



ATTACHMENTS

COUNCIL MEETING

27 July 2023

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Shire of Manjimup

2023/24 Proposed Concessions/Waivers

Concessions	Valuation	Rates Raised	Concession	Waiver	Net Rates
152 Active Foundation	15,600.00	\$1,691.70		\$1,691.70	\$0.00
356 Alliance Housing	14,300.00	\$1,550.72		\$1,550.72	\$0.00
852 Life Without Barriers	16,120.00	\$1,748.09		\$1,748.09	\$0.00
955 Manjimup Masonic Lodge	8,500.00	\$1,107.00		\$1,107.00	\$0.00
1049 Alliance Housing	14,560.00	\$1,578.92		\$1,578.92	\$0.00
1203 Returned Services League of Australia	6,000.00	\$1,107.00		\$1,107.00	\$0.00
1512 Alliance Housing	44,200.00	\$4,793.14		\$4,793.14	\$0.00
1588 Southern Aboriginal Corporation	13,000.00	\$1,409.75		\$302.75	\$1,107.00
1782 Deanmill Workers Club	27,500.00	\$2,982.16	\$1,875.16		\$1,107.00
1887 Manjimup Country Club	146,500.00	\$15,886.75	\$11,915.06		\$3,971.69
2912 Pemberton Country Club	36,500.00	\$3,958.13	\$2,851.13		\$1,107.00
4323 Tigers Football & Sporting Club	46,000.00	\$4,988.33	\$3,741.25		\$1,247.08
4985 Warren River Resort	9,000.00	\$1,107.00		\$1,107.00	\$0.00
6883 Warren River Resort	1,350.00	\$1,107.00		\$1,107.00	\$0.00
6884 Warren River Resort	1,350.00	\$1,107.00		\$1,107.00	\$0.00
6885 Warren River Resort	810.00	\$1,107.00		\$1,107.00	\$0.00
6886 Warren River Resort	810.00	\$1,107.00		\$1,107.00	\$0.00
6887 Warren River Resort	810.00	\$1,107.00		\$1,107.00	\$0.00
6888 Warren River Resort	810.00	\$1,107.00		\$1,107.00	\$0.00
6889 Warren River Resort	1,350.00	\$1,107.00		\$1,107.00	\$0.00
6890 Warren River Resort	810.00	\$1,107.00		\$1,107.00	\$0.00
6891 Warren River Resort	810.00	\$1,107.00		\$1,107.00	\$0.00
6892 Warren River Resort	1,350.00	\$1,107.00		\$1,107.00	\$0.00
7012 Imperials Football Club	74,500.00	\$8,078.93	\$6,059.20		\$2,019.73
7013 Walpole Country Club	55,000.00	\$5,964.31	\$4,473.23		\$1,491.08
7014 Pemberton Sports Club	318,980.00	\$34,590.83	\$25,943.12		\$8,647.71
7011 Deanmill Football Club (UV)	113,000.00	\$1,107.00			\$1,107.00
7558 Middlesex Social Club (UV)	65,000.00	\$1,107.00		\$1,107.00	\$0.00
3508 St Hilda's Anglican School for Girls	54,600.00	\$5,920.93		\$5,920.93	\$0.00
	1,089,120.00	\$111,747.67	\$56,858.15	\$33,084.23	\$21,805.29
Total Concessions/Waiver				\$89,942.38	



1. COUNCIL POLICIES

1.1 COUNCIL & CHAMBER MEETINGS

1.1.1 Council Meeting System

Policy Purpose

This policy establishes the requirements and standards for Council Meetings and Committee Meetings which apply in accordance with Part 5 of the *Local Government Act 1995* (the Act) and the Shire of Manjimup *Standing Orders Local Law 2013* (the Standing Orders).

Standing Orders

The Standing Orders apply to Council meeting procedures and nothing in this policy overrides those Standing Orders.

Council Meetings Frequency and Start Time

Council Meetings (including outer town Council meetings) will typically be held on a Thursday on a rolling three-week basis with the exception of the period from the middle of December to the middle of January when no meeting will be held. Outer town Council Meetings (Pemberton, Walpole and Northcliffe) will be held in each town at least once per year.

The proposed dates for all Council Meetings in the year will be advertised at the commencement of the calendar year. Any further variation to the date, place and/or time will be subject to the resolution of Council.

Council meetings will normally commence at 5.30pm to afford an opportunity for most members of the public to attend after work.

Special Council Meetings

Where necessary, Special Meetings of Council are to be called in accordance with the provisions of the Act and Standing Orders.

Officers Reports

In the interest of providing prompt decision-making, officer reports from any department may be presented at the next available meeting.

It is critical that reports prepared by officers for Council contain adequate information on which the Council can make an informed decision.

Principles

Reports prepared by officers for Council's consideration are to:

- a) Be according to law;
- b) Take account of any State or Council Policy;
- c) Have regard to the current Strategic Community Plan and Corporate Business Plan, and any other relevant Shire strategic documents;
- d) Have regard to the Shire's Risk Management Framework;
- e) Be balanced and objective;
- f) Be technically correct;
- g) Be properly researched using relevant information and data;
- h) Ensure procedural fairness;

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- i) Include options, consequences and associated impacts where appropriate; and
- j) Include expert opinion or advice where necessary.

Recommendations

Recommendations prepared by officers for Council's consideration are to:

- a) Be clear and unambiguous;
- b) Be implementable;
- c) Be professional and ethical;
- d) Not expose Council to unreasonable risk or liability;
- e) Have regard for the interests of the applicant/submitter as well as the wider community; and
- f) Include the administrative actions to enable implementation of Council's decision.

Alternate Motions or Amendments to Officers' Recommendation

Councillors are required to provide the Chief Executive Officer written alternate motions or amendments to officers' recommendations they intend to move either prior to or at the meeting.

Although the Standing Orders allow for alternate motions and amendments to be moved during the meeting, Councillors are encouraged to:

1. Make contact with the Chief Executive Officer in order to draft a proposed alternate recommendation a minimum of 48 hours prior to the Council Meeting at which the matter is to be considered. Once a draft recommendation has been prepared to the satisfaction of the Councillor requesting it, it is to be circulated by Shire Officers to:
 - a) All Councillors and Senior Managers; and
 - b) Any stakeholder with a declared interest in the matter (e.g., Submitter, land owner, applicant, development proponent).
2. Allow for a minimum notice period of 24 hours prior to the Council Meeting for the persons listed at 1. a) and b) to consider the content of the proposed alternate motion or amendment.

The purpose of the above is to ensure that proposed alternate motions and amendments are consistent, implementable, use clear language and are legal.

Deferral of Item

Where the above timeframes at Points 1 and 2 cannot be achieved, it may be appropriate for Council to defer consideration of the item to the next Council Meeting. Prior to deferral, Councillors are encouraged to check with Shire Officers to ensure any statutory timeframe on a matter can be met.

Order of Business

The order of business for Council meetings is prescribed in Clause 5.2 of Standing Orders.

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Late Reports

Late reports are generally discouraged as insufficient time is afforded to Councillors and the public to study the item and gauge community response.

The Chief Executive Officer may approve the inclusion of a late report if the matter is considered to be of an urgent nature and satisfactory notification to Councillors and broader consultation (if required) has been achieved.

New Business of and Urgent Nature

New business of an urgent nature is generally discouraged as it fails to provide Council Officers with any opportunity to research and report on the matter. It also fails to allow adequate opportunity for Councillors to consult the community on the matter.

Standing Orders Clause 5.4 provides guidance when it may be appropriate to introduce new business of an urgent nature.

Councillors are encouraged to submit in writing and advise staff of items of new business of an urgent nature they wish to introduce to the meeting, so that Councillors and staff receive notice of any such subject to be discussed.

Guests

The Shire President and Chief Executive Officer may approve guests to meet with Councillors after Council meetings and/or to join Councillors for a meal. It is the responsibility of Ward Councillors to advise the Chief Executive Officer and Shire President of those people who they wish to be invite from time to time.

Briefings, Workshops and Other Informal meetings

Part 18 of the Standing Orders provides guidance for Briefings, Workshops and Other Informal Meetings ("Briefings").

Briefings are primarily for the purpose of information exchange (not decision making).

Wherever possible, Briefings are to be held on the same day as the formal Council meeting and will normally commence at 2.00pm and are to conclude by 5.00pm however the commencement time may be brought forward or delayed to respond to requirements at the time.

Whilst under Standing Orders the order of business at Briefings is at the President's discretion, the agenda shall typically include the following:

1. Presentations by others;
2. Councillor discussion;
3. Questions on the agenda;
4. Councillor issues;
5. Information Bulleting issues; and

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6. Senior Management Team updates.

The President and/or the Chief Executive Officer may arrange for guests to present at the Briefing on matters relevant to Council. It is not appropriate however for a third-party presentation at a briefing if a matter relating to that third party is to be considered at the formal Council meeting that same day.

ADOPTED 22 MAY 2008

REVIEWED AND ADOPTED 27 JULY 2023

NEXT DUE FOR REVIEW JULY 2027

The Administration of this Policy is by Office of CEO.



2. **CORPORATE POLICIES**
 2.3 **OTHER CORPORATE**
 2.3.5 **Purchasing Policy**

This policy is separate from and to be read in conjunction with policy “2.3.6 – Tendering Policy”.

Contents

1	Objectives
2	Why do we need a purchasing policy?
3	Ethics & integrity
4	Value for money
5	Sustainable procurement
6	Purchasing thresholds
7	Preferred Suppliers
8	Regional price preference
9	Authorised purchasing levels
10	Administration
11	Credit cards

1 Objectives

- i. To ensure compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996;
- ii. To deliver a best practice approach and procedures to internal purchasing for the Shire of Manjimup; and
- iii. To ensure consistency in purchasing activities within all Shire of Manjimup operational areas.

2 Why do we need a purchasing policy?

The Shire of Manjimup is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- i. Provides the Shire of Manjimup with an effective way of purchasing goods and services.
- ii. Ensures that purchasing transactions are carried out in a fair and equitable manner.
- iii. Strengthens integrity and confidence in the purchasing system
- iv. Ensures the Shire of Manjimup receives value for money in its purchasing.
- v. Ensures that the Shire of Manjimup considers the environmental impact of the procurement process across the life cycle of goods and services.
- vi. Promotes effective governance and definition of roles and responsibilities.
- vii. Upholds respect from the public and industry for the Shire of Manjimup’s purchasing practices that withstands probity.

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3 Ethics & integrity

All officers and employees of the Shire of Manjimup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and shall act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours shall be observed and enforced through all stages of the purchasing process:

- i. full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- ii. all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Manjimup's policies and code of conduct;
- iii. purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- iv. all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- v. any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- vi. any information provided by a supplier shall be treated as commercial-in-confidence and shall not be released unless authorised by the supplier or relevant legislation.

4 Value for money

Value for money is the overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Manjimup.

Purchasing decisions should take into account:

- i. purchase price;
- ii. goods and services tax thereon;
- iii. user requirements;
- iv. quality standards;
- v. technical merits (compliance with specifications, contractual terms, and quality assurance);
- vi. financial viability and capacity to deliver
- vii. sustainability;
- viii. life cycle costing (including transaction costs, delivery, distribution, holding, consumables, maintenance and disposal), and
- ix. service provision.

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2.3.5 Purchasing Policy

Obtaining a sufficient number of competitive quotations where possible provides the greatest likelihood of identification of value for money.

Where a higher priced conforming offer is selected, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

5 Sustainable procurement

Sustainable procurement is the purchase of goods or services that have less environmental and social impacts than competing products and services.

Sustainable attributes must be balanced against value for money outcomes.

The Shire of Manjimup shall identify and procure products and services that:

- i. are determined as being necessary;
- ii. are energy efficient as demonstrated by suitable energy labelling;
- iii. demonstrate environmental best practice in water efficiency;
- iv. are environmentally sound in manufacture, use and disposal;
- v. can be refurbished, reused, recycled or otherwise minimise waste;
- vi. for motor vehicles, have high fuel efficiency for the designated category;
- vii. for buildings and refurbishments, utilise renewable energy.

6 Purchasing thresholds

Where the value of procurement (ex GST) over the full contract period (including any options to extend) is, or is reasonably expected to be:

Threshold Amount	Form of Quotation required
Up to \$3,999	Direct purchase from suppliers.
\$4,000 to \$19,999	Obtain at least two written quotations.
\$20,000 to \$49,999	Preparation of brief specification and obtain at least three written quotations
\$50,000 to \$249,999	Preparation of detailed written specification and obtain at least three written quotations.

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\$250,000 and above	Preparation of detailed written specifications and call Public tender in accordance with Section 3.57 of the Local Government Act 1995.
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If considered beneficial, tenders may be called in lieu of seeking quotations for purchases under \$250,000 (ex GST), however the full provisions of Corporate Policy 2.3.6 – Tendering Policy must be applied.

Please note that in respect of the threshold amounts, the source of funding for the purchased goods or services is irrelevant and accordingly, the scale is to be applied to the gross purchase price, with the exclusion of “Direct Client Purchases” carried out by Manjimup Home and Community Care being omitted due to their personal nature.

Officers must use their best endeavours to seek quotations from those parties known to be interested in and capable of providing the goods or services. If the officer believes that due to the nature of the goods or services it is unlikely there will be more than one potential supplier, then documentation supporting this determination is to be approved by the Chief Executive Officer and placed on file. The application of this exemption should only occur in limited cases as usually there is more than one supplier capable of providing most goods or services.

The following general principles are applicable to all requests for quotation:

- Specifications should be generic, clear, concise and logical;
- Selection criteria should be developed before inviting quotations;
- Invitation to quote should be accurately and consistently communicated and to the extent practicable, issued simultaneously;
- New information/change to the specifications should be provided to all prospective suppliers simultaneously;
- The required format of quotation should be specified;
- Quotations should be assessed for compliance and against selection criteria;
- Respondents must be advised of the final determination as soon as possible.

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The following provides further guidance in respect of each form of quotation.

6.1 Up to \$3,999 – Direct purchase from suppliers

To be applied where the purchase is relatively small and low risk. Discretion is required and occasionally market testing and or formal quotation is required.

Recording and retention – The copy of the purchase order form and its retention in accordance with the Shire's Record Keeping Policy is considered adequate.

6.2 \$4,000 to \$19,999 – Request at least two written quotes

Invitations should be made for at least two written quotations as a minimum. Where not practical due to limited suppliers, this must be noted through records relating to the process.

Recording and retention – Written notes of the requirements / specifications sought, copy of the purchase order form and hard copies of the quotes submitted is considered adequate recording. Retention is to be in accordance with the Shire's Record Keeping Policy.

6.3 \$20,000 to \$49,999 – Brief specification and request three written quotes

A brief specification is to be prepared by the officer and authorised by the pertinent "Manager", clearly communicating:

- the nature and quantity of goods or services required;
- the time by which those goods or services are required to be completed or delivered;
- the date by which quotes must be submitted, and
- any other aspect considered relevant by the officer.

The specification is to be provided to all relevant contractors included on the Shire's Approved Contractor List. In some instances, it may be appropriate to seek quotes from relevant contractors/suppliers within the South West Region (for example where limited or no opportunity exists locally).

Recording and retention – Hard copy of the brief specification, copy of the purchase order form, hard copies of the quotes submitted and summary sheet of quotes invited / submitted (refer Attachment A) is considered

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adequate recording. Retention is to be in accordance with the Shire's Record Keeping Policy.

6.4 \$50,000 to \$249,999 – Detailed specification and three written quotes requested

A detailed specification is to be prepared by the officer and authorised by the pertinent "Manager" and "Senior Employee", clearly communicating:

- the nature and quantity of goods or services required;
- quality;
- the time by which those goods or services are required to be completed or delivered;
- maintenance requirements;
- organisational capability;
- relevant experience;
- the date by which quotes must be submitted, and
- any other aspect considered relevant by the officer.

The specification is to be provided to all parties seeking to quote. In most instances, it may be appropriate to advertise advising interested parties of the opportunity to quote.

Recording and retention - Hard copy of the detailed specification, copy of the purchase order form, hard copies of the quotes submitted and summary sheet of quotes invited / submitted (refer Attachment A) and summary sheet of the assessment against the selection criteria (refer Attachment B) is considered adequate recording. Retention is to be in accordance with the Shire's Record Keeping Policy.

6.5 \$250,000 and above – subject to Council Policy 2.3.6 – Tendering Policy

7 Preferred Suppliers

Where:

1. the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA; or
2. the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government,

at the employees discretion and in accordance with the employees purchasing responsibility, goods or services may be

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purchased directly from a supplier without the need to obtain multiple quotes or go to Tender as outlined in item 6 noting that all other conditions defined in item 6 still apply. In this case employees shall at all times ensure that items 4 and 5 and other general requirements of this policy are applied.

8 Regional price preference

Corporate Policy 2.3.8 – Regional Price Preference applies to all purchasing decisions made in this policy unless determined otherwise by Council.

9 Authorised purchasing levels

Authorised purchasing levels for Council officers are to be determined on an annual basis by the Chief Executive Officer by way of the “delegations register”.

It should be noted that the issue to a Council officer of purchasing authority by the Chief Executive Officer gives rise to the requirement to submit an “Annual Return” by that officer.

10 Administration

10.1 Purchase orders and commitments

A purchase order is required to be issued for all goods and services procured by Council officers.

The purchase order must:

- be within the authorised purchasing levels for the Council officer as determined in accordance with clause 8 above;
- relate directly to the Department to which that officer belongs;
- be within the available approved budget at the time of making the order.

10.2 Authorisation of invoices for payment

Once an invoice is received for goods or services purchased, that invoice is to be signed by the officer who issued the relevant purchase order to attest that the goods or services have been received in full and that the invoice is valid for payment.

The invoice must subsequently be authorised for payment by:

- The department Manager to which the expenditure relates, and
- The pertinent “Senior Employee”.

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10.3 Cheque authorisations

All cheques are to be signed by two authorised signatures.

10.4 Electronic funds transfer authorisations

Authorisation of electronic funds transfers (such as external funds transfers for payroll or transfers strictly between Council bank accounts) is not subject to the thresholds in this policy. Authorisation for such transfers is required to be made by two authorised signatures.

11 Credit cards

Council credit cards are issued only to designated "Senior Employees". The provisions of this policy where applicable apply to purchases made using Council credit cards. A list of expenses incurred on Council credit cards is to be presented to Council together with the normal monthly payments schedule.

ADOPTED 28 OCTOBER 1999
 REVIEWED 22 JUNE 2000
 REVIEWED 13 JUNE 2002
 REVIEWED 8 APRIL 2004
 REVIEWED 12 APRIL 2007
 REVIEWED 8 DECEMBER 2011
 REVIEWED 18 SEPTEMBER 2014
 REVIEWED 14 APRIL 2016
 REVIEWED 20 JANUARY 2022

NEXT DUE FOR REVIEW JANUARY 2027

The Administration of this Policy is by the Business Directorate.



Office of the CEO

Quarterly Report

April – June 2023

CEO Key Activities / Achievements

- Continued as Acting as Director of Development and Regulation until appointed as Interim CEO on 4 May 2023;
- Acted as Environmental Health Officer as required, within statutory limitations; including inspection of a number of food related premises, including the Pemberton Mill Hall;
- Chaired Leadership Group Meetings on a 3 weekly basis, except for 16/6;
- Attended the Warren Blackwood Alliance of Council's (WABC) April Meeting in Nannup, May in Bridgetown;
- Attended the Pemberton Art Prize Preview at the Pemberton Sports Club;
- Met with various landowners/developers over a number of existing and proposed developments within and in proximity to Manjimup townsite.
- Attended Council meetings 13/4, 4/5 and 25/5 and produced five for consideration;
- Took Two weeks Annual Leave between 12 June and 23 June, appoint Director of Works as Acting CEO for this period;
- Took two days sick leave;
- Attended Teams meeting – South West Local Government Association (SWALGA) Agenda Briefing;
- Attended April SWALGA meeting in Bridgetown along with the Shire President;
- Met with Department of Planning, Lands and Heritage (DPLH) officers regarding proposed land swap relating to Public Open Space rationalisation/opportunities for residential subdivision;
- Together with Manager of Planning Services, met with new Department of Planning representative regarding the Shire's Draft Local Planning Strategy and various matters;
- Attended Quininnup Progress Association Meeting;
- Numerous meetings with Shire President in relation to various matters;
- Met with Talison representatives at the Shire Offices in respect of land/housing development and potential financial contributions to Shire projects;
- Met with representative from Parkside and CEO of South West Development Commission regarding future potential development/use of Deanmill Mill Site;
- Attended farewell dinner for now ex-Chief Executive Officer;
- Met with owners of Gatsby's regarding approach to be taken regarding proposed extension of 5D Brockman Street;
- Attended Reconciliation Breakfast at Manjimup Wellness Centre;
- Met with Development WA representatives at Shire Offices with respect to future development of the balance of Cherry Glades Estate;
- On-line meeting Mr Rick Wilson
- Completed misconduct and Public Interest Disclosure raining sessions;
- Together with Shire's Senior Governance Officer attended various meetings and seminars relating to the 2023 Local Government Elections and Ward Boundary Changes;
- Provided feedback to SWALGA on potential State and Federal Government election priorities consistent with Shire strategies, WBAC and South West Strategies;
- Received three complaints and commenced investigation;
- Attended Noongar Seasons Art Exhibition at Manjimup Community Centre;
- Attended Safety Committee Meeting;
- Together with the Shire President attended official opening of Synergy - Manjimup EV Charging Station;

- Attended Regional Tourism Luncheon with Don Punch;
- Took two days sick leave

Budget Performance

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

Staff Matters

- Appointed Principal Environmental Health Officer and several other employees

Occupational Health & Safety (for Directorate)Meetings

- Attended two OSH Committee meetings during the reporting period.

First Aid treatments:

- Nil

Near Miss incidents:

- Nil

Property Damage

- Nil

Future challenges / activities

- Completing Commonwealth funded stimulus projects within budgets and timeframes;
- Timber industry transition;
- Local Government and Industrial reform;
- Preparation for Local Government Elections;
- Progress of Public Open Space/Land Rationalisation;
- Pursue economic development initiatives that benefit the region; and
- Finalisation of complaints received.

Brian Robinson

INTERIM CHIEF EXECUTIVE OFFICER

Corporate Business Plan Actions

1. Our Natural Environment

Community Goals				
1.1	Natural landscapes, habitats and resources are sustainably managed for the benefit of existing and future generations.			
1.2	Development is managed sustainably and our environment is valued through policy and regulation.			
1.3	Our region is recognised for its iconic, world-class natural environment that can be enjoyed by all.			
1.4	Potential climate change impacts are anticipated and responded to.			
1.5	Waste management strategies are expanded and a greater range of options provided to ensure we minimise the negative impacts on our environment.			
Action	KPI	Responsible Directorate	Status	Initiated, Achieved and/or continued in next year
A1. Support initiatives that protect and nurture biodiversity and endemic species.				
A1.1 Implement strategies contained in the Environmental Management and Sustainability Strategy 2013	Initiatives undertaken	Development and Regulation / All Directorates	Ongoing	<ul style="list-style-type: none"> Funding allocated for significant projects. Warren Blackwood Alliance of Council's looking to aggregate initiatives to realise economies of scale. Subregional Climate Change Action Plan adopted by WBAC and Shire of Manjimup. WBAC implementation project underway.
A3. Implement measures to mitigate or control the negative impact of feral animals on our natural environment.				
A3.1 Provide financial support to community based feral animal eradication groups	Assisted groups to report annually on outcomes	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Continued funding of local community groups undertaking eradication of feral animals.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				

A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations	Volume of scheme water use	All Directorates	<ul style="list-style-type: none"> Water reuse initiatives undertaken in partnership with Water Corporation. Example is shower head replacement program.
A10. Encourage all aspects of sustainable farming and agriculture.			
A10.1 Support agricultural and food production strategies that encourage sustainable water and land use and agro-ecology	Initiatives supported	Office of the CEO	<ul style="list-style-type: none"> Continued liaison with SFFC. Progressing Manjimup Agricultural Expansion Strategy priority projects to attract investment. Advocating agricultural initiatives to the State Government as a result of community compensation packages resulting from the Timber Industry reduction.
A17. Undertake a review of the organisation's environmental strategic planning documents.			
A17.4 Review the Shire's Risk Management Framework to incorporate 'Climate Change' as an organisational and community risk	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Office of CEO/Business	Complete.
A18. Pursue regional climate related opportunities through Warren Blackwood Alliance of Councils			
A18.1 Collaborate regionally with other local governments to deliver climate related initiatives	Initiatives undertaken	Office of CEO/Development and Regulation	<ul style="list-style-type: none"> Climate change adaptation alliance formed with Warren Blackwood Alliance of Councils. Implementation project commenced.
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.			
A20.1 Support the initiatives of the State and Commonwealth governments to develop and implement clear national climate mitigation/adaption measures.	Advocacy actions undertaken where appropriate to the local government	Office of CEO	<ul style="list-style-type: none"> Ongoing advocacy. Participating in the Synergy EV Highway project. Council to consider the opportunities with WBAC regional partnerships.

A21. Advocate for sustainable water supply and security for our local communities.				
A21.1 Advocate for the secure, sustainable supply of potable drinking water to all Shire communities.	Advocacy actions undertaken	Office of CEO		<ul style="list-style-type: none"> Ongoing advocacy focussed around Pemberton, Northcliffe, Walpole and Quininnup. Meetings with Water Corporation to discuss strategic initiatives.
A22. Advocate for sustainable renewable energy supply and security for our communities.				
A22.1 Support State and Commonwealth initiatives to utilise effective renewable energy solutions in all Shire communities	Supports provided	Office of CEO/Development and Regulation		<ul style="list-style-type: none"> Solar program implemented. EV Highway project underway.
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates		<ul style="list-style-type: none"> Peer monitoring ongoing. Opportunities through the WBAC partnership.
A24. Advocate for the installation of Electric Vehicle (EV) charging infrastructure across the Shire				
A24.2 Secure grant funding or work with the private sector to establish EV charging infrastructure	Grant funding secured	Office of CEO/Development and Regulation		<ul style="list-style-type: none"> RAC EV charging in Pemberton operational. Synergy EV charging in Manjimup and Walpole agreed and implementation in progress.

2. Our Prosperity

Community Goals				
2.1	New people and new businesses are attracted to the region.			
2.1	Existing core industries, such as agriculture and timber, are resilient, innovative and sustainable.			
2.2	The local economy is diversified and supports a range of industries and job opportunities.			
2.3	Industry and development is not hindered by excessive or complex compliance regulations.			
2.4	Local business thrives because it has access to information and support, and because the community maximises the use of local resources, services and products.			
2.5	The region grows in reputation as a world-class culinary, agricultural, environmental and trails tourism destination.			
2.6	Our quality primary and secondary education opportunities are maintained and access to a range of life-long learning and training opportunities is broadened.			
Action	KPI	Responsible Directorate	Status	Initiated, Achieved and/or continued in next year
B1. Build on the Manjimup town's capacity as a regional service centre for the Warren Blackwood.				
B1.3 Investigate, pre-plan and advocate for the extension of the Linear Park footpath from Seven Day Road through to Northcliffe	Initiatives undertaken	Office of the CEO		<ul style="list-style-type: none"> Economic Impact Assessment and Cost Benefit Analysis completed. Projected positive return on investment. Funding strategy to be determined.

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

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

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

3. Our Community

Community Goals	
3.1	The range of support services in our community are useful, empowering and aligned to community needs now and in the future.
3.2	The health and wellbeing of people of all ages and circumstances is supported within their own community.
3.3	We respond to an ageing demographic by cultivating age-friendly communities that are also inherently dementia and disability friendly.
3.4	A range of efficient, safe and accessible public transport options are provided across the region.
3.5	Our whole community participates in strategies to ensure we are minimising risks in regards to bushfire and other natural emergencies.

3.6	Residents feel safe, secure and comfortable at home, work and at play.				
3.7	Our community is vibrant, dynamic and fun because we have access to a broad range of art, cultural, social and recreational opportunities.				
3.8	Diversity, inclusivity and harmony are the foundations of our strong community spirit and we celebrate and honour our diverse cultures, heritage and lifestyles.				
Action	KPI	Responsible Directorate	Status	Initiated, Achieved and/or continued in next year	
C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.					
C10.1 Implement strategies contained in the Age-friendly Communities Plan 2016-2026	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none">• Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup townsile.• Senior's Housing underway.• New footpaths constructed.	
C10.2 Implement strategies contained in the Access & Inclusion Plan 2013-2018	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none">• Plan reviewed.• New development undertaken in accordance with applicable standards.	

4. Our Infrastructure

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

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

5. Our Local Government

Community Goals				
5.9	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.			
5.10	The Shire's long-term planning and activities deliver on the community's goals and aspirations.			
5.11	Our elected members represent the best interests of the community.			
5.12	Community participation in decision making is maximised.			
5.13	The Shire communicates effectively with all its communities.			
5.14	The Shire is a resilient and financially stable organisation that uses public funds responsibly.			
5.15	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.			
5.16	The Shire continuously improves organisational performance and service delivery.			
Action	KPI	Responsible Directorate	Status	
Initiated, Achieved and/or continued in next year				
E1. Develop an organisational culture that upholds the values of professionalism, proactivity, reliability, integrity and courtesy in all its dealings.				
E1.1 Pursue awards and other formal recognition of achievement from external agencies	Formal accolades received	All Directorates	Ongoing	
				Achievements/Activities –
				<ul style="list-style-type: none">Considered when opportunity exists.Awards received for Young Women's Expo, Messy Play Day.HACC received award for Wellness and Respite Centre.Economic Development Award received for Town Centre Revitalisation Stage 1.

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

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

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

E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.					
E7.1 Implement strategies contained the Communications Plan 2014	Strategies undertaken	Office of the CEO	Complete	Achievements/Activities – <ul style="list-style-type: none">Activity achieved.	
E7.2 Review and update the Communications Plan 2014	Plan is reviewed and new version adopted	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none">Plan to be reviewed and updated.	
E7.3 Undertake community engagement planning as a standard component of project management, where the project is likely to have an impact on any community member(s)	Public participation in decision making / community engagement initiatives undertaken / customer satisfaction surveys	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none">Undertaken as required.Undertaken and achieved for major projects.	
E7.4 Develop an organisational Governance Framework	Plan is developed and adopted	Office of CEO		Achievements/Activities – <ul style="list-style-type: none">Complete.	
E7.5 Review the <i>Shire of Manjimup Standing Orders Local Law 2013</i>	Local Law is reviewed	Office of CEO		Achievements/Activities – <ul style="list-style-type: none">Awaiting LG Reform process.	
E8. Increase elected member interactions with constituents to better represent the diverse needs and priorities of the different communities within the Shire.					
E8.1 Ensure Shire activities are conducted equitably across the region	Shire events, activities and meetings held in each town / community grants distribution across towns	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none">Council Meetings conducted in all major towns.Australia Day celebrations and Youth Week rotated across major towns.	

E8.2 Facilitate constituent meetings with elected members and CEO to discuss progress against the Strategic Community Plan and Corporate Business Plan	Number of meetings facilitated	Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Standing item in Council Briefing Sessions.
E9. Identify and mitigate organisational risks.				
E9.2 Manage workplace occupational safety and health (OSH) risks to employees, volunteers, visitors and contractors	Performance against OSH Lead Indicators / initiatives undertaken	All Directorates/Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Risk Management process under review. Contractor Management Policy being developed.
E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.				
E11.1 Seek opportunities to better use technologies to deliver or improve services and communications	New initiatives undertaken	All Directorates (budget sits with Office of the CEO)	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Considered when funds and opportunity exist New core operating systems being refined. Antenna activated July 2017. Solar lighting grant applied for Brockman Street. CCTV in Heritage Park and CBD.



Shire of Manjimup

MONTHLY FINANCIAL ACTIVITY STATEMENT

(Period Ending 31 May 2023)

SHIRE OF
MANJIMUP

Monthly Financial Activity Statement – May 2023

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General Comment

The financial performance for the Shire of Manjimup to the 31 May 2023 is a projected surplus of \$66,513.

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

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

Positive

- Planning Fees (gain \$40,000) – to the end of May \$94,600 has been received for Planning Fees with a budget of only \$55,000; and
- Interest Received on Bank Accounts (gain \$160,000) – to the end of May \$391,983 has been received from a budget of \$143,542; and
- Manjimup Home & Community Care, Home Care Package Income \$150,000 – This growing area has seen more requests for services, however the gain is offset by additional staff costs associated with providing the service.

Negative

- Power Up Entry Fees (loss \$55,000) – The loss for the Power Up Museum entry has tempered a little however still significant. This loss has been significantly influenced by the low level of International Tourist, as well as a lack of tourist accommodation in the region for an extended period of time;
- AquaCentre Electricity (loss \$42,000) – The AquaCentre Solar array was out of commission for approximately 2 months with a parts failure that took some time to be sourced and replaced. There may be savings within the AquaCentre budget that might offset this overspend, however it should be noted as part of this report;
- Road Maintenance (loss \$57,000) – Due to the very wet conditions in April/May significant effort has been made through grading to maintain gravel roads to a safe standard. This overspend will be generally offset by savings in other accounts however it is anticipated not all will be covered within the Works budget; and
- Auto Patch Truck (loss \$376,617) – As stated in previous reports, the company supplying the unit have gone into liquidation. This loss will not affect the carried forward position as it is funded by reserve, however it will require a significant reshuffle of future plant purchases.

Monitoring

An account that is monitored regularly due to it's unpredictable nature is Storm Damage. At the end of May 2023 storm damage actuals were \$106,416 from an overall \$127,185 budget. One storm event can heavily affect this account, however with only one month to go in the financial year the \$127,185 budget should be sufficient.

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

SHIRE OF MANJIMUP					
Statement of Comprehensive Income (Program) for the year ending 30 June 2023					
	Actuals to 31 May 2023	Budget to 31 May 2023	2022/2023 Adopted Budget	Projected to 30 June 2023	Variance
	\$	\$	\$	\$	\$
Revenue					
General Purpose Funding	(11,538,325)	(11,471,554)	(11,594,664)	(11,574,664)	20,000
Governance	(1,835,970)	(1,463,909)	(1,489,089)	(1,649,089)	(160,000)
Law, Order, Public Safety	(560,686)	(1,000,001)	(1,025,456)	(1,025,456)	0
Health	(25,614)	(54,962)	(59,959)	(59,959)	0
Education and Welfare	(3,183,417)	(2,503,632)	(2,537,249)	(2,687,249)	(150,000)
Housing	(27,171)	(22,183)	(24,200)	(28,500)	(4,300)
Community Amenities	(2,199,676)	(2,249,354)	(2,268,386)	(2,308,386)	(40,000)
Recreation & Culture	(745,283)	(1,823,913)	(1,880,632)	(1,825,632)	55,000
Transport	(752,522)	(735,159)	(747,446)	(747,446)	0
Economic Services	(139,227)	(155,337)	(169,458)	(169,458)	0
Other Property and Services	(503,474)	(402,210)	(438,775)	(438,775)	0
	(21,511,367)	(21,882,214)	(22,235,314)	(22,514,614)	(279,300)
Expenses excluding Finance Costs					
General Purpose Funding	31,668	27,500	30,000	30,000	0
Governance	3,676,091	3,261,168	3,557,638	3,660,309	102,671
Law, Order, Public Safety	1,576,210	1,937,375	2,113,500	2,126,500	13,000
Health	228,823	368,046	401,505	364,505	(37,000)
Education and Welfare	2,868,906	2,424,121	2,644,496	2,794,496	150,000
Housing	18,295	14,667	16,000	20,300	4,300
Community Amenities	2,847,281	3,131,553	3,416,239	3,433,739	17,500
Recreation & Culture	5,049,080	6,854,788	7,477,951	7,519,951	42,000
Transport	10,213,589	10,445,043	11,435,479	11,492,479	57,000
Economic Services	1,938,257	2,023,648	2,207,616	2,207,616	0
Other Property and Services	(114,514)	(259,768)	(283,383)	(283,383)	0
	28,333,688	30,228,142	33,017,041	33,366,512	349,471
Finance Costs					
Governance	52,996	47,609	51,937	51,937	0
Health	16,143	13,951	15,219	15,219	0
Community Amenities	11,684	10,793	11,774	11,774	0
Recreation & Culture	108,603	116,117	126,673	126,673	0
Other Property and Services	16,273	14,267	15,564	15,564	0
	205,699	202,736	221,167	221,167	0
Non-Operating Grants Subsidies, Contributions					
Governance	(30,000)	(91,667)	(100,000)	(100,000)	0
Law, Order, Public Safety	(607,249)	(534,427)	(583,011)	(583,011)	0
Recreation & Culture	(1,471,612)	(2,803,724)	(3,058,608)	(3,058,608)	0
Transport	(2,880,103)	(7,913,997)	(8,633,451)	(8,633,451)	0
	(4,988,964)	(11,343,814)	(12,375,070)	(12,375,070)	0
(Profit)/Loss on Disposal of Assets					
Governance	(22,108)	1,009	1,101	1,101	0
Law, Order, Public Safety	(78,182)	(6,071)	(6,623)	(6,623)	0
Health	0	0	0	0	0
Education and Welfare	0	(9,167)	(10,000)	(10,000)	0
Community Amenities	(14,395)	(9,614)	(10,488)	(10,488)	0
Recreation & Culture	(5,957)	(3,807)	(4,153)	(4,153)	0
Other Property and Services	(253,135)	(138,603)	(151,203)	(151,203)	0
	(373,777)	(166,252)	(181,366)	(181,366)	0
NET RESULT	1,665,278	(2,961,402)	(1,553,541)	(1,483,370)	
Other Comprehensive Income	0	0	0	0	
TOTAL COMPREHENSIVE INCOME	1,665,278	(2,961,402)	(1,553,541)	(1,483,370)	

SHIRE OF MANJIMUP						
Statement of Comprehensive Income (by Type) for the year ending 30 June 2023						
	Notes	Actuals to 31 May 2023 \$	Budget to 31 May 2023 \$	2022/2023 Adopted Budget	Projected to 30 June 2023 \$	Variance \$
Revenue						
Rates	6-9	(10,548,892)	(10,582,809)	(10,582,809)	(10,562,809)	20,000
Operating Grants, Subsidies and Contributions	21	(3,826,391)	(5,291,293)	(5,512,745)	(5,512,745)	0
Fees & Charges	11	(5,309,067)	(4,586,511)	(4,676,194)	(4,815,494)	(139,300)
Interest Earnings	27	(391,983)	(231,544)	(252,593)	(412,593)	(160,000)
Other Revenue		(1,061,257)	(1,190,058)	(1,210,972)	(1,210,972)	0
		(21,137,590)	(21,882,214)	(22,235,314)	(22,514,614)	(279,300)
Operating Expenditure						
Employee Costs	27	10,538,669	10,833,424	12,088,799	12,184,799	96,000
Materials and Contracts	27	6,643,297	8,780,013	9,422,079	9,530,879	108,800
Utility Charges	27	621,685	622,191	678,754	720,754	42,000
Depreciation	23	8,847,978	8,767,949	9,565,035	9,667,203	102,168
Interest Expenses	14	205,699	202,736	221,167	221,670	503
Insurance Expenses	27	824,403	808,679	808,679	808,679	0
Other Expenditure	27	483,878	415,887	453,695	453,695	0
		28,165,609	30,430,879	33,238,208	33,587,679	349,471
		7,028,019	8,548,665	11,002,894	11,073,065	
Non Operating Grants, Subsidies and Contributions	21	(4,988,964)	(11,343,814)	(12,375,070)	(12,375,070)	0
Profit on Asset Disposal	22	(373,777)	(261,095)	(284,831)	(284,831)	0
Loss on Asset Disposal	22	0	94,843	103,465	103,465	0
		(5,362,741)	(11,510,066)	(12,556,436)	(12,556,436)	-
NET RESULT		1,665,278	(2,961,402)	(1,553,541)	(1,483,370)	
Other Comprehensive Income		0	0	0		
TOTAL COMPREHENSIVE INCOME		1,665,278	(2,961,402)	(1,553,541)	(1,483,370)	

SHIRE OF MANJIMUP					
Rate Setting Statement (by Program) for the year ending 30 June 2023					
	Actuals to 31 May 2023 \$	Budget to 31 May 2023 \$	2022/2023 Adopted Budget \$	Projected to 30 June 2023 \$	Variance \$
Revenue					
General Purpose Funding	(989,433)	(888,745)	(1,011,855)	(1,011,855)	0
Governance	(1,888,078)	(1,554,567)	(1,605,380)	(1,765,380)	(160,000)
Law, Order, Public Safety	(1,246,117)	(1,540,499)	(1,615,090)	(1,615,090)	0
Health	(25,614)	(54,962)	(59,958)	(59,958)	0
Education and Welfare	(3,183,417)	(2,512,798)	(2,547,249)	(2,697,249)	(150,000)
Housing	(27,171)	(22,183)	(24,200)	(28,500)	(4,300)
Community Amenities	(2,214,071)	(2,258,968)	(2,278,874)	(2,318,874)	(40,000)
Recreation & Culture	(2,222,852)	(4,631,444)	(4,943,393)	(4,888,393)	55,000
Transport	(3,632,625)	(8,640,615)	(9,380,897)	(9,380,897)	0
Economic Services	(139,227)	(155,337)	(169,458)	(169,458)	0
Other Property and Services	(756,609)	(540,813)	(676,051)	(676,051)	0
	(16,325,216)	(22,800,931)	(24,312,404)	(24,611,704)	(299,300)
Operating Expenditure					
General Purpose Funding	31,668	27,500	30,000	30,000	0
Governance	3,729,087	3,308,777	3,626,967	3,729,638	102,671
Law, Order, Public Safety	1,576,210	1,937,375	2,113,500	2,126,500	13,000
Health	244,966	381,997	416,724	379,724	(37,000)
Education and Welfare	2,868,906	2,424,121	2,644,496	2,794,496	150,000
Housing	18,295	14,667	16,000	20,300	4,300
Community Amenities	2,858,965	3,142,346	3,428,013	3,445,513	17,500
Recreation & Culture	5,157,683	6,962,364	7,604,624	7,646,624	42,000
Transport	10,213,589	10,445,043	11,435,479	11,492,479	57,000
Economic Services	1,938,257	2,023,648	2,207,616	2,207,616	0
Other Property and Services	(98,241)	(245,501)	(181,746)	(181,746)	0
	28,539,387	30,422,337	33,341,673	33,691,144	349,471
Net Operating Result Excluding Rates	12,214,171	7,621,407	9,029,269	9,079,440	50,171
Adjustments for Cash Budget Requirements					
<i>Non-Cash Expenditure & Income</i>					
Net Profit on Sale of Assets	373,777	166,252	181,366	181,366	0
Deprecation on Assets	(8,847,978)	(8,767,949)	(9,565,035)	(9,667,203)	(102,168)
Leave Provisions	(63,624)	(215,495)	(235,085)	(235,085)	0
Other	0	(9,167)	(10,000)	(10,000)	0
Net Non-Cash Expenditure and Revenue	(8,537,825)	(8,826,358)	(9,628,754)	(9,730,922)	(102,168)
<i>Capital Expenditure and Revenue</i>					
Purchase Land & Buildings	2,638,158	3,335,739	3,638,988	3,638,988	0
Purchase Infrastructure Assets	5,240,098	13,074,078	14,262,631	14,262,631	0
Purchase Plant & Machinery	1,326,478	2,471,552	2,696,238	2,738,983	42,745
Purchase Motor Vehicles	359,290	822,708	897,500	866,390	(31,110)
Purchase Furniture & Equipment	140,061	114,717	125,146	125,146	0
<i>Other Non Operating Expenditure/Transfer</i>					
Repayment of Loan Principal	641,324	596,639	650,879	641,324	(9,555)
Repayment of Lease Principal	74,198	112,750	123,000	123,000	0
Payment of Self Supporting Loan to Groups	-	229,167	250,000	250,000	0
Transfers to Reserves	1,063,764	5,578,418	6,085,547	6,146,602	61,055
Net Operating Profit/(Loss) Excluding Rates Adjusted for Non Cash Items, Capital Expenditure and Other Non Operating Exp/Tsf					
<i>Funded From</i>					
Proceeds from Disposal of Assets	(646,765)	(988,169)	(1,078,003)	(1,171,261)	(93,258)
Self-supporting Loan Principal Income	(18,287)	(16,763)	(18,287)	(18,287)	0
Transfers from Reserves	(1,158,444)	(3,543,040)	(3,865,134)	(3,883,444)	(18,310)
Unexpended Loan Funds Brought Forward	(295,162)	(779,902)	(850,802)	(850,802)	0
Proceeds from New Loans	-	(5,270,833)	(5,750,000)	(5,750,000)	0
Net Cash from Investing Activities	9,364,714	15,737,061	17,167,703	17,119,270	(48,433)
Restricted Assets	-	0	0	0	
Estimated (Surplus)/Deficit July 1 B/Fwd	(5,985,407)	(5,985,407)	(5,985,407)	(5,985,407)	
Estimated Surplus/(Deficit) June 30 C/Fwd	3,493,239	2,036,105	0	66,513	
AMOUNT REQUIRED TO BE RAISED FROM RATES	10,548,892	10,582,809	10,582,809	10,548,892	

