 210,000	\$ -	\$ -	\$ 160,000	\$ 50,000	CRSF project (includes \$20,000 private contribution)	West
Minor Works Various	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	As per 15 yr. plan	
	\$ 2,505,000	\$ 1,500,000	\$ 500,000	\$ 160,000	\$ 345,000		
Gravel Resheet							
Mitchelldean Rd	\$ 75,000	\$ -	\$ 65,000	\$ -	\$ 10,000	As per 15 yr. plan	North
Clarke Rd	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	As per 15 yr. plan	South
Old Vasse Rd	\$ 55,000	\$ -	\$ 35,000	\$ -	\$ 20,000	As per 15 yr. plan	West
Ralston Rd	\$ 50,000	\$ -	\$ 10,000	\$ -	\$ 40,000	Council request/Officer inspection	Central
Windy Harbour various, Northcliffe	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	As per 15 yr. plan	Coastal
	\$ 235,000	\$ -	\$ 150,000	\$ -	\$ 85,000		
Kerbing							
Kerb Replacement Various	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	As per 15 yr. plan	Various
	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000		
Road Mainstreet upgrade							
Mainstreet Renewal Works	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	As per 15 yr. plan.	Various
Mainstreet Upgrade - Quininnup	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	As per 15 yr. plan.	East
	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000		
Road Reseal							
Ward St	\$ 90,000	\$ -	\$ 50,000	\$ -	\$ 40,000	As per 15 yr. plan	Central
Ralston St	\$ 60,000	\$ -	\$ 40,000	\$ -	\$ 20,000	As per 15 yr. plan	Central
Donnelly Dr	\$ 89,171	\$ -	\$ 59,171	\$ -	\$ 30,000	As per 15 yr. plan	North
Widdeson St	\$ 77,000	\$ -	\$ 47,000	\$ -	\$ 30,000	As per 15 yr. plan	West
Rest Point Rd	\$ 98,000	\$ -	\$ 30,000	\$ -	\$ 68,000	As per 15 yr. plan	South
Muirillup Rd	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	As per 15 yr. plan	Coastal
Unsealed Roads in Townsites	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	As per 15 yr. plan	
Line Marking	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	As per 15 yr. plan	
	\$ 619,171	\$ -	\$ 226,171	\$ -	\$ 393,000		
Total Roads	\$ 3,649,171	\$ 1,500,000	\$ 876,171	\$ 160,000	\$ 1,113,000		
Other							
Seal CRC Front Car Park	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000		South
Depot decontamination	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000		Central
Total other	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000		
	\$ 4,653,171	\$ 1,500,000	\$ 876,171	\$ 612,000	\$ 1,665,000		

2023/24 Infrastructure available funds - check

\$ 876,171

\$

1,665,000

\$

-

Proposed Infrastructure Program funding	Total	RRG	R2R	Other	Shire
High Priority Works					
Bridges	\$ 330,000	\$ -	\$ -	\$ 330,000	\$ -
Drainage	\$ 270,000	\$ -	\$ -	\$ -	\$ 270,000
Footpaths	\$ 284,000	\$ -	\$ -	\$ 122,000	\$ 162,000
Road Construction	\$ 2,505,000	\$ 1,500,000	\$ 500,000	\$ 160,000	\$ 345,000
Resheeting	\$ 235,000	\$ -	\$ 150,000	\$ -	\$ 85,000
Kerbing	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Reseal	\$ 619,171	\$ -	\$ 226,171	\$ -	\$ 393,000
Townscape	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
Other	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
	\$ 4,653,171	\$ 1,500,000	\$ 876,171	\$ 612,000	\$ 1,665,000



F170382

Plant Replacement Committee

Meeting Minutes – Thursday 13 April 2023

FUNCTIONS OF THE COMMITTEE

1. To review the rolling 10 year Plant Replacement Program.
(Note the 10 year Plant Replacement Program includes items of plant and equipment the use of which is charged out to jobs and the community bus.)
The program does not include items of minor plant or light vehicles or those items of plant subject to approval by DFES under the ESL).
2. Consider the merits of proposed new items of Plant.
3. Review tender specifications for Plant.

1. DECLARATION OF OPENING OF MEETING

Cr Paul Omodei declared the meeting open at 10.00am with the Shire of Manjimup respectfully acknowledging the Noongar people as the Traditional Custodians of the lands on which we live, work and gather and we pay our respects to their Elders past, present and in the future.