SHIRE OF MANJIMUP					
Rate Setting Statement (by Type) for the year ending 30 June 2023					
	Actuals to 31 May 2023	Budget to 31 May 2023	2022/2023 Adopted Budget	Projected to 30 June 2023	Variance
	\$	\$		\$	\$
Revenue					
Rates	-	-	-	-	
Operating Grants, Subsidies and Contributions	(3,826,391)	(5,291,293)	(5,512,745)	(5,512,745)	-
Non Operating Grants, Subsidies and Contributions	(4,988,964)	(11,343,814)	(12,375,070)	(12,375,070)	-
Fees & Charges	(5,309,067)	(4,586,511)	(4,676,194)	(4,815,494)	(139,300)
Interest Earnings	(391,983)	(231,544)	(252,593)	(412,593)	(160,000)
Profit on Asset Disposal	(373,777)	(261,095)	(284,831)	(284,831)	-
Other Revenue	(1,061,257)	(1,190,058)	(1,210,972)	(1,210,972)	-
	(15,951,439)	(22,904,314)	(24,312,405)	(24,611,705)	(299,300)
Operating Expenditure					
Employee Costs	10,538,669	10,833,424	12,088,799	12,184,799	96,000
Materials and Contracts	6,643,297	8,780,013	9,422,079	9,530,879	108,800
Utility Charges	621,685	622,191	678,754	720,754	42,000
Depreciation	8,847,978	8,767,949	9,565,035	9,667,203	102,168
Interest Expenses	205,699	202,736	221,167	221,670	503
Insurance Expenses	824,403	808,679	808,679	808,679	-
Loss on Asset Disposal	-	94,843	103,465	103,465	-
Other Expenditure	483,878	415,887	453,695	453,695	-
	28,165,609	30,525,722	33,341,673	33,691,144	349,471
Net Operating Result Excluding Rates	12,214,170	7,621,407	9,029,268	9,079,439	50,171
Adjustments for Cash Budget Requirements					
<i>Non-Cash Expenditure & Income</i>					
Net Profit on Sale of Assets	373,777	166,252	181,366	181,366	-
Deprecation on Assets	(8,847,978)	(8,767,949)	(9,565,035)	(9,667,203)	(102,168)
Leave Provisions	(63,624)	(215,495)	(235,085)	(235,085)	-
Other	-	(9,167)	(10,000)	(10,000)	-
Net Non-Cash Expenditure and Revenue	(8,537,825)	(8,826,358)	(9,628,754)	(9,730,922)	(102,168)
<i>Capital Expenditure</i>					
Purchase Land & Buildings	2,638,158	3,335,739	3,638,988	3,638,988	-
Purchase Infrastructure Assets	5,240,098	13,074,078	14,262,631	14,262,631	-
Purchase Plant & Machinery	1,326,478	2,471,552	2,696,238	2,738,983	42,745
Purchase Motor Vehicles	359,290	822,708	897,500	866,390	(31,110)
Purchase Furniture & Equipment	140,061	114,717	125,146	125,146	-
<i>Other Non Operating Expenditure/Transfer</i>					
Repayment of Loan Principal	641,324	596,639	650,879	641,324	(9,555)
Repayment of Lease Principal	74,198	112,750	123,000	123,000	-
Payment of Self Supporting Loan to Groups	-	229,167	250,000	250,000	-
Transfers to Reserves	1,063,764	5,578,418	6,085,547	6,146,602	61,055
Net Operating Profit/(Loss) Excluding Rates Adjusted for Non Cash Items, Capital Expenditure and Other Non Operating Exp/Tsf					
<i>Funded From</i>					
Proceeds from Disposal of Assets	(646,765)	(988,169)	(1,078,003)	(1,171,261)	(93,258)
Self-supporting Loan Principal Income	(18,287)	(16,763)	(18,287)	(18,287)	-
Transfers from Reserves	(1,158,444)	(3,543,040)	(3,865,134)	(3,883,444)	(18,310)
Unexpended Loan Funds Brought Forward	(295,162)	(779,902)	(850,802)	(850,802)	-
Proceeds from New Loans	-	(5,270,833)	(5,750,000)	(5,750,000)	-
Net Cash from Investing Activities	9,364,714	15,737,061	17,167,703	17,119,270	(48,433)
Restricted Assets	-	-	-	-	
Estimated (Surplus)/Deficit July 1 B/Fwd	(5,985,407)	(5,985,407)	(5,985,407)	(5,985,407)	
Estimated Surplus/(Deficit) June 30 C/Fwd	3,493,239	2,036,105	-	66,513	
AMOUNT REQUIRED TO BE RAISED FROM RATES	10,548,891	10,582,810	10,582,809	10,548,892	

Shire of Manjimup

Statement of Financial Position		ACTUAL 2022/2023 \$	ACTUAL 2021/2022 \$
Current Assets			
Cash and cash equivalents		12,518,674	16,882,841
Trade and other receivables		1,602,179	1,465,910
Inventories		362,593	327,459
Other assets		732,977	822,382
Tax Assets		184,793	67,448
Total Current Assets		15,401,216	19,566,040
Non-Current Assets			
Other receivables		471,806	426,794
Property, plant & equipment		68,112,422	66,007,188
Infrastructure		233,049,543	233,904,728
Total Non-Current Assets		301,633,771	300,338,709
TOTAL ASSETS		317,034,987	319,904,748
Current Liabilities			
Trade and other payables		4,245,624	4,893,123
Provisions		2,186,838	1,911,970
Current Portion of Long Term Borrowings		7,198	722,720
Total Current Liabilities		6,439,661	7,527,814
Non-Current Liabilities			
Long term borrowings		5,389,561	5,338,547
Provisions		206,674	374,017
Total Non-Current Liabilities		5,596,234	5,712,564
TOTAL LIABILITIES		12,035,895	13,240,378
NET ASSETS		304,999,093	306,664,370
Equity			
Accumulated losses		(22,096,775)	(20,526,177)
Reserves - Cash Backed		6,515,669	6,610,349
Reserves - Asset Revaluation		320,580,198	320,580,198
TOTAL EQUITY		304,999,093	306,664,370

	Accumulated Losses	Reserves Cash Backed	Asset Revaluation Reserves	Total Equity
	\$	\$	\$	\$
Statement of Changes in Equity				
Balance as at 1 July 2021	(19,471,865)	6,285,835	318,603,098	305,417,066
Comprehensive Income				
- Net Result	(729,797)	-	-	(729,797)
- Change on Revaluation of Non-Current Assets			1,977,100	1,977,100
- Adjustment due to Accounting Std Changes	-	-	-	-
Total Other Comprehensive Income	(729,797)	-	-	(729,797)
Transfers from/(to) Reserves	(324,514)	324,514	-	-
Balance as at 30 June 2022	(20,526,177)	6,610,349	320,580,198	306,664,370
Net Result	(1,665,278)	-	-	(1,665,278)
Adjustment due to Accounting Std Changes	-			-
Total Other Comprehensive Income	-	-	-	-
Transfers from/(to) Reserves	94,680	(94,680)	-	-
Balance as at 31 May 2023	(22,096,775)	6,515,669	320,580,198	304,999,093

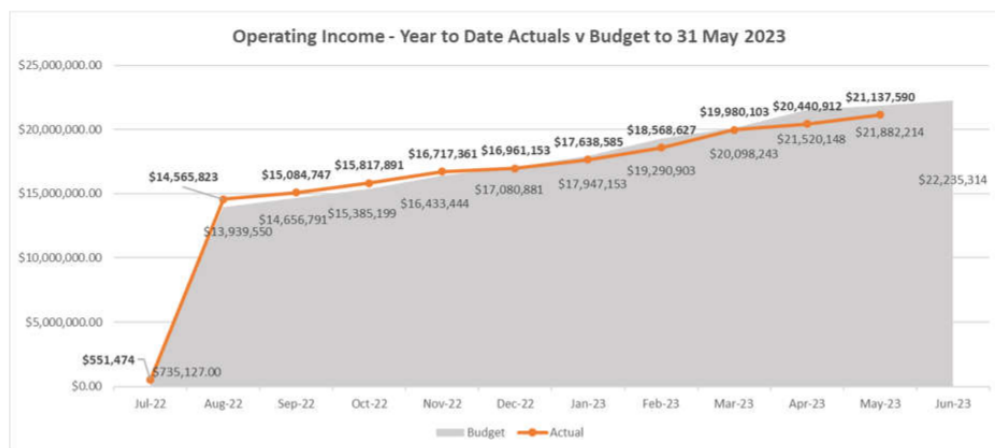
Operating Items

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

Operating Income

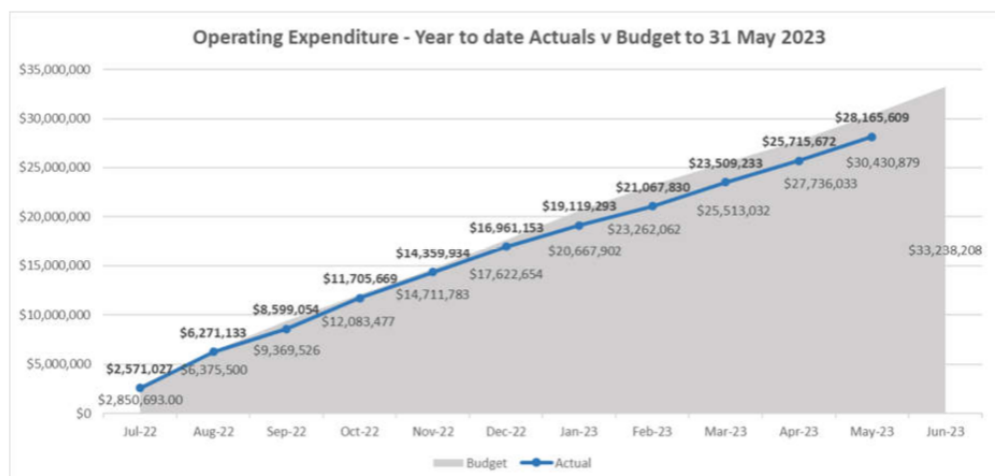
At present operating income to the 31 May 2023 is trending behind budget with actuals sitting at \$21,137,590 compared to a budget of \$21,882,214. Whilst a difference of \$744,624 is significant, it is difficult to predict the timing of payments for special operating project grants. The core line item affecting the separation of actual to budget is the Trail Bike Hub grant. Due to the building phase taking longer than expected the operating side of the grant has not been utilised to date which is the equivalent of a \$980,679 variance.

Taking into account the comments above, to date there are no areas of concern related to operating income other than Power Up Entry Fees being projected at \$55,000 under budget.



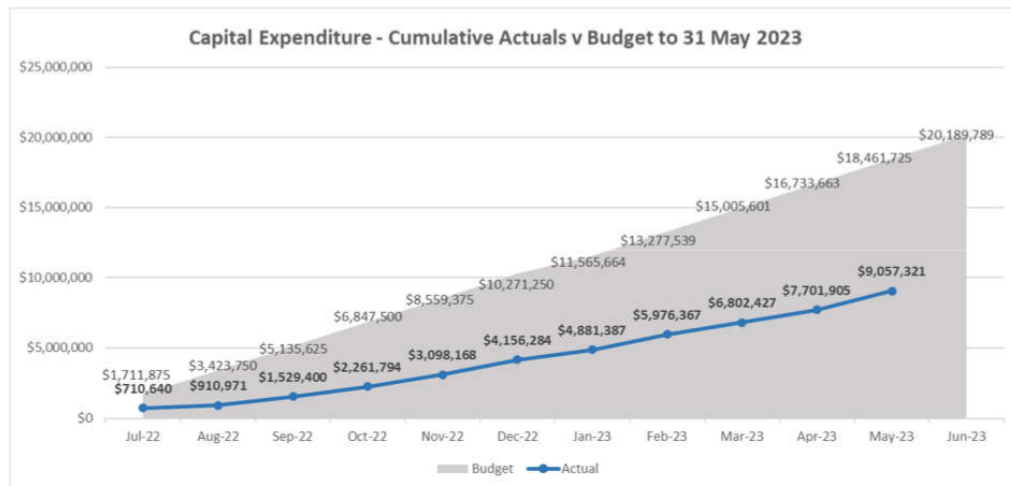
Operating Expenditure

Operating Expenditure is trending behind budget with actuals of \$28,165,609 compared to a budget of \$30,430,879, a difference of \$2,265,270. There are some project grants like the Trail Bike Hub operations that have not begun yet, those unspent projects will be carried forward at the 30 June 2023 into the 2023/24 budget process for completion.



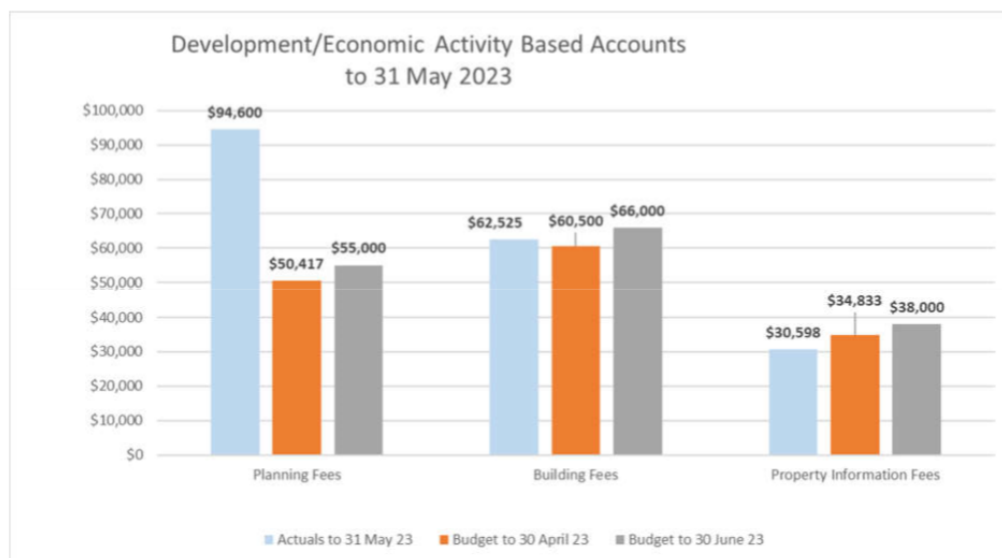
Capital Expenditure

Capital expenditure is well behind budget for this time of year. Some of the major projects like the Rea Park/Collier Street Lighting Project and Local Roads and Community Infrastructure projects are fully budgeted in their first year so there is expected to be a high proportion of carried forward into the 2023/2024 financial year. It should be noted that of the remaining budget there are \$4,239,471 commitments in the system for contractors to carry out works or for the purchase of capital items. The Shire also has \$5,160,000 of capital bridge works scheduled by Main Roads WA which influences the capital actual expenditure comparison to budget, with only the Hatchery Road and Muirilup Bridges invoiced to date for \$303,000.



Economic Activity

Development applications for Planning continue to dominate the economic activity-based accounts. May 2023 saw an increase to Planning Fees of \$14,121 to make this category \$39,600 ahead of the whole year budget of \$55,000. Building Fees has had a positive month with an increase of \$14,678 in May 2023 some \$9,178 above a typical monthly budget of \$5,500.



Operating Income/Expenditure

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

- 1. Governance** as at 31 May 2023, is projected to be \$160,000 under budget after the removal on Non-cash items of \$102,168.

Office of CEO		
No significant variations		
Human Resource Management		
No significant variations		
Public Relations		
No significant variations		
Occupational Health & Safety		
No significant variations		
Administration & Finance		
Interest at Bank Accounts	(\$160,000)	The budget related to interest over the past 3 years has been reduced however with the increase of interest rates in 2023 the actuals to the 31 May 2023 was \$269,075.43 of a \$143,452 whole year revised budget.
Depreciation on Right of Use Assets	\$102,168	Depreciation related to leases for IT Equipment and Light Vehicles. Line item is non cash and has no affect on the Shire's cash end of year position.
Corporate Management		
No significant variations		
Information, Communication & Technology		
No significant variations		

- 2. General Purpose Funding** as at 31 May 2023, is projected to be \$20,000 behind budget.

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

3. Law, Order, Public Safety as at 31 May 2023 is projected to be \$13,000 over budget.

Ranger Services

Salaries	\$13,000	Slightly elevated salary due to staffing movement and return to work.
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Fire Prevention

No significant variations

4. Health as at 31 May 2023 is projected to be \$37,000 under budget.

Environmental Health

Salaries	(\$37,000)	Whilst staff vacancies were filled by a contractor there has been a significant period of time with no health staff.
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5. Education and Welfare as at 31 May 2023 is projected to be on budget.

Manjimup Home and Community Care (MHCC)

Package Payments	(\$150,000)	Higher than budgeted income from Home Care Package works carried out by the MHCC team
Home Care Package Salaries	\$150,000	Increase to salaries as Home Care Package work is primarily labour related

Youth Development

No significant variations

Community Bus

No significant variations

6. Housing as at 31 May 2023 is projected to be on budget.

Administration & Finance

No significant variations

Community Services

No significant variations

7. Community Amenities as at 31 May 2023 is projected to be \$22,500 under budget.

Statutory Planning		
Planning Fees	(\$40,000)	Planning Fees are well ahead of budget. At the end of May 2023 actual income was \$94,600 compared to a whole year budget of \$55,000.
Waste Management		
No significant variations		
Building Services		
No significant variations		

8. Recreation and Culture as at 31 May 2023 is projected to be \$102,000 over budget.

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

Electricity	\$42,000	The AquaCentre Solar array has been out of order for several months with a parts failure. This took some time to fix, stopping the solar array from generating power.
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Library and Information Services

No significant variations

Parks & Gardens

No significant variation

9. Transport as at 31 May 2023 is projected to be on budget.

Technical Services

Less Allocated to Works	\$187,450	Recoup of overheads to jobs has been reduced due to staff vacancies, this has been offset by General Design as the accounts are solely for staff timesheets.
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Works

General Design	(\$187,450)	See comment above
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10. Economic Services as at 31 May 2023 is projected to be on budget.

Building Services

No significant variations

Economic Development

No significant variations

11. Other Property and Services as at 31 May 2023 is projected to on budget.

Parks & Gardens

No significant variations

Works

No significant variations

...

Net Current Asset Position as at 31 May 2023

Current Assets

Cash and cash equivalents	12,518,674
Trade and other receivables	1,602,179
Inventories	362,593
Other assets	732,977
Tax Assets	184,793

Total Current Assets	15,401,216
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Current Liabilities

Trade and other payables	4,245,624
Provisions	2,185,838
Current Portion of Long Term Borrowings	7,198

Total Current Liabilities	6,439,661
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Total Net Current Assets	8,961,555
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Capital

Infrastructure

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

Light Vehicles

Of those light vehicles replaced in 2022/23 there has been an overall net saving of \$31,110. The replacement of both the Toyota Prado and Toyota Fortuner have seen a small dividend cheque rather than costing the organisation.

Plant & Equipment

The Shire is in receipt of an HD Fire Unit for the Mordallup BFB \$413,265. This did not form part of the 2022/23 budget however as it is a funded assets it will have no negative affect on the Shire's end of year position. An adjustment has been made as part of the March 2023 Budget Review.

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

Furniture & Equipment

No significant variances to date.

Land & Buildings

No significant variances to date.

...

Debtors

Debtors owing as at 31 May 2023 are \$1,602,179 compared to \$1,420,360 at the same time last year.

Sundry Debtors as at 31 May 2023 are \$542,661 up \$313,715 at the same time last year.

Rates Debtors as at 31 May 2023 are \$1,059,518 down \$131,898 on the same time last year.

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Cash

As at the 31 May 2023 the Shire held \$12,518,674 cash in municipal, unspent loan funds and in reserve.

Municipal	\$ 5,447,365
Unspent Loan Funds	\$ 555,640
Reserve	\$ 6,515,669

...



SHIRE OF
MANJIMUP

Manjimup • Northcliffe • Pemberton • Walpole

Cnr Rose and Brockman Streets
PO Box 1
MANJIMUP WA 6258
Phone 08 9771 7777
info@manjimup.wa.gov.au
ABN 36 453 349 691

Creditor Payment Report - Warrant Listing

01 June 2023 to 30 June 2023

Cheque Payments							Inclusive Amount
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.268	02-06-2023	95321	1138	1AHS241.July23	Department of Transport	12 month registration renewal - Northcliffe BFB Light Tanker 3	91.60
CP.268	02-06-2023	95322	145	412379380 - 2033842239	Synergy	Old Cafe Building - Heritage Park 26/04/2022 - 27/04/2023	744.60
CP.268	02-06-2023	95322	145	279420590 - Inv 2009819293	Synergy	Electricity 20 Arnott Street 21/02/2023 - 24/04/2023	141.22
CP.268	02-06-2023	95323	151	9006924192.015 4	Water Corporation	Water Public Toilets SW Hwy Walpole 23/03/2023 - 23/05/2023	304.87
CP.268	02-06-2023	95323	151	9006924504.015 8	Water Corporation	Water Walpole Public Toilets Rec Ground 24/03/2023 - 23/05/2023	463.71
CP.268	02-06-2023	95323	151	9006924547.152	Water Corporation	Water Walpole Family Centre 24/03/2023 - 23/05/2023	136.93
CP.268	02-06-2023	95323	151	9006925435.016 5	Water Corporation	Water Walpole Public Toilets Boronia Street 24/03/2023 - 23/05/2023	203.41
CP.268	02-06-2023	95323	151	9006924782.016 5	Water Corporation	Water Walpole Community Resource Centre 24/03/2023 - 23/05/2023	281.91
CP.269	09-06-2023	95324	2618	5705WA	Department of Transport	Application for License Plates - 5705WA N Pollard	200.00
CP.269	09-06-2023	95325	216	57	Manjimup Chinese Restaurant	Dinner for Councillors and Staff for 28/05/2023	372.00
CP.269	09-06-2023	95326	1281	INV05157185	Origin Energy	LPG Equipment Fee 12 months MJP Town Hall - Customer No. 970 019144 7	92.00
CP.269	09-06-2023	95327	186	PCReimb29/5	Shire of Manjimup	Admin Petty Cash reimbursement 29/05/2023	314.15
CP.269	09-06-2023	95328	327	PC.MHCC.@ 01/06/2023	Shire of Manjimup	Reimbursement Petty Cash Wellness Centre @ 01/06/2023	84.00

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Cheque Payments							Inclusive Amount
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.269	09-06-2023	95329	329	MipLibraryPetty Cash 310523	Shire of Manjimup	Reimbursement Manjimup Library Petty Cash @ 31/05/23	51.40
CP.270	16-06-2023	95330	2618	345WA	Department of Transport	Application for License Plates - 345WA DG Borshoff	200.00
CP.270	16-06-2023	95331	205	WindyHarbourLeaseRenewal 241	Landgate	Windy Harbour New 20 Year Lease Renewal site 241	187.60
CP.270	16-06-2023	95332	2880	Honorarium Payment 22-23	Mr Bradley Wren	Honorarium Payment for Deputy CBFCO as per Council Policy 5.3.2 B Wren	2,000.00
CP.270	16-06-2023	95333	1156	Donation for Fire Index sign Management 22 -23	Pemberton Volunteer Fire & Rescue	Donation for fire Index sign Management as per FOG 1.1.3 - 2022/23	1,500.00
CP.270	16-06-2023	95334	2512	255023620 May23	Pharmacy 777 Bridgetown	Chemist items - HCP - OP - May23	62.72
CP.270	16-06-2023	95335	145	412379380 - 2073819512	Synergy	Electricity Old Cafe Building Heritage Park 2/04/2023 - 28/05/2023	59.86
CP.270	16-06-2023	95335	145	735060950 - 2053827657	Synergy	Electricity Manjin Park 28/04/2023 - 28/05/2023	578.20
CP.270	16-06-2023	95335	145	079622520 - 2017851174	Synergy	Electricity Walpole Radio Transmission 29/03/2023 - 30/05/2023	257.70
CP.270	16-06-2023	95335	145	063207240 - 2013853650	Synergy	Electricity Television Tower Quinminup 29/03/2023 - 30/05/2023	123.61
CP.270	16-06-2023	95335	145	756395870 - 200183544	Synergy	Electricity Quinminup BFB 29/03/2023 - 30/05/2023	233.49
CP.270	16-06-2023	95335	145	313961450 - 2033848578	Synergy	Electricity Street Lighting x 10 28/04/2023 - 27/05/2023	189.49
CP.270	16-06-2023	95335	145	361768750 - 2053828266	Synergy	Electricity Street Lighting x 944 25/03/2023 - 24/05/2023	14,170.02
CP.270	16-06-2023	95335	145	372642040 - 2073822513	Synergy	Electricity Walpole Transfer Station 30/03/2023 - 01/06/2023	152.78
CP.270	16-06-2023	95335	145	592197210 - 2041836598	Synergy	Electricity Northcliffe BFB 31/03/2023 - 31/05/2023	238.08
CP.270	16-06-2023	95335	145	884857630 - 2033850191	Synergy	Electricity Northcliffe Town Hall 31/03/2023 - 31/05/2023	275.57
CP.270	16-06-2023	95335	145	373468270 - 2025850237	Synergy	Electricity Public Toilets Zamia Street 31/03/2023 - 01/06/2023	153.55

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Cheque Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	95335	145	309107950 - 2037840887	Synergy	Electricity Northcliffe Depot & Mens Shed 01/02/2023 - 30/03/2023	205.35
CP.270	16-06-2023	95335	145	337026850 - 2085817954	Synergy	Electricity Walpole BFB 12/04/2023 - 02/06/2023	144.66
CP.270	16-06-2023	95335	145	658366810 - 2057835117	Synergy	Electricity Telstra Mobile Base Station 01/04/2023 - 01/06/2023	279.76
CP.270	16-06-2023	95335	145	377224860 - 2069823010	Synergy	Electricity Pemberton Co-Location 19/01/2023 - 15/05/2023	679.12
CP.270	16-06-2023	95335	145	543406940 - 2021849977 - Amended	Synergy	Electricity Fire Shed for Pump - Walpole 29/03/2023 - 30/05/2023	123.31
CP.270	16-06-2023	95336	151	9006917216.014 ₉	Water Corporation	Water Northcliffe Depot 04/04/2023 - 06/06/2023	8.39
CP.270	16-06-2023	95336	151	9006917232.013 ₂	Water Corporation	Water Pioneer Museum Northcliffe 04/04/2023 - 06/06/2023	19.58
CP.270	16-06-2023	95336	151	9006928863.015 ₂	Water Corporation	Water Quininup Toilets & Oval 04/04/2023 - 06/06/2023	316.06
CP.270	16-06-2023	95336	151	9006888814.016 ₀	Water Corporation	Water Roundhouse Heritage Park 03/04/2023 - 06/06/2023	1,031.50
CP.270	16-06-2023	95336	151	9008615166.014 ₂	Water Corporation	Water Northcliffe Stand Pipe 04/04/2023 - 06/06/2023	8.39
CP.270	16-06-2023	95336	151	9013876838.010 ₃	Water Corporation	Water Northcliffe Visitor Centre 04/04/2023 - 06/06/2023	110.49
CP.270	16-06-2023	95336	151	9006889868.016 ₃	Water Corporation	Water Old Infant Health Clinic 03/04/2023 - 06/06/2023	85.10
CP.270	16-06-2023	95336	151	9006895360.015 ₉	Water Corporation	Water Collier Street Sporting Complex 03/04/2023 - 06/06/2023	348.57
CP.270	16-06-2023	95336	151	9006895491.015 ₉	Water Corporation	Water Rae Park Showgrounds 03/04/2023 - 06/06/2023	716.02
CP.270	16-06-2023	95336	151	9006916985.013 ₄	Water Corporation	Water Northcliffe Sports Ground 04/04/2023 - 06/06/2023	47.55
CP.270	16-06-2023	95336	151	9006887598.132	Water Corporation	Water Heritage Park - PowerUp/Park Cafe/Visitor Ctr 04/04/2023 - 07/06/2023	353.83
CP.270	16-06-2023	95336	151	9006918120.015 ₇	Water Corporation	Water Pemberton Visitor Centre & War Memorial Tap 04/04/2023 - 07/06/2023	271.84

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Cheque Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	95336	151	9006918171.013 5	Water Corporation	Water Pemberton Recreation Ground 04/04/2023 - 07/06/2023	148.24
CP.270	16-06-2023	95336	151	9006889905.016 1	Water Corporation	Water 20 Arnott Street 04/04/2023 - 07/06/2023	291.23
CP.270	16-06-2023	95336	151	9006889921.017 1	Water Corporation	Water Unit B 33 Leman Street 04/04/2023 - 07/06/2023	306.47
CP.270	16-06-2023	95336	151	9006889913.015 9	Water Corporation	Water Unit A 33 Leman Street 04/04/2023 - 07/06/2023	262.65
CP.270	16-06-2023	95336	151	900611172.0130	Water Corporation	Water Roundabout Ipsen & Rose 04/04/2023 - 07/06/2023	64.33
CP.270	16-06-2023	95336	151	9006911199.012 9	Water Corporation	Water Roundabout Brockman & Bath 04/04/2023 - 07/06/2023	78.32
CP.270	16-06-2023	95336	151	9006912132.013 2	Water Corporation	Water Roundabout Mount & Rose 04/04/2023 - 07/06/2023	50.35
CP.270	16-06-2023	95336	151	9006917988.014 5	Water Corporation	Water Pemberton Co-Location 04/04/2023 - 07/06/2023	60.57
CP.270	16-06-2023	95336	151	9006918067.013 7	Water Corporation	Water Little Taddies Kindergarten 07/02/2023 - 04/04/2023	106.29
CP.270	16-06-2023	95336	151	9006918163.016 3	Water Corporation	Water Pemberton Sports Club 04/04/2023 - 07/06/2023	1,597.95
CP.270	16-06-2023	95336	151	9011096686.010 0	Water Corporation	Water Lions Gazebo & Public Toilets 04/04/2023 - 07/06/2023	201.38
CP.270	16-06-2023	95336	151	9014169123.008 4	Water Corporation	Water Roundabout Mount & Giblett 04/04/2023 - 07/06/2023	114.68
CP.270	16-06-2023	95336	151	9006887379.016 5	Water Corporation	Water Southern Forests Food Council 04/04/2023 - 07/06/2023	95.63
CP.271	21-06-2023	95337	2915	FBT 2022/2023	Australian Taxation Office	Final Instalment FBT 2022/2023 - Shire of Manjimup	3,344.95
CP.273	23-06-2023	95338	1138	1TSP442.May23	Department of Transport	12 month registration renewal - Diamond BFB 1TSP442	24.85
CP.273	23-06-2023	95339	2618	2705WA	Department of Transport	Application for License Plates - 2705WA - LJ Stevens	200.00
CP.273	23-06-2023	95340	3653	Assistance Prescribed burn	Manjimup Volunteer Fire and Rescue	Volunteer Brigade members assisted with a Prescribe burn on Shire Reserve #24937	1,000.00
CP.273	23-06-2023	95341	314	PC190623	Shire of Manjimup	petty cash recoup - Depot	233.50
CP.273	23-06-2023	95342	327	PC.MHCC.@ 14/06/2023	Shire of Manjimup	Reimbursement Petty Cash Wellness Centre @ 14/06/2023	97.50

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Cheque Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	95343	328	WLP PCRRecoup 60623	Shire of Manjimup	Walpole Public Library Petty cash Recoup Jan-Apr 2023	81.64
CP.273	23-06-2023	95344	456	NCFLibraryPetty Cash 10/03/23	Shire of Manjimup	Reimbursement Northcliffe Library Petty Cash @ 07/06/2023	64.55
CP.273	23-06-2023	95345	1116	ADG3796073	Subway Manjimup	Meals and Drinks Bushfire Safety Awareness Course 14 June 2023	167.45
CP.273	23-06-2023	95346	145	236336020 - 2053834867	Synergy	Electricity Medical Housing 84 O'Connor Street 07/04/2023 - 09/06/2023	1,069.97
CP.273	23-06-2023	95346	145	436423840 - 204984566	Synergy	Electricity Yanmah BFB 12/04/2023 - 12/06/2023	137.26
CP.273	23-06-2023	95347	151	9006917240.013 8	Water Corporation	Water Public Toilets Zamia Street 04/04/2023 - 06/06/2023	78.32
CP.273	23-06-2023	95347	151	9016611915.0061	Water Corporation	Mill Hall Toilets 04/04/2023 - 07/06/2023	13.99
CP.273	23-06-2023	95347	151	9006917312.013 1	Water Corporation	Water Northcliffe Hall Public Toilets 04/04/2023 - 07/06/2023	8.39
CP.273	23-06-2023	95347	151	9006917996.015 6	Water Corporation	Water Pemberton Public Toilets 04/04/2023 - 07/06/2023	627.90
CP.273	23-06-2023	95347	151	9006887395.016 2	Water Corporation	Water Coronation Park Toilets 04/04/2023 - 07/06/2023	461.57
CP.273	23-06-2023	95347	151	9006888179.004 0	Water Corporation	Water Wellness Centre 04/04/2023 - 07/06/2023	483.40
CP.273	23-06-2023	95347	151	9006888275.016 2	Water Corporation	Water Town Hall & Admin Offices 04/04/2023 - 07/06/2023	497.39
CP.273	23-06-2023	95347	151	9006888646.003 8	Water Corporation	Water Public Toilets Brockman Street 04/04/2023 - 07/06/2023	129.85
CP.273	23-06-2023	95347	151	9006889884.012 3	Water Corporation	Water Old Toilets Rec Ground 04/04/2023 - 07/06/2023	16.79
CP.273	23-06-2023	95347	151	9006889892.014 0	Water Corporation	Water Service Charges Recreation Ground - Imperials 01/05/2023 - 30/06/2023	407.69
CP.273	23-06-2023	95347	151	9006904597.0130	Water Corporation	Water Lawn Cemetery Crouch St 05/04/2023 - 08/06/2023	696.45
CP.273	23-06-2023	95347	151	9006905979.013 1	Water Corporation	Water Manjimup Airport 05/04/2023 - 08/06/2023	190.20
CP.273	23-06-2023	95347	151	9006919705.013 3	Water Corporation	Water Pemberton Depot 08/02/2023 - 8/06/2023	5.60

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Cheque Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	95347	151	9016640812.0076	Water Corporation	Water Roundabout Brain & Mottram 05/04/2023 - 08/06/2023	170.62
CP.273	23-06-2023	95347	151	9006892012.0169	Water Corporation	Water MISP & Cleaners Sink 06/04/2023 - 09/06/2023	347.73
CP.273	23-06-2023	95347	151	9012463820.0100	Water Corporation	Water Manjin Park 06/04/2023 - 09/06/2023	1,095.65
CP.273	23-06-2023	95347	151	9020859550.0040	Water Corporation	Water Unit A, 84 O'Connor St - Service Charge 01/05/2023 - 30/06/2023	255.03
CP.273	23-06-2023	95347	151	9020859569.0042	Water Corporation	Water Unit B 84 O'Connor St Service Charge 01/05/2023 - 30/06/2023	255.03
CP.273	23-06-2023	95347	151	9020859585.0042	Water Corporation	Water Service Charges Unit C 84 O'Connor Street 01/05/2023 - 30/06/2023	255.03
CP.273	23-06-2023	95347	151	9021999977.0041	Water Corporation	Water Medical Housing 84 O'Connor 06/04/2023 - 09/06/2023	375.77
CP.273	23-06-2023	95347	151	9006896355.0132	Water Corporation	Water Apex Park 06/04/2023 - 09/06/2023	72.72
CP.273	23-06-2023	95347	151	9016928736.0073	Water Corporation	Water Anunaka Park 11/04/2023 - 12/06/2023	111.88
CP.274	29-06-2023	95348	2377	02000165	Miss Belinda Parker	Reimbursement for AquaCentre Storage Containers	50.00
CP.274	29-06-2023	95349	2738	000044	Park Manjimup Pty Ltd	Catering for Agri-Tourism Forum 23/2/23	1,465.00
CP.274	29-06-2023	95350	329	MjpLibraryPetty Cash 21/06/2023	Shire of Manjimup	Reimbursement Manjimup Library Petty Cash @ 21/06/2023	71.25
CP.274	29-06-2023	95351	145	463567870 - 2089819198	Synergy	Electricity Pemberton Visitor Centre 07/04/2023 - 09/06/2023	1,182.17
CP.274	29-06-2023	95352	151	9006888064.0253	Water Corporation	Water Shops 5 Brockman St 04/04/2023 - 07/06/2023	1,658.89
CP.274	29-06-2023	95352	151	9006887256.0155	Water Corporation	Water Trail Bike Hub 06/04/2023 - 09/06/2023	11.19
CP.274	29-06-2023	95352	151	9006893816.0166	Water Corporation	Water MRAC 06/04/2023 - 09/06/2023	3,907.12
CP.274	29-06-2023	95352	151	9006903973.0163	Water Corporation	water usage - 5/4/23 to 8/6/23 - Manjimup Depot Standpipe	1,500.30
CP.274	29-06-2023	95352	151	9006887619.0135	Water Corporation	Water New Accommodation Site - Old Jaycees Park 6/04/2023 - 25/05/2023	91.21

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Cheque Payments						
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description
						Cheque Total
						54,907.88
Electronic Funds Transfer Payments						
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description
CP.268	02-06-2023	EFT	3780	142569	Abode Lawn and Gardening Service	Weed spray and mow around Walpole SES building 9/5/23
CP.268	02-06-2023	EFT	2077	2720619	AFGR Equipment	1 x AUC13155 mower deck - MW14
CP.268	02-06-2023	EFT	3795	INV-0480	Aksharbrahma Pty Ltd	Random alcohol and drug screening 17/5/23
CP.268	02-06-2023	EFT	2631	8455	AusQ Training	BWTM & TC reaccreditation training - 10 August 2023 - balance
CP.268	02-06-2023	EFT	1980	41648	Ausroad Systems Pty Ltd	2. 271-20206 air pressure relief valve set to 60psi, 2 x 400-21848 regulator -APT2
CP.268	02-06-2023	EFT	2376	25938831	Aussie Broadband Pty Ltd	NBN Services 27/5/23 - 26/6/23
CP.268	02-06-2023	EFT	1220	INV-4845	Austswim Ltd	Swimming Instructor Licence P. Collins
CP.268	02-06-2023	EFT	223	4034015569	BOC Limited	cylinder rental - 2 x Oxygen, 1 x Acetylene, 8 x Medical Oxygen - May23 - Account # 1305064
CP.268	02-06-2023	EFT	1274	199826	Bunbury Trucks	1 x MHQME225884 tension pulley assy, 1 x MHQMB276182 a/c compressor collar, 2 x MHQMB302682 lamp unit - BS04
CP.268	02-06-2023	EFT	2836	00075647	Corsign WA Pty Ltd	1 x urban street sign - Collier St
CP.268	02-06-2023	EFT	2836	00075850	Corsign WA Pty Ltd	8 x D4-6B hazard markers
CP.268	02-06-2023	EFT	2836	00076019	Corsign WA Pty Ltd	6 x MR-RPK-23 (3 x left, 3 x right) Electric Vehicles Excepted Only charging
CP.268	02-06-2023	EFT	3361	Travel Claim - May 2023	Cr Jennifer Willcox	Travel Claim for May 2023 - Cr J Willcox
CP.268	02-06-2023	EFT	1937	INV1368915	Datacom Solutions (AU) Pty Ltd	Antenno SaaS fee - May 2023 - Customer No. C16267
CP.268	02-06-2023	EFT	2349	80358868	DHL Supply Chain (Australia)	Freego Giving Set - Customer No. SHIMAN HCP JR
CP.268	02-06-2023	EFT	3743	011	Diversity Events	House cleaning- LH
						57.00

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.268	02-06-2023	EFT	1443	1646233191	Elgas Limited	1 x 15.0kg LPG cylinder - FL1	89.65
CP.268	02-06-2023	EFT	3330	38199	Enviroclean Victoria Pty Ltd	Enviroclean Warthog parts washer hire - month of June 2023	140.00
CP.268	02-06-2023	EFT	1852	00016579	Everlon Bronze	Plaque - Ref: Hergstrom - PMB	213.40
CP.268	02-06-2023	EFT	511	19,136	Express Print	Agenda Books - 4 May 2023	776.60
CP.268	02-06-2023	EFT	2312	406234-249	FairTel	Manjimup SES Phone Services - 28 Apr 2023 to 27 May 2023	40.37
CP.268	02-06-2023	EFT	2087	78541	Frontline Fire & Rescue Equipment	Materials for Springfield BFB	575.85
CP.268	02-06-2023	EFT	1050	INV-10007	GA Auto Electrics	travel to Windy Harbour, repairs to wiring Pump No 2	550.00
CP.268	02-06-2023	EFT	1050	INV-10052	GA Auto Electrics	repair & replace rear lights - TR17	416.00
CP.268	02-06-2023	EFT	1050	INV-10042	GA Auto Electrics	check & repair short in plug & wiring - TK021	260.00
CP.268	02-06-2023	EFT	1050	INV-10037	GA Auto Electrics	repairs to plug & electric brake - TR13	650.00
CP.268	02-06-2023	EFT	1050	INV-10022	GA Auto Electrics	fit & wire light bar - 1013WA	430.00
CP.268	02-06-2023	EFT	1050	INV-10010	GA Auto Electrics	check power window in truck (needs new acuator) - TK6	130.00
CP.268	02-06-2023	EFT	1050	INV-10009	GA Auto Electrics	repair short on float trailer - TK13	471.50
CP.268	02-06-2023	EFT	1673	INV-1098	Hillview Gardening & Landscaping Services	assorted plants - Pemberton RSL Coolocation Redevelopment	1,354.68
CP.268	02-06-2023	EFT	413	INV-10107	J & I Milentis & Sons	Diamond BFB - clutch repairs to 1.4 Reg 9JH459	712.80
CP.268	02-06-2023	EFT	679	INV-0990	Jetline Kerbing Contractors	remove old & replace with new path - Pemberton Hotel & Swimming Pool Road	56,914.00
CP.268	02-06-2023	EFT	100	SP15150	Johnson's Food Services	AquaCentre Cafe Stock - A/c #98	570.34
CP.268	02-06-2023	EFT	100	SP15075	Johnson's Food Services	AquaCentre Cafe Stock 11/05/2023	215.67
CP.268	02-06-2023	EFT	100	SO33353	Johnson's Food Services	AquaCentre Cafe Stock - Account # 98	437.73
CP.268	02-06-2023	EFT	3420	AU003-0262516	Jones Lang LaSalle	Provision of Professional Valuation Fees - Customer ID CUS0295568	24,750.00
CP.268	02-06-2023	EFT	309	384232 - 10000964	Landgate	GRV Valuations - Schedule No. G2023/7 Dated 01/04/2023 TO 28/04/2023 & G2023/8 Dated 29/04/2023 TO 12/05/2023	118.25

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.268	02-06-2023	EFT	3087	6937185	Lite n' Easy	Lite N Easy meals - HCP - KR	109.24
CP.268	02-06-2023	EFT	3087	6936524	Lite n' Easy	Lite N Easy meals - HCP - GG	124.82
CP.268	02-06-2023	EFT	3087	6935595	Lite n' Easy	Lite N Easy - HCP - GW	97.52
CP.268	02-06-2023	EFT	3087	6936253	Lite n' Easy	Lite N Easy - HCP - DG	82.12
CP.268	02-06-2023	EFT	3087	6935511	Lite n' Easy	Lite N Easy - HCP - RP	96.08
CP.268	02-06-2023	EFT	3087	6916876	Lite n' Easy	Lite n Easy meals- DWD	124.82
CP.268	02-06-2023	EFT	1064	SINV02474	Malatesta Road Paving & Hot Mix	6100lt catemul	8,052.00
CP.268	02-06-2023	EFT	20	27858	Manjimup Building Supplies	Building materials for the month of April 2023	558.45
CP.268	02-06-2023	EFT	2356	31858 Stmt May 2023	Manjimup Chemmart Pharmacy	Pharmacy items HCP FJ 23/5/2023	41.20
CP.268	02-06-2023	EFT	2356	May Statement - 700638	Manjimup Chemmart Pharmacy	Chemist Items - HCP - CJ - May 2023 - Cust No.32849	153.75
CP.268	02-06-2023	EFT	24	103775	Manjimup Freight Distributors & BMI Logistics	freight ex SOS Office Equipment - 15 May 2023	16.50
CP.268	02-06-2023	EFT	1729	2-1038686	Manjimup Mitre 10 & Retravision	3 Rollers and 3 50mm brushes	54.96
CP.268	02-06-2023	EFT	1729	2-1039205	Manjimup Mitre 10 & Retravision	4lt primer paint, turps, paint brush - Pemberton Sports Club	114.97
CP.268	02-06-2023	EFT	1729	2-1041294	Manjimup Mitre 10 & Retravision	potting mix x 2 bags	17.64
CP.268	02-06-2023	EFT	458	MMBK-14393	Manjimup Monograms	1 x pr Clogger chainsaw trousers	225.00
CP.268	02-06-2023	EFT	458	MMBK-14399	Manjimup Monograms	1 x pr steel capped boots - Mel Blieschke	216.55
CP.268	02-06-2023	EFT	458	MMBK-14392	Manjimup Monograms	Embroidered Uniforms for K McKeon	122.10
CP.268	02-06-2023	EFT	117	11213733	Manjimup Motors Pty Ltd	2 x pk25 1/2x6 unc bolts, 2 x pk25 1/2x7 unc bolts - MW042	14.84
CP.268	02-06-2023	EFT	117	11213832	Manjimup Motors Pty Ltd	8 x ratchet tie down straps - Parks mowers, 2 x pull down straps - mower trailer, 1 x roll snipper cord	303.26
CP.268	02-06-2023	EFT	212	INV-3096	Manjimup Pump & Electrical Shop	Injector quill & Connector - Chlorinator Pump	838.53
CP.268	02-06-2023	EFT	537	T40136	Manjimup Tyre Mart & Auto Electrical Service	Remove, Dispose & Replace Tyre - 1CAS-567	1,359.00

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.268	02-06-2023	EFT	537	T40162	Manjimup Tyre Mart & Auto Electrical Service	4 x 255/70R16 Laufenn X Fit AT tyres, disposal - 1011WA	1,172.00
CP.268	02-06-2023	EFT	537	M16363	Manjimup Tyre Mart & Auto Electrical Service	wheel alignment - 1011WA	100.00
CP.268	02-06-2023	EFT	537	T40173	Manjimup Tyre Mart & Auto Electrical Service	2 x 245/70R16 Laufenn X Fit AT tyres, disposal - 1016WA	526.00
CP.268	02-06-2023	EFT	28	Stmnt 05/23	Manjimup Veterinary Clinic	Euthanasia fees May 2023	292.50
CP.268	02-06-2023	EFT	2523	276987	Metlam Australia Pty Ltd	Signage & Dispensers - Pemberton Sports Club Toilets - For Gary	1,332.47
CP.268	02-06-2023	EFT	2430	136	MPDS Painting Contractor	painting / oiling - play equipment - Heritage Park	9,250.00
CP.268	02-06-2023	EFT	85	13	Mr Alan Smedley	street sweeping Manjimup CBD month of May 2023	489.75
CP.268	02-06-2023	EFT	3572	10	Mr Brian McGregor	street & public bins service - Northcliffe townsite - month of May 2023	2,056.37
CP.268	02-06-2023	EFT	880	Reimburse Jan - June 2023	Mr Gregory Lockwood	Internet Allowance as Per Contract Jan 23 - June 22 2023	500.00
CP.268	02-06-2023	EFT	3263	78	Mr Robert Biggs	Walpole Transfer Station & fish bin servicing - month of May 2023	6,353.42
CP.268	02-06-2023	EFT	3792	290523 Claim	Mr Stefan Dreher	Court attendance travel - S Dreher	232.05
CP.268	02-06-2023	EFT	3783	RefundKeyBond	Mrs Jodi Johnston	Refund Key Bond Collier Street 16/05/23	50.00
CP.268	02-06-2023	EFT	3624	Reimburse Incont	Mrs Margaret Rice	Reimburse Incontinence Aids 25/05/2023	35.40
CP.268	02-06-2023	EFT	1982	INV-1260	Mrs Nicole Campbell	Home Maintenance 15/05/23 - 19/05/23	742.50
CP.268	02-06-2023	EFT	1982	INV-1263	Mrs Nicole Campbell	Home Maintenance 21/05/23 27/05/23	280.50
CP.268	02-06-2023	EFT	3441	Reimbursement 260523	Mrs Peggy Johnstone	Reimbursement Massage & Gardening 26/05/2023	320.00
CP.268	02-06-2023	EFT	3791	Reimbursement NDIS - Marcia Johnson	Ms Marcia Johnson	Reimbursement NDIS Worker Screening Check - Marcia Johnson - 290523	145.00
CP.268	02-06-2023	EFT	1761	559131	Muir's Manjimup	30 000km service - 1011WA	510.94
CP.268	02-06-2023	EFT	80	00082773	Nev's Steel	Ramp Materials - HCP - AM	759.50
CP.268	02-06-2023	EFT	80	00082774	Nev's Steel	Ramp steel - HCP - AM	381.80

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.268	02-06-2023	EFT	1823	INV-5672	Pears Plumbing & Gas	Supply & Install filter and plumbing for client rental of GT-1203 robotic total station - month of May 2023	3,637.00
CP.268	02-06-2023	EFT	546	PSI-025085	Position Partners	Pembry Sports Club Removal of old skylights and replace with new tin and insulation (stadium Roof)	3,036.00
CP.268	02-06-2023	EFT	3442	INV-1109	Pound Construction Pty Ltd	supply & install horizontal corro sheeting infill - stadium foyer gable ends - Pemberton Sports Club	6,850.00
CP.268	02-06-2023	EFT	3442	INV-1110	Pound Construction Pty Ltd	Investigate, supply & install guttering - MJP Library	4,330.00
CP.268	02-06-2023	EFT	3442	INV-1118	Pound Construction Pty Ltd	Assorted library and book repair stationery for SoM libraries	1,330.00
CP.268	02-06-2023	EFT	1006	585430	Raeco	Catering for Noongar Seasons Exhibition Opening Event	243.82
CP.268	02-06-2023	EFT	2038	INV-0261	S&J Ditri Pty Ltd	AquaCentre Cafe Stock - Customer 100369703	495.00
CP.268	02-06-2023	EFT	1350	9012186712	Schweppes Australia Pty Ltd	Personal alarm Rental & Monitoring Mar23 - VK - A/c 5703	518.66
CP.268	02-06-2023	EFT	283	CFI000001570	Silver Chain Nursing Association	monthly IHQ subscription - IHQ scale (data distribution licence), IHQ site licence & M2M data plan 150mb per month - LD04	44.00
CP.268	02-06-2023	EFT	2048	47082	Sitech (WA) Pty Ltd	Photocopier Meter Readings - May 2023	192.50
CP.268	02-06-2023	EFT	924	609957	SOS Office Equipment	replace 8 x fluoro lights - office & printer room - Manjimup Depot	1,790.66
CP.268	02-06-2023	EFT	30	2861	South West Electrics	replace faulty LED batten - Workshop Office, Depot	312.55
CP.268	02-06-2023	EFT	30	3283	South West Electrics	SVG File Creations	260.19
CP.268	02-06-2023	EFT	3725	14/05/2023	South West Print and Design	First Aid Training x 1 staff C Sims 17/05/2023 - Account # SHIRMANJ	825.00
CP.268	02-06-2023	EFT	1532	FAINV01083081	St John Ambulance - Manjimup	First Aid training x 1 staff members - K Mallari 17/05/23 - Account # SHIRMANJ	160.00
CP.268	02-06-2023	EFT	1532	FAINV01083077	St John Ambulance - Manjimup	First Aid training x 1 staff members - S Alexander 17/05/2023 - Account # SHIRMANJ	160.00
CP.268	02-06-2023	EFT	1532	FAINV01083079	St John Ambulance - Manjimup	Toll Freight w/e 29/5/23 - Customer No. 2084261	160.00
CP.268	02-06-2023	EFT	59	0589-S256166	Team Global Express Pty Ltd	Assorted puzzles and boardgames for Manjimup Library 27/04/2023	131.47
CP.268	02-06-2023	EFT	3779	249028	Toyworld Manjimup		281.86

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.268	02-06-2023	EFT	863	WB052023	Walpole Mulching and Mowers	mowing maintenance Walpole month of May 2023	4,563.90
CP.268	02-06-2023	EFT	69	213/214 - 6 June 2023	Western Australian Treasury Corporation	Loan Repayments 213 & 214 - Manjimup Landfill Redevelopment & Depot Expansion	36,847.64
CP.268	02-06-2023	EFT	69	215 -22 June 23	Western Australian Treasury Corporation	Loan Repayment 215 - Manjimup Volunteer & Resource Centre	9,519.76
CP.268	02-06-2023	EFT	1773	PI8317499	WesTrac Pty Ltd	2 x 230-6368 batteries - BH10	611.78
CP.268	02-06-2023	EFT	3794	12808	Wholesale Promotions Warehouse Pty Ltd	Eden Class Promotional Bottle x 50	630.30
CP.268	02-06-2023	EFT	2493	2864	Willo's Gutter Cleaning & Handyman Service	Clean roof, solar panels/gutters- PC	1,100.00
CP.268	02-06-2023	EFT	2493	2876	Willo's Gutter Cleaning & Handyman Service	Gutter clean - HCP - JR	407.00
CP.268	02-06-2023	EFT	2493	2877	Willo's Gutter Cleaning & Handyman Service	Gutter clean - HCP - DF	330.00
CP.268	02-06-2023	EFT	2493	2878	Willo's Gutter Cleaning & Handyman Service	Gutter Clean - HCP - RC	330.00
CP.268	02-06-2023	EFT	3568	INV-0020	Wine Industry Southern Forest Inc	Pinot Picnic 2023 - Media Ambassadors	5,000.00
CP.268	02-06-2023	EFT	91	7195	Wiseman Signs	Supply printed Didactic panels x 13	2,145.00
CP.268	02-06-2023	EFT	3660	52418	Youlie and Son Contracting	wet hire of final trim grader including accommodation & meals - 18-19 May 2023 - Channybearup Road	6,876.65
CP.268	02-06-2023	EFT	3688	INV-20131232	Zeel Designer Kitchens Pty Ltd	Design, construction, delivery and installation of cabinets for Pemberton Library Resource Room - Second and final payment	9,173.01
CP.269	09-06-2023	EFT	2077	2722765	AFGRI Equipment	2 x AUC11996 chute - MW14	367.05
CP.269	09-06-2023	EFT	1861	0302120782	Ampol Australia Petroleum Pty Ltd	Retail Fuel Purchases - May 2023 - Account no 0200606947	3,455.50
CP.269	09-06-2023	EFT	3016	RBLSW4965	Anderson Neurological and Developmental Services	Private Physiotherapy - MBC - 1/6/23 - Client ID RBLSW128	175.00
CP.269	09-06-2023	EFT	3769	INV-0023	Asset Land Management Pty LTD	parkland clear/mulch - Marri Meander trail & Twin Karri Loop trail - Forest Park Reserve	10,098.00
CP.269	09-06-2023	EFT	2916	INV-1749	Auspire Australia Day Council WA	Gold Associate 2023 - 2024	720.00
CP.269	09-06-2023	EFT	11	1012460093	Australia Post	Postage for month of May 2023 - Account No. 620820	1,325.19

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.269	09-06-2023	EFT	2946	INV-2021	Australian Regional Tourism	Tier 3 membership 2023/2024	683.00
CP.269	09-06-2023	EFT	125	INV-10636	B & B Street Sweeping	RFT 01/22 - sweeping of Manjimup CBD, Shire Office carpark, jetting pipes on Karri Street, Walpole - month of May 2023	9,256.50
CP.269	09-06-2023	EFT	3702	RYAMAV/2305	Blackwood Therapy	Occupational therapy - HCP - MRY	750.00
CP.269	09-06-2023	EFT	646	INV-182639-R4Q0X0	Building and Construction Industry Training Fund	BCITF Levy - May 2023	5,289.01
CP.269	09-06-2023	EFT	3071	86017555	Carrier Australia Pty Ltd	AquaCentre 2nd quarterly maintenance service 01/01/2023 - 31/03/2023	2,105.95
CP.269	09-06-2023	EFT	19	00845389	City & Regional Fuels	3200lt diesel Manjimup depot	5,639.36
CP.269	09-06-2023	EFT	19	00844636	City & Regional Fuels	2000lt diesel Northcliffe depot	3,524.49
CP.269	09-06-2023	EFT	19	Retail 05/23 - Customer 744009	City & Regional Fuels	Fuel purchases for May 2023	6,772.17
CP.269	09-06-2023	EFT	19	Retail 04/23 - Customer 744009	City & Regional Fuels	Fuel purchases for April 2023	7,453.31
CP.269	09-06-2023	EFT	19	00846913	City & Regional Fuels	500lt diesel Northcliffe depot	892.12
CP.269	09-06-2023	EFT	19	00848298	City & Regional Fuels	1500lt diesel Pemberton depot	2,676.35
CP.269	09-06-2023	EFT	19	00849288	City & Regional Fuels	2 x 20lt Transmax Offroad 30 oil	249.46
CP.269	09-06-2023	EFT	1400	00004065	Civitest Pty Ltd	2 x gravel basecourse test - PSD, CBR, PI, LL, MC etc - Graphite Road	1,122.00
CP.269	09-06-2023	EFT	1400	00004098	Civitest Pty Ltd	compaction testing - Channybearup Road	1,941.50
CP.269	09-06-2023	EFT	3368	4208	Cloud Collections Pty Ltd	Debt Recovery Services May 2023 - Client ID 215	286.00
CP.269	09-06-2023	EFT	199	95195892	Cockburn Cement Ltd	60 x 20kg bags rapid set, 1 x pallet deposit	522.72
CP.269	09-06-2023	EFT	58	I59268055.BUN	Craven Foods	AquaCentre cafe Stock - Customer No. 358837	828.86
CP.269	09-06-2023	EFT	3749	CW-33620181	CreditorWatch Pty Ltd	Jun 23 Subscription	495.00
CP.269	09-06-2023	EFT	221	INV-31149	Cross Security Services Pty Ltd	Troubleshoot fault in alarm system at Aquacentre 02-06-23	1,460.80
CP.269	09-06-2023	EFT	2468	CISF559608	CTI Freight Management Pty Ltd	CTI Logistics Freight May 2023	922.01

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.269	09-06-2023	EFT	1937	INV1372491	Datacom Solutions (AU) Pty Ltd	Fortnightly Datapay May payroll services - 11/04/23 and 25/04/23 - Customer No C16267	657.36
CP.269	09-06-2023	EFT	569	INV-0898	Dean Mayor Electrics	Pem Sports Club electrical work	497.76
CP.269	09-06-2023	EFT	569	INV-0899	Dean Mayor Electrics	REPAIR PEMBERTON PUBLIC TOILET LIGHTING - 11/3/23	198.00
CP.269	09-06-2023	EFT	569	INV-0904	Dean Mayor Electrics	REPLACE FAULTY SENSOR AT NORTHCLIFFE PUBLIC TOILETS - 21/04/23	286.00
CP.269	09-06-2023	EFT	569	0908	Dean Mayor Electrics	Relocation of Data and Power Outlets 26.05.23	660.00
CP.269	09-06-2023	EFT	485	BSL May 2023	Department of Mines, Industry Regulation & Safety - Building and Energy	Building Services Levy Remittance - May 2023	4,719.37
CP.269	09-06-2023	EFT	2349	80359430	DHL Supply Chain (Australia)	Nutrition drink - BT - Customer No. SHIMAN	57.63
CP.269	09-06-2023	EFT	1177	INV-0247	Dinis Contractors	hire of excavator to drill holes - bollards - Quinninup Dam	264.00
CP.269	09-06-2023	EFT	3727	INV-2886	Dismantle Inc	BikeRescue Youth Holiday Program - final 50%	3,362.75
CP.269	09-06-2023	EFT	644	339	Durbond Pty Ltd	supply 24 tonnes sand - 13 December 2022 - Walpole Urban Road Failures	198.00
CP.269	09-06-2023	EFT	644	340	Durbond Pty Ltd	supply 6 tonnes sand - 31 January 2023 - North Walpole Road	49.50
CP.269	09-06-2023	EFT	644	341	Durbond Pty Ltd	supply 6 tonnes sand - 24 February 2023 - North Walpole Road	49.50
CP.269	09-06-2023	EFT	644	342	Durbond Pty Ltd	supply 12 tonnes sand - 13 April 2023 - Walpole Jetty Carpark	99.00
CP.269	09-06-2023	EFT	644	343	Durbond Pty Ltd	supply & delivery 12 tonnes sand - 19 April 2023 - Walpole Jetty Carpark	176.00
CP.269	09-06-2023	EFT	644	344	Durbond Pty Ltd	supply & delivery 12 tonnes sand - Walpole Recreation Ground	176.00
CP.269	09-06-2023	EFT	644	345	Durbond Pty Ltd	supply & delivery 12 tonnes sand - 31 May 2023 - Walpole Jetty Carpark	99.00
CP.269	09-06-2023	EFT	2952	INV/2023/3199	Fleet Dynamics Pty Ltd	annual subscription - GPS units in light vehicles - May 2023	165.00
CP.269	09-06-2023	EFT	2087	78603	Frontline Fire & Rescue Equipment	Supply Camlock fitting for Springfield BFB (Quote 61474)	595.20

Electronic Funds Transfer Payments							Inclusive Amount
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.269	09-06-2023	EFT	1050	INV-10078	GA Auto Electrics	locate fault & repair - TK021	260.00
CP.269	09-06-2023	EFT	1050	INV-10075	GA Auto Electrics	check fault warnings - TK3	260.00
CP.269	09-06-2023	EFT	1050	INV-10073	GA Auto Electrics	check & repair charging issue - supply & fit new alternator, repair oil catch fitting - BH10	1,102.00
CP.269	09-06-2023	EFT	1050	INV-10074	GA Auto Electrics	check light fault - 10A reset circuit breaker, freight - TK192	168.00
CP.269	09-06-2023	EFT	1050	INV-10061	GA Auto Electrics	travel to Windy Harbour - repair 4 wheel steering - BH011	842.00
CP.269	09-06-2023	EFT	3796	312041744	Housing Industry Association Ltd	NCC Volume 1 & 2 2022 - Account No. 1331800	463.00
CP.269	09-06-2023	EFT	2481	71774589.01	Independence Australia	Contenance aids- MR - Cust No. A531123	412.50
CP.269	09-06-2023	EFT	2481	71777171.01	Independence Australia	Contenance aids - HCP - LR - Cust No. A531123	64.15
CP.269	09-06-2023	EFT	2481	71778550.01	Independence Australia	Contenance aids - HCP - MN - Customer No. A531123	57.55
CP.269	09-06-2023	EFT	2481	71780512.01	Independence Australia	Contenance aids -MR - Cust No: A531123	274.80
CP.269	09-06-2023	EFT	2481	71780875.01	Independence Australia	Contenance aids - HCP - BJ - Cust No: A531123	70.15
CP.269	09-06-2023	EFT	2481	71780512.02	Independence Australia	Contenance aids -MR - Cust No: A531123	137.70
CP.269	09-06-2023	EFT	2481	71781240.01	Independence Australia	Contenance aids - HCP - CJ - Cust No: A531123	178.60
CP.269	09-06-2023	EFT	679	INV-1004	Jetline Kerbing Contractors	path - Main Road, Northcliffe	22,000.00
CP.269	09-06-2023	EFT	3706	INV-2841	Jim's Welding & Fabrication	repairs to street bins - Manjimup	1,169.30
CP.269	09-06-2023	EFT	100	SO33405	Johnson's Food Services	AquaCentre cafe stock - Account # 98	514.02
CP.269	09-06-2023	EFT	877	1288400	Landgate	Online transaction summary - May 2023 - Customer A/c 10000964	65.50
CP.269	09-06-2023	EFT	3087	6948242	Lite n' Easy	Lite N Easy meals - HCP - KR	163.11
CP.269	09-06-2023	EFT	3087	6946671	Lite n' Easy	Lite N Easy - HCP - RP	105.15
CP.269	09-06-2023	EFT	3087	6945987	Lite n' Easy	Lite N Easy - HCP - GW	97.52
CP.269	09-06-2023	EFT	3087	6906446	Lite n' Easy	Lite N Easy - HCP - AJ	231.04
CP.269	09-06-2023	EFT	3087	6896605	Lite n' Easy	Lite N Easy - HCP - MN	207.42

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.269	09-06-2023	EFT	24	104560	Manjimup Freight Distributors & BMI Logistics	freight ex Bunbury Machinery & South West Isuzu - 6 June 2023	33.00
CP.269	09-06-2023	EFT	1729	2-1042322	Manjimup Mitre 10 & Retravisin	Cleaning Supplies Parts	81.99
CP.269	09-06-2023	EFT	1729	2-1042878	Manjimup Mitre 10 & Retravisin	10 x camellia trees - Pemberton Colocation Redevelopment	191.60
CP.269	09-06-2023	EFT	1729	2-1043459	Manjimup Mitre 10 & Retravisin	2 x 3kg bags Mumby garden fertiliser - annual garden beds	31.98
CP.269	09-06-2023	EFT	1729	2-1043594	Manjimup Mitre 10 & Retravisin	6 x assorted azaleas - Heritage Park	111.42
CP.269	09-06-2023	EFT	117	11214041	Manjimup Motors Pty Ltd	Welding consumables - HCP - AM	209.57
CP.269	09-06-2023	EFT	117	11214494	Manjimup Motors Pty Ltd	hose, fitting & hose assembly - RL17	77.32
CP.269	09-06-2023	EFT	25	257308	Manjimup Newsagency	Newspaper and Stationery Supplies for May 2023	333.60
CP.269	09-06-2023	EFT	1842	PI13048580	Manjimup Stihl	replace throttle cable on HS45 (Parks hedger) - ME90	62.99
CP.269	09-06-2023	EFT	1842	PI13048277	Manjimup Stihl	fit new carburetor kit on HS45 hedger (Parks) - ME90	59.35
CP.269	09-06-2023	EFT	1842	PI13047669	Manjimup Stihl	2 x 56057504327 chainsaw file holders, 2 x 36210000084 25" chain - ME99	151.21
CP.269	09-06-2023	EFT	55	I0000014358	Manjimup Stockfeeds	10 x buckets of hort blend/fine mulch - annual garden preparation	650.00
CP.269	09-06-2023	EFT	55	I0000014103	Manjimup Stockfeeds	1 x bucket of hort blend/fine mulch for garden beds	65.00
CP.269	09-06-2023	EFT	201	JC14052954	Manjimup Toyota & Mitsubishi	supply & fit new suspension upgrade to rear of vehicle - 1018WA	1,742.68
CP.269	09-06-2023	EFT	201	JC14053047	Manjimup Toyota & Mitsubishi	170 000km service - 1025WA	338.90
CP.269	09-06-2023	EFT	26	INV-1097	MJP Linen	Dry cleaning tea towels & table cloths - May 2023	86.13
CP.269	09-06-2023	EFT	2430	138	MPDS Painting Contractor	Repaint Vandalized Play Equipment @ Heritage Park	1,200.00
CP.269	09-06-2023	EFT	3734	6	Mr Adam Girouard	Gardening service - 19 & 26 May - LM	296.00
CP.269	09-06-2023	EFT	2885	93143841 / 93164113	Mr Anthony Pillinger	Reimburse Cost of Bolus Enfit Feed W/Cap and MO Balloon Button x 2	897.27
CP.269	09-06-2023	EFT	3799	YSA2022 - Jack Hunter	Mr Jack Hunter	Youth Scholarship Award 2022 - Community Spirit & Leadership Award	200.00
CP.269	09-06-2023	EFT	507	61 May 23	Mr John Manuel	Lock up & open Timber Park & clean toilets in Manjimup CBD - May 2023	3,806.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.269	09-06-2023	EFT	1922	607	Mr Kim Fardella	mechanical assistance - 20 April, 18 & 29 May 2023	1,386.00
CP.269	09-06-2023	EFT	1584	82	Mr Stuart McKinlay	Cleaning of Walpole public toilets & surrounds - May 2023	1,930.00
CP.269	09-06-2023	EFT	3141	030	Mrs Mary Williams	Cleaning of the Quinminup Public Toilets May 2023	315.00
CP.269	09-06-2023	EFT	1761	559476	Muir Manjimup	30 000km service - 1010WA	429.67
CP.269	09-06-2023	EFT	451	INV-1053	Northcliffe Community Development Inc	Karri Pigeon Advertising	200.00
CP.269	09-06-2023	EFT	265	908841478	Nutrien Ag Solutions	3 x 15 mm valves and 3 x 20 mm valves - A/C No. 70103617	219.18
CP.269	09-06-2023	EFT	265	908968097	Nutrien Ag Solutions	10 x wool bale bags	155.43
CP.269	09-06-2023	EFT	265	908835969	Nutrien Ag Solutions	1 x 1lt plastic bottle	7.62
CP.269	09-06-2023	EFT	265	908860172	Nutrien Ag Solutions	1 x 10kg bag Agno Metarex (snail pellets)	181.50
CP.269	09-06-2023	EFT	1131	607128740	Officeworks	Toner, labels, Markers & notebook.- Partner No. 12991587	226.73
CP.269	09-06-2023	EFT	3230	INV-JA5370	Pemberley of Pemberton	Drinks for Noongar Seasons opening event	157.50
CP.269	09-06-2023	EFT	3395	INV-7814	Perfect Gym Solutions Pty Ltd	PerfectGym Subscription, Member Portal, and Course Module - June 2023	660.00
CP.269	09-06-2023	EFT	345	9256	Pinelli Plumbing & Gas	Shower Plumbing - HCP Client - BW	165.00
CP.269	09-06-2023	EFT	3565	176	Simpson Industries Pty Ltd	Fix fault to entry gate - main office	165.00
CP.269	09-06-2023	EFT	444	I0023975	South Regional TAFE	1 x AusChem manual - reaccreditation 30 May 2023 - John Harfouche	75.00
CP.269	09-06-2023	EFT	30	2809	South West Electrics	Inspect/correct lighting in and around Coronation War Memorial	619.30
CP.269	09-06-2023	EFT	2111	724	Southern Forest Machinery	Ride-on service and starter motor	819.35
CP.269	09-06-2023	EFT	1774	127295	Southern Forests Medical Centre	Pre-employment medical - G Schipp	165.00
CP.269	09-06-2023	EFT	1774	127794	Southern Forests Medical Centre	Pre-employment medical - L Dunnet	165.00
CP.269	09-06-2023	EFT	447	27475	STANS Manjimup Farm Machinery	5 x K5935-34360 54" blades - MW08, 3 x K5698-34340 blades - MW15, 1 x HH1J0-32430 oil filter - ATV1	452.75
CP.269	09-06-2023	EFT	160	K 040 487 611-8	Telstra Corporation Limited	Usage Charges to 16 May 2023	8,391.78

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.269	09-06-2023	EFT	121	176466	Tyrepower Manjimup	2 x Century N100 MF heavy duty batteries - generator - Administration Building	568.00
CP.269	09-06-2023	EFT	121	176550	Tyrepower Manjimup	repair LH front tyre - GR6	286.00
CP.269	09-06-2023	EFT	121	176557	Tyrepower Manjimup	puncture repair - 1019WA	44.00
CP.269	09-06-2023	EFT	2648	407929	Unicare Health	Wheelchair hire - May23 - MBC - A/c No. 78433	403.00
CP.269	09-06-2023	EFT	233	00033692	Walpole Community Resource Centre Inc	Advertising May - WCRC	340.00
CP.269	09-06-2023	EFT	863	WB042023	Walpole Mulching and Mowers	mowing maintenance Walpole month of April 2023	1,625.00
CP.269	09-06-2023	EFT	526	INV-0376	Warren Fencing Contractors	Supply/Construct Colourbond fence - Pemberton Community Hub	6,105.00
CP.269	09-06-2023	EFT	1053	1002334320230531	West Australian Newspapers Limited	Newspaper Advertising MBT May 2023	5,215.39
CP.269	09-06-2023	EFT	842	CORPB0663078	Western Power	default tree cut (40 day notice by Western Power) - 4 May 2023, PID815532 - 32 Hospital Avenue, Manjimup	419.27
CP.269	09-06-2023	EFT	842	CORPB0664874	Western Power	Design Fee for power connection - Lot 838 Arnott Street (MJP Tennis) Reference CORPB0664874 Inv : 07662038	3,300.00
CP.270	16-06-2023	EFT	258	29940	ABC Filter Exchange	AquaCentre Cafe Deep Fryer Clean 7/6/23	55.00
CP.270	16-06-2023	EFT	2669	3611-4/11	Accredit Building Surveying & Construction Services Pty Ltd	Pemberton Community Precinct -Onsite inspection 20 March 2023	4,400.00
CP.270	16-06-2023	EFT	142	23-00010063	Alexander's Outdoor & Leisure	Walker repairs - VK	33.50
CP.270	16-06-2023	EFT	142	23-00010086	Alexander's Outdoor & Leisure	AquaCentre wheelchair repair	43.45
CP.270	16-06-2023	EFT	3016	RBLSW4844	Anderson Neurological and Developmental Services	Client ID RBLSW195 - Occupational Therapy - HCP - KR	228.00
CP.270	16-06-2023	EFT	522	001940	Argos Fire Safety Pty Ltd	Fire alarm panel May 2023	268.13
CP.270	16-06-2023	EFT	3571	INV-CE019	ASK Waste Management Pty Ltd	Cooeee basic waste data app - access, training & support - 8 month trial at MRRC	616.00
CP.270	16-06-2023	EFT	3769	INV-0022	Asset Land Management Pty Ltd	clearing of vegetation along Main Road, Northcliffe	2,524.50
CP.270	16-06-2023	EFT	1980	41788	Ausroad Systems Pty Ltd	1ea x 290-30331 nipple, 600-20690 90 deg elbow, 660-20769 valve (t-handle ball) - APT2	108.15
CP.270	16-06-2023	EFT	3333	INV-12549	Axion SD Pty Ltd	Monthly subscription 10/06/2023 - 10/07/2023	723.80

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	EFT	3793	185558	Bolinda Digital Pty Ltd	Purchase of local stock eAudiobooks on BorrowBox platform	311.26
CP.270	16-06-2023	EFT	3199	19644439-P	Booktopia Pty Ltd	Replacement items for Walpole Library - O/N 19644439	107.40
CP.270	16-06-2023	EFT	1658	SIB39915	Bunbury Machinery	service kit - BH12	784.53
CP.270	16-06-2023	EFT	3753	1452854	Capital Cranes & Hoists (AUST) Pty Ltd	inspection & maintenance program - perform 3 monthly routine inspections as required by AS1418 & AS2550	2,282.35
CP.270	16-06-2023	EFT	225	00062886	Chefmaster Australia	4 x (200/ctn) 240lt white/purple bin liners, 4 x (250/ctn) 54lt roadside litter bags	1,085.24
CP.270	16-06-2023	EFT	19	00851775	City & Regional Fuels	4350lt diesel Manjimup depot	7,655.04
CP.270	16-06-2023	EFT	19	00852118	City & Regional Fuels	2 x 20lt Agri Trans Plus 20W-30	262.24
CP.270	16-06-2023	EFT	2069	21738704	Cleanaway Pty Ltd	Depot bins (waste & cardboard) month of May 2023	203.70
CP.270	16-06-2023	EFT	2069	21734058	Cleanaway Pty Ltd	waste facility bulk bins collection month of May 2023	7,275.19
CP.270	16-06-2023	EFT	2069	21737972	Cleanaway Pty Ltd	annual vergeside hard waste collection	60,500.00
CP.270	16-06-2023	EFT	2069	21738613	Cleanaway Pty Ltd	MRF monthly recycling gate fee month of May 2023	6,048.91
CP.270	16-06-2023	EFT	2069	21737971	Cleanaway Pty Ltd	kerbside waste collection & customer bin services month of May 2023	22,172.90
CP.270	16-06-2023	EFT	2069	21738612	Cleanaway Pty Ltd	kerbside recycling collection & customer bins month of May 2023	22,009.61
CP.270	16-06-2023	EFT	2069	21738621	Cleanaway Pty Ltd	Manjimup street & park bins collection month of May 2023	4,055.48
CP.270	16-06-2023	EFT	2385	19658676 SO	Clifford Hallam Healthcare Pty Ltd	Fortijuce Forest Fruits 200ml x 2 Ctns - CJ	76.80
CP.270	16-06-2023	EFT	2836	00076204	Corsign WA Pty Ltd	4 x IIPS Govt Funded Signage - Aust Govt Logo Only	374.00
CP.270	16-06-2023	EFT	2836	00076415	Corsign WA Pty Ltd	20 x 1650mm rubber wheel stops, 60 x 300x12mm gravel spikes - Main Road	1,309.00
CP.270	16-06-2023	EFT	822	SIN000123176	Data #3 Limited	Microsoft 365 licensing - S000087006	20,194.64
CP.270	16-06-2023	EFT	1177	INV-0251	Dinis Contractors	mowing & maintenance of Manjimup ovals - May 2023	4,290.00
CP.270	16-06-2023	EFT	305	INV-4825	Dronow Contracting (2005) Pty Ltd	wet hire of grader & free roller - maintenance grading 9-12 May 2023 - Manjimup area	4,731.10
CP.270	16-06-2023	EFT	2151	00894736	Dun Direct Pty Ltd	2 x 8.5kg kwik gas	71.90

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	EFT	2176	311641	Environex International Pty Ltd	32 x20 L of chlorine	1,092.96
CP.270	16-06-2023	EFT	1846	778112	Eurofins ARL Pty Ltd	test for asbestos absence/presence - two separate samples received at MRRC in two separate loads (Fonty's Hire & Ascot Group) - May 2023	154.00
CP.270	16-06-2023	EFT	511	19,137	Express Print	Agenda Books 25 May 2023	750.95
CP.270	16-06-2023	EFT	2999	INV-4003	Frontline Technology Services Pty Ltd	Sophos central renewal - May 2023	1,031.15
CP.270	16-06-2023	EFT	3705	INV-48535	Guardian Safetyendants Pty Ltd	Annual subscription - HCP - LP	75.00
CP.270	16-06-2023	EFT	132	74655322	Hanson Construction Materials Pty Ltd	supply 48.45 tonnes 5mm single size basalt & freight	3,229.61
CP.270	16-06-2023	EFT	2481	71781459.01	Independence Australia	Contenance aids - HCP - RG	95.95
CP.270	16-06-2023	EFT	2481	71782310.01	Independence Australia	Contenance aids - HCP - WS	544.00
CP.270	16-06-2023	EFT	2736	13680	Independent Windscreens	supply & fit new genuine passenger front door glass, including freight - TK23	1,330.00
CP.270	16-06-2023	EFT	2736	13676	Independent Windscreens	supply & fit new heated rear window, moulding & tinting - Claim # MO0064312 - 1022WA	825.00
CP.270	16-06-2023	EFT	1010	1226	JBL Earthmoving	MAF Mitigation 14845, Pemberton Waste Transfer Station	5,447.00
CP.270	16-06-2023	EFT	1010	1227	JBL Earthmoving	MAF 14846 Pemberton Waste Station Clearing	11,995.00
CP.270	16-06-2023	EFT	3588	1-11514	JDSi Consulting Engineers	detailed design - 30% complete - Wheatley Coast Road 23/24	6,105.00
CP.270	16-06-2023	EFT	679	INV-1007	Jetline Kerbing Contractors	lay 138m mountable kerb, mob/demobilisation - Channybearup Road	7,088.40
CP.270	16-06-2023	EFT	100	SP15410	Johnson's Food Services	1 x box disposable coffee cups - Account #66	107.80
CP.270	16-06-2023	EFT	100	SP15403	Johnson's Food Services	AquaCentre Cafe Stock - Account #98	233.49
CP.270	16-06-2023	EFT	100	SP14616	Johnson's Food Services	2 / bags of hand towels - Account #66	162.01
CP.270	16-06-2023	EFT	1442	100-153587	LGISWA	Workers Comp - Performance Based Adjustment - 30/06/18 to 30/06/19	2,058.10
CP.270	16-06-2023	EFT	3087	6927453	Lite n' Easy	Lite n easy meals- DWD	124.82
CP.270	16-06-2023	EFT	3087	6957657	Lite n' Easy	Lite N Easy meals - HCP - KR	136.58

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	EFT	3087	6957375	Lite n' Easy	Lite N Easy - HCP - AC	101.02
CP.270	16-06-2023	EFT	3087	6955969	Lite n' Easy	Lite N Easy - HCP - RP	82.75
CP.270	16-06-2023	EFT	3087	6956057	Lite n' Easy	Lite N Easy - HCP - GW	97.52
CP.270	16-06-2023	EFT	3087	6949697	Lite n' Easy	Lite N Easy meals - HCP - WB	111.45
CP.270	16-06-2023	EFT	3087	6938245	Lite n' Easy	Lite n easy meals- DWD	124.82
CP.270	16-06-2023	EFT	2652	165716-23009	M2M One	Internet Connections for NCF Library and MISP Security - June 2023	77.00
CP.270	16-06-2023	EFT	20	28263	Manjimup Building Supplies	1 x 100m measuring tape	69.95
CP.270	16-06-2023	EFT	20	28143	Manjimup Building Supplies	60 x 20kg general purpose concrete	580.00
CP.270	16-06-2023	EFT	20	28174	Manjimup Building Supplies	1 x 1m Easy Drain channel & metal grate	48.75
CP.270	16-06-2023	EFT	20	28272	Manjimup Building Supplies	1 x 4lt Vivid white paint, 1 x 4lt Boyzone blue paint - guide posts	197.00
CP.270	16-06-2023	EFT	20	28217	Manjimup Building Supplies	5 x stitching screws	84.50
CP.270	16-06-2023	EFT	20	28061	Manjimup Building Supplies	1 x 190x35 treated pine board, 1 x 120x35 treated pine board, 1 x T30 torx bit, 1 x 50m roll black plastic	270.75
CP.270	16-06-2023	EFT	20	28225	Manjimup Building Supplies	4 x dyna bolts - seal installation - Pemberton Colocation Building	13.20
CP.270	16-06-2023	EFT	20	28198	Manjimup Building Supplies	2 x 10 litres organ oil	440.00
CP.270	16-06-2023	EFT	20	28226	Manjimup Building Supplies	Maintenance Items - Pemberton Sports Complex 18/05/23	107.42
CP.270	16-06-2023	EFT	20	28226 /2	Manjimup Building Supplies	Maintenance Items for Generator Shed Office & Officer Draws 24/5/23	48.40
CP.270	16-06-2023	EFT	114	00056038	Manjimup Cabinets & Glass Service	1600mm Shower Screen track	40.00
CP.270	16-06-2023	EFT	2356	31858 Stmt 31May 2023	Manjimup Chemmart Pharmacy	Pharmacy items HCP FJ 29/5/2023	10.00
CP.270	16-06-2023	EFT	24	103861	Manjimup Freight Distributors & BMI Logistics	freight ex J&K Hopkins Office Furniture - 9 May 2023	68.00
CP.270	16-06-2023	EFT	2482	2087	Manjimup Liquid Waste	AquaCentre grease trap service 30.05.23	350.00
CP.270	16-06-2023	EFT	2482	1991	Manjimup Liquid Waste	Pump out Northcliffe Zamia Street toilets 3/4/2023	780.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	EFT	1729	2-1043958	Manjimup Mitre 10 & Retravision	4 x plants, 12 x 36lt bags Mumballup Premium potting mix, 1 x 150mm Cyclone hand trowel	274.67
CP.270	16-06-2023	EFT	1729	2-1044266	Manjimup Mitre 10 & Retravision	Maintenance supplies - AquaCentre door stop	25.47
CP.270	16-06-2023	EFT	458	MMBK-14443	Manjimup Monograms	5 x long sleeve work uniforms with logo - C Mills, N Chapman, M Sewell, S Tysoe & G Ladhams	214.50
CP.270	16-06-2023	EFT	117	11214084	Manjimup Motors Pty Ltd	Gloves ,mower bolts ,turps and brush.	218.48
CP.270	16-06-2023	EFT	117	11213898	Manjimup Motors Pty Ltd	Honda Fire Pump - Account 001993	899.00
CP.270	16-06-2023	EFT	117	11214991	Manjimup Motors Pty Ltd	Master Lock Combination Padlockb	22.49
CP.270	16-06-2023	EFT	117	11214978	Manjimup Motors Pty Ltd	4 x 10mm bolts, 8 x washers, 4 x nuts - MW12	8.56
CP.270	16-06-2023	EFT	117	11215342	Manjimup Motors Pty Ltd	1 x snipper cord - Parks	79.69
CP.270	16-06-2023	EFT	117	11215464	Manjimup Motors Pty Ltd	1 x 15kg bag of rags - ME95	39.99
CP.270	16-06-2023	EFT	2964	25879	Manjimup Physiotherapy	PHYSIOTHERAPIST - HCP - KR - 26/05/2023	75.00
CP.270	16-06-2023	EFT	1842	PI13047842	Manjimup Stihl	14 x 41801410300 air filters, 4 x 41491201800 filter - Parks & PCT - ME90	303.95
CP.270	16-06-2023	EFT	1842	PI13048771	Manjimup Stihl	3 x 41197136500 screw plug - for snipper heads - ME90	16.07
CP.270	16-06-2023	EFT	55	I0000014617	Manjimup Stockfeeds	2 Bags of Kitty Litter - Cust Account #438	60.00
CP.270	16-06-2023	EFT	450	INV-0173	Manjimup Visitor Centre	PowerUp Management backpayment	1,541.10
CP.270	16-06-2023	EFT	450	INV-0174	Manjimup Visitor Centre	General Management Contract for Manjimup Heritage Park	4,095.17
CP.270	16-06-2023	EFT	450	INV-0177	Manjimup Visitor Centre	General Management Contract for Manjimup Heritage Park	4,927.00
CP.270	16-06-2023	EFT	1779	INV-6636	McGinty Electrics	Repair switches in Power Up Museum	220.00
CP.270	16-06-2023	EFT	1779	INV-6657	McGinty Electrics	repairs to pump - Rea Park	1,917.30
CP.270	16-06-2023	EFT	1779	INV-6658	McGinty Electrics	repair to solar lights & travel - Walpole entrance	978.00
CP.270	16-06-2023	EFT	348	130041	McLeods Barristers & Solicitors	Potter, D - Shire of Manjimup Cat Local Laws 2021 - # 50477	6,645.10
CP.270	16-06-2023	EFT	85	17 - 090623	Mr Alan Smedley	pressure clean - northern side - Brockman Street, Manjimup	950.00

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	EFT	2484	InternetReimb 22/23	Mr Brian Robinson	Home internet reimbursement as per contract 01/07/2022 - 30/06/2023	500.00
CP.270	16-06-2023	EFT	3444	ADG1286186	Mr David Nixon, Mrs Helen Nixon	Northcliffe WTS attendant month of May 2023	1,603.92
CP.270	16-06-2023	EFT	3804	Refund Uniforms 2023 DB	Mr Douglas Benson	Reimburse Doug Benson CHSP Uniforms Purchased 04/04/2023	48.50
CP.270	16-06-2023	EFT	442	23-724	Mr Noel Makin	supply 750.31 tonnes gravel - Old Vasse Road	12,380.11
CP.270	16-06-2023	EFT	1928	I93	Mr Perry Fardella	mechanical workshop - 29 & 31 May 2023	1,683.00
CP.270	16-06-2023	EFT	782	Honorarium Payment 22-23	Mr Remo Pessotto	Honorarium Payment for CBFCO as per Council Policy 5.3.2 - R Pessotto 2022/23	2,500.00
CP.270	16-06-2023	EFT	1081	May23	Mr Robert Hammer	Pemberton WTS attendant, street & public bins month of May 2023	3,642.72
CP.270	16-06-2023	EFT	1584	81	Mr Stuart McKinlay	Service Walpole street & public bins month of May 2023	1,735.18
CP.270	16-06-2023	EFT	3802	Reimbursement NDIS - Thomas Hammond	Mr Thomas Hammond	Reimbursement NDIS Worker Screening Check - Thomas Hammond 13/6/2023	145.00
CP.270	16-06-2023	EFT	1982	1273	Mrs Nicole Campbell	Home Maintenance 29/05/23 - 02/06/2023	1,023.00
CP.270	16-06-2023	EFT	3552	0096	Ms Cheryl Elphick	Reimburse for Gardening for HCP Consumers 07/06/2023	141.00
CP.270	16-06-2023	EFT	3800	100623 MJP	Ms Katelyn Whitehurst	Training Workshop - Curating Indigenous Art	720.20
CP.270	16-06-2023	EFT	2365	733	OP Properties Pty Ltd	Project Management Support Services - Pemberton Hub Precinct May 2023	528.00
CP.270	16-06-2023	EFT	496	INV-2610	Pemberton Community Resource Centre Inc	PCN June 2023	154.00
CP.270	16-06-2023	EFT	2584	006	Pemberton Heritage and History Group Inc	Community Grants 2022/23 - 100 Years Group Settlement Celebration grant	1,500.00
CP.270	16-06-2023	EFT	2584	007	Pemberton Heritage and History Group Inc	Community Grants 2022/23 - Financial Assistance grant	1,500.00
CP.270	16-06-2023	EFT	3214	Donation FISM 22-23	Quinninup Town Bush Fire Brigade	Donation for Fire Index Sign Management as per FOG 1.1.2 2022-2023	1,500.00
CP.270	16-06-2023	EFT	2641	11009686	ROLLER Digital	Transaction fees - Lite Tier 1 May 2023	15.28
CP.270	16-06-2023	EFT	1069	SR-INV-106400	Saferoads Pty Ltd	Zone Care Package, Zone Care Package Additional Board, Telstra Mobile Connection & Sim (Annual)	1,188.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	EFT	2165	INV-17606	Scavenger Supplies	Twin Head Hydrant Riser	907.50
CP.270	16-06-2023	EFT	3479	613893	Scope Business Imaging	Printer charges 31/03/23 Manjimup SES	14.59
CP.270	16-06-2023	EFT	841	1245	Sea View Orthotics Pty Ltd	3 x LP2150 Streetmaster Pro littergrabbers - Parks, 3 x LP2137 Streetmaster Pro littergrabbers - Waste	449.70
CP.270	16-06-2023	EFT	444	I0023906	South Regional TAFE	Auschem reaccreditation - 30 May 2023 - John Harfouche	20.00
CP.270	16-06-2023	EFT	3803	Refund Facility Bonds 300523	South West Catchments Council	Refund of Facility Bonds - Room at Manjimup Wellness Ctr 30/05/2023	250.00
CP.270	16-06-2023	EFT	30	3208	South West Electrics	Supply and Install Fan for Cool Room Wellness Ctr 30/5/23	694.10
CP.270	16-06-2023	EFT	30	3310	South West Electrics	Supply and Install Hot Water system for the Respite Wing - Wellness Ctr	2,299.00
CP.270	16-06-2023	EFT	30	3288	South West Electrics	Disconnect - Reconnect Power PAG Store. Heritage Park Surge Arrestor Main Board & Check Fault	373.57
CP.270	16-06-2023	EFT	30	2592	South West Electrics	Disconnect - Reconnect Power PAG Store. Heritage Park Surge Arrestor Main Board & Check Fault	1,491.60
CP.270	16-06-2023	EFT	1684	1374007	South West Isuzu	1 x 1884915 bumper cover, 1 x 2203032 guide - TK192	769.01
CP.270	16-06-2023	EFT	230	5924	Southern Forest Arts Inc	Annual Shire of Manjimup Annual Performance - Abra Da Cameran - Pemberton Mill Hall 27/5/23	1,668.70
CP.270	16-06-2023	EFT	872	Inv # 60	Southern Forest Brick Pavements	refurbish 3 x CBD bins	1,485.00
CP.270	16-06-2023	EFT	872	Inv # 61	Southern Forest Brick Pavements	install 3 x table and chair settings - Allambie Park	1,650.00
CP.270	16-06-2023	EFT	447	27570	STANS Manjimup Farm Machinery service kit - MW13		206.60
CP.270	16-06-2023	EFT	59	0590-S256166	Team Global Express Pty Ltd	Toll Freight w/e 04/06/23 - Customer No. 2084261	89.42
CP.270	16-06-2023	EFT	2037	RSL-19846	thinkproject Australia Pty Ltd	RAMM Transport Asset Annual Support and Maintenance Fee	10,716.63
CP.270	16-06-2023	EFT	2037	RSL-19814	thinkproject Australia Pty Ltd	Rental of Pocket RAMM	1,845.72
CP.270	16-06-2023	EFT	1930	INV-0712	Thomo's Kanga Contracting	hire of kanga loader with trencher - drainage 12 & 13 June 2023 - Channybearup Road	891.00
CP.270	16-06-2023	EFT	750	120013#3	T-Quip	quantity of filters - MW042	101.55
CP.270	16-06-2023	EFT	3522	INV0995813	Tunstall Australasia Pty Ltd	Monitoring alarm - HCP - SE 1/6/23	49.95