2. ATTENDANCE

Cr P Omodei	Councillor
Cr R Taylor	Councillor
Cr K Lawrence	Councillor
Brian Robinson	Acting Chief Executive Officer
Michael Leers	Director Works & Services
Greg Lockwood	Director Business
Andrew Johns	Manager Works
Nicole Booth	Minute Taker

APOLOGY

Cr K Skoss	Councillor
Cr M Ventris	Councillor

GUESTS

Melanie Blieschke	Supervisor Parks & Gardens
Nicole Chapman	Administration Officer Technical Services
Cr Denise Jenkins	Councillor (observing) entered meeting at 10.04am
Cr Cliff Winfield	Councillor (observing) entered meeting at 10.14am

Michael Leers addressed the Committee to advise Melanie Blieschke is proxy for the Northcliffe Forest Park Management Committee and Nicole Chapman is the new Technical Services Administration Officer. Both members of staff are observing proceedings of a well functioning Committee of Council and as a general learning experience.

3. TERMS OF REFERENCE:

Nil

4. DECLARATIONS OF INTEREST

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

Recommendation:

"That the Minutes of the meeting of the Plant Replacement Committee held on Thursday, 17th November 2022 be adopted as a true record of proceedings."

Moved: Cr R Taylor / Seconded: Cr K Lawrence

CARRIED: 7/0

6. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS

Nil.

7. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

8. RISK MANAGEMENT

- Misconduct – this committee manages the risk of Intentional activities in excess of authority granted to an employee through appropriate oversight Plant/Road infrastructure management.
- Inadequate Asset Sustainability Practices – this committee manages the risk of failure or reduction in service of road infrastructure assets, plant, equipment or machinery.

Risks are mitigated through proper oversight by this Committee of the 10 year Plant replacement schedule and yearly budget process.

The Committee acknowledged and noted risk management.

9. GENERAL BUSINESS

9.1 APT2 Patching Truck

Michael Leers advised the Committee that the Company who was manufacturing the new patching truck went into receivership (previously advised Council at an ordinary meeting). No notice was received until very late in the project and a number of progress payments totaling \$376,000 were made on the truck prior to expected delivery, with the Shire of Manjimup fully expecting delivery. Money available from the liquidation would be lucky to achieve 10c in the dollar and refund can not be expected for quite some time.

Greg Lockwood on instruction from Council contacted the Liquidators requesting status of the truck with the possibility for the Shire purchasing the truck in as in condition. The truck had already been sold off as an asset of the company in receivership. Liquidators enter and sell off assets very quickly. We now wait on a response from Liquidators on what funds will be available.

Greg Lockwood requested the Committee note the Shire Auditors are currently working in the Shire offices and there has been no concern raised by the Auditors regarding the patching truck company receivership.

Director Works included in the Plant Replacement Schedule expected changeover of the patching truck to be 2026/2027 using funds in reserve.

9.2 Plant Replacement Schedule 2023/2033 (Attachment)

Director of Works & Services presented the proposed 2023/2024 Plant Replacement Schedule noting budget surplus from 2022/2023 which was achieved from above budgeted prices for some vehicle/plant trades.

Proposed 2023/2024 change TK021 end tipper and move to a side tipper, 24tne, 15m3. New Tipper is an 'as of right' vehicle and requires no permits. The prime mover vehicle (TK192) is proposed to be changed in 2024/2025.

RECOMMENDATION: The Committee approve the 2023/2024 and 2023/2034 Plant Replacement Schedule.

Moved: Michael Leers / Seconded Greg Lockwood

CARRIED: 7/0

10. DATE OF NEXT MEETING

November 2023 – to be advised

Meeting closed 10.21am

[illegible]



2. **CORPORATE POLICIES**
2.1 **HUMAN RESOURCES**

2.1.3 **Appointment of Acting Chief Executive Officer and Senior Managers**

Background & Issues

This policy is to clarify who is authorised to make appointments to acting and relieving Senior Manager positions due to absences.

Objectives

The key objective of this policy is to clarify the chain of command within the organisation when unscheduled absences and scheduled absences of the Chief Executive Officer and nominated Senior Managers occur.

Senior Managers

Inclusive of the Chief Executive Officer, the following employment positions are considered Senior Manager positions:

- Director Business;
- Director Community Services;
- Director Development and Regulation; and
- Director Works & Services.

Area of Application

This policy applies to the Chief Executive Officer and nominated Senior Managers.

Policy Measures

The Chief Executive Officer may appoint a Senior Manager to be authorised to act as the Chief Executive Officer in the event of scheduled absences of up to 4 consecutive weeks at any time. In the event of unscheduled absences, the Director of Development and Regulation is authorised to act in the role of Chief Executive Officer.

In all other cases of scheduled absences of the Chief Executive Officer beyond 4 weeks, a Senior Manager is to be appointed by the Council as Acting Chief Executive Officer.

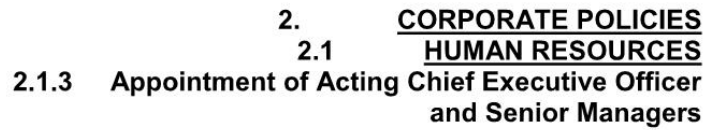
The Chief Executive Officer or Acting Chief Executive Officer is authorised to make the appointment to acting and relieving Senior Manager positions.

Administration

This policy is to be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 22 JANUARY 1998
RENUMBERED 25 SEPTEMBER 2003
REVIEWED 8 SEPTEMBER 2005
REVIEWED 7 JULY 2011



NEXT DUE FOR REVIEW FEBRUARY 2024



1	COUNCIL POLICIES
1.1	COUNCIL CHAMBER & MEETINGS
1.1.2	Councillor Meeting Fees and Reimbursement of Expenses

Background & Issues

This policy outlines principles applicable to the payment of Councillor meeting fees and reimbursement of expenses allowable under the *Local Government Act 1995* and Regulations and Determination by the Salary and Allowances Tribunal.

Objectives

The key objective of this policy is to provide clear guidance as to the method of determining Councillor meeting fees and the circumstances and amount of expenses reimbursed.

Area of Application

This policy applies to elected members of the Council of the Shire of Manjimup only.

Policy Measures

1. Meeting Fees

All Councillors are to receive "Annual Meeting Attendance Fees" at the mid-point of the permitted range specified by SAT and that such fees be paid monthly in arrears. The Annual Meeting Attendance Fee covers attendance at all Council and Committee meetings as well as any other prescribed meetings (such as meetings of WALGA Zone, RRG, Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).

2. Local Government Allowance

The Shire President and Deputy President are each to receive an annual "Local Government Allowance" and that such fees be paid monthly in arrears. The amount of the allowance to be paid is the mid-point of the permitted range specified by SAT. The alternate maximum calculated as a percentage of operating revenue is not to be used as operating revenue is significantly influenced by grants for which the President and Deputy President have little direct involvement in.

3. Information Communication and Technology Allowance

Councillors be paid 50% of the maximum "ICT Allowance" permitted by SAT in lieu of provision of electronic communication equipment and access fees and in lieu of provision of a phone, line rental and call costs. Where a Councillor chooses to continue with a Shire provided and serviced facsimile machine, entitlement to this allowance is voided. The ICT allowance is to be paid monthly in arrears.

4. Child Care costs

Councillors are entitled to be reimbursed for child care costs incurred because of attendance at a Council or Committee meeting to a maximum of \$25ph.

5. Reimbursement of Travelling and Accommodation Allowance

The Shire of Manjimup will not provide a dedicated vehicle for the Shire President or any other Councillors.

1 COUNCIL POLICIES
1.1 COUNCIL CHAMBER & MEETINGS
1.1.2. Councillor Meeting Fees and Reimbursement of Expenses

Where Councillors are required to travel outside the Shire boundaries to attend a meeting on behalf of Council, Councillors should first check with the Shire administration for the availability of a Shire pool vehicle. Councillors are required to sign a use agreement before accessing a Shire pool vehicle. Any private use of a pool vehicle is to be recouped at the current rate specified in the Public Service Award.

In the event a pool vehicle is not available, Councillors are entitled to claim actual mileage incurred on Council business at the current rate specified in the Public Service Award for any travel;

- (a) To and from Council to attend meetings of Occasional, Management or Advisory Committees as an appointed proxy in the absence of the member on that committee;
- (b) Attending meetings as the appointed delegate of the Council or appointed proxy member in the absence of the member;
- (c) Attending meetings as a representative of Council at the request of government departments or agencies;
- (d) Attending meetings relevant to their ward at the request of community groups;
- (e) Attendance at the Shire Administration Office or Shire Depot by the Shire President to execute documents, meet with the Chief Executive Officer and/or senior staff and community members or business representatives;
- (f) Any other meeting in which the Councillors' presence is invited by the President or Chief Executive Officer.
- (g) Any Councillor seeking reimbursement is to provide the Chief Executive Officer with a formal claim (on the relevant claim form), which includes a declaration to the effect that the travel expenses were incurred. The claim form is to be provided within 60 days of the end of the month in which the travel was undertaken.