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.270	16-06-2023	EFT	3754	INV-0333	Verge Enviro Pty Ltd	10 cubic metres soil for gardens	715.00
CP.270	16-06-2023	EFT	3754	INV-0332	Verge Enviro Pty Ltd	process 75 x mattresses for steel removal & remainder to landfill	2,062.50
CP.270	16-06-2023	EFT	264	INV-5688	W & A Hetherington	remove damaged attachment point & repair - RL12	770.00
CP.270	16-06-2023	EFT	264	INV-5740	W & A Hetherington	cut out round disc & drill hole to suit skid plate on float - TK13	126.50
CP.270	16-06-2023	EFT	264	INV-5699	W & A Hetherington	repairs to broom mount - APT2	1,936.00
CP.270	16-06-2023	EFT	193	00133785	WA Library Supplies	Mobile Bus Library Browser Box - Account SOMPE021	615.00
CP.270	16-06-2023	EFT	516	I1594	Walpole Hardware & Rural Supplies	1 x 75mm x 100m barrier caution tape	11.25
CP.270	16-06-2023	EFT	448	120341	Walpole Hotel Motel	accommodation & meals - 25 May 2023 - T Clifford & B De Campo - Rural Unsealed Roads Grading, accommodation & meals - 25 May 2023 - J Bennett, A Fuge, J Schuitema - North Walpole Road	1,000.00
CP.270	16-06-2023	EFT	31	49538	Warren Electrical Service	Various Nozzels, Hoses and Pipes for Vacuum	560.00
CP.270	16-06-2023	EFT	31	49677	Warren Electrical Service	1 x SF2101362 3/8 drive 17mm socket	12.50
CP.270	16-06-2023	EFT	31	48184	Warren Electrical Service	2 x SP15-026AZ set of 4 foot kit, freight - ME99	114.00
CP.270	16-06-2023	EFT	939	5820	Woodlands Distributors Pty Ltd	3 x ctn (10 rolls/ctn) OXO300 degradable dog waste bags with handles	491.70
CP.273	23-06-2023	EFT	3786	5218	Albany Motel & Apartments	Reference No: 21393 - Shire of Manjimup accommodation 14/15 June 2023	647.00
CP.273	23-06-2023	EFT	3016	RBLSW5008	Anderson Neurological and Developmental Services	Private OT 6/6/23 - HCP - KR - Client ID RBLSW195	190.00
CP.273	23-06-2023	EFT	3016	RBLSW5147	Anderson Neurological and Developmental Services	Private Physiotherapy - MBC - 15/6/23 - Client ID RBLSW128	175.00
CP.273	23-06-2023	EFT	522	00001949	Argos Fire Safety Pty Ltd	electrical testing & tagging - Outer Depots	313.50
CP.273	23-06-2023	EFT	257	44219	Australian Institute of Building Surveyors	Accreditation Application Assessment Fee - MGR Building	300.00
CP.273	23-06-2023	EFT	639	303971	Better Life Centre Pty Ltd	Purchase of Wheelchair for Loan at Manjimup Heritage Park (no delivery required)	971.50
CP.273	23-06-2023	EFT	639	10759	Better Life Centre Pty Ltd	Guardian Mediwatch - - HCP - SL	530.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.273	23-06-2023	EFT	394	SI04970761	Blackwoods Atkins	1 x 04112239 12.2m x 12.2m tarpaulin	499.83
CP.273	23-06-2023	EFT	223	5006087527	BOC Limited	HCP HL- 3 x Oxygen medical C size, Oxygen Reg/ Flow Portable, 2 x Cylinder trolley, Oxygen Concentrator, Oxygen Reg Flow Portable - A/C 100305799	400.87
CP.273	23-06-2023	EFT	2984	S30046	Cape Abilities	Delivery & 8 weeks hire of Q6 wheelchair	1,819.00
CP.273	23-06-2023	EFT	2447	CLAIM 03 202305	Carbone Bros Pty Ltd	Tender 03-22 - Graphite Road Construction Upgrade - Claim 03	381,852.56
CP.273	23-06-2023	EFT	190	8938	Cellarbrations	Alcohol Supply	603.98
CP.273	23-06-2023	EFT	19	00852139	City & Regional Fuels	Diesel for Windy Harbour - Customer # 744009	3,112.09
CP.273	23-06-2023	EFT	19	00853874	City & Regional Fuels	5580lt diesel Manjimup depot	9,747.27
CP.273	23-06-2023	EFT	19	00853875	City & Regional Fuels	1 x 205lt Tractran TF10 oil	1,189.89
CP.273	23-06-2023	EFT	2385	19770569 SO	Clifford Hallam Healthcare Pty Ltd	Fortisip drinks - HCP - GL - Customer A/C 6391138	233.28
CP.273	23-06-2023	EFT	3375	INV-1238	Coldpower Refrigeration & Electrical	degas 75 x fridges, freezers or airconditioners - MRRC	2,062.50
CP.273	23-06-2023	EFT	215	00114518	Connect Call Centre Services	Call Centre services - May 2023 - Customer #: 1316	204.38
CP.273	23-06-2023	EFT	1273	8044554	Department of Transport	Disclosure of Information Fees - Customer NO. 43269	8.20
CP.273	23-06-2023	EFT	2349	80362639	DHL Supply Chain (Australia)	8 x Jevity -HCP- JR - Customer No. SHIMAN	49.60
CP.273	23-06-2023	EFT	2349	80362644	DHL Supply Chain (Australia)	8 x Jevity -HCP- JR - Customer No. SHIMAN	49.60
CP.273	23-06-2023	EFT	3755	INV-0165	Dingup House Bed and Breakfast	Accommodation for Cr Willcox for Council Meeting - 4 May 2023	215.00
CP.273	23-06-2023	EFT	3755	INV-0179	Dingup House Bed and Breakfast	Accommodation for Cr Willcox for Council Meeting - 15 June 2023	215.00
CP.273	23-06-2023	EFT	3743	012	Diversity Events	Cleaning service-LH	57.00
CP.273	23-06-2023	EFT	1443	1646284956	Elgas Limited	1 x 15.0kg LPG cylinder - FL1	89.65
CP.273	23-06-2023	EFT	511	19,254	Express Print	Business Cards x 900	330.00
CP.273	23-06-2023	EFT	1050	INV-10099	GA Auto Electrics	1.5 hrs Fit up harness to Springfield Fire Landcruiser	195.00
CP.273	23-06-2023	EFT	1050	INV-10100	GA Auto Electrics	4 hrs + travel to fit supplied override harness to light tanker landcruiser	760.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	EFT	1050	INV-10096	GA Auto Electrics	make up bracket & fit jump start posts - BH12	669.60
CP.273	23-06-2023	EFT	1050	INV-10102	GA Auto Electrics	clean & tighten indicator operation and supply, fit up & wire reverse alarm - TK192	569.00
CP.273	23-06-2023	EFT	1050	INV-10103	GA Auto Electrics	check & repair UHF, remount - GR6	325.00
CP.273	23-06-2023	EFT	1050	INV-10111	GA Auto Electrics	check & repair reverse alarm - supply & fit - GR03	250.00
CP.273	23-06-2023	EFT	1050	INV-10113	GA Auto Electrics	check with scan tool for fault codes, check battery, repair fault with trailer plug - TK24	260.00
CP.273	23-06-2023	EFT	1050	INV-10110	GA Auto Electrics	check with scan tool for fault codes, repair reverse camera & alarm, remove & repair plug wiring, refit - TK6	585.00
CP.273	23-06-2023	EFT	1050	INV-10115	GA Auto Electrics	repair bracket & replace front worklights - LD04	689.00
CP.273	23-06-2023	EFT	3663	CD202322620	Geofabrics Australasia	1 x MF 170mm end outlet fitting - Channybearup Road	16.92
CP.273	23-06-2023	EFT	3098	230615-19	Geoff Dickson Podiatry	Podiatry- VK - 15/6/23	70.00
CP.273	23-06-2023	EFT	3577	00008008	H + H Architects	RFQ F210299 - Concept Design Collier Street Pavilion and Storage Units	1,760.00
CP.273	23-06-2023	EFT	222	37289	Harley Dykstra	preparation of deposited plan - amalgamation - Collier Street & Rea Park	2,310.00
CP.273	23-06-2023	EFT	86	H0133	Hart Mensland	To supply work pants and safety boots - Ethan Stokes and Peter Krispyn	758.80
CP.273	23-06-2023	EFT	86	H0146	Hart Mensland	Jacket for G Hindmarsh & Logo	120.00
CP.273	23-06-2023	EFT	86	H0162	Hart Mensland	Safety Work Boots for MHCC HM worker - Tom Hammond	170.00
CP.273	23-06-2023	EFT	86	H0163	Hart Mensland	Work uniform for HM Worker Michael Hayes	486.85
CP.273	23-06-2023	EFT	3785	10182946	Hart Sport	AquaCentre Fitness Equipment Mats and Medicine ball	419.00
CP.273	23-06-2023	EFT	3492	INV02214	Hill and Canning Consulting Engineers Pty Ltd	MRCR Playing Fields : Stage 3 - Design Development & Stage 4 - Concept Planning for New Field	9,188.30
CP.273	23-06-2023	EFT	2481	71785473.01	Independence Australia	Continence aids - HCP - JF - Cust No: A531123	324.40
CP.273	23-06-2023	EFT	2481	71785552.01	Independence Australia	Continence aids - HCP - LR - Cust No: A531123	64.15
CP.273	23-06-2023	EFT	2481	71785538.01	Independence Australia	Continence aids - HCP - DG - Cust No: A406930	146.20
CP.273	23-06-2023	EFT	2481	71786912.01	Independence Australia	Continence aids- GG	80.75

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	EFT	2481	71790858.01	Independence Australia	Continence aids - HCP - TE - Customer No. A531123	98.95
CP.273	23-06-2023	EFT	1892	SINV-15212	Industrial Automation Group Pty Ltd	upgrade to standpipe - Manjimup Depot - part invoice	4,541.47
CP.273	23-06-2023	EFT	1892	SINV-15215	Industrial Automation Group Pty Ltd	remote access operational fees - 1 July 2022 to 30 June 2023 - Manjimup Depot Standpipe	1,068.10
CP.273	23-06-2023	EFT	1010	1229	JBL Earthmoving	Mitigation works /Slashing/Rake - Johnson St Pemberton	1,971.00
CP.273	23-06-2023	EFT	1010	1230	JBL Earthmoving	MAF15408 - HOPGARDEN RD Mitigation works /Slashing/Rake	5,169.00
CP.273	23-06-2023	EFT	580	INV-2293	JC Plumbing & Gas WA	Install WC @ Basketball Stadium	1,503.15
CP.273	23-06-2023	EFT	580	INV-2294	JC Plumbing & Gas WA	Drains, Tube out, fit off Kitchen and locate unmetered pipe @ Sports Stadium	3,424.85
CP.273	23-06-2023	EFT	580	INV-2295	JC Plumbing & Gas WA	Install HWU @ Infant Health Centre.	2,267.65
CP.273	23-06-2023	EFT	100	SO33559	Johnson's Food Services	Cleaning Supplies - Account # 66	1,670.02
CP.273	23-06-2023	EFT	100	SP15481	Johnson's Food Services	AquaCentre Cafe Stock - Account #98	326.11
CP.273	23-06-2023	EFT	100	SP15490	Johnson's Food Services	AquaCentre Cafe Stock - Account #98	99.39
CP.273	23-06-2023	EFT	3087	6967218	Lite n' Easy	Lite N Easy - HCP - RP - 15/6/23	89.08
CP.273	23-06-2023	EFT	3087	6966645	Lite n' Easy	Lite N Easy - HCP - JW - 15/6/23	154.18
CP.273	23-06-2023	EFT	3087	6965688	Lite n' Easy	Lite N Easy meals - HCP - KR - 15/6/23	84.81
CP.273	23-06-2023	EFT	3087	6964323	Lite n' Easy	Lite N Easy - HCP - GW - 15/6/23	97.52
CP.273	23-06-2023	EFT	3087	6949078	Lite n' Easy	Lite n easy meals- DWD - 15/6/23	124.82
CP.273	23-06-2023	EFT	3087	6927302	Lite n' Easy	Lite n Easy meal- AJ	231.04
CP.273	23-06-2023	EFT	3768	EFT 001508	Lymphatic Services Australia	Compression garments -LH	341.00
CP.273	23-06-2023	EFT	114	00055796	Manjimup Cabinets & Glass Service	Door repair - HCP - MH	138.60
CP.273	23-06-2023	EFT	114	00056116	Manjimup Cabinets & Glass Service	Supply, deliver & instal hardened glass panel for RSL Building	3,701.50
CP.273	23-06-2023	EFT	24	104806	Manjimup Freight Distributors & BMI Logistics	Manjimup Freight 12/06/23	36.71

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	EFT	24	104972	Manjimup Freight Distributors & BMI Logistics	freight ex Bunbury Trucks & Truck Centre - 15 June 2023	33.00
CP.273	23-06-2023	EFT	24	104924	Manjimup Freight Distributors & BMI Logistics	freight to Pemberton Library - 14/06/23	16.50
CP.273	23-06-2023	EFT	24	105041	Manjimup Freight Distributors & BMI Logistics	freight ex AFGRI, Boyup Brook - 16 June 2023	16.50
CP.273	23-06-2023	EFT	1729	2-1044192	Manjimup Mitre 10 & Retravisin	Lifeproof Case - iPhone 12	109.95
CP.273	23-06-2023	EFT	1729	2-1045720	Manjimup Mitre 10 & Retravisin	1 x 135kg multi purpose ladder - bridge maintenance	329.00
CP.273	23-06-2023	EFT	1729	2-1045822	Manjimup Mitre 10 & Retravisin	1 x 45kg Kleenheat gas cylinder	182.00
CP.273	23-06-2023	EFT	1729	2-1045611*	Manjimup Mitre 10 & Retravisin	Samsung Microwave - Pemberton Community Hub	248.00
CP.273	23-06-2023	EFT	1729	2-1046396	Manjimup Mitre 10 & Retravisin	Relocate State Emergency Services security system	700.00
CP.273	23-06-2023	EFT	1729	2-1046517	Manjimup Mitre 10 & Retravisin	1 x Gorilla Cart	105.60
CP.273	23-06-2023	EFT	1729	2-1046999	Manjimup Mitre 10 & Retravisin	scrubbing brushes, gloves & cloth - cleaning of street furniture	56.92
CP.273	23-06-2023	EFT	458	MMBK-14496	Manjimup Monograms	clothing issue - Mitchel King, Property Care Team	456.81
CP.273	23-06-2023	EFT	458	MMBK-14483	Manjimup Monograms	Uniform embroidery HACC staff	136.40
CP.273	23-06-2023	EFT	458	MMBK-14495	Manjimup Monograms	Embroidered Endeavour Polo Shirts x 6	270.00
CP.273	23-06-2023	EFT	458	MMBK-14531	Manjimup Monograms	Embroidered Uniforms - Shire staff JB	126.50
CP.273	23-06-2023	EFT	117	11215537	Manjimup Motors Pty Ltd	hose & assembly - GR03	83.32
CP.273	23-06-2023	EFT	117	11215899	Manjimup Motors Pty Ltd	hose, hose fittings & hose assembly - LD04	260.03
CP.273	23-06-2023	EFT	117	11215717	Manjimup Motors Pty Ltd	1 x 15lt Husqvarna battery operated backpack sprayer	469.00
CP.273	23-06-2023	EFT	117	11216100	Manjimup Motors Pty Ltd	1 x Husqvarna trimmer head replacement for spare Honda sniper - PCT	57.99
CP.273	23-06-2023	EFT	117	11216207	Manjimup Motors Pty Ltd	1 x hose clamp - APT2	6.44
CP.273	23-06-2023	EFT	212	INV-3130	Manjimup Pump & Electrical Shop	Investigate/correct electrical issue at Old Health Centre	117.70
CP.273	23-06-2023	EFT	212	INV-3128	Manjimup Pump & Electrical Shop	Investigate/correct electrical issue at Shire offices	71.50
CP.273	23-06-2023	EFT	212	INV-3160	Manjimup Pump & Electrical Shop	Reconnect hot water system to Shire Office ablutions	82.50

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.273	23-06-2023	EFT	201	PI13048772	Manjimup Toyota & Mitsubishi	1 x MB141902 lens rear combination - 1016WA	53.94
CP.273	23-06-2023	EFT	537	T40304	Manjimup Tyre Mart & Auto Electrical Service	puncture repair - 1009WA	40.00
CP.273	23-06-2023	EFT	537	T40331	Manjimup Tyre Mart & Auto Electrical Service	4 x 255/70R16 Laufenn LC01 tyres, disposal - 1009WA	1,212.00
CP.273	23-06-2023	EFT	537	T40330	Manjimup Tyre Mart & Auto Electrical Service	4 x 205/85R16 Falken RI153 tyres, disposal - BS05	1,284.00
CP.273	23-06-2023	EFT	537	M16454	Manjimup Tyre Mart & Auto Electrical Service	wheel alignment - full front adjustment - 1002WA	100.00
CP.273	23-06-2023	EFT	1123	3658	Moore Australia (WA) Pty Ltd	2023 Budget Template and Documentation	979.00
CP.273	23-06-2023	EFT	3734	7	Mr Adam Girouard	Gardening Services 2 & 7 June - LH	296.00
CP.273	23-06-2023	EFT	3734	8	Mr Adam Girouard	Gardening service- LH - 12/6/23	92.50
CP.273	23-06-2023	EFT	85	18	Mr Alan Smedley	street sweeping Manjimup CBD month of June 2023	489.75
CP.273	23-06-2023	EFT	2058	1 July - 30 September 2023	Mr John Markotis, Mr James Markotis	Lease Lot 24 Rose Street 01/07/2023 - 30/09/2023	2,386.30
CP.273	23-06-2023	EFT	3806	Trainer Honorarium Payment - JK	Mr Joshua Kanny	Trainer Honorarium Payment as per policy 5.3.2	100.00
CP.273	23-06-2023	EFT	3809	Reimburse 190623	Mr Michael Hayes	Reimbursement NDIS Worker Screening Check - Michael Hayes 19/6/2023	145.00
CP.273	23-06-2023	EFT	1928	I94	Mr Perry Fardella	mechanical assistance - 1 & 6 June 2023	1,683.00
CP.273	23-06-2023	EFT	1928	I95	Mr Perry Fardella	mechanical assistance - 8 & 12 June 2023	1,782.00
CP.273	23-06-2023	EFT	3788	Reimburse - Approved Shoes	Mr Peter Curry	Reimbursements for Podiatrist Approved Shoes 14/06/2023	269.99
CP.273	23-06-2023	EFT	3317	Trainer Honorarium Payment - RT	Mr Robert Thorn	Trainer Honorarium Payment as per policy 5.3.2	100.00
CP.273	23-06-2023	EFT	3737	Reimb 21/06/23	Mr Sean Tysoe	Reimburse Study Payment - Associate Degree of Engineering - UNI SA	1,912.39
CP.273	23-06-2023	EFT	3670	INV-1627	Mr Stephen King	dismantle 6 x mattresses to extract metal for site contractor's salvage & dispose of other materials to bulk waste bins for landfill - Walpole Transfer Station	180.00

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	EFT	2350	Reimburse - Coffee 06022023	Mr Troy Reid	Reimbursement Coffee Purchases for AquaCentre 06/02/2023 - 10/05/2023	501.20
CP.273	23-06-2023	EFT	2394	Reimb AquaCentre 1506.2023	Mrs Kym Brown	Reimbursement of Les Mills Body Pump Release Kit - K Brown 15/06/23	59.59
CP.273	23-06-2023	EFT	2603	WWC Renewal	Mrs Melissa Boydell	Renewal of Working With Children Check - M Boydell	87.00
CP.273	23-06-2023	EFT	2603	Reimburse 19062023	Mrs Melissa Boydell	Reimbursement - Cafe Equipment for Party Catering	19.99
CP.273	23-06-2023	EFT	1982	Inv - 1275	Mrs Nicole Campbell	Home Maintenance 05/06/2023 - 09/06/2023	990.00
CP.273	23-06-2023	EFT	1982	INV-1280	Mrs Nicole Campbell	Home Maintenance 12/06/23 - 14/06/23	445.50
CP.273	23-06-2023	EFT	3805	RefundDgSter	Mrs Samantha Leighton	Partial refund of dog registration fees - sterilised dog AN31683	150.00
CP.273	23-06-2023	EFT	3552	Reimburse 150623	Ms Cheryl Elphick	Reimburse Household Items from Cape Abilities O/N S31444 - C. Elphick	250.00
CP.273	23-06-2023	EFT	3811	Refund 1906.2023	Ms Maja Holthausen	Refund Term Lessons Within Cool Off Period - Maja Holthausen	123.45
CP.273	23-06-2023	EFT	1761	559950	Muirs Manjimup	90 000km service - 1002WA	710.00
CP.273	23-06-2023	EFT	2963	INM-0021824	National Disability Services	National Disability Services Annual Membership - Customer No. SHI050785	685.00
CP.273	23-06-2023	EFT	2770	1079 - Stmt W/H May 23	Northcliffe Newsagent & General Store	Gas & Diesel & Unleaded for Windy Harbour - May 2023	916.01
CP.273	23-06-2023	EFT	3776	DINV-24713	Officeasy Pty Ltd	Supply & Assemble Pemberton Community Hub Furniture Items	14,804.00
CP.273	23-06-2023	EFT	1131	607962682	Officeworks	Office Stationery - Business Partner : 12991587	1,044.77
CP.273	23-06-2023	EFT	1131	608102074	Officeworks	Library and Admin Office supplies - Business Partner : 12991587	380.21
CP.273	23-06-2023	EFT	933	5212198438	PPG Industries Australia Pty Ltd	1 x 4lt Taubmans Gloss and 1 x 10lt Taubmans low sheen water base paint	278.56
CP.273	23-06-2023	EFT	933	5212198440	PPG Industries Australia Pty Ltd	4L neutral, 4L all weather paint - Pemberton Sports Club	209.68
CP.273	23-06-2023	EFT	933	5212198488	PPG Industries Australia Pty Ltd	10L 3in1 Prep Prime-Sealer Undercoat	160.93
CP.273	23-06-2023	EFT	3319	INV-7054	PX2 Pty Ltd	Trail Bike Consultancy services - - JANUARY 2023 TO MAY 2023	852.50

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	EFT	3812	INV-0002	Rocco's Deli Cafe	Catering/Food/Drink Items	182.00
CP.273	23-06-2023	EFT	97	205861	Royal Lifesaving Society WA	AquaCentre Swim School Certificate - Account # MANJ01	246.28
CP.273	23-06-2023	EFT	344	SAIG11S-1284559	SAI Global Limited	Access to Standard AS 1884:2021 - Customer Num S585900	75.00
CP.273	23-06-2023	EFT	2165	INV-17912	Scavenger Supplies	Suctions Hoses, Strainer and fittings	1,622.94
CP.273	23-06-2023	EFT	30	3236	South West Electrics	Disconnect and Reconnect Power Outlets - Pemberton Hub Brockman Street	652.20
CP.273	23-06-2023	EFT	3421	20224126	South West Rural Respite Services	Friendship Club - HCP - JW- May23	396.00
CP.273	23-06-2023	EFT	2139	00000386	Southern Forest Leisure Pty Ltd	Meals for Muirillup Bush Fire Crews	877.50
CP.273	23-06-2023	EFT	704	23	Southwest Canvas	fabricate 4 x tarps with robust hems & eyelets	528.00
CP.273	23-06-2023	EFT	447	27628	STANS Manjimup Farm Machinery	service kit - MW011	437.55
CP.273	23-06-2023	EFT	59	0591-S256166	Team Global Express Pty Ltd	Toll Freight w/e 11/06/23- Customer No. 2084261	60.72
CP.273	23-06-2023	EFT	59	0592-S256166	Team Global Express Pty Ltd	Toll Freight w/e 18/06/23 - Customer No. 2084261	20.24
CP.273	23-06-2023	EFT	3720	INV-0007	The Pressure Boss	pressure clean the basketball court, footpath, entry ramp & stairs of Skate Park - Manjin Park	1,853.50
CP.273	23-06-2023	EFT	3627	1585535	The Print Shop Online	Printing & Delivery of Bush Fire Training Resources	11,383.90
CP.273	23-06-2023	EFT	750	120236#30	T-Quip	supply 1 x Toro GM3300 4WD ROPS mower	44,679.00
CP.273	23-06-2023	EFT	2323	3086439-000003	Truck Centre WA Pty Ltd	1 x turn signal, 2 x 560mm mudflap, 2 x 610mm mudflap, freight - TK6	369.91
CP.273	23-06-2023	EFT	2323	3087827-000003	Truck Centre WA Pty Ltd	1 x 5223852347 fender & freight - TK6	438.49
CP.273	23-06-2023	EFT	2730	8589257	Truckline	1 x SS135 tailgate hinge side swing - TK6	311.30
CP.273	23-06-2023	EFT	3754	June 2023	Verge Enviro Pty Ltd	Manjimup Landfill Site Management Contract - June 2023	58,074.08
CP.273	23-06-2023	EFT	3268	121781	Vestone Capital Pty Ltd	Leased Equipment Per Schedule SOM04012022 03/7/23 - 30/9/23	8,112.47
CP.273	23-06-2023	EFT	76	SI-005340	WA Local Government Association	State Employment Laws Essentials - Short Course booking - P Orr	638.00

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.273	23-06-2023	EFT	448	120306	Walpole Hotel Motel	accommodation & meals - 15-17 May 2023 - T Clifford - maintenance grading, accommodation & meals - 15 May 2023 - S Roberts - Walpole Jetty Carpark	800.00
CP.273	23-06-2023	EFT	1383	202301	Warren District Agricultural Horticultural & Industrial Society Inc	Community Grants 2022/23 - Marketing and Promotion of the 2023 Warren District Agricultural Show	3,000.00
CP.273	23-06-2023	EFT	31	49706	Warren Electrical Service	Canvas Service Tote	83.00
CP.273	23-06-2023	EFT	526	INV-0380	Warren Fencing Contractors	Supply and install colourbond fencing/remove old fencing - 33A Leman St	7,937.16
CP.273	23-06-2023	EFT	3020	009194	Warren Furnishers	supply and fit new motor for blind May 2023	109.00
CP.273	23-06-2023	EFT	1773	PI8398071	WesTrac Pty Ltd	air freight on parts - BH10	62.77
CP.273	23-06-2023	EFT	1773	PI8409391	WesTrac Pty Ltd	1 x 382-2498 AS-M bracket, 2 x 433-2344 belt - BH10	424.00
CP.273	23-06-2023	EFT	2493	2896	Willo's Gutter Cleaning & Handyman Service	Gutter cleaning- LM	220.00
CP.273	23-06-2023	EFT	2493	2905	Willo's Gutter Cleaning & Handyman Service	Gutters - HCP - FJ	385.00
CP.274	29-06-2023	EFT	3815	INV-0742	Aged & Community Care Providers Association Ltd	ACCPA Annual Membership Fee - 1/7/2023 to 30/06/2024	2,360.93
CP.274	29-06-2023	EFT	522	00001952	Argos Fire Safety Pty Ltd	electrical test & tag - Manjimup Depot	470.25
CP.274	29-06-2023	EFT	522	00001833	Argos Fire Safety Pty Ltd	monthly fire alarm panel & sprinkler test - Wellness Centre - June 23	275.00
CP.274	29-06-2023	EFT	522	2443	Argos Fire Safety Pty Ltd	Replacement of Fire Extinguishers at the WRCC	1,342.39
CP.274	29-06-2023	EFT	522	00001954	Argos Fire Safety Pty Ltd	Tagging, Testing and Servicing of appliances at Manjimup Public Library	104.50
CP.274	29-06-2023	EFT	2844	Membership Renewal	Australian Museums and Galleries Association	Shire of Manjimup Membership Renewal June 2023	244.00
CP.274	29-06-2023	EFT	256	101	BJ & JL Hanrahan	Photography Shoot for Photos of Aboriginal Art for Banners	220.00
CP.274	29-06-2023	EFT	223	4034253418	BOC Limited	cylinder rental - 2 x Oxygen, 1 x Acetylene, 8 x Medical Oxygen - June23 - Account # 1305064	84.85
CP.274	29-06-2023	EFT	3199	19644380-P	Booktopia Pty Ltd	Replacement Books for Shire Libraries - 19644380	372.02
CP.274	29-06-2023	EFT	3790	21872	Bunbury & Busselton Air	Supply and Installation of New Roof Mounted Air Conditioner	38,277.59

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Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.274	29-06-2023	EFT	3797	JJ-14	Bunbury & Capel Ceilings Pty Ltd	Northcliffe Pioneer Museum Project - Supply and installation walls and ceiling work	17,094.00
CP.274	29-06-2023	EFT	1274	200670	Bunbury Trucks	quantity of filters - TK212	393.71
CP.274	29-06-2023	EFT	3054	29	Chicken Treat	Meals and Drinks Firefighting Skills Course 15 June 2023	96.34
CP.274	29-06-2023	EFT	19	00854705	City & Regional Fuels	600lt diesel Northcliffe depot	1,060.51
CP.274	29-06-2023	EFT	19	00856640	City & Regional Fuels	1000lt diesel Walpole depot	1,780.60
CP.274	29-06-2023	EFT	19	00857087	City & Regional Fuels	1965lt diesel Manjimup depot	3,493.30
CP.274	29-06-2023	EFT	2948	728	Coast Mac Trailers	BT85 Bushfire Trailer	8,330.00
CP.274	29-06-2023	EFT	2836	00076733	Corsign WA Pty Ltd	2 x MR-WDO-21A Duck Crossing signs	105.60
CP.274	29-06-2023	EFT	2836	00076580	Corsign WA Pty Ltd	2 x rural road signs (Rudd Rd, Middleton Rd), 1 x Walpole 97 sign	191.40
CP.274	29-06-2023	EFT	2836	00076448	Corsign WA Pty Ltd	2 x custom signs Macedonian Hall	352.00
CP.274	29-06-2023	EFT	1142	Councillor Payments June 2023	Cr Clifford Winfield	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	244	Councillor Payments June 2023	Cr Denise Jenkins	Councillor Payments June 2023	2,634.25
CP.274	29-06-2023	EFT	3360	Councillor Payments June 2023	Cr Donelle Buegge	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	3361	Councillor Payments June 2023	Cr Jennifer Willcox	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	2661	Councillor Payments June 2023	Cr Kenneth Lawrence	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	2391	Councillor Payments June 2023	Cr Kimberley Skoss	Councillor Payments June 2023	1,793.67

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.274	29-06-2023	EFT	2247	Councillor Payments June 2023	Cr Murray Ventris	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	1769	Councillor Payments June 2023	Cr Paul Omodei	Councillor Payments June 2023	5,494.42
CP.274	29-06-2023	EFT	246	Councillor Payments June 2023	Cr Robert Taylor	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	2655	Councillor Payments June 2023	Cr Susan Dawson-Vidovich	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	2248	Councillor Payments June 2023	Cr Wendy Eiby	Councillor Payments June 2023	1,793.67
CP.274	29-06-2023	EFT	2126	INV-1348	Dempster Plumbing & Construction	Remove existing gas oven and supply/install new gas oven into Windy Harbour Caretakers House.	2,929.07
CP.274	29-06-2023	EFT	3493	93170327	Devicce Technologies Australia Pty Ltd	2 x Peg Balloon Button - Customer 8001954	550.00
CP.274	29-06-2023	EFT	2151	00902640	Dun Direct Pty Ltd	2 x 8.5kg kwik gas	71.90
CP.274	29-06-2023	EFT	3261	INV-00015429	Etrainu Pty Ltd	NDS Workforce Essentials annual Subs - L Lockyear	2,420.00
CP.274	29-06-2023	EFT	1852	00016698	Everlon Bronze	Niche Wall Plaque - Anderson	213.40
CP.274	29-06-2023	EFT	1852	00016699	Everlon Bronze	Plaque - REF: PEMBERTON CEMETERY - PLOT 478	325.60
CP.274	29-06-2023	EFT	511	19,286	Express Print	200 DL BROCHURES - LIBRARY	193.60
CP.274	29-06-2023	EFT	1050	INV-10121	GA Auto Electrics	travel to Walpole - diagnose & repair electrical and hydraulic problem - BH02	2,006.00
CP.274	29-06-2023	EFT	3098	230504-19	Geoff Dickson Podiatry	Podiatry- VK	70.00
CP.274	29-06-2023	EFT	3098	230622-24	Geoff Dickson Podiatry	Podiatry- SB	70.00
CP.274	29-06-2023	EFT	506	INV-10394-F	Geographe Underground Services	locate underground services - Old Vasse Road & Johnson Crescent	1,179.75
CP.274	29-06-2023	EFT	3758	GKC2022015	GK Creative Pty Ltd	1000 x "Please Slow Down Consider Our Kids" wheelie bin stickers	1,990.00

Electronic Funds Transfer Payments							Inclusive Amount
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	
CP.274	29-06-2023	EFT	3810	029096	Heartway Medical (Australia)	Electric wheelchair - HCP - OP	7,873.14
CP.274	29-06-2023	EFT	2481	71795634.01	Independence Australia	Continence aids - HCP - EE - Customer # A531123	292.40
CP.274	29-06-2023	EFT	2481	71799029.01	Independence Australia	Continence aids - HCP - LR	64.15
CP.274	29-06-2023	EFT	2481	71799649.01	Independence Australia	Continence aids - HCP - AC	65.05
CP.274	29-06-2023	EFT	2481	71799866.01	Independence Australia	Continence aids - HCP - WB	632.10
CP.274	29-06-2023	EFT	2408	INV-45354	Isuscribe	Renewal of National Geographic magazine subscription	79.00
CP.274	29-06-2023	EFT	580	INV-2299	JC Plumbing & Gas WA	Repair Broken Pipe in Shire office Courtyard	1,732.50
CP.274	29-06-2023	EFT	580	INV-2300	JC Plumbing & Gas WA	Repair to Leak at Brockman Park Pemberton - PO 13129.1	875.22
CP.274	29-06-2023	EFT	580	INV-2301	JC Plumbing & Gas WA	Rectify Issues with Oven in Town Hall	544.50
CP.274	29-06-2023	EFT	580	INV-2303	JC Plumbing & Gas WA	Repairs to Female Toilet at Manji Park	401.50
CP.274	29-06-2023	EFT	580	INV-2310	JC Plumbing & Gas WA	Replace 60l hot water system at shire office	945.62
CP.274	29-06-2023	EFT	580	INV-2308	JC Plumbing & Gas WA	Unblock Brockman St Toilet Block	275.00
CP.274	29-06-2023	EFT	3767	160001117	Jenoptik Australia Pty Ltd	2 x GR36C speed indicator - Brockman Street, Pemberton	16,242.60
CP.274	29-06-2023	EFT	2991	103	Karri Country Good Food Group Incorporated	Karri Country Good Food Community Grant 2022/23 - Commercial Kitchen Upgrade	2,000.00
CP.274	29-06-2023	EFT	3087	6960109	Lite n' Easy	Lite N Easy - HCP - FJ	124.82
CP.274	29-06-2023	EFT	3087	6959331	Lite n' Easy	lite n easy meals- DWD	124.82
CP.274	29-06-2023	EFT	3087	6976330	Lite n' Easy	lite n easy meals- KR	66.65
CP.274	29-06-2023	EFT	3087	6977313	Lite n' Easy	lite n easy meals- GW	97.52
CP.274	29-06-2023	EFT	3087	6978705	Lite n' Easy	lite n easy meals- DG	82.12
CP.274	29-06-2023	EFT	3087	6978871	Lite n' Easy	lite n easy meals- RP	93.98
CP.274	29-06-2023	EFT	3087	6978770	Lite n' Easy	Lite N Easy - HCP - MRY	114.28
CP.274	29-06-2023	EFT	3087	6976504	Lite n' Easy	Lite N Easy - HCP - LP	131.12
CP.274	29-06-2023	EFT	46	C11158	Lock Around The Clock	Supply 3 x MLJM 631 MK7 keys	137.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.274	29-06-2023	EFT	46	C11157	Lock Around The Clock	Supply 4 x MLJM 631 Master Keys & 4 x MLBBP BP21 Master Keys	219.50
CP.274	29-06-2023	EFT	46	C11156	Lock Around The Clock	Supply 3 x MLJM 631 7.2 keys	137.00
CP.274	29-06-2023	EFT	20	27995	Manjimup Building Supplies	3 x string lines	37.50
CP.274	29-06-2023	EFT	114	00055975	Manjimup Cabinets & Glass Service	Threshold & curtain rod fittings -Pemberton	336.00
CP.274	29-06-2023	EFT	114	00055829	Manjimup Cabinets & Glass Service	Supply and Install 2 x Supascreens @ History House Manjimup Heritage Park.	1,085.70
CP.274	29-06-2023	EFT	24	105113	Manjimup Freight Distributors & BMI Logistics	freight ex South West Isuzu - 18 June 2023, Truck Centre - 19 June 2023	36.71
CP.274	29-06-2023	EFT	24	105431	Manjimup Freight Distributors & BMI Logistics	freight ex Truckline - 26 June 2023	16.50
CP.274	29-06-2023	EFT	815	INV-1202	Manjimup Homemakers	Foam Mattress overlay	100.00
CP.274	29-06-2023	EFT	1729	2-1046835	Manjimup Mitre 10 & Retravision	1 x 20lt Linseed oil, 1 x 4lt Accent fence finish, 1 x 4lt timber stain	387.32
CP.274	29-06-2023	EFT	458	MMBK-14569	Manjimup Monograms	Supply of uniform for R Filiplak	337.50
CP.274	29-06-2023	EFT	117	11216337	Manjimup Motors Pty Ltd	hose, fitting & assembly - BH02	39.35
CP.274	29-06-2023	EFT	117	11216313	Manjimup Motors Pty Ltd	Floor mats & power extension cord	98.99
CP.274	29-06-2023	EFT	212	INV-3146	Manjimup Pump & Electrical Shop	Disconnect light in Manjimup Library	71.50
CP.274	29-06-2023	EFT	212	INV-3170	Manjimup Pump & Electrical Shop	Power Up Museum complex Air conditioning units biannual clean and service	693.00
CP.274	29-06-2023	EFT	1842	PI13048999	Manjimup Stihl	repairs and service to FS85 - PCT	224.74
CP.274	29-06-2023	EFT	55	I0000014883	Manjimup Stockfeeds	1 x 20005993 cap trap - MRRC	180.00
CP.274	29-06-2023	EFT	201	JC14053388	Manjimup Toyota & Mitsubishi	45 000km service - 1015WA	622.11
CP.274	29-06-2023	EFT	537	T40328	Manjimup Tyre Mart & Auto Electrical Service	4 x 17.5R25 Westlake tyres, travel and fit, disposal - GR05	9,370.00
CP.274	29-06-2023	EFT	450	INV-0179	Manjimup Visitor Centre	Catering Items for Agri-Food Tourism Forum - February 2023	118.13
CP.274	29-06-2023	EFT	450	INV-0180	Manjimup Visitor Centre	2x Hampers from Park Cafe - Aust. South West Winter Campaign	60.00

Electronic Funds Transfer Payments							
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.274	29-06-2023	EFT	450	INV-0181	Manjimup Visitor Centre	Reimburse Manjimup Visitor Centre for Return of Pedestrian Counter	23.00
CP.274	29-06-2023	EFT	2750	INV-11080	Merchandising Libraries Pty Ltd	Assorted library shelf signage for Northcliffe Library	515.80
CP.274	29-06-2023	EFT	3817	YSA2023 - Mackayla Lowe	Miss Mackayla Lowe	Youth Scholarship Award 2023 - Manjimup Senior High School - VET Honour Award	100.00
CP.274	29-06-2023	EFT	3734	9	Mr Adam Girouard	Gardening service -LH - 19/6/24	74.00
CP.274	29-06-2023	EFT	2102	Reimbursement 260623	Mr Andrew Johns	reimbursement for payment of diesel - new BP card did not work	265.94
CP.274	29-06-2023	EFT	3818	YSA2023 - Chris Ipsen	Mr Chris Ipsen	Youth Scholarship Award 2023 - Youth Scholarship Award Kearnan College - VET Dux Award - Chris Ipsen	500.00
CP.274	29-06-2023	EFT	507	47 - May 2023	Mr John Manuel	Cleaning of Lounge Suite and Rugs at Pemberton Library	290.00
CP.274	29-06-2023	EFT	1922	608	Mr Kim Fardella	mechanical assistance - 22 & 23 June 2023	1,237.50
CP.274	29-06-2023	EFT	1928	197	Mr Perry Fardella	mechanical workshop - 15 & 16 June 2023	1,336.50
CP.274	29-06-2023	EFT	781	Reimburse April - June 2023	Ms Gail Ipsen Cutts	Home internet reimbursement as per contract April 2023 - June 2023	142.50
CP.274	29-06-2023	EFT	1761	560246	Muiers Manjimup	45 000km service - 1031WA	592.16
CP.274	29-06-2023	EFT	265	908466843	Nutrien Ag Solutions	1 x 454-44 Pitarm bracket (with water fittings & adaptors) - TR04	363.00
CP.274	29-06-2023	EFT	265	909072773	Nutrien Ag Solutions	2 x 190 Silvan hose reel bare pitarm, 2 x 410-52 Silvan spray gun plus atomiser - TR04	1,025.20
CP.274	29-06-2023	EFT	265	909138313	Nutrien Ag Solutions	6 x 25kg bags Organic 2000 with blood & bone	158.40
CP.274	29-06-2023	EFT	2018	2812	Paper Napkin Creative	RFQF230068 Website for Manjimup Trail Bike Hub - 30% commencement payment	5,904.00
CP.274	29-06-2023	EFT	3043	009	Pemberton Cycling Association Inc	Contribution towards Pemberton Arboretum Trail Construction	5,000.00
CP.274	29-06-2023	EFT	933	5212198437	PPG Industries Australia Pty Ltd	4 Tin paint for Pemberton Sports Club	882.66
CP.274	29-06-2023	EFT	933	5212198443	PPG Industries Australia Pty Ltd	5 x 10L Endure plus other paint - Pemberton Sports Club	1,504.42
CP.274	29-06-2023	EFT	3813	713	Prime Healthquaters Pty Ltd	Physiotherapy Assessment- LH	450.00
CP.274	29-06-2023	EFT	3496	8002781	RACWA Holdings Pty Ltd	Horizons Magazine June/July 23 Edition - Advertisement - Customer 125027	1,650.00

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Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.274	29-06-2023	EFT	97	155569	Royal Lifesaving Society WA	3 x lifeguard course 15-16 July - Dunnet, Palmer, Thomas	960.00
CP.274	29-06-2023	EFT	97	155570	Royal Lifesaving Society WA	Lifeguard renewal course 17/07/23 - Gracie	169.00
CP.274	29-06-2023	EFT	2165	INV-18021	Scavenger Supplies	Supply couplings for Pump (Perup Fast Fill Trailer)	261.80
CP.274	29-06-2023	EFT	1431	503354523	Seek Limited	Employment Advert - Customer Liaison Officer - Account No. 2520465	379.50
CP.274	29-06-2023	EFT	3673	420	SGL Consulting Group	Pemberton Sports Complex Operational & Governance Model Review	23,960.00
CP.274	29-06-2023	EFT	1774	129198	Southern Forests Medical Centre	Pre-employment medical - S Hay	165.00
CP.274	29-06-2023	EFT	59	0593-S256166	Team Global Express Pty Ltd	Toll Freight w/e 25/06/23 - Customer No. 2084261	31.37
CP.274	29-06-2023	EFT	160	K 628 027 321-3	Telstra Corporation Limited	Usage charges 16 June 2023	8,326.71
CP.274	29-06-2023	EFT	2730	8581435	Truckline	1 x 10256 40mm tipper tail gate latch - TK041	118.00
CP.274	29-06-2023	EFT	2730	8549528	Truckline	5 x 48700NA 70w halogen globes, 2 x MC301B radio microphones, 2 x 82225BLNA trailer plug adaptors - ME95	117.28
CP.274	29-06-2023	EFT	2730	8591329	Truckline	2 x MC301B TX3100 handset - ME95	136.69
CP.274	29-06-2023	EFT	2730	8579434	Truckline	quantity of electrical consumables - Mechanical Workshop	531.77
CP.274	29-06-2023	EFT	2730	8595823	Truckline	3 x 87270NA front direction indicator lamp, 1 x 82529NA Suzi coil 7 core adaptor	296.67
CP.274	29-06-2023	EFT	2538	33039	True Track Truck Aligning	truck wheel alignment - TK212	180.00
CP.274	29-06-2023	EFT	3754	INV-0334	Verge Enviro Pty Ltd	prepare disposed vehicle tyres for despatch to recycler	528.00
CP.274	29-06-2023	EFT	1322	628404	WA Country Health Service	Meals on wheels May 2023 - Customer No. 9730	2,477.90
CP.274	29-06-2023	EFT	516	I2083	Walpole Hardware & Rural Supplies	Paint & hardware supplies - Account No. 00101	465.43
CP.274	29-06-2023	EFT	91	7212	Wiseman Signs	Supply Northcliffe Library Signage	1,936.00
CP.274	29-06-2023	EFT	91	7210	Wiseman Signs	.Supply and Install Ringbarkers Fire Brigade Signs	3,454.00
CP.274	29-06-2023	EFT	1371	30525	WML Consultants Pty Ltd	Runway Seal inspection & report - Manjimup Airport	4,625.73
CP.274	29-06-2023	EFT	939	5834	Woodlands Distributors Pty Ltd	2 x Galvanised brake dog bag dispenser units w decals	415.80

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Electronic Funds Transfer Payments						
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Inclusive Amount
CP.274	29-06-2023	EFT	229	00005982	Wyadup Electrics	990.00
					Walpole BFB - Repairs and upgrade to shed lighting	EFT Total 1,577,213.21
Other Payments (including Direct Debits)						
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Inclusive Amount
CPT.598	01-06-2023	N/A	1948	C40429	Maia Financial Pty Limited	1,810.42
CPT.606	06-06-2023	N/A	2955	INV-3214	Aviary Corp Pty Ltd	1,716.00
CPT.607	01-06-2023	N/A	3245	100001534777	HP Financial Services (Australia) Pty Ltd	1,369.50
CPT.608	01-06-2023	N/A	2532	1225497	Les Mills Australia	417.76
CPT.610	15-06-2023	N/A	1015	AUSG00485805	SG Fleet Australia Pty Ltd	3,152.81
CPT.611	15-06-2023	N/A	3383	TA12341-047	Telair Pty Ltd	1,106.90
CPT.612	01-06-2023	N/A	3245	100001534778	HP Financial Services (Australia) Pty Ltd	3,432.00
CPT.613	21-06-2023	N/A	3640	Lease Payment 8 of 60	Finrent Pty Ltd	691.90
CPT.614	07-06-2023	N/A	2845	757302	Fleetcare Pty Ltd	1,513.38
CPT.615	14-06-2023	N/A	2605	MHCC 141 574 034 - 105	Wright Express Australia Pty Ltd	114.25
CPT.615	14-06-2023	N/A	2605	MRAC 141 571 034 - 105	Wright Express Australia Pty Ltd	281.44
CPT.616	05-06-2023	N/A	2610	Corporate Card Statement to 21 May 2023	Westpac Banking Corporation	7,454.27
					Other Total	23,060.63
					Grand Total	1,655,181.72

Jocelyn Baister

From: Aquatic Resource Management P/L <[REDACTED]>
Sent: Thursday, 15 June 2023 3:34 PM
To: Kaylene Roberts; Jason Giadresco; Brian Robinson; Info; jocelyn.baister@manjimup.wa.go.au
Subject: [External] Notice of Determination DA23/30

Dear Kaylee
 Thank you for your letter dated 29th May 2023 re: DA23/30.

We request reconsideration of this decision by Council under Clause I 0.9 of Shire of Manjimup Local Planning Scheme No. 4.

The principle reason for our request for a review is that we believe that due process has not been adhered to in relation to this proposal. Prior to the meeting we read carefully the Officer Recommendations regarding our proposal. We expected that these recommendations and the supporting information would provide the basis on which our application would either be accepted or rejected by Council. We were provided with no advice that an alternative motion was to be considered, and therefore given no opportunity to address the terms of the alternative motion before Councillors voted on it. We believe that, in the interests of transparency and proper process, if Council is to consider any alternative motion, the proponent(s) should be given an opportunity to offer comment prior to a decision being made. As we were not provided with this opportunity we ask that Council consider our response now.

The primary difference between the original proposal and that embodied in the alternative motion is the change to a 5m setback from the property boundary from the 4m setback which was applied for and recommended by Council officers. There was nothing in the Officer Recommendations which raised concern about the setback or suggested that it should be reconsidered. No rationale was offered, nor any supporting evidence provided for the change to a 5m setback. A dam with a 4 metre setback will have no adverse impact on either Shire verges/roads or neighbours' land as is evidenced by the current, adjoining dam.. This dam has functioned adequately and without problems with a 4m setback since the 1990's. This setback provides more than sufficient area around the dam for vehicle and truck access. Thus, we see no advantage to the Shire in changing the setback and significant disadvantage to us, as follows:

We wish to align the proposed new dam with the adjoining dam, with a 4m setback in order to

- utilise the existing common bank to it's full capacity.
- install effective bird netting of both dams which will be more stable, robust and effective if the anchors align at each end.
- maintain an orderly and aesthetic appearance. Aesthetically the new dam is an extension of the old dam and will look out of place if offset.
- utilize the available space to it's full potential as we have minimal land available on this site and maximum utilization is essential to progress the business. I cannot find any logical reason for not allowing a 4m setback.

The 1m loss of setback will mean a 100M2 loss of water surface area with associated production loss. Additionally it will result in pointless netting of 100m2 of dry land if we intend to keep straight alignments which will provide the most stable and robust netting structure.

I look forward to your reply.

Regards

PETER MCGINTY

EXECUTIVE DIRECTOR

Aquatic Resource Management Pty Ltd t/a Blue Ridge Marron

DA23/51



31 March 2023

Att: Brian Robinson,
Shire of Manjimup,
PO Box 1,
MANJIMUP WA 6258

Dear Brian,

LOTS 9951-9955 and 11140 Andrews Rd, BOORARA BROOK

I act on behalf of the owners of the abovementioned properties to apply for a Development Approval (DA) for the development of a berry farm. A copy of the authority to act on behalf of the owners is appended at the end of this letter (**Attachment A**).

The Form 1 application for the DA is shown in **Attachment B**.

The subject land is zoned Priority Agriculture and is currently vacant as can be seen from the attached aerial photograph that was taken only recently. There are no known heritage values attached to the land or major improvements. **Attachment C** provides a location plan of the subject land. **Attachment D** shows an aerial photograph and contours of the properties.

Attachment E provides the dimensions of the subject lots, and **Attachment F** copies of the certificates of title.

The operator, Marvelus Berry Developments Pty Ltd, is required to apply for a DA because the deemed provisions of the Shire of Manjimup Local Planning Scheme (the Scheme) does not exempt built structures including the proposed dams, packing shed, office building and parking areas.

We note that poly tunnels are exempt structures under the Scheme, and the operator intends to establish above ground poly tunnels under which the berries will be grown.

The plants will be planted in bags, pots and troughs such that no crops will be planted directly into the ground. This assists the efficient management and control of water, fertiliser, pests and harvesting.

The overall site plan is shown in **Attachment G** showing street names, access, lot numbers, north point and existing dimensions. An enlargement of the area around the proposed packing shed as **Attachment H**.

Solely for the Council's information, the following description outlines the proposed growing locations that the proposed development components are supporting. The tunnels measure

9m wide and a maximum length of around 65 -100m. Haygrove 'Greenhouse Tunnel Design' specifications are shown in **Attachment I**.

The proposed first stage layout of these tunnels is shown in the Site Plan with 12m movement corridors at the ends of rows of tunnels. These tunnels are no closer than 20m from any boundary that is not part of the project to avoid the effect of shade from nearby vegetation.

Attachments J and K show the plans and cross sections of the north and south dams respectively.

Attachment L provides the plans and elevation of the proposed shed structure. This plan also shows the loading and unloading area. Parking will not be formalised as drainage needs to be as uninterrupted as possible and low impact. **Attachment M** shows the plans for the office/ablution blocks located as shown in **Attachment H**.

Although parts of the property are affected by the Bushfire Prone mapping there are no increased risks created by the agricultural activities as there are no flammable crops involved in any of the development processes. The proposed packing shed will need to comply with the necessary building standards that apply to Bushfire prone areas.

Notwithstanding this, **Attachment N** includes a BAL Certificate prepared by an accredited bushfire practitioner. The full AS 3959 Assessment Report is available on request.

Please do not hesitate to contact me if you require any additional information.

Yours faithfully,



Paul Bashall

Director

ATTACHMENT H

PACK SHED AREA ENLARGEMENT




 SCALE at A3
 1:750
 PLANWEST (WA) Pty Ltd

BOORARA BROOK
 Lots 9951-9955 and 11140
 Andrews Rd, BOORARA BROOK


 0 10 20 30 40 metres

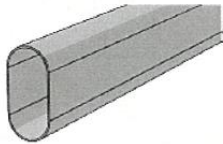
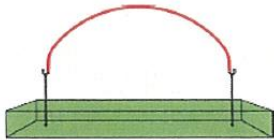
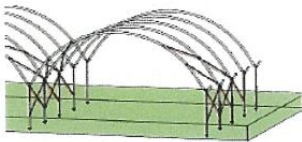
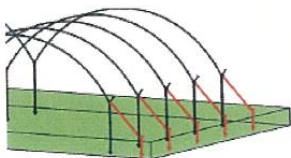
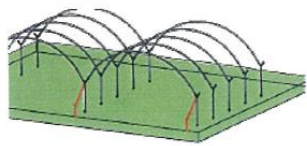
AREAS AND DIMENSIONS
SUBJECT TO SURVEY

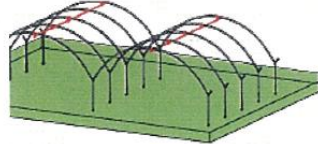

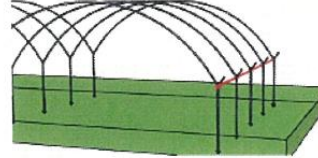
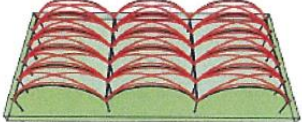

ATTACHMENT H PACK SHED SITE PLAN

15 March 2023

ATTACHMENT I

TUNNEL SPECIFICATIONS

TUNNEL STRUCTURE	
<p>HSO 80 Hoop Steel</p> <p>Haygrove HSO 80 steel is the premium steel choice for growers seeking high strength and excellent value for money. It uses E320 structural grade steel and Z275 zinc coating, and is made to manufacturing standard EN10305-3:2016.</p>	
<p>Greenhouse Round</p> <p>Hoop Length: 11.50m</p> <p>Greenhouse Round hoop steel is delivered in straight lengths and bent into a round hoop profile on site. The tall vertical sides maximise space at the sides of the tunnels to allow access for machinery, husbandry and picking.</p>	
<p>Multibay Fixings</p> <p>This kit consists of tek screw fittings used to secure the hoops in the end kits.</p>	
<p>Greenhouse leg</p> <p>Leg Length: 2.5m, Leg Height: 1.5m, Drill Depth: 1m, Flight: 150mm</p>	
<p>Windy End Kits</p> <p>This kit consists of a configuration of 40mm struts and non-hinge clamps, designed to strengthen the ends of the tunnels.</p>	
<p>Hoop Clip Poly Fixing Kit</p> <p>This kit consists of hoop clips and quick release tape spaced at 4 per metre, designed to fix polythene to tunnel ends.</p>	
<p>Perimeter Anchors</p> <p>This kit consists of connecting perimeter legs and T-anchors at ground level using 40mm struts and non-hinge clamps, designed to protect the tunnels against side winds.</p>	
<p>Front strut Bracing</p> <p>This kit consists of connecting end legs and T-anchors at ground level using 40mm struts and non-hinge clamps, designed to strengthen the ends of the tunnels.</p>	

TUNNEL STRUCTURE	
<p>Top Steel Bracing</p> <p>This kit consists of 35mm steel tubes and steel twist droppers connecting to the apex of every hoop, designed to strengthen the ends of the tunnels. The steel twist droppers reduce friction between metal and polythene, thus reducing polythene damage. The end three hoops in every tunnel are reinforced using termination clamps.</p>	
<p>V Bracing at Tunnel Ends - Wire</p> <p>This kit consists of wire stabilising the structure at the ends of the tunnels.</p>	
<p>Steel Side Bracing - Perimeter Rows Only</p> <p>This kit consists of 30mm tube running along the length of the tunnel on the perimeter legs. It is designed to connect the perimeter legs in an upright position, which in turn keeps the perimeter hoops in an upright position, and therefore helps maintain the integrity of the structure at its most vulnerable point.</p>	
<p>Rain Caps</p> <p>This kit consists of rain caps to fit into the top piece on the perimeter legs, designed to prevent water entering the leg.</p>	
<p>Double Roping</p> <p>This rope is diagonally crossed over continuously in both directions between each hoop, designed to secure polythene in place. This rope is UV protected with a 770kg breaking strain.</p>	
<p>Polythene</p> <p>Visqueen Luminance Extra High - 11.70m</p> <p>This polythene has high diffusion (>90%) characteristics combined with >80% thermicity and >87% light transmission properties. It has extra high UV protection and is guaranteed for 3 seasons against UV degradation in areas with 131-160kLy.</p>	



0 100 200 300m

SCALE 1: 6000 @A3
ALL DISTANCES ARE IN METRES

ROGER MACHIN
LICENSED SURVEYOR

p. 0496 644 015
a. Shop 5, 106 Hampton Street, Bridgetown WA 6295
w. www.bridgetownsurveying.com.au
e. rmachin@bridgetownsurveying.com.au

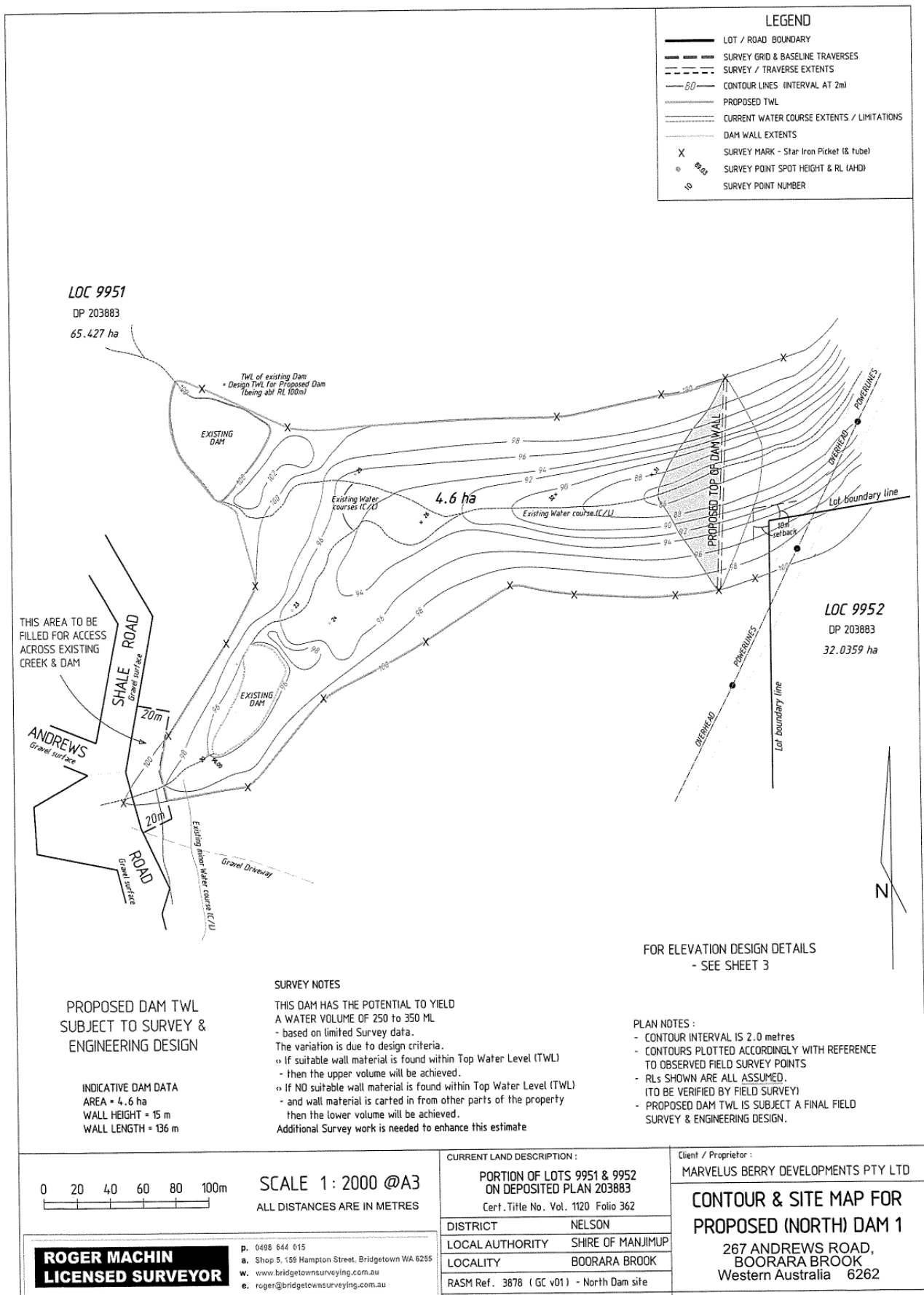
SEE SHEETS 2 to 5
FOR ALL DAM DETAILS

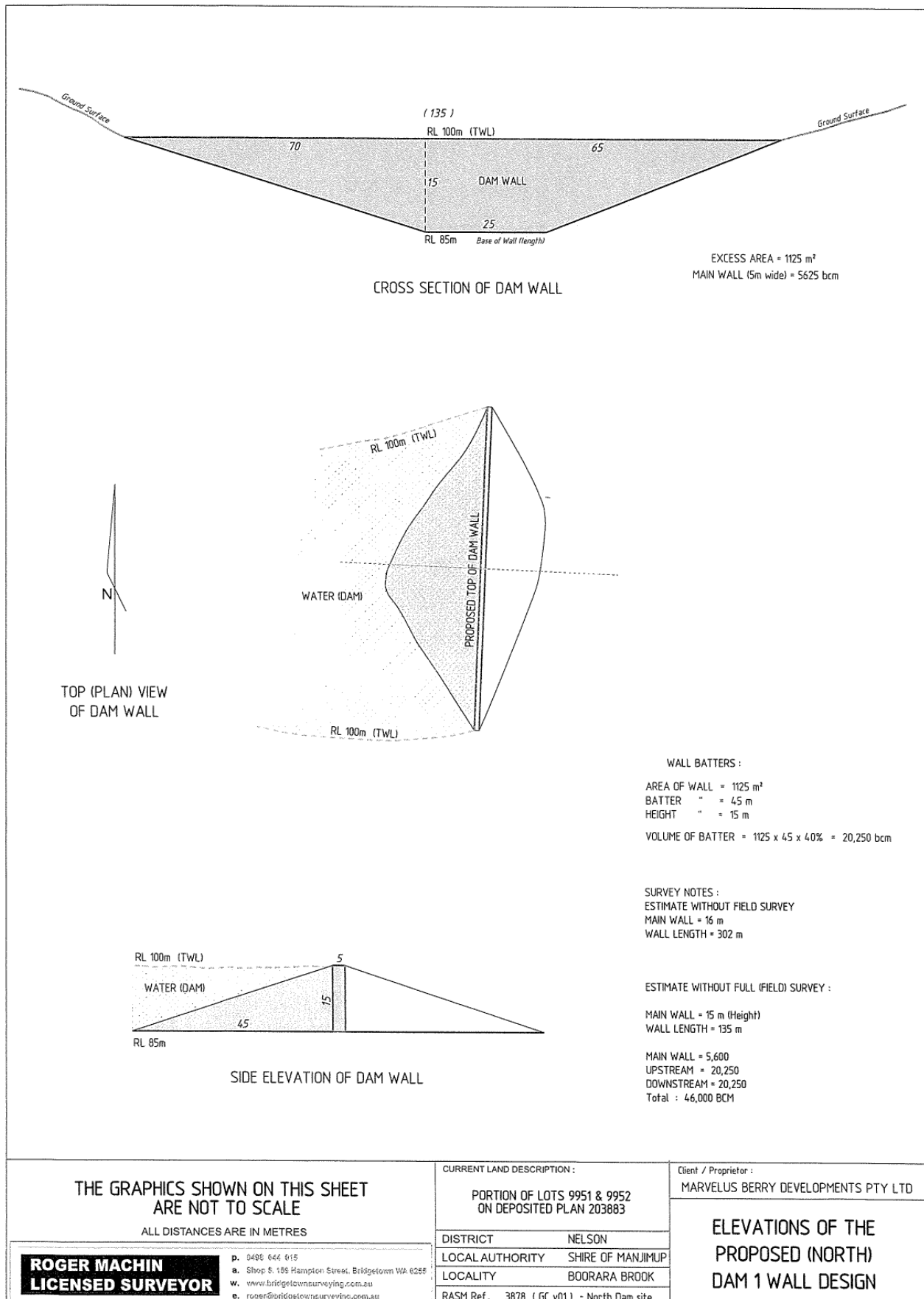
DISTRICT	NELSON
LOCAL AUTHORITY	SHIRE OF MANJIMUP
LOCALITY	BOORARA BROOK
RASM Ref	7878

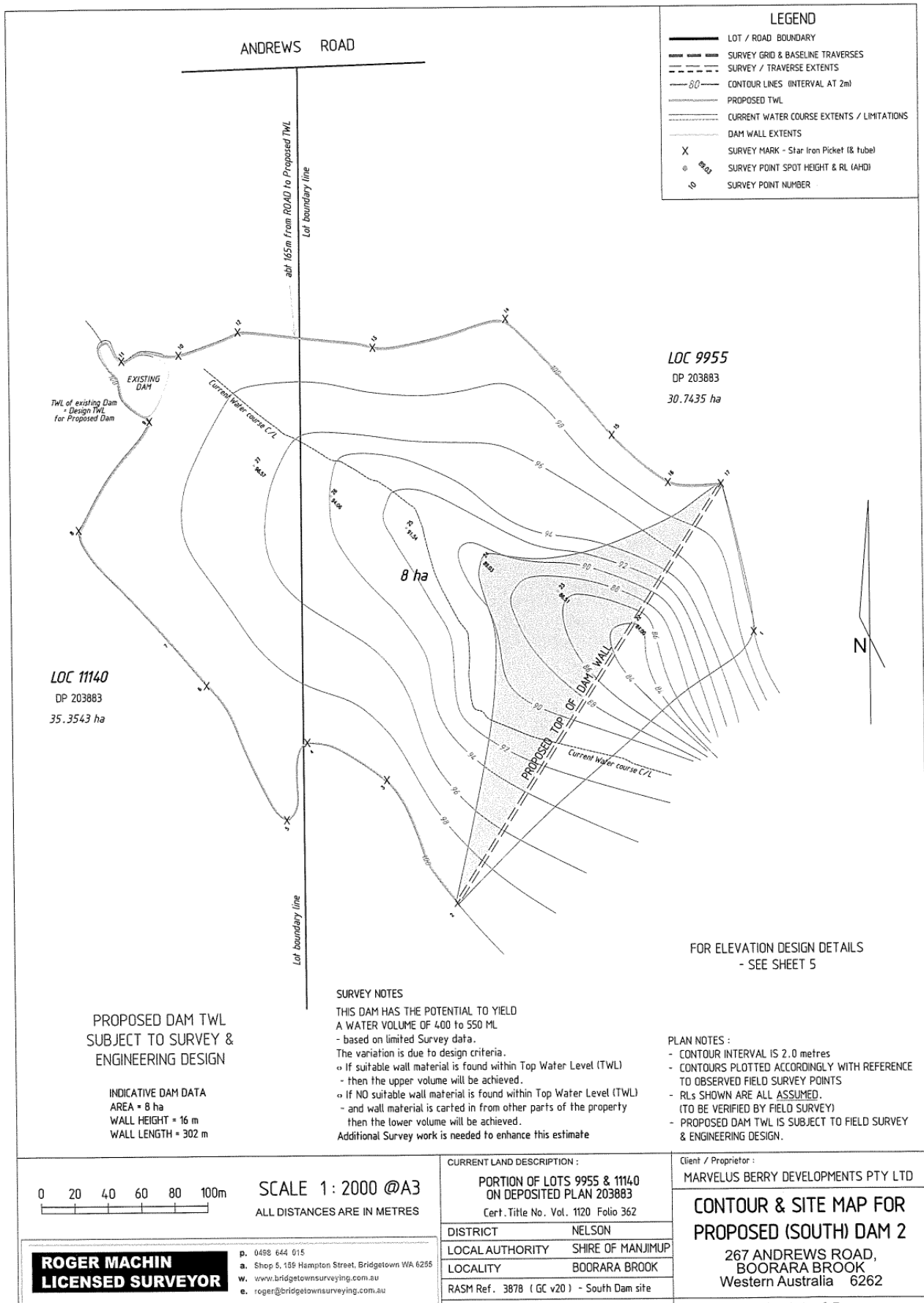
Client / Proprietor:
MARVELUS BERRY DEVELOPMENTS PTY LTD

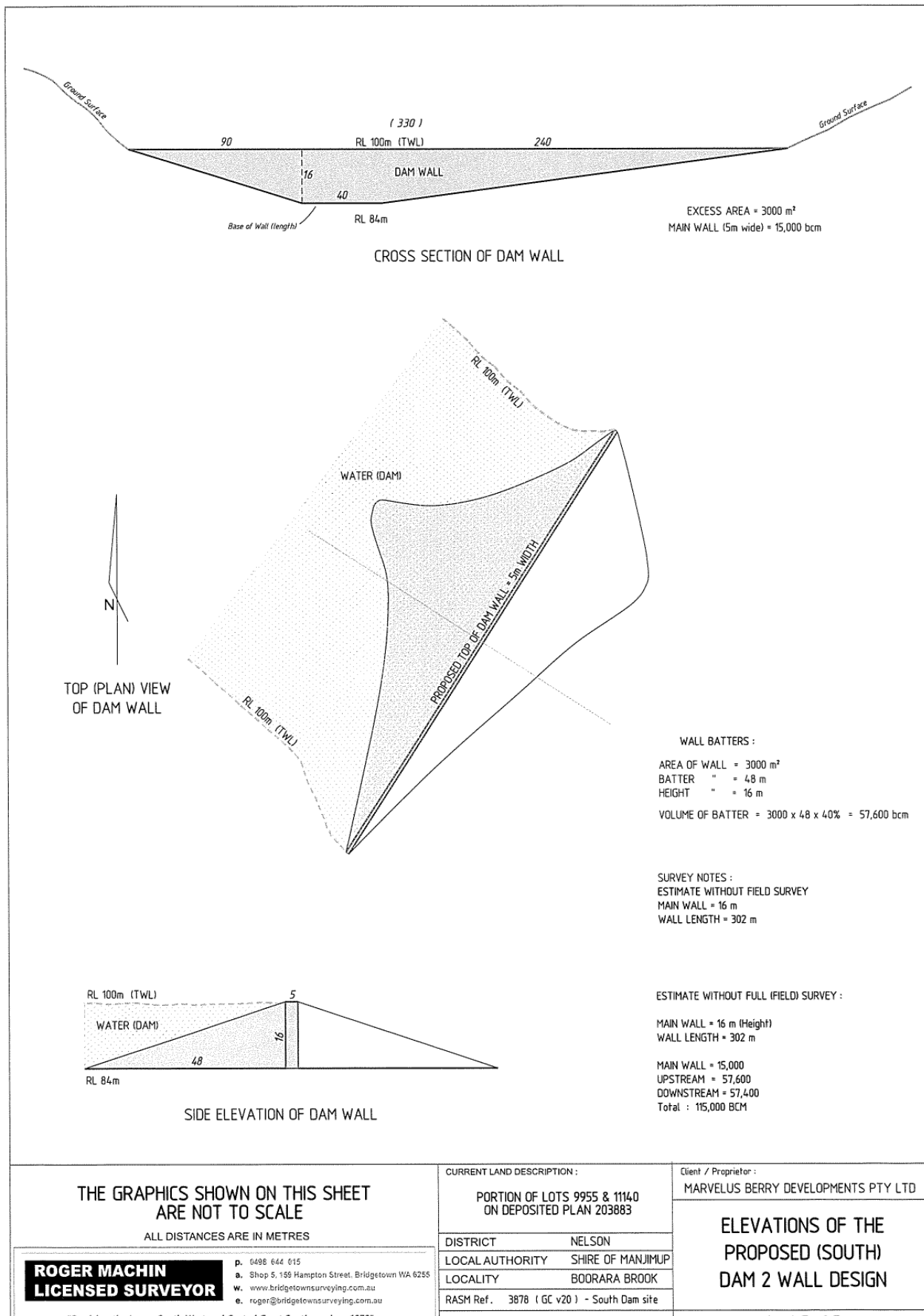
**LOCATION PLAN FOR
PROPOSED DAMS**

267 ANDREWS ROAD,
BOORARA BROOK
Western Australia 6262



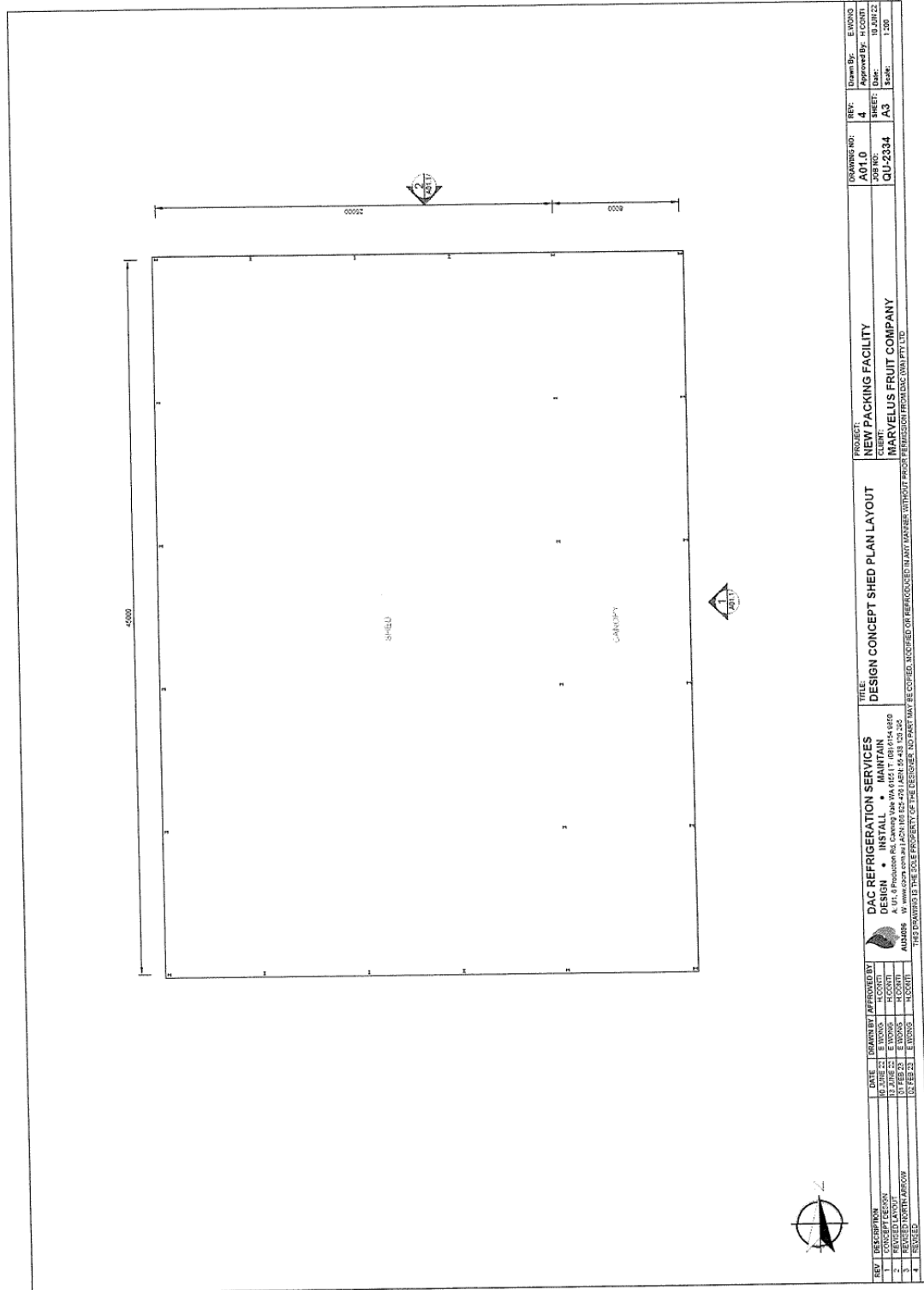


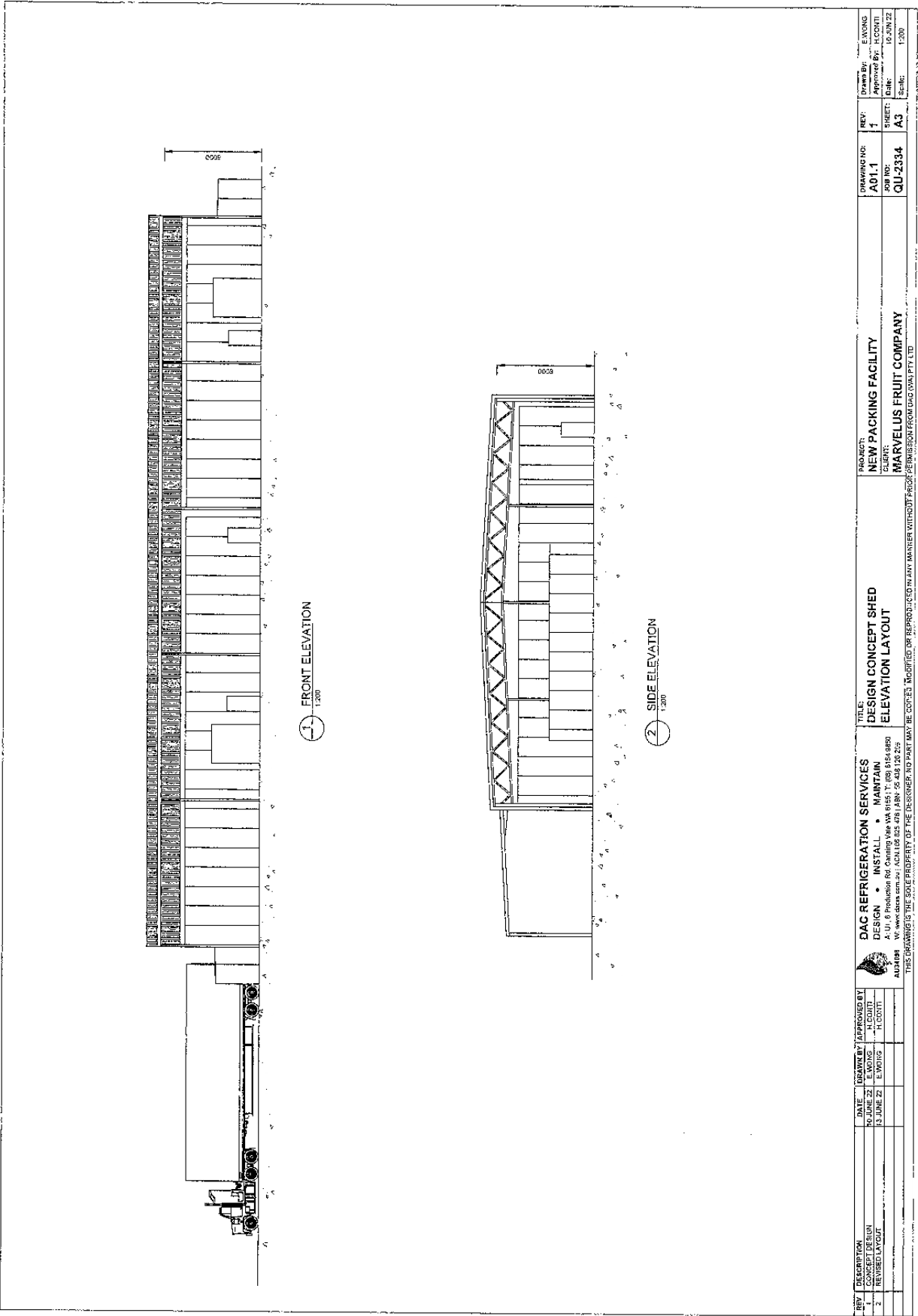


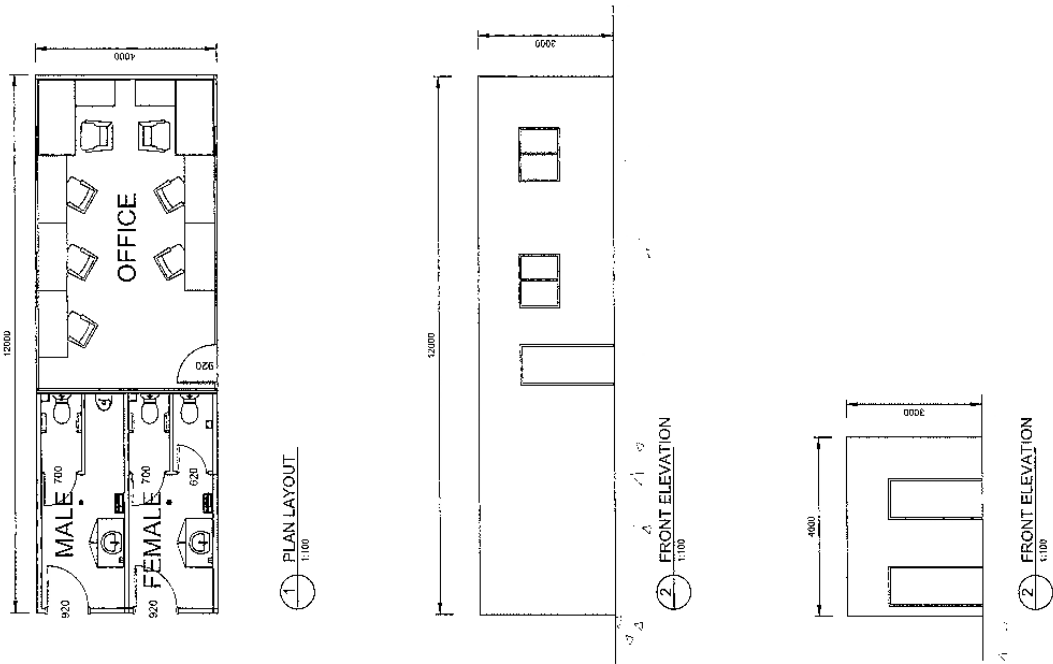


ATTACHMENT L

SHED PLANS AND ELEVATIONS







REV	DESCRIPTION	DATE	DRAWN BY / APPROVED BY	PROJECT	TITLE	DRAWING NO.	REV.	Drawn By:	Approved By:
1	CONCEPT DESIGN	10 JUN 22	WONG	NEW PACKING FACILITY	TRANSPORTABLE BUILDING LAYOUT	A01.3	2	WONG	WONG
2	SCHEMATIC DESIGN	30 JUN 22	WONG	MARVELLUS FRUIT COMPANY		QU-2334	A3	WONG	WONG
								Scale:	1:200

Karleha Brown

From: Alison Vangel <Alison.Vangel@dwer.wa.gov.au>
Sent: Wednesday, 5 July 2023 3:10 PM
To: Kaylee Blee; Info
Cc: Nicolie Sykora
Subject: RE: [External] Request for Comment DA23/51 - DWER

Your ref: DA23/51 P54439 TP 61/2023

Our ref: DWERDT783513 | PA 056435

Dear Karleha

**RE: DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION SOUTH WEST: ADVICE REQUESTED
 DA23/51: LOT 9951,267 ANDREWS ROAD BOORARA BROOK**

Thank you for providing the development application for the Department of Water and Environmental Regulation (Department) to consider. My apologies our response is a day late.

The Department has identified that the proposal will impact on environment and water resource values and management. Key issues and recommendations are provided below, and these matters must be addressed to the satisfaction of the Department.

- **Issue 1 : Clearing of Native Vegetation**
- **Advice 1: Clearing permit required**

The proposed dams are located in areas that appear to contain riparian vegetation within the foreshore area of Boorara Brook, a minor non-perennial tributary of the Gardner River, within the Shannon River catchment. Riparian vegetation is of high value and performs a variety of functions, including pollution, sediment and nutrient trapping, channel stability, habitat provision and corridors, flood control and economic values. The riparian vegetation and vegetated foreshore area remaining along much of Boorara Brook is limited. [Draft State Planning Policy 2.9 Planning for Water \(www.wa.gov.au\)](#) requires that planning and development maintains or enhances water quality and hydrological regimes to protect public health and support healthy ecosystems, including through the protection of existing vegetation, and the provision of adequate foreshore areas.

Under section 51C of the *Environmental Protection Act 1986* (EP Act), clearing of native vegetation is an offence unless:

- it is undertaken under the authority of a clearing permit
- it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required
- the clearing is subject to an exemption

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

Based on the information provided, clearing for the proposed dams is not exempt and a clearing permit is required. The proposed packing shed, office and ablutions buildings, and strawberry sheds and tunnels do not appear to intersect areas of native vegetation.

The Department has not received a clearing permit application for this proposal. Application forms are available from <https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms> Additional information on how to apply for a clearing permit is available from Clearing permit forms | Western Australian

Government (www.wa.gov.au). Information regarding clearing permit fees can be found here: [Clearing fees – frequently asked questions | Western Australian Government \(www.wa.gov.au\)](#) If further clarification is required, please contact the Department’s Native Vegetation Regulation section by email (admin.nvp@dwer.wa.gov.au) or by telephone (6364 7098).

- **Issue 2: Dams – *Rights in Water and Irrigation Act 1914* (RIWI Act)**
- **Advice 2: Hydrological report required to confirm proposed dams do not sensibly diminish watercourse flows**

The subject site contains Boorara Brook, which discharges into the Gardner River abutting the subject site, both minor non-perennial watercourses.

The proposed on-stream dams are located within a ‘non-proclaimed’ area for surface water under the *Rights in Water and Irrigation Act 1914* (RIWI Act). As such, the proposed dam is not subject to regulation by the Department under the RIWI Act provided that the taking of surface water for purposes other than domestic and non-intensive stock watering purposes does not, in the department’s determination, sensibly diminish stream flows in the watercourse. ‘Sensibly diminish’ is defined as “A reduction in flow that is visual to the eye as a consequence of the take of water upstream”.

Notwithstanding that the proposed dams are located within a ‘non-proclaimed area’, the relevant principles and management strategies from [Supplementary information for permit applications to interfere with bed or banks of watercourses \(www.wa.gov.au\)](#) should be followed to protect the waterway.

Dams on watercourses are discouraged where there are viable off-stream alternatives. The proponent should demonstrate that measures to construct an off-stream dam have been investigated and construction of such a dam is not technically viable. Given the scale of the proposed dams, a hydrology report is required to confirm that the proposed dams will not sensibly diminish stream flows in Boorara Brook and Gardner River. A bypass is required to maintain environmental flows and supply downstream users. The bypass should allow water to be collected in the winter fill period only, with water released over the lower flow period between October and April. A spillway is also needed for overflow for large rainfall events. The local government should refer the surface water hydrological report to the Department for advice.

- **Issue 3: General water quality advice**
- **Advice 3: WQPN 53 ‘Dam construction and operation in rural areas’ (September 2019) should be applied as practical and appropriate to the site**

The Department of Water and Environmental Regulation emphasises that it is the responsibility of the landowner to ensure the safety and adequacy of the design, method of construction and operation of the works or action relating to the proposed dams. The department recommends that landowners obtain an engineer’s certificate.

Limited information has been provided on the two proposed dams. A site and contour plan for proposed North Dam 1 indicates an estimated potential yield of 250 to 350 ML, with a wall height of 15 m. An elevation plan for South Dam 2 indicates a dam wall height of 16 m, with no clear indication of capacity.

It is recommended that engineering, geotechnical and hydrological reports be required if the dam has a wall height greater than 15m, or a wall height of greater than 10m where the dam holds greater than 1 Gigalitre water in accordance with the *Guidelines on Dam Safety Management (ANCOLD 2003)*.

[WQPN 53 - Dam construction and operation in rural areas \(www.wa.gov.au\)](#) provides further detailed advice and recommendations.

- **Issue 4 – Waterway crossings**
- **Advice 4 - Waterway crossing should be designed or constructed to minimise detrimental impacts on the waterway.**

Attachment J – North Dam Plan indicates an area on the subject site “to be filled for access across existing creek and dam”. Waterway crossings should be in accordance with [Building creek crossings \(www.wa.gov.au\)](http://www.wa.gov.au) and [Crossing creeks - Stream crossings on farms \(www.wa.gov.au\)](http://www.wa.gov.au).

Whilst the waterway crossing is not in a proclaimed area under the RIWI Act 1914, the waterway crossing should be in accordance with the relevant principles and management strategies from [Supplementary information for permit applications to interfere with bed or banks of watercourses \(www.wa.gov.au\)](http://www.wa.gov.au).

- **Issue 5 – Nutrient Irrigation Management Plan required**

A nutrient and irrigation management plan (NIMP) is required to demonstrate how nutrients and irrigation will be managed to minimise the risks to the waterway and its foreshore area. The NIMP should be referred to the Department for review.

[WQPN 33 - Nutrient and irrigation management plans \(www.wa.gov.au\)](http://www.wa.gov.au) provides guidance on developing a nutrient and irrigation management plan

- **Issue 5: North Dam boundary setbacks**

It is proposed to reduce the standard 20 metre setback from a lot boundary to 10m.

Although the Department does not have a statutory role in this consideration, appropriate setbacks should ensure dam infrastructure to be constructed without impinging on the amenity of neighbouring lots, including the easement for electricity infrastructure burdening Lot 9951. The soil saturation effects around a large waterbody require consideration. Setbacks should also allow for vehicular access or firebreaks to be constructed, which are subject to site specific requirements.

- **Issue 6: South Dam located on multiple lots**

Consideration should be given to amalgamating lots or realignment lot boundaries to ensure the proposed South Dam is contained on one lot.

Where the Department has a statutory role, planning applications should be considered prior to the Department issuing any relevant permits, licenses and/or approvals.

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

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

Yours sincerely

Alison Vangel
Environmental Officer
Planning Advice, South Coast Region
Department of Water and Environmental Regulation
T: 9841 0143 | Available on Teams | Location: Kinjarling/Albany
E: alison.vangel@dwer.wa.gov.au | www.dwer.wa.gov.au

From: Kaylee Blee <kaylee.blee@manjimup.wa.gov.au>
Sent: Monday, 22 May 2023 3:05 PM
To: Planning Enquiry <planning.enquiry@dwer.wa.gov.au>

Subject: Request for Comment DA23/51

Importance: High

You don't often get email from kaylee.blee@manjimup.wa.gov.au. [Learn why this is important](#)

Good Afternoon,

I have tried to lodge this electronically using the portal, however the property selection isn't working, so I cannot submit the request.

Please see attached request for comment on a proposal for Lots 9951, 9952, 9954, 9955 & 11140 Andrews Rd, Boorara Brook.

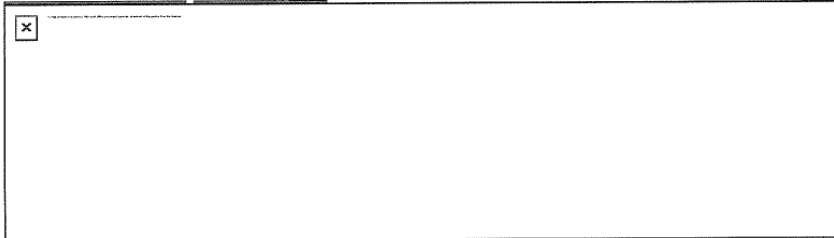
Should you have any queries, please don't hesitate to contact us.

Kind regards,



Kaylee Blee
Planning Customer Liaison Officer
Shire of Manjimup
 PO Box 1
 37-39 Rose St, Manjimup WA 6258
T: (08) 9771 7777
F: (08) 9771 7771
D: (08) 9771 7774
E: kaylee.blee@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 and 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 intended recipient, 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.

Disclaimer: This e-mail is confidential to the addressee and is the view of the writer, not necessarily that of the Department of Water and Environmental Regulation, which accepts no responsibility for the contents. If you are not the addressee, please notify the Department by return e-mail and delete the message from your system; you must not disclose or use the information contained in this email in any way. No warranty is made that this material is free from computer viruses.

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Karleha Brown

From: Lily Simpson <lily.simpson@dbca.wa.gov.au>
Sent: Thursday, 6 July 2023 3:34 PM
To: Karleha Brown
Subject: RE: [External] DA23/51 9951, 267 Andrews Road, Boorara Brook

Hi Karleha
 We have had another look and it appears that any inundation from the dam will not impact on DBCA-managed estate.

Regards
 Lil

From: Karleha Brown <Karleha.Brown@manjimup.wa.gov.au>
Sent: Thursday, July 6, 2023 3:24 PM
To: Lily Simpson <lily.simpson@dbca.wa.gov.au>
Subject: RE: [External] DA23/51 9951, 267 Andrews Road, Boorara Brook

[External Email] This email was sent from outside the department – be cautious, particularly with links and attachments.
 More importantly you may want to check the southern dam.

Karleha Brown
 Planning Officer

From: Lily Simpson <lily.simpson@dbca.wa.gov.au>
Sent: Thursday, July 6, 2023 3:22 PM
To: Karleha Brown <Karleha.Brown@manjimup.wa.gov.au>
Subject: RE: [External] DA23/51 9951, 267 Andrews Road, Boorara Brook

Hi Karleha
 I have just consulted with Peter Bamess and we have no objections to this proposal. Happy that the shed is 100m from DBCA land, therefore no issues.