6. Reimbursement of Accommodation Allowance

- (a) That the South Ward Councillor be entitled to be reimbursed for accommodation expenses when attending evening Council or Committee Meetings of which he/she is a member and which are held in Manjimup (such expenditure may also be committed and paid for directly by the Shire administration). All other Councillors claims for accommodation expenses are to be approved at the Chief Executive Officer's discretion.

7. Reimbursement of any other expenses

- (a) Requests from Councillors for the reimbursement of any other expenses, other than those mentioned in 4 and 5 above, be subject to formal consideration by the Council. Reference is also to be given to the Council Policy relating to conferences, training etc.

- 1 **COUNCIL POLICIES**
- 1.1 **COUNCIL CHAMBER & MEETINGS**
- 1.1.2. **Councillor Meeting Fees and
Reimbursement of Expenses**

Adoption and Date Due for Revision

REVIEWED AND ADOPTED 13 JUNE 2002
REVIEWED 27 MAY 2021
NEXT DUE FOR REVIEW MAY 2025

The Administration of this Policy is by the Office of CEO.

ATTACHMENT

9.13.1 Consideration of Public Submissions for the Naming of Laneways in Manjimup

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS:	Laneways between Ipsen and Duffield Streets, Lock and Duffield Streets and Arnott and Somerville Streets, Manjimup
WARD:	Central
ZONE:	Road Reserve
DIRECTORATE:	Works & Services
FILE REFERENCE:	F170077
LEGISLATION:	<i>Local Government Act 1995, Land Administration Act 1997</i>
AUTHOR:	Yvonne Brown
DATE OF REPORT:	28 October 2022
DECLARATION OF INTEREST:	The Director of Community Services has a proximity interest given she resides adjacent one of the laneways and has also made a submission. The Director has had no input into the preparation of this report.

BACKGROUND:

A request was received in December 2021 from a resident to name an un-named laneway between Arnott and Highfield Street, Manjimup. After investigation into the tenure of the laneway it was found to be freehold land. As such the Shire has no management responsibilities over this laneway and cannot name it. Currently there are only three laneways that are under the care and control of the Shire of Manjimup and are unnamed, the remainder of the un-named laneways in the townsite are freehold.

Location Map

Minutes - Ordinary Meeting of Council - 17 November 2022

The locations of the three un-named laneways are:

- between Ipsen Street and Duffield Street;
- between Lock Street and Duffield Street; and
- between Arnott Street and Somerville Street.

In order to proceed with the process of naming these laneways, a period of public consultation was carried out requesting submissions for the naming of the three laneways. All submission were then presented to Landgate for validation with only the compliant submissions being presented to Council for consideration.

PUBLIC CONSULTATION UNDERTAKEN:

The *Local Government Act 1995* and Landgate Polices and Standards for Geographical Names in Western Australia 2017, require that the Shire publicly consult with the wider community, which includes specific consultation with local Traditional Owner Groups, regarding laneway naming for a period of 4 weeks.

The request for public submissions was advertised in the Manjimup Bridgetown Times on Wednesday 31 August 2022. Correspondence was sent to all owners of the properties that backed onto the laneways, the South West Aboriginal Land & Sea Council (SWALSC), Walgenup Aboriginal Council and Members of Reconciliation Advisory Committee.

During the advertising and public comment period of 31 August to 7 October 2022 (37 days inclusive) 6 submissions were received. All 6 submission were entered into the Landgate Toolkit for Local Government to check preliminary validation.

Attached is a summary of the submissions with validation outcomes and corresponding officer comments.

ATTACHMENT: 9.13.1 (1)

COMMENT (Includes Options):

A selection criteria was provided at the time of public consultation to guide applicants when making a submission. The guidelines are an extract from the Landgate Polices and Standards for Geographical Names in Western Australia under section 1.4.2. Unfortunately, not all submissions have met the requirements set out by Landgate or passed the preliminary validation. A copy of all the submissions is attached.