Kind regards
 Lil

From: Karleha Brown <Karleha.Brown@manjimup.wa.gov.au>
Sent: Thursday, July 6, 2023 3:00 PM
To: Lily Simpson <lily.simpson@dbca.wa.gov.au>
Subject: RE: [External] DA23/51 9951, 267 Andrews Road, Boorara Brook

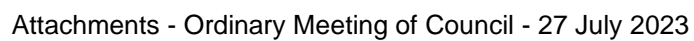
[External Email] This email was sent from outside the department – be cautious, particularly with links and attachments.
 Thank you

Karleha Brown
 Planning Officer

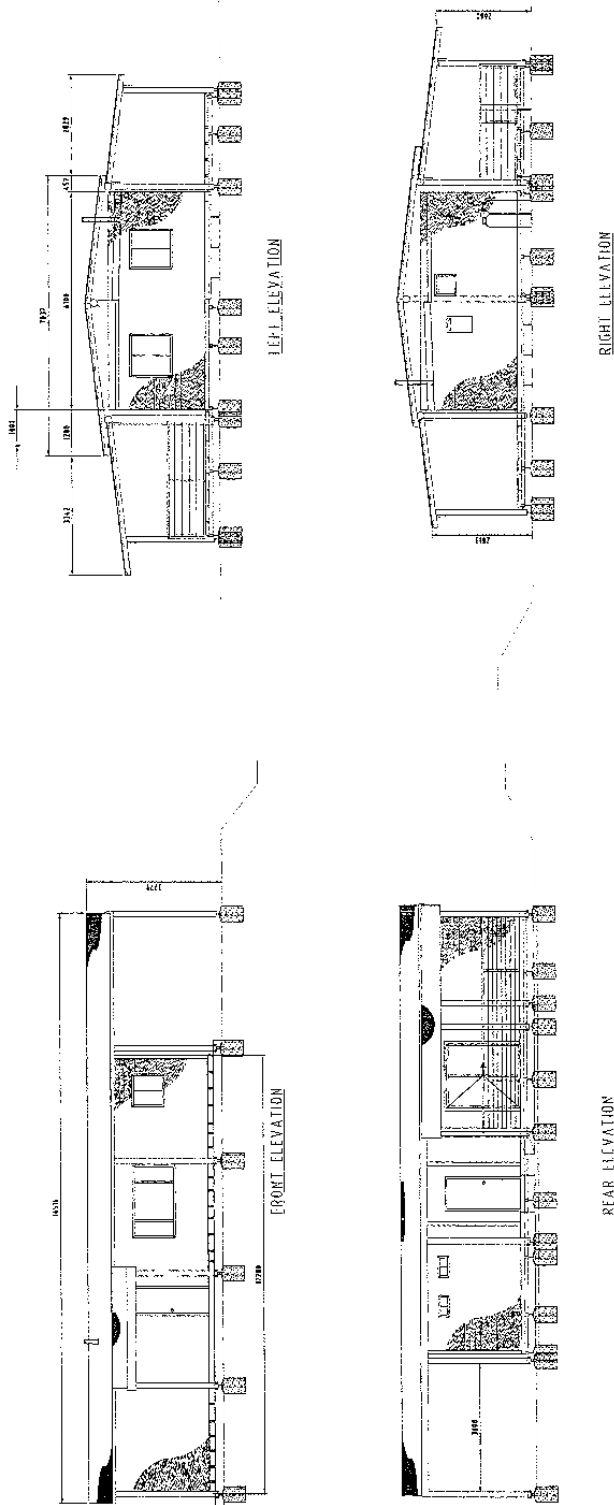
From: Lily Simpson <lily.simpson@dbca.wa.gov.au>
Sent: Thursday, July 6, 2023 2:55 PM
To: Karleha Brown <Karleha.Brown@manjimup.wa.gov.au>
Subject: RE: [External] DA23/51 9951, 267 Andrews Road, Boorara Brook



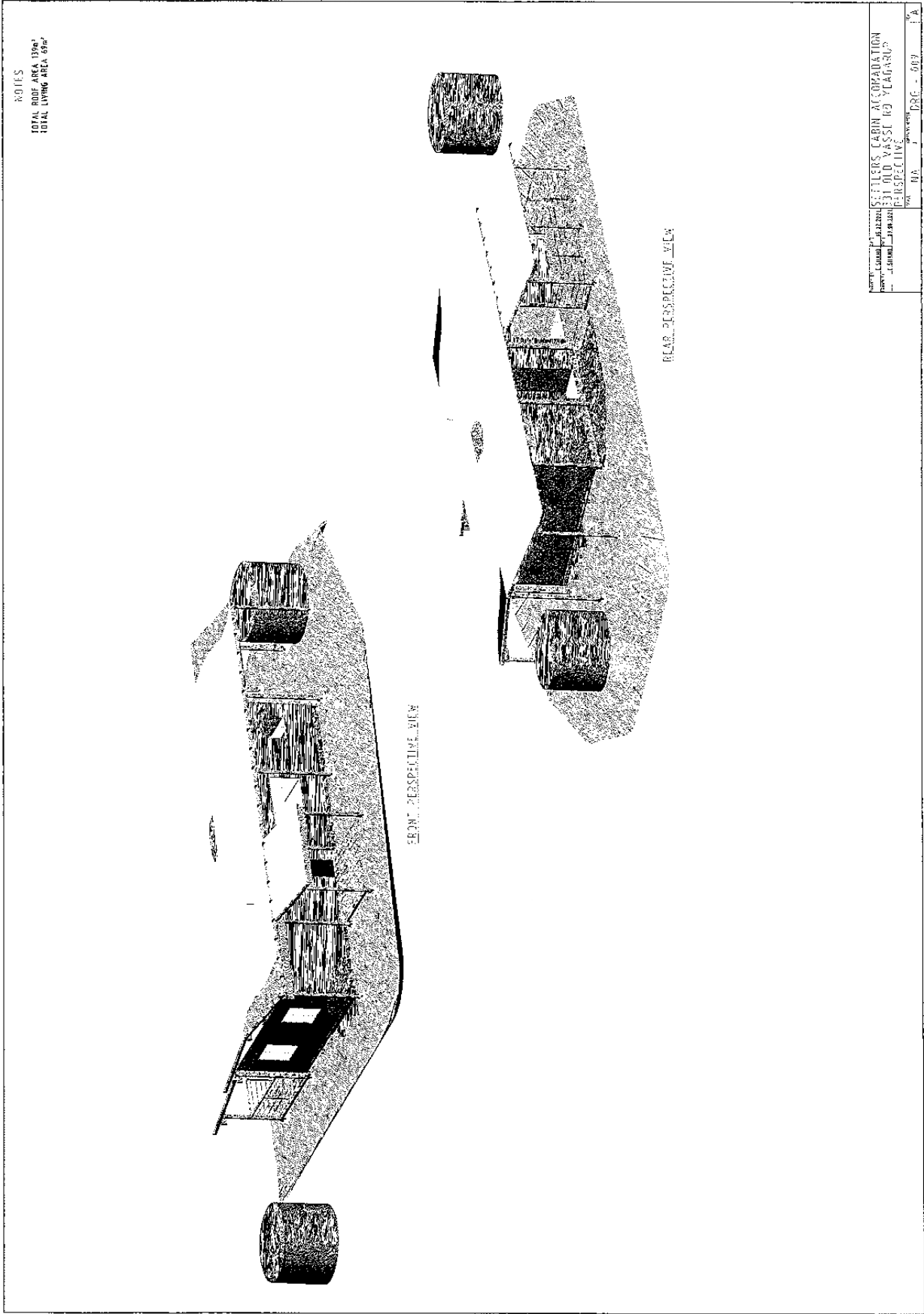








Attachments - Ordinary Meeting of Council - 27 July 2023





Department of Biodiversity,
Conservation and Attractions



**PARKS AND
WILDLIFE
SERVICE**

Your ref: DA23/11 P52405 TP15/203
Our ref: PRS 50555
Enquiries: Peter Bamess
Phone: 9771 7929
Email: peter.bamess@dbca.wa.gov.au

Kaylee Blee
Planning Customer Liaison Officer
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

Dear Kaylee

RE: ADVICE REQUESTED DA23/11: LOT 1, 331 OLD VASSE ROAD, YEAGARUP

Thank you for your letter dated 22 May 2023 inviting comment on the application proposing Low Impact Tourist Accommodation – short stay on the above-mentioned property.

The Department of Biodiversity Conservation and Attractions (department) provides the following comments.

The proposed tourist accommodation is adjacent to Warren National Park and the department would like to advise the following activities may take place in the national park:

- Prescribed burning for conservation and/or fire hazard reduction purposes;
- Baiting with poison, shooting and trapping to control predators of native fauna;
- Application of chemicals for weed and plant disease control;
- Road upgrade and maintenance.

Whilst the department has no objection to the proponent using its managed track adjacent to the southern boundary of the property, we advise that this track is maintained on a needs basis. There should be no expectation that the department will maintain this track to a suitable standard for private property access and fire control purposes required by the property.

Please contact Peter Bamess on 9771 7929 if you have any queries regarding this advice.

Yours sincerely

Tim Foley
A/Regional Manager, Warren Region

4 July 2023

Warren Region
Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 97 717 988 Email: warren.admin@dbca.wa.gov.au
dbca.wa.gov.au

2017/0208



Our Ref: D29368
Your Ref: DA23/11

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

Dear Ms Blee

RE: VULNERABLE LAND USE – 351 OLD VASSE ROAD, YEARGERUP – PROPOSED TOURISM LAND USE

I refer to your email dated 22 May 2023 regarding the submission of a Bushfire Management Plan (BMP) (Version 1.0), prepared by Bushfire Prone Planning and dated 11 April 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 multiple residential dwellings are present on the subject site and the development application seeks a change of use to short term 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.
- The intent of SPP 3.7 is to reduce and mitigate the risk of bushfire to people and property which is prescribed through demonstrating compliance to the policy objectives of SPP 3.7. DFES maintains the view that a broader landscape assessment should not be ignored in the context of vulnerable land use.
- The BMP references a Planning APZ, a BAL rating APZ and a Landowner APZ. These terms should be removed with a single reference to APZ provided to ensure that it is clear what is required on the site.
- 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) BAL Contour Map

Issue	Assessment	Action
Vegetation Classification	Vegetation area 3 cannot be substantiated as Class B Woodland with the limited information and photographic evidence available. <ul style="list-style-type: none"> • Photo ID 14 does not support clear delineation where the excluded vegetation ends and the classified vegetation begins. 	Modification to the BMP is required.

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

ABN 39 563 851 304

BAL Contour Map	The indicative BAL ratings cannot be validated. The separation distance from the 'mud brick cabin' to the lot boundary has not been provided. It is unclear if the required 21/27m APZ can be contained within the subject lot boundaries. If the APZ cannot be contained within the lot, it will be impacted by Class A Forest from the adjoining lot the SW and will not be achieve BAL-29.	Modification to the BMP is required.
Construction to AS3959 Building Standards	<p>DFES acknowledges that <i>AS3959 does not apply retrospectively to existing buildings, if the use does not change.</i></p> <p>However, the decision maker should consider upgrading the dwellings 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 - Intent	<p>Intent – does not comply</p> <p>The BMP should not ignore the site context and the serious threat of bushfire to people, property and infrastructure at this location.</p> <p>The likelihood of a bushfire, its severity and intensity, and the potential impact on life and property posed by the bushfire hazard at this location represents an extreme bushfire risk that cannot be adequately reduced.</p> <p>This location does not provide for appropriate bushfire protection to manage the bushfire risk based on a range of factors including, but not limited to:</p> <ul style="list-style-type: none"> – There are vast tracts of bushfire prone vegetation within 150 metres of the site boundary which represents an extreme bushfire risk. – Due to the extreme bushfire prone vegetation on multiple aspects, including national park, catastrophic bushfire behaviour is likely, and a bushfire could develop rapidly and grow to a significant size, resulting in the loss of life, property and infrastructure. <p>The topography, type and extent of bushfire prone</p>	Does not comply.



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: 331 Old Vasse Road		
Suburb: Yeagerup	State: WA	P/code: 6260
Local government area: Shire of Manjimup		
Description of the planning proposal: Change of use to short stay accommodation		
BMP Plan / Reference Number: 230090	Version: v1.0	Date of Issue: 11/04/2023
Client / Business Name: Eric Shand		

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

The 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

Date 12/04/2023



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 and/or additional bushfire protection measures*
- ◇ *Creation of responsibilities to implement and maintain protection measures*



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

331 Old Vasse Road, Yeagerup

Shire of Manjimup

Development Application - Vulnerable
Tourism Land Use

11 April 2023

Job Reference No: 230090

BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING

ACN: 39 166 551 784 | ABN: 39 166 551 784

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GUILDFORD WA 6055****PO BOX 388
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Original Author /Reviewed:	Kathy Nastov (BPAD Level 3 No. 27794)				
VERSION HISTORY					
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-	-				
BMP (Master) Template v9.1					
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Person	Email				
Eric Shand	eric.shand@gmail.com	1.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		-		<input type="checkbox"/>	<input type="checkbox"/>
<p>Limitations: The protection measures contained 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. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the recommended protection 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 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 identified environmental, biodiversity and conservation values limit the full application of the required bushfire protection measures?		No
Will 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	
Other Short Term Accommodation	A5.7a Asset protection zone (APZ) – caravan park only	N/A
	A5.7b Asset protection zone (APZ) – certain accommodation	N/A
	A5.7c Asset protection zone (APZ) – all other accommodation	Fully Compliant
	A5.7d Asset protection zone (APZ) – landscape management	N/A
	A5.7e Onsite shelter – pedestrian paths	N/A
	A5.7f Onsite shelter – exposure to the bushfire hazard	N/A
	A5.7g Onsite shelter – bushfire construction requirements	N/A
	A5.8.1a Vehicular access - Internal access/private driveway - availability	Fully Compliant
	A5.8.1b Vehicular access – Internal access/private driveway - technical requirements	Fully Compliant
	A5.8.1c Signage	Fully Compliant
	A5.8.2a Vehicular access - Multiple access routes	Fully Compliant
	A5.8.2b No-through roads – maximum length	N/A
	A5.8.2c Emergency access way – alternative access option	N/A
	A5.8.2d Public roads - technical requirements	Fully Compliant
	A5.8.2e Access limitations - onsite shelter option	N/A
	A5.9a Provision of water – no supply needed	N/A
	A5.9b Provision of water – non-reticulated	Fully Compliant
		A5.9c Provision of water – non-reticulated – technical requirements



Other Documents Establishing Bushfire Protection Measure Variations or Additions	Assessment Outcome
The Methodology Applied to the Development of an Alternative Solution [in response to non-compliance with the applicable acceptable solutions]	
Merit based assessment - identified as 'minor' development (Guidelines s4.5.3)	N/A
Summary Statement: N/A	
Merit based assessment - identified as 'unavoidable' development (Guidelines s5.7)	N/A
Summary Statement: N/A	
Performance based assessment - compare the potential residual risk level of the acceptable solution protection measure with the proposal's implementation of that measure by comparing the determinate risk factors.	N/A
Summary Statement: N/A	
Performance based assessment - demonstrate the improvement in bushfire performance for existing development/use resulting from the proposed additional development compared to the existing state (in terms of reliability, robustness and resilience against bushfire threats).	N/A
Summary Statement: N/A	
Performance based assessment - develop an alternative solution to achieve the intent of the element based through satisfying the stated performance principle.	N/A
Summary Statement: N/A	
Development of a Bushfire Risk Assessment and Management Report - an assessment of proposed development/use risk levels associated with a bushfire event to indicate or determine the residual risk levels that will apply to all elements exposed to a bushfire hazard.	No
Summary Statement: N/A.	
Other Documents to Be Produced [determined by the proposed development/use type and with relevant outcomes captured as responsibilities in the BMP]	Required
Bushfire Emergency Plan – as preparation, response, and recovery operational information document. Includes a supporting information document to justify the plan's content.	<input checked="" type="checkbox"/>
Summary Statement: The proposal is a Vulnerable Land Use in a remote area and as such a Bushfire Emergency Plan (BEP) to manage the safety of occupants in a bushfire event is required. The BEP is a separate document for operation use by property management.	
Bushfire Emergency Information – as response information poster.	<input checked="" type="checkbox"/>
Summary Statement: The Bushfire Emergency Information Poster will be displayed in each guest carpark and in each cabin.	
Bushfire Risk Assessment and Management Report	<input type="checkbox"/>
Summary Statement: N/A	



1.1 The Proposed Development/Use Details, Plans and Maps

Planning Stage:	Development Application
The stated bushfire planning land use for which additional assessments and documents are required, will apply.	Vulnerable Tourism Land Use
Factors that have identified the proposal's bushfire planning land use classification:	<p>The proposed development is a land use that can be categorised as a:</p> <p>Short term accommodation (other than B&B/Holiday House) including motel, serviced apartments, tourist development (includes cabins and chalets), holiday accommodation and caravan park (which incorporates camping grounds).</p> <p>The proposed land use for tourism or recreation involves visitors who are unfamiliar with the surroundings and/or presents evacuation challenges.</p> <p>The proposal benefits from a Bushfire Emergency Plan to manage the safety of occupants in a bushfire event.</p>
Subject lot/site total area:	7.3655 hectares
Number of additional lots being created:	N/A
Description of the proposed development/use:	
<p>This Bushfire Management Plan has been prepared for Eric Shand, who is seeking a change of use for two habitable buildings on the property to short stay accommodation. A total of 10 people can be accommodated between the two cabins at any one time. This property is extremely scenic, with large stands of Karri trees, and is located on an emerging tourism route within the Shire of Manjimup.</p> <p>There are scenarios of 'vulnerable' land use (location and type of land use) for which current deemed to satisfy bushfire planning provisions (the bushfire protection criteria established by the Guidelines), and bushfire construction standards cannot always be met. 'Tourism' land use is potentially one of these. This proposal is considered a Tourism Land Use and will be assessed against the Department of Planning, Lands and Heritage (DPLH) Position Statement for Tourism Land Uses in Bushfire Prone Areas acceptable solutions.</p> <p>As a Tourism Land Use the proposed development is by default also considered a Vulnerable Land Use and a Bushfire Emergency Plan is required to accompany this Bushfire Management Plan. The emphasis will be on early evacuation as the primary emergency procedure. The BEP has given due consideration to the vehicular access/egress options in the area and precautionary measures have been applied to minimise risk to future onsite occupants.</p> <p>Contained within this Bushfire Management Plan, contour mapping is utilised to visually show the potential radiant heat impacts (from bushfire prone vegetation), as separate Bushfire Attack Level contours across the site. The BAL's have been derived for the proposed development on the subject site. The purpose is to inform future development planning by determining or indicating the Bushfire Attack Levels (BAL's) that future buildings, within the development site are potentially subject to.</p> <p>The proposal requires the application of State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (SPP 3.7). The assessed bushfire risk is manageable and will be achieved by the identified stakeholders implementing and maintaining the bushfire risk management measures that are presented in this Plan.</p> <p>Against the Tourism Position Statement Bushfire Protection Criteria, the decision marker's assessment of a future Proposal will be on the basis of it being able to meet the Acceptable Solution is complete as follows:</p> <ul style="list-style-type: none"> For Element 1 'Siting and Design': the future Proposal is able to meet the acceptable solutions by the cabins being able to achieve an Asset Protection Zone (APZ) of sufficient size to ensure the radiant heat impact does not exceed BAL-29. 	

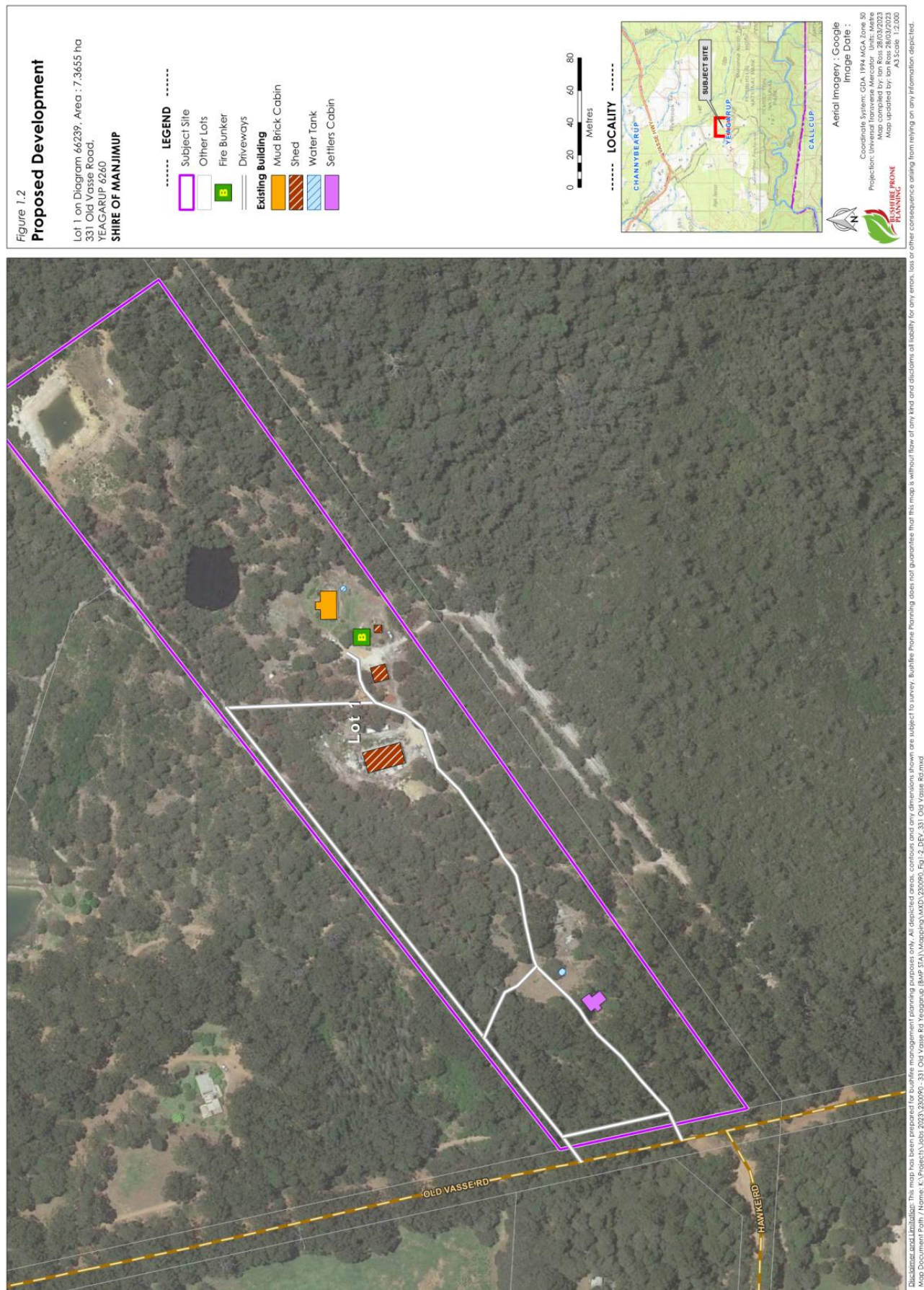


- For Element 2 'Vehicular Access': the Proposal is able to achieve the acceptable solutions. Internal driveways will be constructed to comply with the technical requirements. Old Vasse Road is a public road that meets the technical requirements and travels to two different locations.
- For Element 3 'Provision of Water': the Proposal is able to achieve the acceptable solution (it will install 10 000 L water for dedicated fire fighting purposes for Settlers Cabin and alter the coupling set up for Mud brick Cabin).

Development and management of potential bushfire hazard issues:

331 Old Vasse Road is a lifestyle bush property north west of the Pemberton townsite, along a tourist drive. Settlers Cabin site can achieve a BAL-29 rating and Mud brick Cabin has a Determined BAL-29 rating.

Potential bushfire hazards identified include the remote location within a high bushfire area. Visitors may not be familiar with the terrain and speed at which a bushfire can travel through the region, due to the vegetation type.



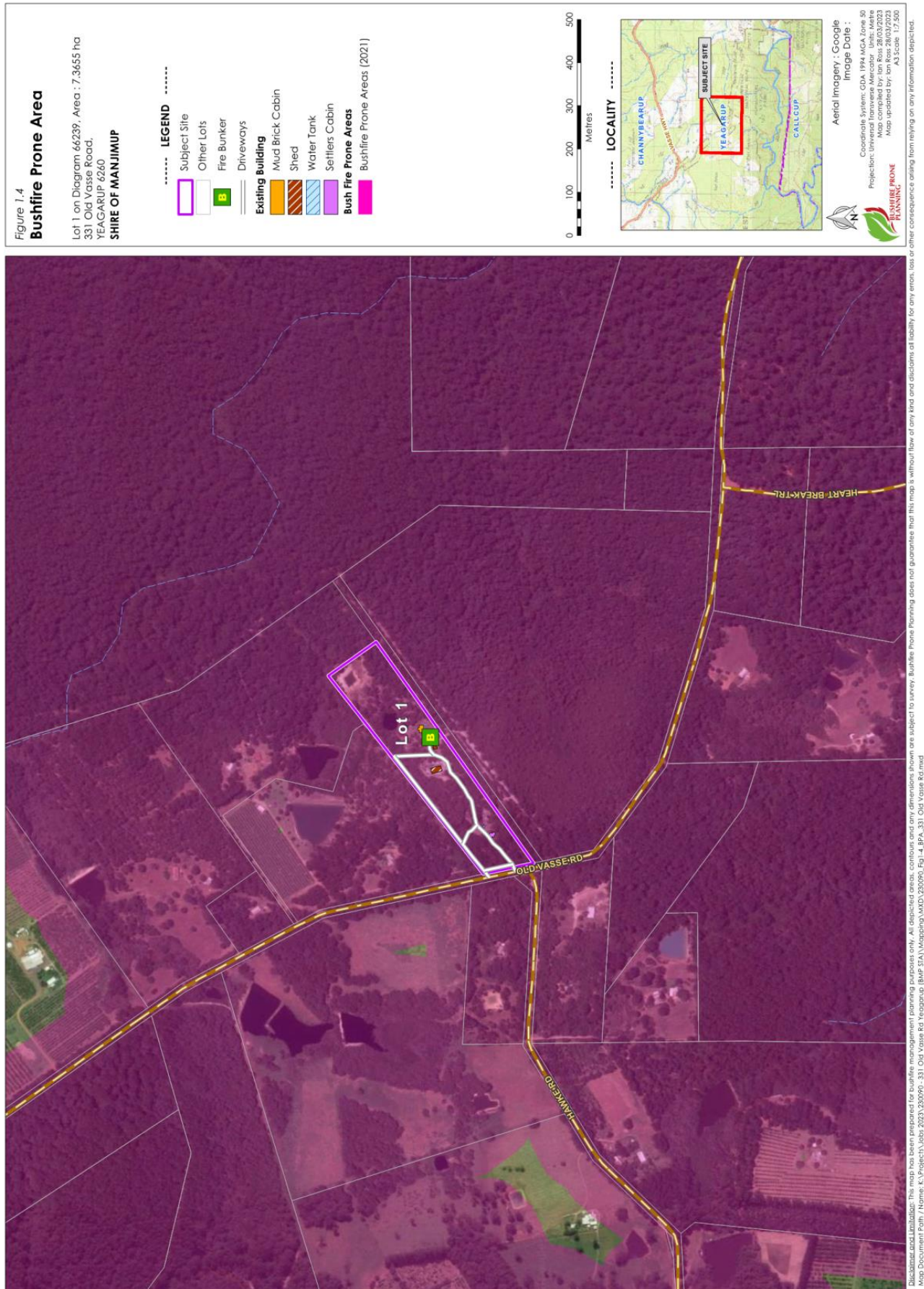


WHERE SPP 3.7 AND THE GUIDELINES ARE TO APPLY – DESIGNATED BUSHFIRE PRONE AREAS

All higher order strategic planning documents, strategic planning proposals, subdivisions and development applications located in designated bushfire prone areas need to address SPP 3.7 and its supporting Guidelines. This also applies where an area is not yet designated as bushfire prone but is proposed to be developed in a way that introduces a bushfire hazard.

For development applications where only part of a lot is designated as bushfire prone and the proposed development footprint is wholly outside of the designated area, the development application will not need to address SPP 3.7 or the Guidelines. (Guidelines DPLH 2021 v1.4, s1.2).

For subdivision applications, if all the proposed lots have a BAL-LOW indicated, a BMP is not required. (Guidelines DPLH 2021 v1.4, s5.3.1).





1.2 The Bushfire Management Plan (BMP)

1.2.1 Commissioning and Purpose

Landowner / proponent:	Eric Shand
Bushfire Prone Planning commissioned to produce the BMP by:	Eric Shand
Purpose of the BMP:	To apply the requirements established by State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7) and accompany the development application.
BMP to be submitted to:	Shire of Manjimup

1.2.2 Other Relevant Documentation - Existing or Concurrently Developed

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 subject site and the proposal/application. They potentially have implications for the assessment of bushfire threats and the implementation of the protection measures that are dealt with in the Bushfire Management Plan.

Table 1.1: Existing or concurrently developed relevant documentation.

RELEVANT DOCUMENTS			
Existing Document	Relevant to the Proposal and the BMP	Copy Provided by Proponent / Developer	Title
Structure Plan	No	N/A	-
Bushfire Management Plan	No	N/A	-
Bushfire Emergency Plan or Information	No	N/A	-
Bushfire Emergency Plan Supporting Information	No	N/A	-
Bushfire Risk – Assessment and Management Report	No	N/A	-
Environmental Asset or Vegetation Survey	No	N/A	-
Landscaping (Revegetation) Plan	No	N/A	-
DPLH BMP Guidance 'Regions & Uses'	No	N/A	-



2 ENVIRONMENTAL CONSERVATION (DESKTOP ASSESSMENT)

Important: 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 Regulations (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 Existing Vegetation on Private Land

2.1.1 Declared Environmentally Sensitive Areas (ESA)

Table 2.1: Identification of relevant ESA.

IDENTIFICATION OF ESA							
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	N/A	DBCA-010 and 011, 019, 040, 043, 044	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Bush Forever	No	N/A	DPLH-022, SPP 2.8	<input checked="" 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"/>	Confirm with relevant agency
Threatened Ecological Community	No	No	DBCA-038		<input type="checkbox"/>	<input type="checkbox"/>	Data not available - confirm with relevant agency
Heritage Areas National / World	No	No	Relevant register or mapping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirm with relevant agency
Environmental Protection (Western Swamp Tortoise) Policy 2002	No	No	DWER-062	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

DESCRIPTION OF THE IDENTIFIED AREA(S) OF VEGETATION

The relevant State agencies should be further consulted, and details confirmed as part of due diligence for the proposal.

2.2 Post Development Vegetation - Planned Landscaping and/or Re-vegetation

Table 2.2: Identification of land subject to planned vegetation modification.

AREAS OF LAND PLANNED FOR RE-VEGETATION OR LANDSCAPING			
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Planned Vegetation Modification	Description
Riparian Zones	No	N/A	-
Foreshore Areas	No	N/A	-
Wetland Buffers	No	N/A	-
Legislated Lands	No	N/A	-
Public Open Space	No	N/A	-
Road Verges	No	N/A	-

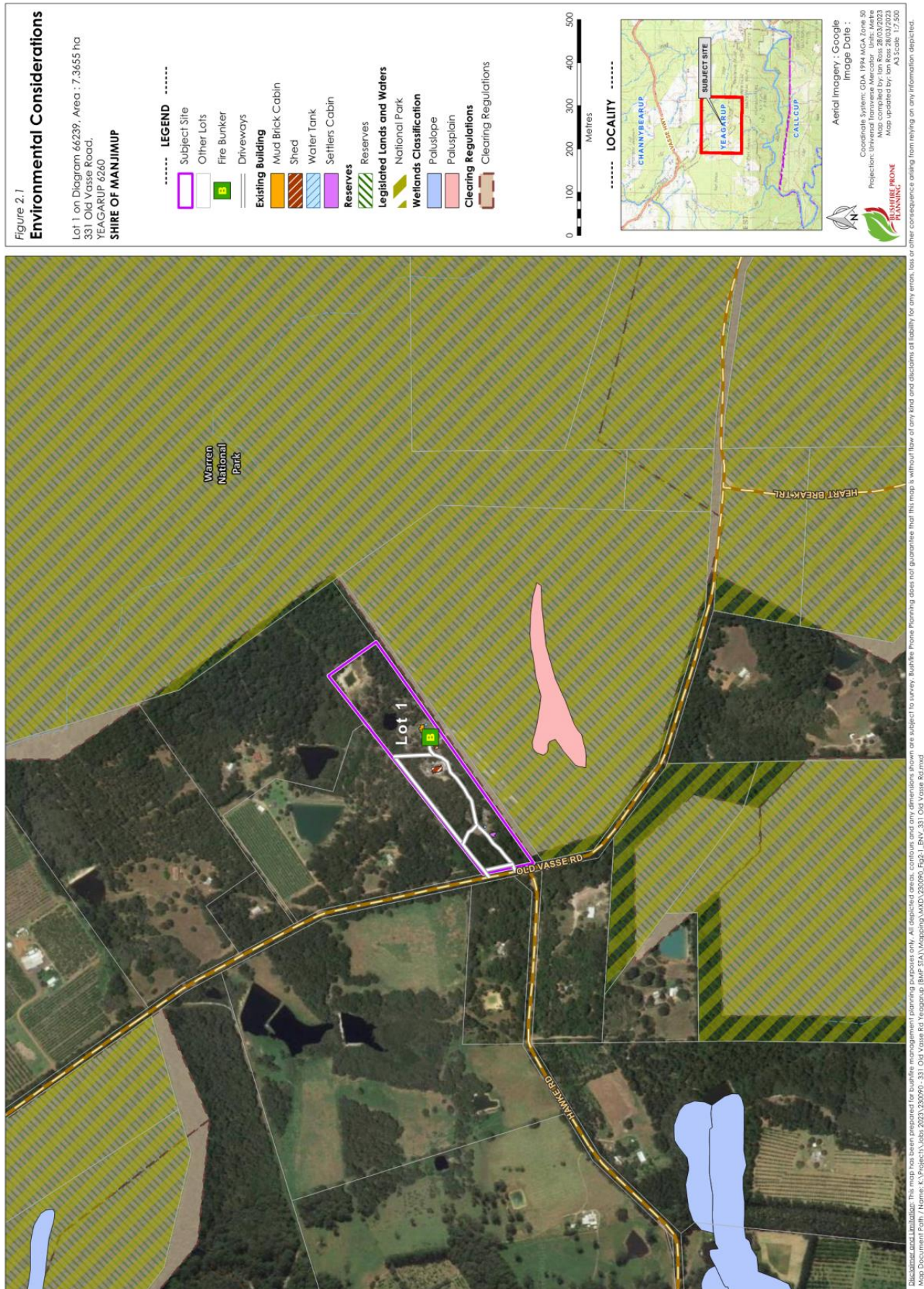
2.3 Identified Requirement for Onsite Vegetation Modification or Removal

IDENTIFICATION OF POTENTIAL NATIVE VEGETATION MODIFICATION OR REMOVAL	
Has a requirement to modify or remove native vegetation to establish the required bushfire protection measures on the subject site been identified?	No
Comments: N/A	
Is evidence provided (from relevant agencies, the environmental or planning consultant and/or the local government), that the required modification or removal of the vegetation can be achieved?	No
Comments: N/A	



2.4 Cultural Heritage

IDENTIFIED AREAS OF LAND 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 (Dept. of Agriculture, water and the Environment)	No	-
Comments: N/A		





3 BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT

BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS

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

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

DETERMINED BAL RATINGS

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

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

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.



3.1 BAL Assessment Presented in BAL Contour Map Format

LOCATION OF DATA AND SUPPORTING INFORMATION

Figure 1: Proposed development plan.

Figure 1.2: Proposed development map.

Figure 3.1: Classified vegetation and topography map.

Table 3.1: Presents all calculation input variables applied to the determination of the site specific separation distances corresponding to each bushfire attack level. This includes variables for both AS 3959:2018 Method 1 and/or Method 2 calculations as applicable.

Table 3.2: Presents the site specific separation distances that will correspond to each BAL contour illustrated on the map(s) or that corresponds to other stated levels of radiant heat flux.

Appendix A: Contains the detailed site assessment data and additional information:

- Photos, description and justification for the classification of vegetation.
- Supporting explanation and/or justification for the classification, measurement and application of assessed site values for BAL calculation input variables. This includes Method 1 and/or Method 2 calculations as necessary.
- Explanatory information to assist with understanding each relevant BAL calculation input variables.

INTERPRETATION OF THE BAL CONTOUR MAP

The BAL Contour map(s) are presented after the classified vegetation and topography map(s) on the next page(s).

The BAL contour map is a diagrammatic representation of the results of the bushfire attack level assessment.

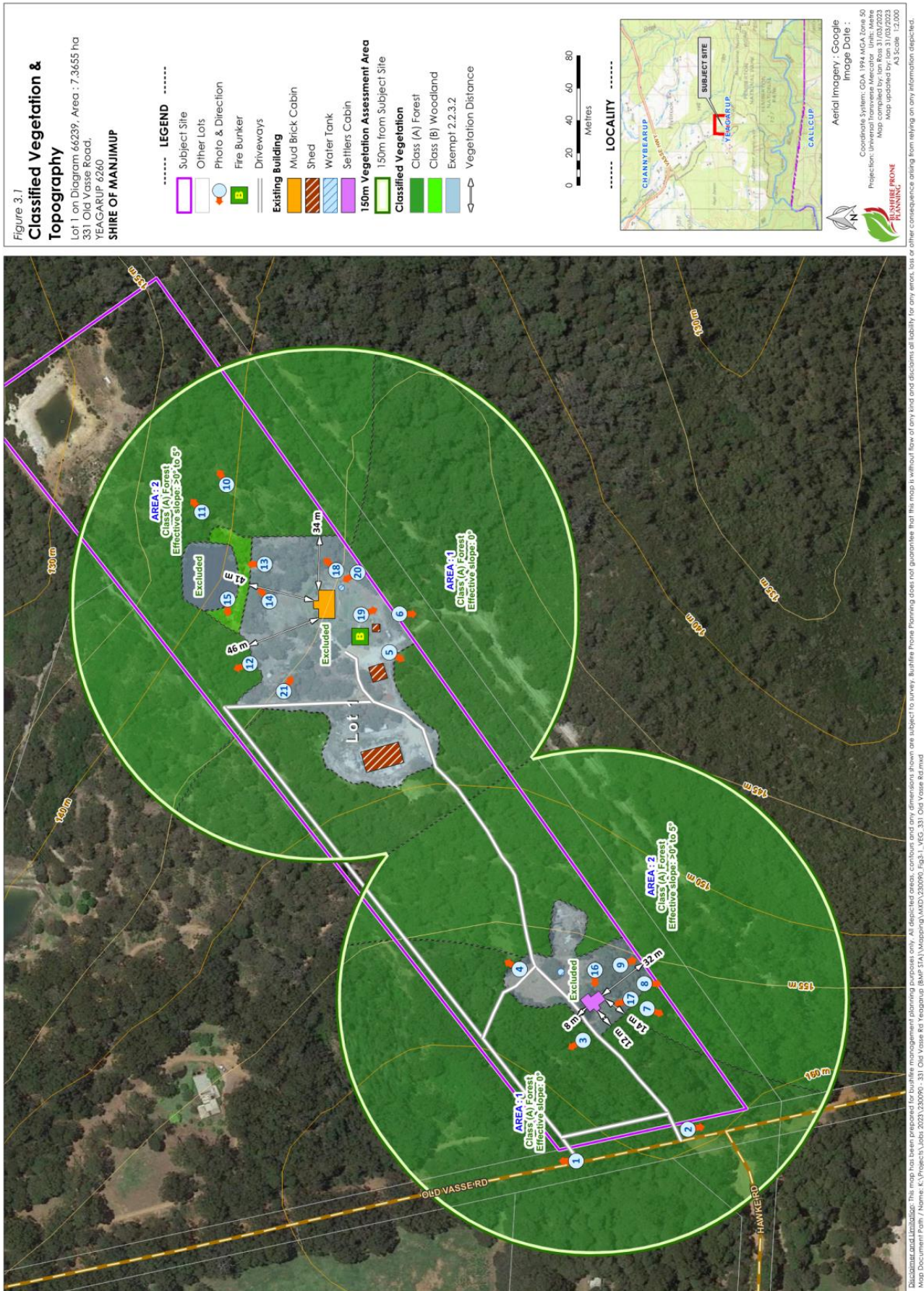
The map presents different coloured contours extending out from the areas of classified vegetation. Each contour represents a set range of radiant heat flux that potentially will transfer to an exposed element (building, person or other defined element), when it is located within that contour.

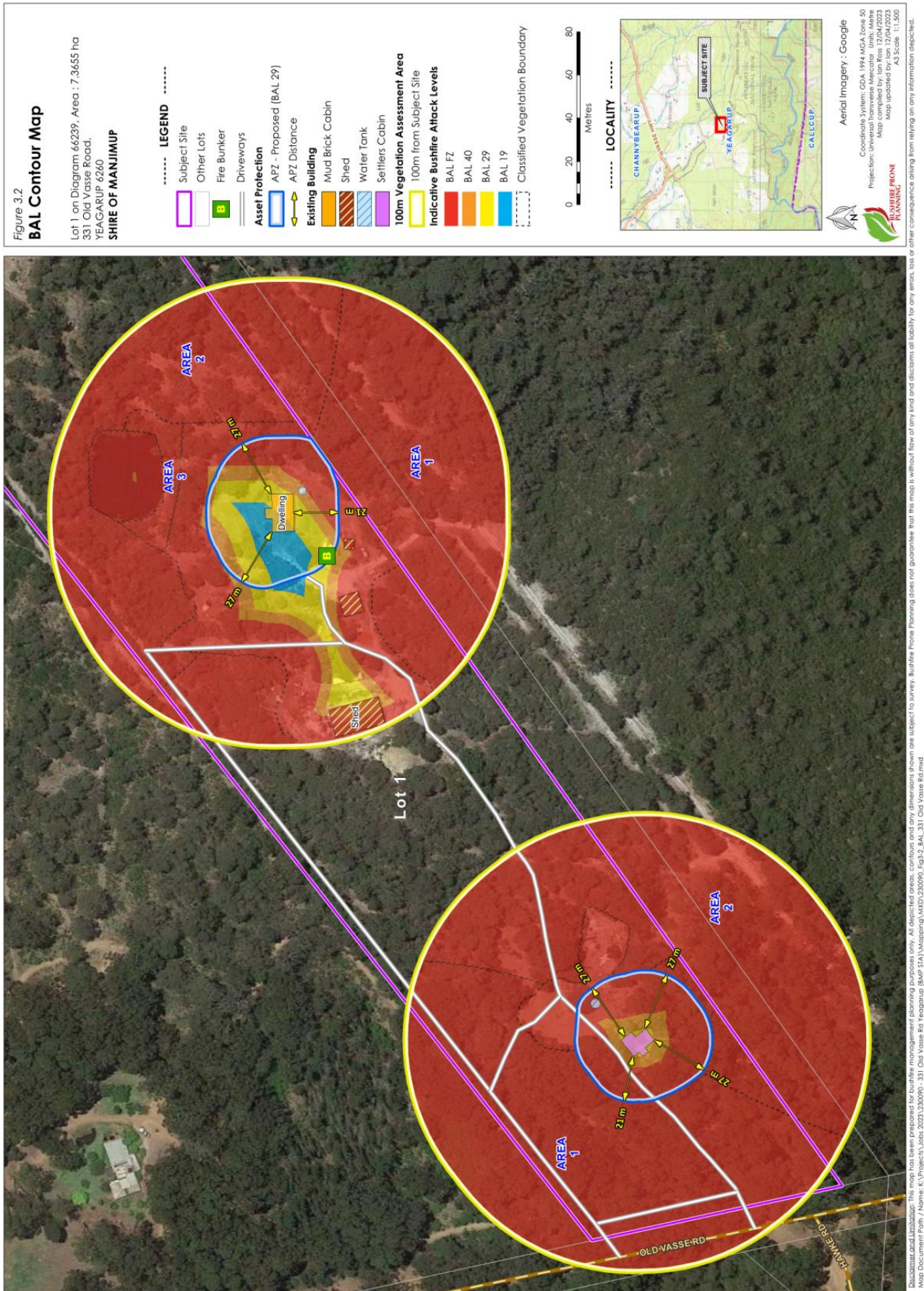
Each of the set ranges of radiant heat flux corresponds to a different BAL rating as defined by the AS 3959:2018 BAL determination methodology.

The width of each shaded BAL contour will vary dependant on both the BAL rating and the relevant parameters (calculation inputs) for the subject site. Their width represents the minimum and maximum vegetation separation distances that correspond to each BAL rating (refer to the relevant table below for these distances).

The areas of classified vegetation to be considered in developing the BAL contours, are those that will remain at the intended end state of the subject development once earthworks, clearing and/or landscaping and re-vegetation have been completed. Variations to this statement that may apply include:

- Both pre and post development BAL contour maps are produced; and/or
- Each stage of a development is assessed independently.







CONSTRUCTION OF THE BAL CONTOUR MAP(S) – RELEVANT CLASSIFIED VEGETATION	
Identification of Classified Vegetation that is Relevant to the Production of the BAL Contour Map(s)	Relevant Map
All identified areas of classified vegetation that exist at the time of the site assessment – both within the subject site (onsite) and external to the subject site (offsite) will be the relevant vegetation.	Figure No.3.1
The areas of classified vegetation that will remain at the intended end state of the subject development once earthworks, any clearing and/or landscaping and re-vegetation have been completed, will be the relevant vegetation for the BAL contour map.	Figure No.3.2
<p>Supporting Assessment Details: This approach is applied to indicate the achievable bushfire attack levels within the specified lot and the resultant area of developable land where buildings will be subject to BAL-29 or less. It is based on the following assumption:</p> <p>Any classified vegetation within 331 Old Vasse Road can potentially be managed or removed by the landowner to meet asset protection zone standards.</p>	



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 Total metres	Bushfire Attack Level (AS 3959:2018 Table 2.5)	
			Measured	Applied Range			
	Area	Class	degrees	degree range			
Settlers Cabin	1	(A) Forest	flat 0	Upslope or flat 0	21m		
	2	(A) Forest	d/slope 3.2	Downslope >0-5	27m		
	4	Excluded cl 2.2.3.2(e & f)	-	N/A	-		
	Indicative Bushfire Attack Level						
Mud brick Cabin	1	(A) Forest	flat 0	Upslope or flat 0	22m		
	2	(A) Forest	d/slope 3.4	Downslope >0-5	34m		
	3	(B) Woodland	d/slope 3.4	Downslope >0-5	41m		
	4	Excluded cl 2.2.3.2(e & f)	-	N/A	-		
Determined Bushfire Attack Level					BAL-29		

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.



Table 3.2: Vegetation separation distances corresponding to radiant heat levels and illustrated as BAL contours in Figure 3.2.

THE CALCULATED VEGETATION SEPARATION DISTANCES CORRESPONDING TO THE STATED LEVEL OF RADIANT HEAT ¹										
Vegetation Classification		Separation Distances Corresponding to Stated Level of Radiant Heat (metres)							Maximum Radiant Heat Flux	
		Bushfire Attack Level								
		Area	Class	BAL-FZ	BAL-40	BAL-29	BAL-19	BAL12.5	BAL-LOW	10 kW/m ²
1	(A) Forest	<16	16-<21	21-<31	31-<42	42-<100	>100	-	-	
2	(A) Forest	<20	20-<27	27-<37	37-<50	50-<100	>100	-	-	
3	(B) Woodland	<13	13-<17	17-<25	25-<35	35-<100	>100	-	-	
¹ All calculation input variables are presented in Table 3.1. The summary 'printouts' of calculation input and output values for each area of classified vegetation are presented in Appendix A, A4.										



3.1.3 BAL Ratings Derived from The BAL Contour Map

This BMP is produced for planning approval purposes. To comply with the acceptable solution (A2.1), it must be demonstrated that a minimum sized APZ, the 'Planning BAL-29 APZ', can be appropriately established within the lot (Refer Figure 3.2 BAL Contour Map).