ATTACHMENT: 9.13.1 (2)

Council is now asked to consider the results of the advertisement and public comment period, having regard for the submissions received. It is requested that Council approve the names Luzny Lane, Koolbardi Lane, Dwanart Lane, Glennie Lane and Aiken Lane to be used for the consultation purpose.

The results of the laneway naming process will be presented Council for its final consideration and prioritisation.

STATUTORY ENVIRONMENT:

Local Government Act 1995 and *Land Administration Act 1997*.

Landgate Polices and Standards for Geographical Names in Western Australia.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

New road signs to be installed. This is a minor cost absorbed by the Shire operational budget.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Naming of access roads increases the ability for emergency services and visitors to find properties. The proposal also supports laneway names in the general ethos and intent of the Shire of Manjimup Reflect Reconciliation Action Plan (endorsed October 2021) Respect Action 8 "Build visible demonstration of respect to Aboriginal and Torres Strait Islander people within the Shire of Manjimup communities".

VOTING REQUIREMENTS: SIMPLE MAJORITY**OFFICER RECOMMENDATION:**

That Council;

1. Endorse the names Luzny Lane, Koolbardi Lane, Dwanart Lane, Glennie Lane and Aiken Lane for the three un-named laneways;
2. Approve the public consultation for a period of 4 weeks; and
3. Request the Chief Executive Officer to prepare a report for Council's final consideration that provides the results of the consultation, along with prioritisation of names to be used.

COUNCIL RESOLUTION:

MOVED: Eiby, W

SECONDED: Winfield, C

1

That Council;

1. Endorse the names Luzny Lane, Koolbardi Lane, Dwanart Lane, Glennie Lane and Aiken Lane for the three un-named laneways;
2. Approve the public consultation for a period of 4 weeks; and
3. Request the Chief Executive Officer to prepare a report for Council's final consideration that provides the results of the consultation, along with prioritisation of names to be used.

ADOPTED BY EN BLOC RESOLUTION: 10/0



PEMBERTON COMMUNITY HUB ADVISORY COMMITTEE

Terms of Reference

Status:	<u>Stakeholder Representatives</u>
Members:	Pemberton Ward Councillor Community Development Project Officer Pemberton Library Pemberton Community Resource Centre Representative Pemberton Visitor Centre Representative Pemberton RSL Representative Pemberton Chamber of Commerce & Industry Representative Pemberton Arts Group Representative Pemberton Heritage & History Group Representative
	(Total 9 members)
Proxies	1 Councillor, 1 Representative from Shire and 1 each from each stakeholder group (Total 9 Proxys)
Quorum:	5 members
Term of Appointment:	to October 2023
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Delegated Powers:	Nil

Functions of the Advisory Committee;

1. To ensure all facility stakeholders are working in collaboration in regard to the day to day management and general operations of the new Pemberton Community Hub;
2. To provide a platform for communication, troubleshooting and conflict resolution as the new collocation business model is bedded in;
3. To seek guidance from Council, on a needs basis, in regard to matters pertaining to the Hub;
4. To provide financial transparency and reporting in respect of the Hub management;
5. To address telecommunication issues as they arise;
6. To discuss facility hire and community access of the Hub;
7. To assist in identifying maintenance issues; and
8. To administer the functions and intentions of the Memorandum of Understanding (MOU).

Terms of Reference – Pemberton Community Hub Management Committee



Members from 9 February 2023

Cr. Ken Lawrence	Councillor
Cr Murray Ventris	Councillor (proxy)
Gail Ipsen Cutts	Director Community Services
Vacant	Community Development Officer (Proxy)
Sherril Jackson	Librarian
Vanda Dei-Tos	Manager of Library and Cultural Services (proxy)
Anna Czerkasow	Pemberton Arts Group
Suzie Fellows	Pemberton Arts Group (proxy)
Mitchell Goddin	Pemberton Visitor Centre
Petula Holland	Pemberton Visitor Centre (proxy)
Gaye Van Hazendonk	Pemberton Community Resource Centre
Rob Baker	Pemberton Community Resource Centre (proxy)
Bob Hammond	Pemberton RSL
Noeleen Collings	Pemberton RSL (proxy)
Deanne Ventris	Pemberton Heritage & History Group
Leanne Rowe	Pemberton Heritage & History Group (proxy)
Ardal Nigg	Pemberton Chamber of Commerce & Industry
Jacqui Moltoni	Pemberton Chamber of Commerce & Industry (proxy)

Terms of Reference – Pemberton Community Hub Management Committee