However, the 'Planning BAL-29 APZ' dimensions are not necessarily the dimensions that the landowner will be required to establish and maintain. Rather, the required dimensions will be derived from either the separation distances corresponding to the determined BAL rating for the specific building/structure or the local government's annual Firebreak Notice.

Table 3.3: Indicative and determined BAL(s) for existing and/or proposed building works.

BUSHFIRE ATTACK LEVEL FOR PROPOSED BUILDINGS/STRUCTURE ¹		
Building/Structure Description	Indicative BAL ²	Determined BAL ²
Settlers Cabin	BAL-29	N/A
Mud brick Cabin	N/A	BAL-29
¹ The assessment data used to derive the BAL ratings is sourced from Table 3.1 and Figure 3.2.		
² Refer to the start of Section 3 for an explanation of indicative versus determined BAL ratings.		



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

If the proposed development is at this stage of planning, 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.

Other Planning Proposals

For all other planning stages the following issues are addressed in other sections of this BMP:

- environmental, biodiversity and conservation values;
- The bushfire threats – with the focus on flame contact and radiant heat; and
- The ability of the proposed development to apply the required bushfire protection measures thereby enabling it to be considered for planning approval.

These section include:

- Section 2 – Environmental Conservation;
- Section 3 – Potential Bushfire Impact; 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'*.

Is the proposed development a strategic planning proposal?

No



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

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

APPLICATION OF THE CRITERIA, ACCEPTABLE SOLUTIONS AND PERFORMANCE ASSESSMENT	
<p>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.</p> <p>The example acceptable solutions (bushfire protection measures) provide one way of meeting the element's intent. Compliance automatically achieves the element's intent and provides a straightforward pathway for assessment and approval.</p> <p>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).</p> <p>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.</p> <p>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)</p>	
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

<p>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).</p>	
Do endorsed regional or local variations to the acceptable solutions apply to the assessments against the Bushfire Protection Criteria for the proposed development /use?	None known or identified



5.3 Assessment Statements for Element 5: Vulnerable Tourism Land Uses

5.3.1 Other Short Term Accommodation

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	Short term accommodation (other than B&B/Holiday House) including motel, serviced apartments, tourist development (includes cabins and chalets), holiday accommodation and caravan park (which incorporates camping grounds).
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
A5.7 Siting and Design	
A5.7a Asset protection zone (APZ) – caravan park only	Applicable: No Compliant: -
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The existing and/or proposed campground facilities (i.e. office, manages residence, camper's kitchen, showers, laundry etc.) can be sited within an asset protection zone of the required dimensions that will ensure their exposure to the potential radiant heat impact of a bushfire does not exceed 29 kW/m2 (BAL-29).
Supporting Assessment Details: None required	
A5.7b Asset protection zone (APZ) – certain accommodation	Applicable: No Compliant: -
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The following accommodation structures are considered by the proponents to be a tolerable loss in the event of a bushfire. Consequently, there is to be no radiant heat limitations applied to these sites (i.e. no specified dimensioned APZ). These structures are: <ul style="list-style-type: none"> • Caravan and camping sites; and • Eco tents and cabins.
Supporting Assessment Details: None required.	



A5.7c Asset protection zone (APZ) – all other accommodation	Applicable:	Yes	Compliant:	Yes
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APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION

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.

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.

The APZ dimensions stated and/or illustrated in this Report can vary dependent on the purpose for which they are being identified.

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:

- The 'BAL Rating APZ' of the subject building(s) when distances are greater than 'B' below (except when 'B' establishes a maximum distance); or
- 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
- 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.

☒ ☐ ☐ **APZ Width:** Every existing or a future habitable building on the lot(s) of the proposed development, can be located within the developable portion of the lot and be surrounded by a 'Planning BAL-29' APZ of the required dimensions (measured from any external wall or supporting post or column to the edge of the classified vegetation), that will ensure their



	exposure to the potential radiant heat impact of a bushfire does not exceed 29 kW/m ² .
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	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).
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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 existing or future building(s) is situated.
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	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 existing or future building(s) 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.
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	APZ Location: It can be justified that any adjoining (offsite) land forming part of a 'Planning BAL-29' APZ will: <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"/>	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).
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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>Supporting Assessment Details: The APZ for the corresponding BAL29 rating is achieved for Mud brick cabin and Indicative BAL-29 rating can be realized with clearing of vegetation around Settlers Cabin.</p> <p>The ability to establish the 'Planning BAL-29' APZ dimensions is illustrated in Figure 3.3. Onsite native vegetation will be required to be modified and/or removed, for which the appropriate authority will be required (refer to Section 2 of this BMP).</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. 	



<p>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.</p> <p>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.</p> <p>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.</p>		
A5.7d Asset protection zone (APZ) – landscape management	Applicable:	Compliant:
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No	-
<p>The preparation of a landscape management plan, to identify ongoing onsite vegetation management, is appropriate for the proposed development. This will be prepared.</p>		
Supporting Assessment Details: None required		
A5.7e Onsite shelter – pedestrian paths	Applicable:	Compliant:
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No	-
<p>To comply with acceptable solution A5.8.2e (lack of vehicular access), pedestrian paths to an onsite shelter area or building, with the required signage, can and will be provided.</p>		
Supporting Assessment Details: Not applicable		
A5.7f Onsite shelter – exposure to the bushfire hazard	Applicable:	Compliant:
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No	-
<p>To comply with acceptable solution A5.8.2e (lack of vehicular access), a building that will function as a suitable onsite shelter can and will be provided that will reduce persons exposure to bushfire threats (through the shielding provided by the building).</p> <p>The building's exposure to the bushfire hazard threat of radiant heat will be limited to a maximum radiant heat flux of 10 kW/m² (calculated with an assumed flame temperature of 1200K) by providing the required separation distances from the bushfire hazard.</p>		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No	-
<p>To comply with acceptable solution A5.8.2e (lack of vehicular access), an open area that will function as a suitable onsite shelter can and will be provided that will limit persons exposure to a maximum radiant heat flux of 2 kW/m² (calculated with an assumed flame temperature of 1200K) by providing the required separation distances from the bushfire hazard.</p>		
Supporting Assessment: Not applicable		
A5.7g Onsite shelter – bushfire construction requirements	Applicable:	Compliant:
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No	-
<p>To comply with acceptable solution A5.8.2e (lack of vehicular access), the building(s) provided as an onsite shelter can and will be designed and constructed in accordance with the National Construction Code and the ABCB Community Shelter Handbook.</p>		
Supporting Assessment Details: Not applicable		



A5.4 Vehicular Access			
A5.8.1 Vehicular Access for All Proposals			
A5.8.1a Internal access/private driveway - availability	Applicable:	Yes	Compliant: Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The internal vehicular access/private driveway can provide emergency access/egress for all patrons and staff in the event of a bushfire.		
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	It is possible to provide at least two internal access/egress points to the public road network.		
Supporting Assessment Details: The technical requirements for the internal vehicular access can be achieved and two internal access points can be achieved onto Old Vasse Road.			
A5.8.1b Internal access/private driveway - technical requirements	Applicable:	Yes	Compliant: Yes
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	The internal vehicular access/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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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 (Guidelines, Figure 28, and within 30m of the habitable building) can and will be complied with.		
Supporting Assessment Details: The technical requirements for the internal access ways can be achieved.			
A5.8.1c 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: Signage can be installed in each of the guest car parks.			
A5.8.2 Vehicular Access for Short Term Accommodation Outside a Residential Built-out Area			
A5.8.2a Multiple access routes	Applicable:	Yes	Compliant: 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.		
Supporting Assessment Details: The site fronts Old Vasse Road which travels to the north via Vasse Highway to Pemberton (16kms) and to the South East to Pemberton via the Pemberton Northcliffe Road (14.5kms) or to			



Northcliffe (29kms). From Vasse Highway you also have the option to turn left to Nannup (67kms). Old Vasse Road is a tourist drive, gravel and compliant with the technical requirements.			
A5.8.2b No-through roads – maximum length		Applicable:	Compliant:
		No	-
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The no-through public road for the proposed development is no longer than 200 metres. It is existing and the adjoining classified vegetation (excluding the road reserve) is categorised an Extreme Bushfire Hazard Level (Guidelines, Table 3).		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The no-through public road for the proposed development is no longer than 500 metres. It is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Moderate Bushfire Hazard Level (Guidelines, Table 3).		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The no-through public road is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Low Bushfire Hazard Level (Guidelines, Table 3) or is not identified as bushfire prone. Consequently, there is no limit on its length.		
Supporting Assessment Details: Not applicable			
A5.8.2c Emergency access way – alternative access option		Applicable:	Compliant:
		No	-
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	A5.8.2a and A5.8.2b cannot be achieved.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The proposed or existing EAW provides a through connection to a public road.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The proposed or existing EAW is less than 500m in length and will be signposted and gated (remaining unlocked) to the specifications stated in the Guidelines and/or required by the relevant local government.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/>	The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.		
Supporting Assessment Details: Not applicable			
A5.8.2d 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</p>		



government and/or Main Roads WA.			
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	A traversable verge is available adjacent to classified vegetation (Guidelines, E3.1), as recommended.		
Supporting Assessment Details: Old Vasse Road meets the technical requirements. It is a gravel tourist drive and well maintained.			
A5.8.2e Access limitations - onsite shelter option		Applicable:	Compliant:
		No	-
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	The access requirements of two-way access, restricted no-through road length and provision of an EAW (established by A8.5.2a, A8.5.2b and A8.5.2c) cannot be achieved. The Guidelines provide for the protection measure of an onsite shelter to be provided in lieu of achieving these acceptable solutions.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	The capacity of the proposed development is no greater than 100 guests and staff at any one time.		
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	An onsite shelter can and will be provided that complies with the requirements for exposure to the bushfire hazard, building requirements and pedestrian paths (established by acceptable solutions A5.7e, A5.7f and A5.7g in 'Siting and Design').		
Supporting Assessment Details: None required			
A5.9 Provision of Water for Firefighting Purposes			
A5.9a Reticulated supply		Applicable:	Compliant:
		No	-
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	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="checkbox"/>	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: None required			
A5.9b 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: A dedicated tank can be installed at Settlers cabin for firefighting purposes. The existing dedicated firefighting tank at Mud brick cabin can have the coupling modified to comply with the technical requirements.

Refer to information contained in Appendix D for the firefighting water supply specifications and technical requirements.



5.4 Additional Bushfire Protection Measures to be Implemented

The following bushfire protection measures are recommended to be implemented and maintained. They are additional to, or a variation of, those established by the relevant acceptable solutions applied to the proposed development/use within Section 5.3 of this BMP.

The intent of their application is to improve the bushfire performance of the proposed development/use and reduce residual risk levels to persons and property from a bushfire event.

The development of these additional and/or varied protection measures originates from five potential sources:

1. Out of the relevant merit based assessment;
2. Out of the relevant performance based assessment;
3. Out of the development of any other required bushfire planning documents. These include a Bushfire Emergency Plan and the Bushfire Risk Assessment and Management Report;
4. Out of any additional bushfire planning guidance documents or position statements issued by the WA Department of Planning, Lands and Heritage; or
5. As a recommendation from the bushfire consultant.

When relevant, the implementation responsibility for these additional protection measures will be stated in Section 6 of this BMP and included in other operational documents.

5.4.1 Additional Protection Measures Established by the Bushfire Emergency Plan

These protection measures include:

1. The Bushfire Emergency Plan is a bushfire protection measure that is required to be developed and used as an operational document for 'vulnerable' land uses; and
2. Any additional measures recommended by the bushfire consultant.

Additional Protection Measure 1:

A Bushfire Emergency Plan has been created for the 331 Old Vasse Road.

It contains numbers of actions corresponding to an established set of procedures to be followed in preparation for a bushfire emergency event and in response to and recovery from, a bushfire emergency event.

The responsibility for the facility/premises owner/manager to ensure the requirements of Bushfire Emergency Plan are actioned every year, is established in Section 6 of this Bushfire Management Plan.



6. RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT OF THE BUSHFIRE PROTECTION MEASURES

6.1 Developer/Landowner Responsibilities – Prior to Occupancy/Operation

DEVELOPER/LANDOWNER RESPONSIBILITIES – PRIOR TO OCCUPANCY/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.</p> <p>This will be done pursuant to Section 70A <i>Transfer of Land Act 1893</i> as amended ('Factors affecting use and enjoyment of land, notification on title'). This is to give notice of the bushfire hazard and any restrictions and/or protective measures required to be maintained at the owner's cost.</p> <p>This condition ensures that:</p> <ol style="list-style-type: none"> 1. Landowners/proponents are aware their lot is in a designated bushfire prone area and of their obligations to apply the stated bushfire risk management measures; and 2. Potential purchasers are alerted to the Bushfire Management Plan so that future landowners/proponents can continue to apply the bushfire risk management measures that have been established in the Plan.
2	<p>Establish the Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy:</p> <ul style="list-style-type: none"> • The dimension requirements established by the assessed site specific conditions and the building's determined BAL rating, or the dimensions established by the annually issued local government Firebreak Notice – whichever is greater [refer to Section 5.4 of this BMP – including the notes 'What Sized APZ is to be Installed on the Lot']; 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 Notice. <p>This is the responsibility of the developer/landowner before occupancy.</p>
3	<p>The subject site is to be compliant with current version of the Shire of Manjimup's Fire Break Order issued under s33 of the Bushfires Act 1954.</p> <p>This may include specifications for asset protection zones that differ from Schedule 1 in the Guidelines DPLH, 2021 v1.4, with the intent to better satisfy local conditions.</p> <p>[Refer to Section 5.3 and the information presented in Appendix B].</p>
4	<p>Prior to occupancy, a copy of the Bushfire Emergency Plan (BEP) must be provided, and occupants are to be informed that it contains responsibilities that must be actioned due to the use of the land being defined as a 'Vulnerable Land Use' for the reasons identified in Section 1.1 of this BMP. The BEP 'Pre-Season Preparation Procedure' instructions must be complied with.</p>
5	<p>Prior to occupancy, construct the internal driveways and parking areas to the required surface condition and clearances, to comply with the technical requirements referenced in the BMP.</p>
6	<p>Prior to occupancy, when open air campfires will be part of site operations, install firepits and associated vegetation clearance to meet the requirements established by s25 of the Bushfires Act 1954.</p>



7	Prior to occupancy of the proposed additions, install the required emergency static water supply to the standards stated in the BMP (See Appendix D).
8	Prior to occupancy, signage must be prominently displayed in the carpark that informs the actions of those persons onsite in the event of a bushfire.
9	Prior to occupancy, all actions contained within the 'Pre-Season Preparation Procedure' established by the Bushfire Emergency Plan, must be completed.
10	<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 this 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>



6.2 Landowner/Occupier Responsibilities – Ongoing Management

LANDOWNER/OCCUPIER – ONGOING MANAGEMENT	
No.	Management Actions
1	<p>Maintain the Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy:</p> <ul style="list-style-type: none"> The dimension requirements established by the assessed site specific conditions and the building's determined BAL rating, or the dimensions established by the annually issued local government Firebreak Notice – whichever is greater [refer to Section 5.4 of this BMP – including the notes 'What Sized APZ is to be Installed on the Lot']; 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 Notice.
2	Comply with the Shire of Manjimup's Fire Break Order 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 property to comply with the technical requirements referenced in the BMP and the relevant local government annual firebreak notice.
5	Maintain the static firefighting water supply tank and associated pipes/fittings/pump and vehicle hardstand in good working condition.
6	<p>Ensure that builders engaged to construct dwellings/additions and/or other relevant structures on the lot, are aware 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>
7	<p>Ensure all future buildings the landowner/lessee 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



	<p>2011); and</p> <p>Any additional bushfire protection measures this Bushfire Management Plan has established are to be implemented.</p>
8	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.
9	The bushfire specific content of the operation's site emergency plan must be reviewed annually, relevant information updated and ensure all bushfire related preparation procedures are carried out.



6.3 Local Government – Prior to Occupancy and Ongoing Management

LOCAL GOVERNMENT – PRIOR TO OCCUPANCY AND ONGOING MANAGEMENT	
No.	Management Actions
1	It is recommended that a Bushfire Management Plan Compliance Report is received and accepted by Council to ensure that all landowner actions are implemented.
2	<p>Monitor landowner compliance with the annual Shire of Manjimup's Fire Break Order 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: SUBJECT SITE BAL ASSESSMENT INFORMATION AND ADDITIONAL DATA

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

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

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

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

Relevant Jurisdiction:	WA	Region:	Whole State	Method 1	Applied FDI:	80
				Method 2	Applied FFDI:	-
					Applied GFDI:	-

Site Assessment Details - Explanation & Justification: Method 2 FFDI is to be applied to the scrub areas of vegetation to calculate the required 10kW/m² low threat zone for the on-site shelter building.

A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION

Vegetation Types and Classification

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

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

Modified Vegetation

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

The Influence of Ground Slope

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

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

Vegetation area(s) within 100m of the site whose classification has been influenced by the existence of bushfire prone vegetation from 100m – 200m from the site:

No.

Assessment Statement: Not required







VEGETATION AREA 1					
Classification	A. FOREST				
Types Identified	Open forest A-03				
Exclusion Clause	N/A				
Effective Slope	Measured	flat 0 degrees	Applied Range (Method 1)		Upslope or flat 0 degrees
Foliage Cover (all layers)	>90%	Shrub/Heath Height	Up to 6m	Tree Height	Over 30m
Dominant & Sub-Dominant Layers (species as relevant)	Settlers Cabin: Eucalypt vegetation primarily Karri, Jarrah and Marri trees to height 10-40m with 90% vegetation cover. Mud brick Cabin: Redgums, Jarrah, Karri, Tea Tree and Banksias to a height of 10-30m with 70-90% cover				
Understorey:	Karri wattle, native bushes, fallen logs, branches and native grasses				
Additional Justification:	Not Required.				
Post Development Assumptions:	Onsite vegetation can be removed around Settlers Cabin to achieve an APZ				
<div><div></div><div></div></div>					
PHOTO ID: 1			PHOTO ID: 2		
<div><div></div><div></div></div>					
PHOTO ID: 3			PHOTO ID: 4		






PHOTO ID: 5	PHOTO ID: 6

VEGETATION AREA 2					
Classification	A. FOREST				
Types Identified	Open forest A-03				
Exclusion Clause	N/A				
Effective Slope	Measured	d/slope ## degrees	Applied Range (Method 1)		Downslope >0-5 degrees
Foliage Cover (all layers)	>90%	Shrub/Heath Height	Up to 6m	Tree Height	Over 30m
Dominant & Sub-Dominant Layers (species as relevant)	Settlers Cabin: Eucalypt vegetation primarily Karri, Jarrah and Marri trees to height 10-40m with 90% vegetation cover. Mud brick Cabin: Redgums, Jarrah, Karri, Tea Tree and Banksias to a height of 10-30m with 70-90% cover				
Understorey:	Karri wattle, native bushes, fallen logs, branches and native grasses				
Additional Justification:	Not Required.				
Post Development Assumptions:	Onsite vegetation can be removed to achieve the required APZ around habitable buildings				
		PHOTO ID: 7	PHOTO ID: 8		



<p>34°29'6" 115°56'35" 138.0m, 252° 8 Mar 2023 10:50:00 am</p>	<p>34°29'11" 115°56'45" 115.0m, 165° 8 Mar 2023 11:19:09 am</p>
PHOTO ID: 9	PHOTO ID: 10
<p>34°29'11" 115°56'45" 115.6m, 165° 8 Mar 2023 11:13:21 am</p>	<p>34°29'21" 115°56'44" 111.2m, 226° 8 Mar 2023 11:15:05 am</p>
PHOTO ID: 11	PHOTO ID: 12



VEGETATION AREA 3					
Classification	B. WOODLAND				
Types Identified	Woodland B-05				
Exclusion Clause	N/A				
Effective Slope	Measured	d/slope 4.4 degrees	Applied Range (Method 1)		Downslope >0-5 degrees
Foliage Cover (all layers)	10-30%	Shrub/Heath Height	-	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Marri trees to a height of 30m. (The Karri and Marri trees in the rear of picture 13 are not included in this area)				
Understorey:	Mown grass.				
Additional Justification:	Not required.				
Post Development Assumptions:	Not required				
<div><div><p>34 28 59, 115 56 45, 112.3m, 27 8 Mar 2023 11:20:27 am</p></div><div><p>34 29 0, 115 56 44, 115.4m, 44 8 Mar 2023 11:18:34 am</p></div></div>					
PHOTO ID: 13			PHOTO ID: 14		
<div><p>34 29 0, 115 56 44, 114.6m, 319 8 Mar 2023 11:08:20 am</p></div>					
PHOTO ID: 15					







VEGETATION AREA 4						
Classification	EXCLUDED					
Types Identified	Excluded cl 2.2.3.2(e & f)					
Exclusion Clause	2.2.3.2 (e) non-vegetated areas and (f) low threat vegetation - reduced flammability.					
Effective Slope	Measured	-		Applied Range (Method 1)	-	
Foliage Cover (all layers)	-	Shrub/Heath Height		-	Tree Height	-
Dominant & Sub-Dominant Layers (species as relevant)	Surrounding the cabins and the sheds vegetation has been cleared. Driveways and parking areas are non vegetated. There are extensive lawn areas around Mud brick cabin. To the east of Mud brick cabin there is a large vegetable patch that is fenced (Photo ID: 20) Within the Excluded area near Mud brick cabin is a fire bunker.					
Understorey:	N/A					
Additional Justification:	Not Required.					
Post Development Assumptions:	Additional clearing can be achieved around Settlers cabin to create a 20m APZ					
 <p>34°29'6", 115°56'46", 115m, 2023 8 Mar 2023 10:54:03 am</p>						
PHOTO ID: 16			 <p>34°29'6", 115°56'46", 115m, 2023 8 Mar 2023 10:54:28 am</p>			
PHOTO ID: 16			PHOTO ID: 17			
 <p>34°29'11", 115°56'45", 115m, 2023 8 Mar 2023 11:13:29 am</p>						
 <p>34°29'11", 115°56'44", 116m, 2023 8 Mar 2023 11:16:51 am</p>						
PHOTO ID: 18			PHOTO ID: 19			



PHOTO ID: 20



PHOTO ID: 21



A1.3: EFFECTIVE SLOPE

Measuring

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

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

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

Slope Variation Within Areas of Vegetation

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

Slope Variation Due to Multiple Development Sites

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

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

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

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

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

SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION

The effective slopes determined from the site assessment are recorded in Table 3.1 of this Bushfire Management Plan. When their derivation requires additional explanation and justification, this is provided below. (N/A)



A1.4: SEPARATION DISTANCE

Measuring

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

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

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

Measured Separation Distance as a Calculation Input

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

Assumed Separation Distance as a Calculation Input

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

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

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

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

Separation Distance as a Calculation Output

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

This has application for bushfire planning scenarios such as:

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

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

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

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

When separation distances corresponding to BAL's are being derived from calculations, they are an output and not an input and consequently are not presented in this section of the Bushfire Management Plan.

Measured and assumed separation distances determined from the site assessment are recorded in Table 3.1 of this Bushfire Management Plan.

When their derivation requires additional explanation and justification (including when building setbacks are applied), this is provided in the following table. (N/A)



APPENDIX B: ONSITE VEGETATION MANAGEMENT - THE APZ

THE ASSET PROTECTION ZONE (APZ)

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

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

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

THE APZ DIMENSIONS

The determined BAL rating of the relevant building/structure will establish the corresponding bushfire construction requirements that are to apply. The minimum required APZ dimensions must be those that will ensure the retention of the determined BAL rating. This ensures 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.

The size of the APZ that is to be established and maintained surrounding the subject building/structure, will be the largest that is defined by either:

- The dimensions corresponding to the determined BAL rating stated on the BAL Certificate and which accounts for the specific site conditions; or
- The dimensions established by the relevant local government's annual firebreak notice as can be issued under s33 of the Bushfires Act 1954. This may state a required single minimum dimension for an APZ surrounding a building, or a dimension that varies with slope of the land under the different areas of bushfire prone vegetation that impact the building. Check the notice annually for revisions to requirements.

Relevant Buildings(s)	Classified Vegetation [refer Fig 3.1]	Minimum Required Separation Distances (m)				
		Corresponding to Stated BAL				Stated in the Relevant Firebreak Notice
		BAL-29	BAL-19	BAL-12.5	BAL-LOW	
Settlers Cabin	Area 1	21	-	-	-	20
Mud brick Cabin	Area 1	21	-	-	-	20

THE APZ LOCATION

The APZ should be contained solely within the boundaries of the lot, except in instances where the neighbouring lot(s) or adjacent public land is non-vegetated or will be maintained to a low-fuel state in perpetuity, and this can be justified. Where possible, planning for siting and design of development should incorporate elements that include non-vegetated areas (e.g., roads / parking / drainage / water body) and/or formally managed areas of vegetation (public open space / recreation areas / services installed in a common section of land), as either part of



the required APZ dimensions for each lot or to additionally increase separation distances to reduce exposure further.

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

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

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

Guidelines for
Planning in
Bushfire
Prone Areas

71



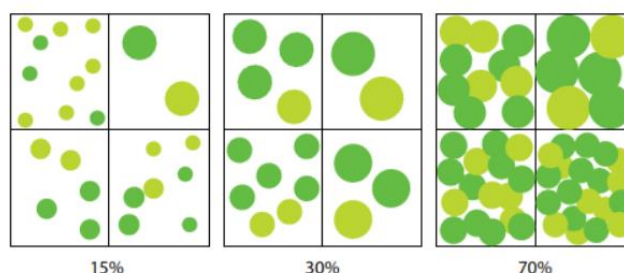
ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> • Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> • Should be managed and removed on a regular basis to maintain a low threat state. • Should be maintained at <2 tonnes per hectare (on average). • Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> • Trunks at maturity should be a minimum distance of six metres from all elevations of the building. • Branches at maturity should not touch or overhang a building or powerline. • Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. • Canopy cover within the APZ should be <1.5 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 1.5 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 Notice issued annually (under s33 of the Bushfires Act 1954) by the relevant local government. It may state Standards that vary from those established by the Guidelines and that have been endorsed by the WAPC and DFES as per Section 4.5.3 of the Guidelines.

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



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

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

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



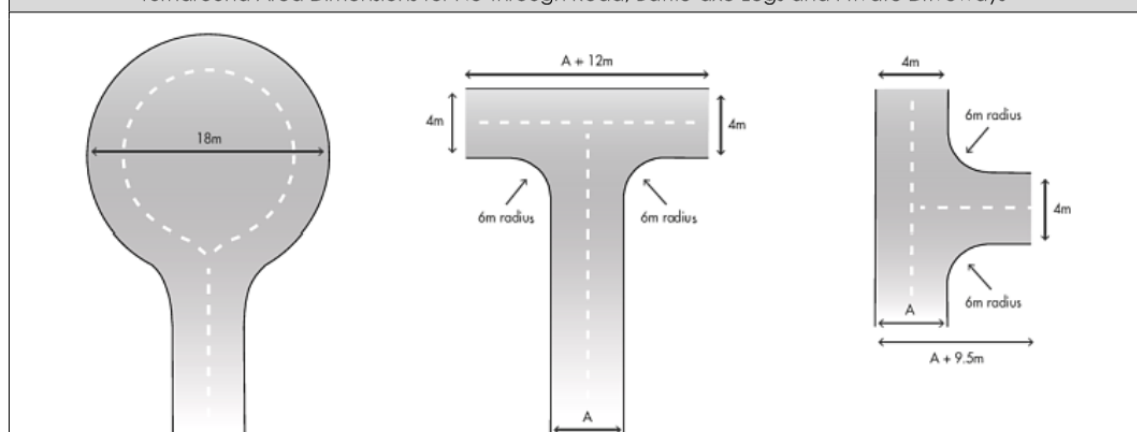
APPENDIX C: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS

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

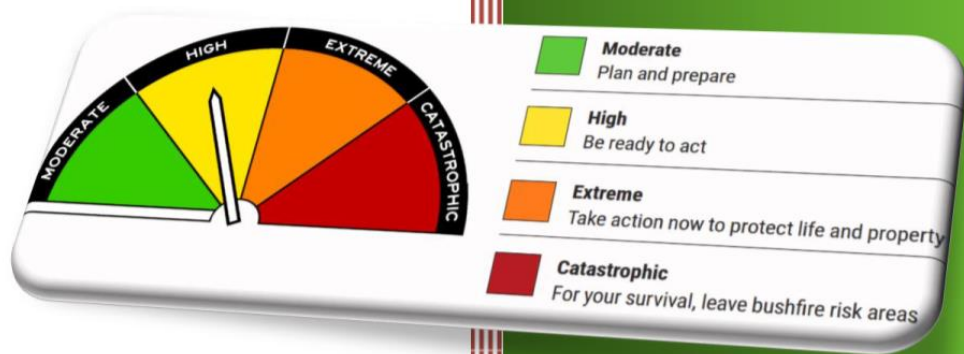


Full Flow 50mm Gate Valve and Male Camlock



Bushfire Emergency Plan

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



PREVENT | PREPARE | RESPOND

331 Old Vasse Road, Yeagerup

Shire of Manjimup

Facility/Premises Use: Holiday accommodation

11 April 2023

Associated BMP:

BPP Ref. No. 230090

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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
Pemberton Hospital	Emergency medical services	(08) 9776 4000
Manjimup Hospital	Emergency medical services	(08) 9772 5100
Western Power	Response to electricity supply outages and damage.	13 1351
Crisis Care	Crisis accommodation	1800 199 008
Australian Red Cross	Humanitarian assistance	1800 733 276 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

4.1.1 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 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 and evacuation route 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.
<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>

Bushfire Emergency Plan (Unsupervised Site)



	<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.
<input type="checkbox"/>	Refer to the 'Action List No. 3 in the 'Pre-Season Prepare' procedure to identify any actions that may not have been conducted or completed and ensure they are actioned.

2. MAINTAIN ASSET PROTECTION ZONES

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

**4.2. RESPONSE PROCEDURES – BUSHFIRE EXISTS**

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

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

This poster must be displayed within the premises.

BUSHFIRE EMERGENCY INFORMATION

301 Hillbrook Road, Crowea

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

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

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

ELEVATED THREAT PROCEDURE

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

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

SHELTER-IN-PLACE PROCEDURE

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

Procedure: Call 000 to report the bushfire and tell them you are sheltering in place. If time permits shut all doors/windows, turn off air conditioners, turn off bottled gas, move all combustible materials away from windows.

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

FORECAST FIRE DANGER RATINGS



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

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

BUSHFIRE EVENT WARNINGS

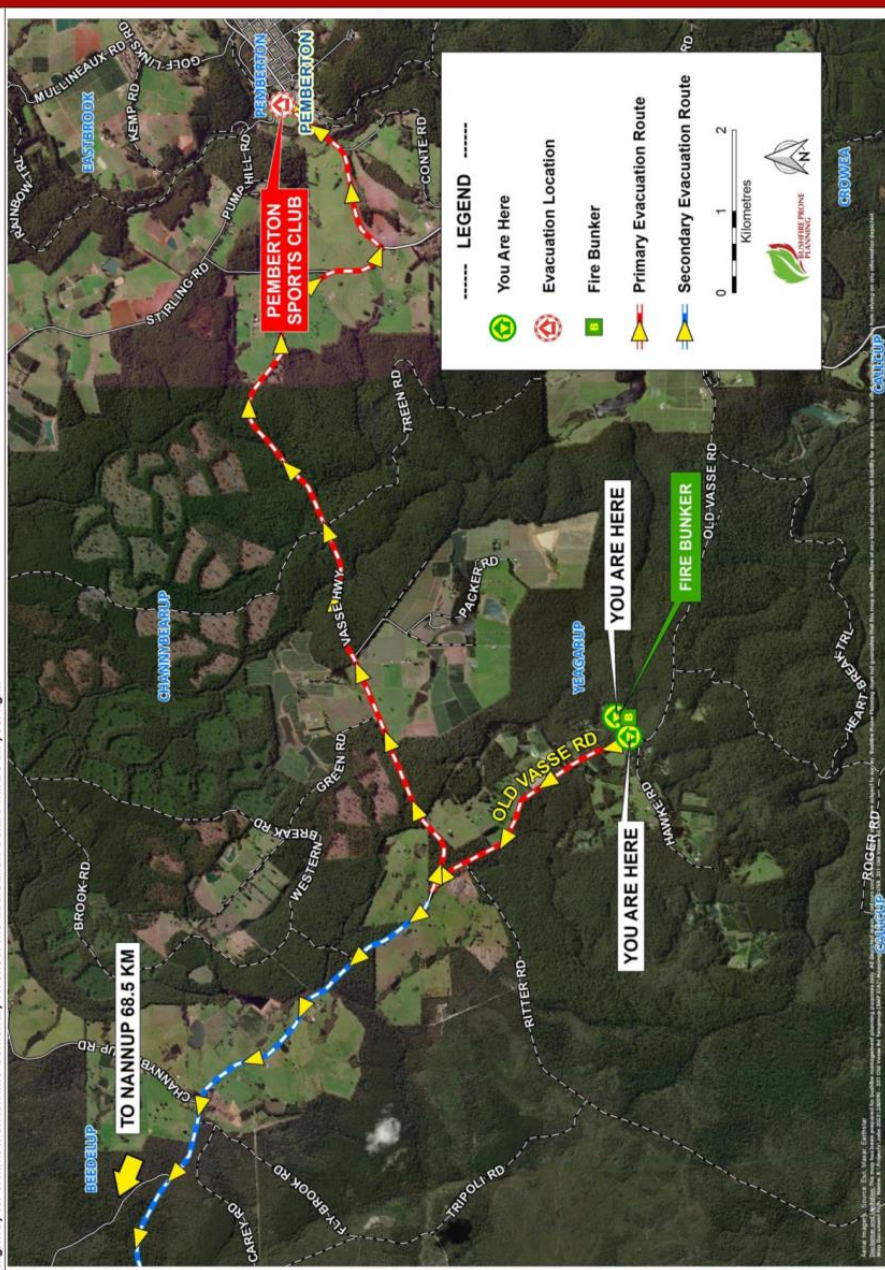
	ADVICE A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.
	WATCH AND ACT There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.
	EMERGENCY WARNING There is a threat to lives or homes. You are in danger and need to take immediate action to survive.

000 Fire or Life Threatening Emergencies		Alerts and Warnings emergency.wa.gov.au	13 3337 DFES Emergency Information	132 500 SES Emergency Assistance	13 13 51 Western Power	@dfeswa DFES Facebook	Radio Local ABC
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Property Owner: 0438 930 106 Pemberton Hospital (08) 9776 4000 Manjimup Hospital (09) 9772 5100

Evacuation Destination 1. Pemberton Sports Club: Route: Depart property and turn right onto Old Vasse Road for 3.7kms and then right onto Vasse Highway for 9.5kms. Turn left into Vasse Highway for 19kms and turn left into Vasse Highway for 2.3kms. When you enter the Pemberton town centre turn left into Club Road. The Sports Club will be on your left.

Evacuation Destination 2. Nannup Recreation Centre: Depart property and turn right onto Old Vasse Road for 3.7kms and turn left into Vasse Highway for 62kms. Turn right onto Brockman Highway for 1.4kms then left into Centenary Avenue. The Recreation Centre will be on your right.



APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED



BUSHFIRE WARNING SYSTEM

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

Where can I get information during an emergency?

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

 @dfeswa
  @dfes_wa
  Local ABC Radio



GOVERNMENT OF
WESTERN AUSTRALIA



DFES
Department of Fire &
Emergency Services

APPENDIX 2: FIRE DANGER RATINGS - FORECAST BUSHFIRE RISK

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



Australian Fire Danger Rating System

YOUR FIRE RISK TODAY IS

BE READY TO ACT
UPDATED 25/09/2022

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

High: Be ready to act.
Fires can be dangerous. Decide what you will do if a fire starts.
Leave bushfire risk areas if necessary.

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

Catastrophic: For your survival, leave bushfire risk areas.
These are the most dangerous conditions for a fire. If a fire starts and takes hold,
lives are likely to be lost. Homes cannot withstand fires in these conditions.

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

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

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

This publication is intended to be a guide only. While every effort is made to ensure accuracy at the time of publication, DFES makes no representation about the content or suitability of the information provided. DFES accepts no liability for any loss or omission done or not done in reliance on the information and for any consequences whether direct or indirect, arising from such act or omission.
JUNE/2022/V1.0

 **DFES**
Department of Fire & Emergency Services

HOW FIREPROOF IS YOUR PLAN?

AFDRS

APPENDIX 3: BUSHFIRE RISKS AND DANGERS



BUSHFIRE RISKS AND DANGERS

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

EMBER ATTACK

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

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

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

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

If not extinguished, your house could catch fire.

RADIANT HEAT

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

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

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

SMOKE

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

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

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

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

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



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September 2020/V1.0




**HOW FIREPROOF
IS YOUR PLAN?**

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 2021/V1.0




HOW FIREPROOF IS YOUR PLAN?

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

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

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

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

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

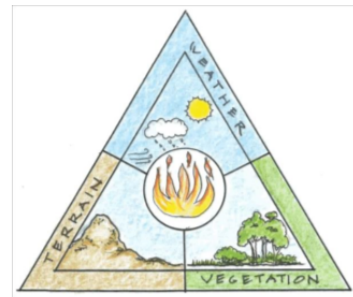
The Fire Behaviour Triangle

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

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

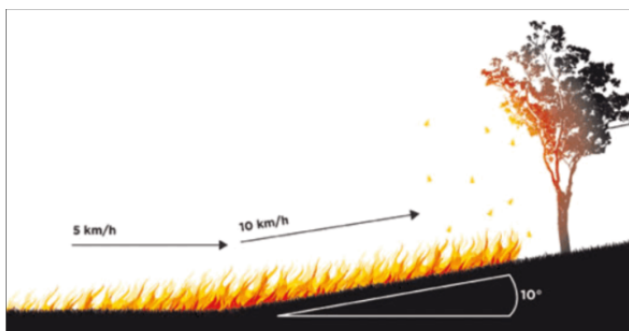
The influence of fire weather (FDR) and vegetation types (as per AFDRS) on the potential bushfire impact to the subject facility/premises, can be derived from the tables presented on the following page(s). Greater fuel loads will result in behaviours at the higher end of stated values.

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



The Influence of Terrain (topography)

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



(source: Country Fire Authority, Victoria).

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

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

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



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

FOREST

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

Source: AFDRS v. 2022_6



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

GRASSLAND

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

Source: AFDRS v. 2022_6

FDR	INDICATIVE BUSHFIRE BEHAVIOUR			
NO RATING	<div><div>MAX FLAME HEIGHT <1 m</div><div>0-5</div><div>RATE OF SPREAD 0-30 m/hr</div></div>	<div>Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.</div>	<div>SPOTTING POTENTIAL Potential for any spotting is very limited.</div>	
	<div><div><1.5 m</div><div>6-11</div><div><1.3 km/hr</div></div>	<div>Fire easily sustained. Typically wind driven fires that can spread quickly.</div>	<div>Potential for spotting Potential for short distance spotting is limited.</div>	
MODERATE	<div><div>1.5-2.5 m</div><div>12-23</div><div>0.5-6 km/hr</div></div>	<div>Typically wind driven and rapidly spreading fires with the potential to gain size quickly.</div>	<div>Possible short distance spotting occurring.</div>	
HIGH	<div><div>2-3 m</div><div>24-49</div><div>2.5-10 km/hr</div></div>	<div>Wind driven, rapidly spreading fires with potential for development into large fire area/size and with the potential for short distance spotting and long flame lengths.</div>	<div>Short distance spotting occurring with increasing frequency.</div>	
EXTREME	<div><div>2.5-3.5m</div><div>50-99</div><div>5-16 km/hr</div></div>	<div>Extremely rapid fire growth and increasing likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>Likely short distance spotting occurring with increasing frequency.</div>	
CATASTROPHIC	<div><div>>3m</div><div>100+</div><div>>8 km/hr can be expected, possibly >16 km/hr</div></div>	<div>Extremely rapid fire growth and high likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>Likely short distance spotting occurring with increasing frequency.</div>	



APPENDIX 6: LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY

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

For additional guidance, refer to:

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

☐ 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.

Jocelyn Baister

From: Stewart Tutton <[REDACTED]>
Sent: Friday, 7 July 2023 2:05 PM
To: Info
Cc: Jocelyn Baister; Kees Visser; Anthony Wise
Subject: [External] Request to Reconsider - condition d) of Development Approval for Corbalup plantation

Afternoon,

I am writing to provide a request to reconsider condition d) of the development approval provided for Corbalup plantation.

Advice has been sourced from DBCA (Peter Bamess) as highlighted below, with regards to the development approval provided by The Shire of Manjimup.

The statement "A population of endangered flora species (*bossiaea reptans*) exists adjacent to the property and encroaches into Lot 2765. To ensure the protection of this population, the department will contact the proponents to discuss management strategies" is incorrect there is no endangered flora species recorded on the property.
Therefore the remnant vegetation would not need any special management strategies as previously indicated.

Providing there is no planned clearing of the remnant vegetation (this would have to be carried out via the Department of Water and Environment Regulation clearing permit system).
The establishment of the plantation should not have any negative impacts on threatened fauna species on the location.

I respectfully ask that the condition associated with fencing off the native vegetation is removed from the development approval provided.

If you have any queries or comments, please do not hesitate to contact me.

Regards

Stewart

Stewart Tutton | Regional Manager (WA)

M [REDACTED]
[REDACTED]

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Jocelyn Baister

From: Peter Bameess <[REDACTED]>
Sent: Tuesday, 4 July 2023 4:12 PM
To: Jocelyn Baister
Cc: Lily Simpson
Subject: FW: [External] DA query - Corbalup

Hi Jocelyn,

Following a discussion with Stewart Tutton recently regarding the establishment of a Eucalyptus Plantation on Lot 2765 (your Ref DA23/43) I have reviewed the advice and shows there has been a misunderstanding in our previous correspondence to the shire and now provide the following update.

The statement *"A population of endangered flora species (bossiaea reptans) exists adjacent to the property and encroaches into Lot 2765. To ensure the protection of this population, the department will contact the proponents to discuss management strategies"* is incorrect there is no endangered flora species recorded on the property.

Therefore the remnant vegetation would not need any special management strategies as previously indicated.

Providing there is no planned clearing of the remnant vegetation (this would have to be carried out via the Department of Water and Environment Regulation clearing permit system).
 The establishment of the plantation should not have any negative impacts on threatened fauna species on the location.

I hope the above helps clarify DBCAs advice.

Regards

Peter

Peter Bameess

Regional Leader Conservation
 Warren Region
 Parks and Wildlife Service
 Department of Biodiversity, Conservation and Attractions
 MANJIMUP



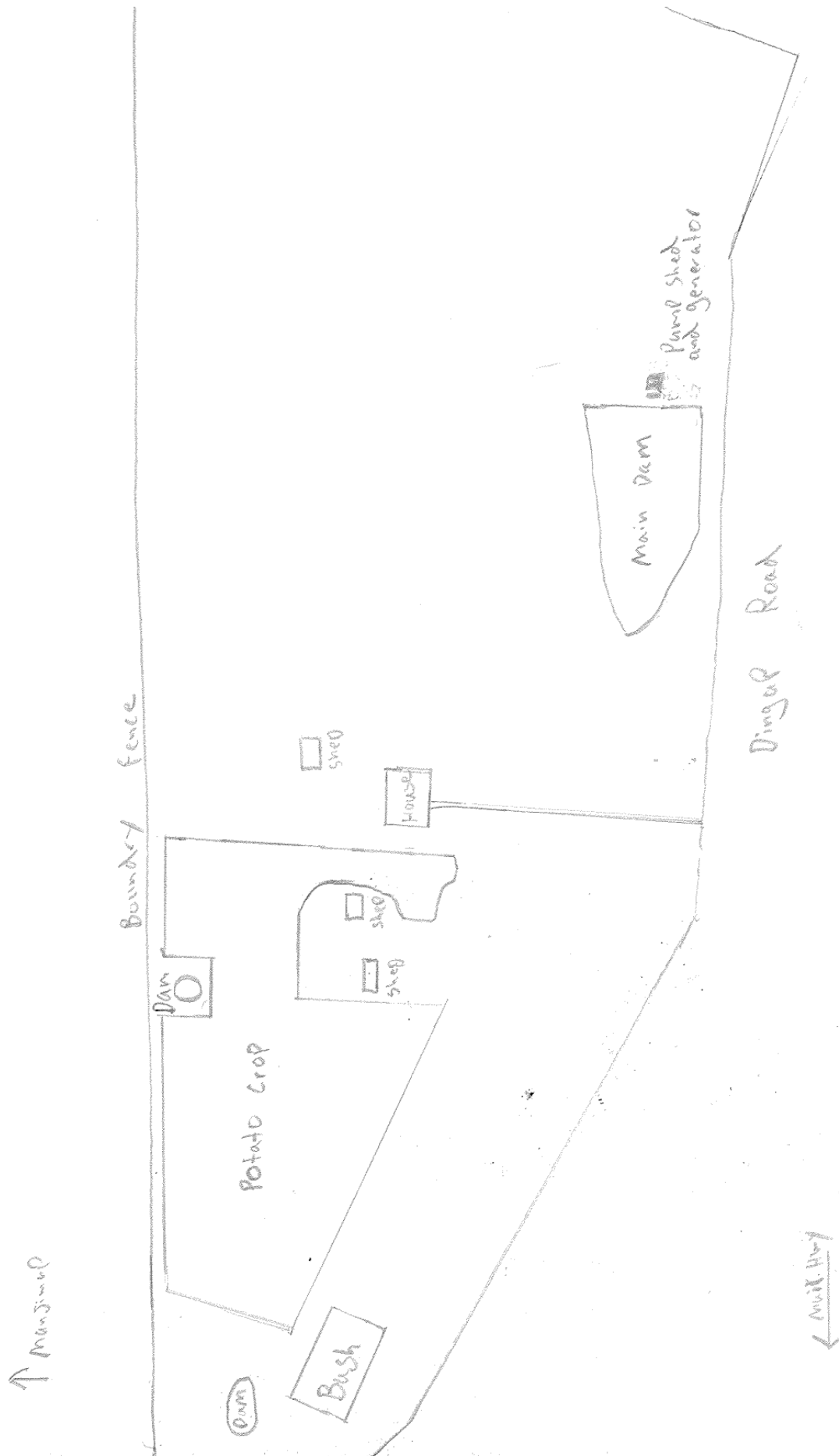
Department of Biodiversity,
Conservation and Attractions



*We're working for
Western Australia.*

PH; [REDACTED]
 Email: [REDACTED]

Ngaala kaaditj Noongar moort keyen kaadak nidja boodja.
 We acknowledge the Noongar people as the Traditional Owners of this land.



- I will use an electric pump which is powered by a brand-new diesel generator which produces very minimal noise. (58DB at 7m)
- Pump running times will be in between the hours of 7.00am and 6pm. The crop will need watering around 3 times a week, depending on the weather.
- The potatoes will be harvested 15 weeks after planting. The harvester makes very minimal noise but will still be limited in between the hours of 7.00am and 6.00pm.
- The crop will be watered down before harvesting to eliminate any dust.
- The land will be re- seeded back to pasture ASAP after harvest.
- There will be no dust pollution during the whole growing period due to the crop being regularly irrigated.

Jocelyn Baister

From: Lily Simpson <lily.simpson@dbca.wa.gov.au>
Sent: Tuesday, 27 June 2023 8:35 AM
To: Info
Subject: [External] DA2378 P58154 TP75/2023

Attn: Jocelyn Baister

Hi Jocelyn

Thank you for your letter regarding a proposed rural pursuit (seed potato) application on Lot 60, Dingup Road.

Parks and Wildlife has no comments to make on this proposal.

Kind regards
Lil

Lily Simpson
Personal Assistant to Tim Foley
A/Regional Manager, Warren Region
Parks and Wildlife Service
Phone: 97 717 957
Email: lily.simpson@dbca.wa.gov.au



Department of Biodiversity,
Conservation and Attractions



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Jocelyn Baister

From: Calvin Perrella [REDACTED]
Sent: Monday, 3 July 2023 2:32 PM
To: Info
Subject: [External] Lot 60 Dingup rd Dingup
Attachments: C & A Perrella.pdf

To Chief Executive Officer

Me and my wife Ann-Marie Perrella have no objections for the Rural Pursuit of SEED POTATO on lot 60 Dingup rd Dingup.

We can't believe the commotion over some one that wants to pursue there lively hood on a rural property if everyone just

Minded their own business our lives would be a lot easier.

With the Timber industry shut we need as much business as possible thriving in the town to keep it going.

Kind regards

Calvin Perrella

Owner

[REDACTED]

MANJIMUP WA 6258

Ph: [REDACTED]

Fax: [REDACTED]

Mobile: [REDACTED]





SHIRE OF
MANJIMUP



LEMA

Local Animal Welfare Plan 2023 - 2028

Version: 1

Date: June 2023

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Endorsement of the Local Animal Welfare Plan

The Local Animal Welfare Plan (LAWP) has been developed in accordance with Section 41(1) of the Emergency Management Act 2005 (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Manjimup and as such should not be read in isolation.

The development, implementation and revision of this plan is the responsibility of the Shire of Manjimup in consultation with LEMC and key stakeholders in accordance to the EM Act.

The LAWP was supported by the Shire of Manjimup Local Emergency Management Committees (LEMC) and endorsed by Council.

Chair: _____ Date: _____

Shire of Manjimup Local Emergency Management Committee

_____ Date: _____

Shire of Manjimup President Endorsed by Council

_____ Date: _____

Shire of Manjimup Chief Executive Officer

Disclaimer: This Plan has been produced by the Shire of Manjimup in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Manjimup expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Shire of Manjimup – LEMA - Local Animal Welfare Plan

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Document Availability

A restricted copy of this plan is available free of charge and can be found at:

Hardcopy	Online
<i>Shire of Manjimup Administration Office</i>	<i>Shire of Manjimup website</i>
37-39 Rose Street MANJIMUP WA 6258	<u>www.manjimup.wa.gov.au</u>

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the Plan and Arrangements.

Feedback can include:

- What you do and don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback copy the relevant section, mark the proposed changes and forward it to: Chief Executive Officer

Shire of Manjimup

PO Box 1

MANJIMUP WA 6258

Or;

alternatively email to: info@manjimup.wa.gov.au

Any suggestions and/or comments will be referred to the LEMC for consideration. Amendments promulgated are to be certified in the following table when entered.

Amendment		Details of Amendment	Amended By	Document Version
Number	Date		Name	

Related Documents

The *Shire of Manjimup – LEMA - Local Animal Welfare Plan* is consistent with State Emergency Management Policies and State Emergency Management Plans.

The Local Animal Welfare Plan is to be read in conjunction and alignment with the Shire of Manjimup Local Emergency Management Arrangements (LEMA).

Special Considerations

Shire of Manjimup availability:

- Shire of Manjimup business hours are from Monday to Friday 8.15am to 4.30pm.
- Services and resources after hours, weekends and public holidays, numbers are located in the *Shire of Manjimup Emergency Resource Directory*.

Abbreviations and Definitions

The Act	<i>Emergency Management Act 2005</i>
AMF	Animal Management Facility
AEC	Animal Evacuation Centre
AWC	Animal Welfare Coordinator
AWA	Animal Welfare Assistant
LAWP	Local Animal Welfare Plan
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation & Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire & Emergency Services
DPIRD	Department of Primary Industries & Regional Development
ECC	Emergency Coordination Centre
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LAS	Livestock Animal Shelter
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Committee

Shire of Manjimup – LEMA - Local Animal Welfare Plan

OIC	Officer In Charge
OASG	Operational Area Support Group
OEM	Office of Emergency Management
PAS	Pet Animal Shelter
RSPCA	Royal Society of Prevention of Cruelty to Animals
SoM	Shire of Manjimup
WAPOL	Western Australian Police Force

Glossary of Terms

Agency	A Government agency, including Commonwealth, State or Local Government Authority.
Animal	Companion animals, domestic pets, livestock including horses and poultry, wildlife, birds and fish.
Animal Evacuation Centre	An identified temporary facility suitable for providing containment and shelter for animals that have been evacuated in an emergency.
Animal Welfare	Animal welfare refers the physical and mental state of an animal in relation to the conditions in which it lives and dies; the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment.
Biosecurity	The protection of the economy, the environment, social amenity or human health from negative impacts associated with the entry, establishment or spread of animal or plant pests and disease, or invasive plant and animal species.
Controlling Agency (CA)	A Controlling Agency controls the response activities to a specified type of Emergency. DFES, DBCA and Local Governments all have responsibilities for fires in their relevant jurisdictions under the Bush Fires Act 1954.
Domestic Pets	Small domesticated animals who are portable and would normally accompany the family when they leave the property. Includes; dogs, cats, rabbits, rodents, fish & tame birds.
Fodder	Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.

Incident Controller (IC)	The IC is the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.
Incident Management Team (IMT)	<p>The IMT is a group of incident management personnel comprising the Incident Controller, and the personnel they appoints to be responsible for the functions of operations, planning and logistics.</p> <p>The team headed by the Incident Controller which is responsible for the overall control of the incident.</p>
Incident Support Group (ISG)	An ISG is a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.
Livestock	<p>Animals not normally contained or permitted inside a family residence and would normally stay outside on the property:</p> <ul style="list-style-type: none"> Any animal being kept for the purpose of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or Horses, including where used for recreation; or Any animals prescribed as livestock.
Local Emergency Management Committee (LEMC)	A Local Emergency Management Committee established under section 38 of the EM Act 2005
Organisation	Any non-government or not for profit entity, company or authority.
Pet	Small, domesticated animals who are portable and would normally accompany the family when they leave the property, including dogs, cats, rabbits, rodents, fish and tame birds.

Salvage Slaughter	The processing of animals through an abattoir. Livestock impacted by an emergency suitable for salvage slaughter are those that do not show signs of distress and are fit enough to be transported.
Situational Report (SITREP)	A brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.
Support Agency	Any agency which provides services, personnel, or material to support or assist a control agency or affected persons.
Triage	The process of determining the priority of veterinary treatment based on the severity of an animal's condition. This rations veterinary treatment efficiently when resources are insufficient for all to be treated immediately.
Welfare Evacuation Centre (For People Only)	<p>Welfare Centres are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, and personal support is available for people.</p> <p>Animals (including pets) are not permitted in these centres during an emergency unless they are an assistant dog.</p>
Wildlife	Any vertebrate animal indigenous to Australia, some non-indigenous vertebrates (deer and game birds declared to be wildlife, any terrestrial invertebrates listed as threatened), does not include fish within the meaning of the <i>Fisheries Act 1995</i> .

1. Introduction

1.1 Purpose

The purpose of this plan is to provide guidance to Shire Staff, Hazard Management Agencies, Combat Agencies and Support Agencies to assist the community with the care and management of domestic and native animals during an emergency within the Shire of Manjimup.

1.2 Objectives

The objectives of the Local Animal Welfare Plan are to:

- Support and assist the Local Emergency Management Arrangements;
- Coordinate the function and outline the management structure of animal welfare arrangements;
- Contribute to enhanced public safety and community resilience within the Shire through effective planning and management of animals in emergencies;
- Ensure animals within the Shire are better considered and protected from suffering during and immediately following emergencies;
- Reunite owners with lost animals during and after an emergency;
- Ensure straying animals are impounded for their safety and the safety of the community, road users and emergency services; and
- Increase community knowledge and confidence that animal welfare will be considered and managed during an emergency.

2. Scope

The Local Animal Welfare Plan recognises that the Shire of Manjimup is ultimately responsible for domestic animal welfare during an emergency and it is limited to the care of domestic animals residing within the Shire of Manjimup, during an emergency or disaster. It does not include the routine management of animal welfare during non-emergencies.

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events, often limiting the ability of people to fulfil these obligations. Furthermore, their inability to care for their animals can lead to significant distress in already trying situations.

Though care of native animals may be deemed the responsibility of any Authorised Animal Welfare Inspector, this plan does identify processes that can be undertaken to assist injured, distressed or displaced wildlife during an emergency or disaster.

3. Plan Activation

The decision to activate the *Shire of Manjimup -LEMA - Local Animal Welfare Plan* will be made by the Chief Executive Officer (CEO) on the advice of the Community Emergency Services Manager (CESM).

The CEO will then appoint the role of Animal Welfare Coordinator (AWC) to a suitable Authorised Officer (generally within the Rangers and Emergency Services Department) to implement the plan.

Triggers for plan activation may include such circumstances as:

- Major emergencies such as fire, flood, drought, animal disease outbreak;
- Opening of a Welfare Centre; and/or
- Large scale carcass disposal requirements.

In the case of a large emergency event, an Animal Welfare Assistant/s may also be appointed by the AWC to form part of the Animal Welfare Team (AWT). An AWA will be an employed Shire of Manjimup employee assisting with the enactment of the *Shire of Manjimup – LEMA - Local Animal Welfare Plan*.

Appointment and role allocation of an AWA shall be identified and recorded in the appropriate format for reference as required;

- *Animal Welfare Team Register (Annexure 1)*

4. Roles and Responsibilities

4.1 Animal Welfare Coordinator (AWC)

The Animal Welfare Coordinator who is appointed by the CEO is responsible for the implementation and management of this plan.

On activation of the Local Animal Welfare Plan the Animal Welfare Coordinator will (but are not limited to):

- Establish and maintain liaison with the CEO and/ or Recovery Coordinator concerning all animal welfare issues and management decisions;
- Provide Situational Reports (*Annexure 2*) to the CEO and/ or Recovery Coordinator for IMT or ISG meetings;
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support if activated;
- Establish and maintain contact with the Welfare Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested;
- Appoint Animal Welfare Assistant(s) and form the Animal Welfare Team, if required, to assist in the administration or logistics associated within this plan;
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times;
- Request Veterinarians support and assistance for animals requiring veterinary assessment or treatment;
- Liaise with Shire Media Officer on preparation and release of public information concerning animal welfare as required;
- Attend and/or arrange a debriefing session during and post incident with Animal Welfare Assistants, Volunteers, Shire Staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the CA or HMA.
- Seek authorisation from the HMA / IC to patrol areas affected by the emergency (in consultation with DPIRD / DBCA) to assist impacted animal and wildlife.

4.2 Animal Welfare Assistant (AWA)

On activation of the Animal Welfare Support Plan the Animal Welfare Assistant(s) will:

- Form part of the Animal Welfare Team (AWT);
- Assist in the evacuation of threatened animals under the guidance of the HMA / DPIRD / AWC;
- Provide support and assistance to the Animal Welfare Coordinator in the management of animal welfare issues as requested;
- Maintain appropriate records for animals evacuated to the Animal

Shire of Manjimup – LEMA - Local Animal Welfare Plan

Evacuation Centre or where a temporary Animal Welfare Facility has been established;

- Manage the welfare and safety of animals received at the Animal Evacuation Centre or where a temporary Animal Welfare Facility has been established.
- Liaise with available Veterinarians for animals requiring veterinary assessment or treatment;
- Participate in patrols of the area impacted by the emergency to assist impacted animals and wildlife once the area is deemed safe to do so by the HMA / IC;
- Assist in transporting evacuated animals to the Animal Evacuation Centre as required;
- Complete and maintain all *Animal Evacuation Registration Forms (Annexure 3)*.

4.3 Animal Evacuation Centre (AEC)

On activation of the Local Animal Welfare Plan the Animal Evacuation Centre will:

- Liaise directly with the AWC;
- Record and register all requests for assistance that are received;
- Record and provide welfare and housing of any animals requiring assistance (within limitations);
- Maintain register identifying all personnel and resources in the field (in relation to the LAWP);
- Maintain *Evacuated Animal Register – Office Use Only (Annexure 4)*.
- Maintain *Found Animal Register – Public Display (Annexure 5)*
- Maintain *Lost Animal Register – Office Use Only (Annexure 6)*

4.4 Shire of Manjimup Ranger Services

The Shire of Manjimup Ranger Services team is made up of one (1) Senior Ranger and two (2) Rangers. These are all full time positions.

The two Rangers report directly to the Senior Ranger with the Senior Ranger reporting directly to the Community Emergency Services Manager. The Senior Ranger and two other Rangers are the primary officers responsible for undertaking the duties of the LAWP.

It is important to note however, that the Ranger Services team also fulfil other logistical roles during emergencies, so their service availability may be limited.

4.5 Animal Owners

Animal owners are ultimately responsible for the welfare of their pets and livestock at all times, including during emergency/disaster situations.

4.6 State Agencies and Support Groups

Given the varying nature and size of emergency events it may be necessary to request the assistance of other State Agencies or Support Groups to carry out effective animal welfare operations. These may include;

Department of Biosecurity, Conservation & Attractions (DBCA)

DBCA has a Wildcare Helpline (9474 9055) which is a 24 hour-a-day, seven-day-a-week telephone referral service which enables members of the public who come across a sick/injured/orphaned native wildlife animal to obtain advice as to how to find care for the animal.

Department of Primary Industries & Regional Development

DPIRD are the recognised HMA for emergency management of any significant:

- Animal pest or disease; and
- Plant pest or disease which could result in an outbreak that potentially could cause significant damage to property, the environment and/or harm humans and/or industry.

DPIRD may be able to assist with:

- Activation of the State Animal Welfare Plan;
- Working with stakeholders to identify and manage biosecurity risks;
- Conduct inspections related to biosecurity risks; and
- Provide quarantine services as required.

5. Service Provisions and Prioritisation

5.1 Priorities

In an emergency event, priority of rescue, shelter and care may be given to the following first:

- Assistance Dogs; Guide Dogs; Hearing Dogs; and
- Service Dogs; Rescue Dogs; Police Dogs; and
- Companion Pets for the elderly, disabled, or high risk children or adults.

Assessments will occur for each individual animal to determine suitability prior to housing and care.

NOTE: Human life will always take precedent over animal welfare

5.2 Animal Welfare Operations in Emergencies

The coordination of this plan and all animal welfare operations and management shall occur from a centralised location. This may be the:

- Shire of Manjimup Animal Management Facility; or
- Any other location identified by the AWC dependent on time, place and circumstance.

If an AEC/LES/TAS is activated, then an *Animal Evacuation Centre Checklist (Annexure 8)* is to be completed.

5.3 Animal Evacuation Centre (AEC)

The Shire of Manjimup Animal Management Facility located at 16 Wetherell Street, Manjimup is the primary nominated Animal Evacuation Centre (AEC).

The Animal Evacuation Centre is the primary housing facility for the shelter of domestic pets that have been rescued, found roaming, or impounded for other reasons during an emergency. Animals are not allowed into Evacuation/Welfare centres with the exception of assistance/service animals. As such, residents must be urged to seek alternative shelter for their animals with friends/family in areas not affected by the emergency event.

If due to the nature or size of the event, the AEC is unavailable or insufficient, the AWC shall appoint a secondary or replacement AEC until the emergency event is over. The operational functions of the AEC can be viewed on Page 28.

5.4 Livestock Evacuation Shelter (LES)

Livestock are a risk to themselves as much as to emergency responders during an emergency event if left uncontained/unrestrained.

In consultation with the CESM, the AWC will identify the nearest appropriate property or paddock in which to temporarily hold/detain the livestock. During periods of sufficient staff resourcing attempts may be made to identify and contact the owners of the livestock to advise them of the location of their animals and request they make alternate arrangements for them, where safe to do so.

In the instance where the livestock owner cannot be contacted, arrangements may then be made to transport and impound the livestock at a temporary Livestock Evacuation Centre. This may be at a racetrack, trotting track, horse and pony club, equestrian centre or other suitable area as appointed by the AWC. The functions of the LES are set out on Page 28.

5.5 Equine (Horses/Ponies/Donkeys)

The Shire of Manjimup acknowledges the need for facilities suitable for horses to be temporarily held/impounded during an emergency. Facilities may vary depending on the situation and availability, however, residents should be strongly encouraged where possible to evacuate their animals to friends/family in an area well outside of the emergency zone.

5.6 Temporary Animal Shelter (TAS)

Apart from assistance/service dogs, animals are not permitted in Welfare Centres. In the interests of assisting with the wellbeing of both the animals and their owners (as both may become greatly distressed if separated during an emergency event), the AWC may allocate a suitable area near the Welfare Centre where a Temporary Animal Shelter may be established. This may be a Shire of Manjimup reserve, oval or other suitable shaded area nearby. The functions of the TAS are set out on Page 28.

Note: Should a TAS be established, requirements may include temporary fencing, shade tents, food and waste equipment, and watering equipment.

5.7 Animal Management Facilities and Contacts

Possible Animal Management Facilities dependant on availability and holding capacities can be found on Table 8 of the *Shire of Manjimup Local Emergency Management Arrangement*. All relevant contacts for these facilities are located within the *Shire of Manjimup Emergency Resource Directory*.

6. Animal Welfare and Assessment

Every possible effort should be made to minimise the level of pain and suffering of any affected animals with the resources available at the time. The timing of assessment, treatment application, and humane destruction or salvage slaughter activities are all critical to the success of this effort.

6.1 Assessment

Should a member of the public or emergency service personnel become aware of any animal in need of welfare assistance, the AWC should be notified immediately so they may provide response accordingly.

On-ground assessments can begin only once the controlling HMA provides authorisation to enter the affected area. The team of personnel for these assessments will be made up of officers from relevant agencies (SoM, DFES, DBCA, DPIRD, WAPS, RSPCA). Animals will be assessed based on their need for treatment, immediate humane destruction or salvage slaughter.

Wildlife animal welfare needs are determined under the direction of DBCA, who will determine whether affected wildlife will require any intervention or treatment methods to recover from the event.

6.2 Treatment

In the instances where veterinary treatment is required for an animal, every effort will be made to contact the animal owner/carer. It will then be recommended that the owner/carer seeks advice from a private veterinarian.

Should the emergency become a large scale event, private veterinary clinics may be operating beyond capacity resulting in the need to establish temporary additional triage sites for the purpose of assessing animals and providing treatment, immediate euthanasia, or salvage slaughter. Additional support for local veterinary practices in the form of voluntary veterinarians, veterinarian nurses or supplies, may be sought via the RSPCA, WAPS, WARA or other suitable agency.

6.3 Humane Destruction or Salvage Slaughter

When an animal is identified as needing to be immediately euthanised or sent for salvage slaughter, every effort will be made to contact the owner/carer of the animal and consult with them. Where this is not possible and the animal is suffering, the owner/carer will be notified as soon as possible of the outcome.

It is the responsibility of the person in charge of the animals at the time to arrange for the humane destruction or salvage slaughter of emergency affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival. In situations where the owners cannot be found, indemnity for immediate humane destruction in their absence is provided by the *Animal Welfare Act 2002*.

Wildlife emergency plans and protocols from DBCA detail the procedures for euthanising wildlife. Under the Bushfire Protocols (which can be applied in other emergency events also) the triage veterinarian is responsible for assessing the need for immediate humane destruction.

Authorised Officers pursuant to the *Animal Welfare Act 2002*, who are trained and equipped appropriately may also assist with the humane destruction of animals when the person in charge cannot (or will not) perform the necessary actions to alleviate the suffering of their animals. These officers may be from any of the following agencies/authorities:

- Shire of Manjimup;
- Western Australia Police Force;
- Department of Primary Industries & Regional Development;
- Department of Biodiversity, Conservation & Attractions; and
- Royal Society of Prevention of Cruelty to Animals.

6.4 Disposal

In order to reduce the risk to human health and to avoid adversely affecting morale of emergency personnel and the community, it is critical that animal carcasses are disposed of in a timely manner. The critical need to minimise the risks associated with disposal including biosecurity, environmental contamination and/or the spread of disease mean that it is essential approved disposal methods be adhered to at all times.

There are a number of carcass disposal options available including disposal at an appropriately licensed landfill site, knackeries and rendering facilities, as well as high temperature incineration. Disposal on private and government owned sites such as unlicensed/decommissioned landfill sites may be allowed subject to Section 30A of the *Environmental Protection Act 1986*. However, this will require the development of a site management plan.

7. Exotic Diseases

The HMA for exotic animal diseases is the Department of Primary Industries & Regional Development (DPIRD). Such diseases have been experienced in the past decade with both Swine Flu and Avian Influenza.

The WA State Exotic Disease Controller will be the Chief Veterinary Officer from DPIRD shall coordinate the response to exotic diseases using the AUSVET Plan.

The AUSVET Plan provides guidance for:

- Identification of the disease;
- Quarantine of stock and property;
- Euthanasia and disposal of infected stock; and
- Movement or standstill or; stock, machinery, produce and people.

The Shire of Manjimup may be requested by the WA State Exotic Disease Controller to assist in operations implemented once an exotic disease has been confirmed.

8. Public Information

State Hazard Plan – Emergency Public Information requires the provision of public information during an emergency event must be deliberate, planned and sustained.

Effective information management is a key component in rebuilding the confidence of the community following an emergency. This plays a critical role in engaging the community to invest in its own recovery steps.

Public information is to be coordinated and released through the Incident Management Team. All Shire of Manjimup media statements are to be released via the Shire's Media Officer, CEO or Shire President.

All other members of staff are not permitted to talk to or engage with the media unless authorisation is given by the CEO.

Planning Actions

- Provide ongoing 'animals in emergencies' preparation information to residents through different forms of media and the Shire of Manjimup network.

Emergency Actions

- Clearly display *Found Animal Register (Annexure 5)* at the AEC; and
- Print and electronic media may both be utilised in efforts to reunite owners with their animals.

9. Administration

9.1 Data Management and Record Keeping

The AWC shall be responsible for effective and controlled data management when this plan is activated.

All relevant forms shall be completed, copied and registered into Content Manager. Original documents shall be filed appropriately for future reference when required.

9.2 Financial Management

The *Local Government Act 1995*, Section 6.8(1)(c) grants the Shire President the authority to authorise unbudgeted expenses in an emergency.

Subject to approval by the Shire President, the AWT under the direction of the AWC shall be responsible for authorising expenditure in relation to;

- Animal supplies;
- Veterinary expenses;
- Any other items deemed necessary for the function of the AEC, LAS or TAS.

These expenses shall be recorded in the *Animal Emergency Expenditure Form* (Annexure 7) by any authorised individual acting as the AWC or an AWA.

Financial management is inclusive of all acquisition, distribution and accounting for funds.

Done correctly it should ensure;

- Streamlining of financial processes;
- Cooperation between both public and private sectors; and
- Appropriate levels of financial response.

NOTE: A Shire of Manjimup Officer must only expend up the amount as delegated by the Chief Executive Officer regardless of the situation. Further advice is to be sought if the officer intends to exceed the delegated amount.

9.3 Insurance

As stipulated in the *Emergency Management Act 2005*, liability insurance shall be provided for by the HMA for the event to cover all workers and volunteers working in the IMG structure and under the direction of the IC of the HMA and the Shire of Manjimup has insurance that covers all employed personnel.

10. Recovery

When the emergency response phase has ended, the HMA IC will notify the AWC that they are withdrawing from the incident and the Recovery Phase commences.

At this point both operational and organisational arrangements must be scaled down, with the responsibility for completion of any outstanding tasks being assigned and acknowledged.

The Animal Welfare Coordinator may still be involved in actions during the recovery phase in conjunction with the Local Recovery Coordinator to assist in restoring the community to the point where they can resume normal social and economic activities.

11. Debriefing / Final Report

At the end of any activation of this plan, the AWC is required to facilitate a debriefing session for all workers and volunteers who assisted during the event.

The AWC is also responsible for preparing a full report on the event, inclusive of a debriefing report to be provided to both the LEMC and the CESM.

Establishment of an Animal Evacuation Centre (AEC)

Operation of the AEC must include the following tasks:

- Identify each assisted/rescued animal with an ID Number; and
- Keep records of all animals in shelter or temporary transit by completing the *Animal Evacuation Registration Form*; and
- Ensure animals have fresh water daily; and
- Ensure animals are fed at least once daily; and
- Ensure animals are exercised at least once daily; and
- Secure animals safely in a pen/crate or enclosed location; and
- Facilitate the rapid reunion between animal and owner; and
- Update any details pertaining to an individual animal on the running sheet attached the their registration form; and
- Ensure the *Found Animal Register Public Display* is clearly displayed outside the Centre for 24 hour access.

Establishment of a Livestock Evacuation Shelter (LES)

Operations of the LES must include the following assessments/activities:

- Identify each rescued/assisted animal with an ID Number; and
- Keep records of all animals in shelter or temporary transit by completing the *Animal Evacuation Registration Form*; and
- Ensure animals have fresh water daily; and
- Ensure animals are fed at least once daily; and
- Ensure animals are able to exercise; and
- Secure livestock in a safe, temporary location; and
- Facilitate the rapid reunion between animal and owner.

Establishment of a Temporary Animal Shelter (TAS)

Operations of the TAS must include the following assessments/activities:

- Identify each rescued/assisted animal with an ID Number; and
- Keep records of all animals in shelter or temporary transit by completing the *Animal Evacuation Registration Form*; and
- Ensure animals have access to fresh water daily; and
- Ensure animals are fed at least once daily; and
- Ensure animals are able to exercise; and
- Ensure livestock are confined in a safe, temporary location.

ANNEXURES 1-9 (on Pages 31 – 51)

Annexure 1: Animal Welfare Team Register

Annexure 2: Animal Welfare Situational Report

Annexure 3: Animal Evacuation Registration Form

Annexure 4: Summary Sheet – Evacuated Animal Register

Annexure 5: FOUND Animals Register – Public Display

Annexure 6: LOST Animals Register

Annexure 7: Animal Evacuation Centre – Expenditure

Annexure 8: Animal Evacuation Centre Checklist

Annexure 9: Animal Welfare Support Plan Structure

Annexure 1: Animal Welfare Team Register

AWT Considerations – to be completed within the first 24 Hours				
Considerations	Date	Time	Initial	
What is the threat?				
Who is the AWC?				
Location of AEC?				
Location of LES (if required)?				

Members of the AWT – first 24 Hours (attach separate sheet if required)			
Name	Role	In (Initial & Time)	Out (Initial & Time)

Rescue Details				
	Date	Time	Initial	
Number of DOGS rescued/assisted/relocated?				
Number of CATS rescued/assisted/relocated?				
Number of LIVESTOCK rescued/assisted/relocated?				
NOTES:				

SHIRE OF MANJIMUP – LEMA - LOCAL ANIMAL WELFARE

Annexure 2:

Animal Welfare Situational Report

Animal Welfare Coordinator

Incident Name:	
Agency/ Organisation:	
Information Current to:	(Date/ Time)

CURRENT SITUATION:

	Horses	Livestock	Other
Total Number of Animals at Evacuation Centre:			
Location			

Situation Summary

(Brief overview of the situation at the Animal Evacuation Centre)

Issues / Hazards Arising

(Brief description of issues known or expected to arise eg. capacity reached, shortage of resources)

Actions Taken

(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)

Actions to be Completed

(Brief report of schedules/ planned/ proposed actions for the period covered by Sitrep)

Injured Animals

SHIRE OF MANJIMUP – LEMA - LOCAL ANIMAL WELFARE

(Are animals presenting injured, type of injuries, is vet present or required)

Environment/ Safety

(Are there any significant environmental impacts or potential for impacts or safety issues)

Emerging or Expected Issues

12-24 hours

24-48 hours

Next Animal Welfare SITREP due: _____ *(Time / Date)*

SITREP Prepared By:	
Time & Date:	

Notes for Completing SITREP:

- Information in the sitrep should be factual and largely without interpretation and conjecture.
- The information in a sitrep should cover the period between the last sitrep and the next sitrep.
- Sitreps should be brief and not a narrative (read in <3-5 mins). A report should be used for the provision of more detailed information.
- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function.
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.

Annexure 3:

Animal Evacuation Registration Form

RECEPTION INFORMATION				
DATE:	____/____/____	PEN HOLDING OR ID NUMBER:		Photo Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
TIME:	____:____ HRS			
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	<input type="checkbox"/> Roaming <input type="checkbox"/> Evacuated <input type="checkbox"/> Relinquished			
TRANSPORTED BY:	<input type="checkbox"/> Owner <input type="checkbox"/> Carer <input type="checkbox"/> Agency <input type="checkbox"/> Member of Public			
INJURIES OBSERVED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	NOTIFIED:	<input type="checkbox"/> Animal Welfare Coordinator <input type="checkbox"/> DPIRD	
TYPE OF INJURY:		MEDICATION/ SPECIAL NEEDS:		
ANIMAL DESCRIPTION				
ANIMAL TYPE: (Eg. Livestock – Horse or Domestic – Dog)		ANIMAL NAME:		
ESTIMATED N°:		SEX:		
BREED:		STERILISED:		
COLOUR:		MICROCHIP NO:		
BRAND/ MARKINGS:		VACCINATED:		
AGE:		REGISTERED:		
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	Home:		Mobile:	
EMAIL:				
STAYING ON GROUNDS:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
RELEASE DETAILS OF ANIMAL				
FEES:	\$	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Waivered		
OUTCOME:	<input type="checkbox"/> Collected	Name:		
	<input type="checkbox"/> Re-Homed	Where:		
	<input type="checkbox"/> Euthanasia	Reason:		
OWNER/ CARER SIGNATURE:				
RELEASED BY:				
Officer Name:	Signed:	Date:	Time:	

OWNER CONTACT & NOTES (Running Sheet)

[illegible]

Summary Sheet: Evacuated Animal Register

[illegible]

SHIRE OF MANJIMUP – ANIMAL WELFARE SUPPORT PLAN

Annexure 5:
FOUND Animals Register - Public Display List

DATE	TIME	ID #	SPECIES	BREED	DESCRIPTION	DETAIL WHERE FOUND	PHOTO Y/N

Annexure 6:
LOST Animals Register

DATE	TIME	ID #	SPECIES	BREED	DESCRIPTION	DETAIL WHERE LOST FROM	PHOTO Y/N

Annexure 7:

Animal Evacuation Centre - Expenditure

Incident Name: _____

DATE	PURCHASE ORDER #	AMOUNT \$	GOODS / SERVICE	REASON	OFFICER	PAID/UNPAID

Annexure 8:**Animal Evacuation Centre Checklist**
Centre: _____*To be completed by the Animal Welfare Coordinator or Assistant*

ON ACTIVATION		
Task	Notes	Complete
1. Ensure that the facility is not at risk or likely to be impacted by the hazard Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously. Continually monitor the situation.		<input type="checkbox"/>
2. Ensure that the facility has the capacity to support a large influx of Animals and people (if applicable) If an event currently underway or scheduled in the next three days, consider redirecting the request to another facility.		<input type="checkbox"/>
3. Ensure the facility is operational (if applicable) <ul style="list-style-type: none"> Club rooms, kitchen and amenities to be in good working order Perimeter fencing secure Reliable source of power and water Unrestricted road access and consider route to Department of Communities Welfare Centre 		<input type="checkbox"/>
4. Contact Facility members who are available to volunteers and assist in the management of the Animal Evacuation Centre. <ul style="list-style-type: none"> Report availability of volunteers to the Animal Welfare Coordinator or Shire Rangers Draft a basic roster (if applicable) 		<input type="checkbox"/>
5. Establish a registration point Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services: <ul style="list-style-type: none"> Inform users of facility/ centre arrangements Log the details of all incoming and outgoing Animals. Collection of ground fees (if applicable) Encourage all persons to register at https://register.redcross.org.au/ Maintain a central point for all queries and the dissemination of information Display Lost/Found Register 		<input type="checkbox"/>

SHIRE OF MANJIMUP – LOCAL ANIMAL WELFARE PLAN

MANAGEMENT DURING EMERGENCY		
Task	Notes	Complete <input type="checkbox"/>
6. Waiving of fees and rules In extenuating circumstances the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be: <ul style="list-style-type: none"> • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable This is most likely to involve dogs and unattended animals at the grounds.		<input type="checkbox"/>
7. Catering arrangements The facility is under no obligation to cater for the displaced people and this stance is to be communicated with them from the outset. Any donated food should be prepared in accordance with food safety standards. <ul style="list-style-type: none"> • The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food. • Any displaced person still requiring the provision of these basic needs should be redirected to the Department of Communities Welfare Centre. 		<input type="checkbox"/>
8. Donations The centre is not be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are: <ul style="list-style-type: none"> • Animal feed • Animal medical supplies and vet services • Approved catering supplies and services • Facility consumables (i.e. toilet paper) Direct to Department of Communities for Donations		<input type="checkbox"/>
9. Communication - SITREP The Facility Manager is to maintain communication with the following organisations: <ul style="list-style-type: none"> • Animal Welfare Coordinator • AEC Temp or LES • Department of Communities • Other Public Equestrian Facilities Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes.		<input type="checkbox"/>

SHIRE OF MANJIMUP – LOCAL ANIMAL WELFARE PLAN

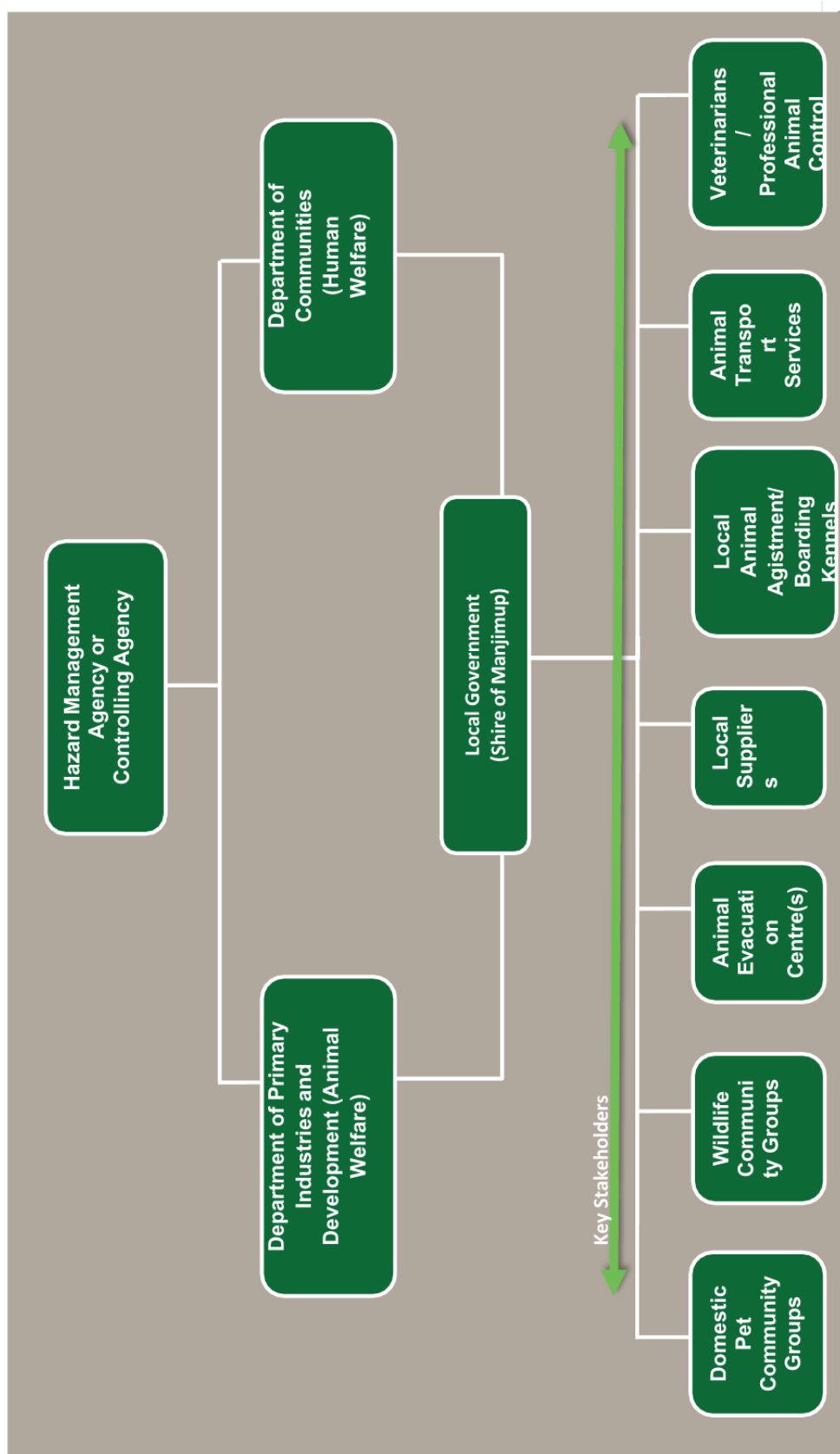
10. Animals with unknown owners It is likely that rescued Animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details are to be forwarded to the Ranger Services of the relevant Local Government. The Rangers may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.		<input type="checkbox"/>
11. Administration and finance Accurate records of all centre activities, key decisions and expenditure is to be kept. This information may be required for the post incident review. Costs may be claimable, however confirmation of this is often required prior to activation.		<input type="checkbox"/>
12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions: <ul style="list-style-type: none"> • Front gate attendant • Registration / admin officer • Safety officer (if applicable) 		<input type="checkbox"/>
13. Relief arrangements and shift changes Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. It is advised that centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.		<input type="checkbox"/>

SHIRE OF MANJIMUP – LOCAL ANIMAL WELFARE PLAN

STAND DOWN		
Task	Notes	Completed <input type="checkbox"/>
14. Closure of centre The centre is to be closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and Shire. 24hrs notice must be provided to vacate the grounds		<input type="checkbox"/>
15. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or Shire for support services.		<input type="checkbox"/>
16. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the Shire Ranger Services.		<input type="checkbox"/>
17. Clean up The facility is to be left in a clean usable state so that it can quickly return to general business. It is expected that the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		<input type="checkbox"/>

POST EMERGENCY		
Task	Notes	Completed <input type="checkbox"/>
18. Debrief The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: <ul style="list-style-type: none"> • Facility Manager • Feedback from users as they leave • Hosting an official debrief session 		<input type="checkbox"/>
19. Request for information It is likely that the facility will be contacted details of those involved, to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. This information is to be released following validation from the Facility Manager.		<input type="checkbox"/>

Annexure 9: Animal Welfare Support Plan Structure





Community Services Directorate

Quarterly Report

April – June 2023

Key Activities / Achievements

- Key Project progress including Pemberton Colocation Hub, Manjimup Trail Bike Hub, Rea Park and Collier Street Redevelopment and Pemberton Sports Club Operational Review.
- Finalisation of the Youth Engagement and Empowerment Project.
- Pemberton Community Hub Balang Miya project, practical completion and occupancy certification achieved.
- New flag and banner system ordered for the banner poles in Giblett street. Expected arrival in mid 2023.
- Staging of two successful art exhibitions – Moments Made in Italy and Noongar Seasons: Nature in Transition
- Some 120 children aged 0-5 years participated in Scitech Early Childhood Workshops in the Shire's four main towns.
- To increase accessibility within the Manjimup Heritage Park, a wheelchair has been purchased which is available to be loaned out to visitors at no cost to explore the Park.

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

- Rhiannon Evans has resigned from the role of branch librarian at the Manjimup Library
- Georgia Schipp has been appointed and commenced as the Community Services Administration Officer.

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:

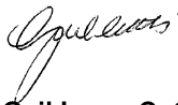
- No significant change in trends recorded.

Property Damage

- No significant change in trends recorded.

Future challenges / activities

- Staff recruitment has continued to be a challenge across the directorate.
- 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) finalised.
- 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.
- 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. Issues with the floors in some areas have caused additional delays and some frustration for stakeholders.
- 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.
- Transfer of items between One Library WA consortium libraries will be difficult until a permanent solution can be identified.



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.				
Achievements/Activities –				
A1.1 Implement strategies contained in the <i>Environmental Management and Sustainability Strategy 2013</i> (as amended)	Initiatives undertaken	Development and Regulation / All Directorates		<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. Works commenced onsite in June.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
Achievements/Activities –				
A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations	Volume of scheme water use	All Directorates		<ul style="list-style-type: none"> 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. • The Manjimup Library, in collaboration with the <i>Pacific Labour Facility</i>, obtained grant funding and completed a pilot English Conversation class for Pacific Island and East Timorese agricultural workers.
B12. Provide development opportunities and support local small businesses to thrive.				
B12.1 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them	Consultations held	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Consultation ongoing. • Pemberton Chamber role in new Pemberton Community Hub. • Supported Southern Forest Food Council (SFFC). • Manjimup Art Gallery supported SFFC by hosting Cherry Festival Food & Art Tour participants at the Gallery to view the Manjimup Cherry Harmony Festival Art Competition exhibition.
B13. Establish a Local Tourism Organisation to coordinate the efforts of government and industry in marketing and developing visitor services, amenities and attractions across the region.				
B13.1 Support the establishment of a Local Tourism Organisation	Supports provided	Community Services/Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Done.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B13.2 Encourage the establishment and promotion of a state-level iconic visitor experience in the Southern Forests	Iconic experience identified and endorsed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • 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.				
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. • Family support • VC quarterly meeting.
B15. Further develop the 'Trails Hub' tourism destination concept and facilitate the implementation of a range of trail options connecting to and linking key destinations.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B15.1 Partner with the Bibbulmun and Munda Biddi Foundations to maintain or improve trails and provide amenities	Contributions made to trail maintenance or upgrades	Community Services/Works & Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Some significant Milestone anniversaries pending. Bibbulmun Key Anniversary 2022-23, some local partnered celebrations.
B15.2 Support initiatives contained in the <i>South West Mountain Bike Master Plan 2015</i>	Supports provided	Community Services/Works & Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Business case development for Pemberton Trails Town by DBCA completed. Concept design for trails in Pemberton Arboretum completed by DBCA. Shire staff on Project Reference Group.
B15.3 Encourage and facilitate the next stage of planning and implementation of the <i>Manjimup Trail Bike Feasibility Study 2017</i>	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> 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. New Project Manager employed. Meetings held with Manjimup Trail Bike Association.
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 is	Community Services/Office of the CEO	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Planning commenced rail trail development Manjimup to Pemberton.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B15.6 Lobby and support the development of rail trails using existing corridors	Meet requirements of Plan developed by Department of Transport	Community Services/ Office of CEO		<ul style="list-style-type: none"> Proposed rail trail Manjimup-Pemberton included in Pemberton Trails Town business case.
B15.7 Support the development of recreational trails throughout the Shire	Supports provided	Community Services		<ul style="list-style-type: none"> Several trails projects in progress, incl. Pemberton, Valley of the Giants, Walpole/ 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 employed by Shire	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> RSA training offered freely to local youth. Bike rescue workshop provided youth with skills in bicycle mechanics. 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.				
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. Pemberton Public Library re-opened to the public in new Co-location space.
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. 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 closed mid-April. Applications assessed with newly formed Occasional Committee of Council, awaiting adoption of budget to confirm grants.
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. New public displays placed in Manjin Park and restrooms across Manjimup town locality.
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.				

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. Launch of latest book in <i>Bruiser</i> (the dog) series, by local author, Diana Smith, at Walpole Public Library.
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Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
				<ul style="list-style-type: none"> Shire libraries working with Consortium colleagues to continue to share resources despite State Library of WA's cessation of the regional freight contract.
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 on Brockman Street. Ongoing conversations 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.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C6.1 Facilitate out of school programs across the shire	Programs conducted	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Manjimup Visitor Centre providing school holiday activities in Manjimup Heritage Park. "Hunt in the Heritage Park" booklet in the park continues to be popular for young families and school aged children. YAG 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. Heritage Park inflatable day provided on Easter Monday as a youth engagement/positive health message event.
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. Shire libraries arranged Scitech Early Childhood workshops in four main towns. Some 120 children, aged 5 years and under, participated.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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.				
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.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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. Wheelchair purchased and available for use by community.
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 due for review by 31 August 2023. Initial feedback on the current plan has been obtained from the Access & Inclusion Advisory Committee. Annual reporting due 31 July 2023.
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.				Achievements/Activities – <ul style="list-style-type: none"> Ongoing. Very challenging to progress. Shire continues to provide transport subsidy for community bus hire and use for events.
C11.1 Lobby for improved access to and availability of public transport options	Lobbying activities undertaken	Community Services	Targeted for 2020	
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.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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. • Increased posters in public bathrooms to hold crime and safety prevention information.
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 • ADF Community Action Plan delivered through the Engage and Empower Project addressing local AOD issues and increasing community prevention awareness.
C17. Support the maintenance of law and order and initiatives to prevent crime.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
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 • New information posters in Manjin Park bathrooms to promote harm minimisation and crime prevention. • Reduction of criminal opportunity through diversionary activities provided in the Engage and Empower Project. • Support to youth community groups to continue local diversionary initiatives to reduce antisocial/criminal behaviour in youth. • 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.
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		
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 regard 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"> 1 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	<p>Achievements/Activities –</p> <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. • Staging of first Indigenous Art exhibition facilitated by the Shire – <i>Noongar Seasons: Nature in Transition</i>. <ul style="list-style-type: none"> - In addition to locals and tourists, various classes from three local schools visited the exhibition as part of their studies of the Noongar Seasons. - Project includes the addition of six original artworks by Noongar Artists to the Shire's collection.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C21. Install and maintain quality public artworks for everyone to enjoy.				
C21.1 Develop an inventory of artworks in public spaces including condition reports and maintenance responsibility	Inventory complete and maintenance or renewal requirements determined	Community Services	Targeted for 2020	Achievements/Activities – <ul style="list-style-type: none"> • Yet to commence.
C22. Document and conserve local historical records, stories and artefacts and make them available for everyone to study and enjoy.				
C22.1 Implement strategies contained in the <i>Heritage Connections Project Implementation Plan 2014-2024</i>	Initiatives prioritised and undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Some funds annually set aside in a Reserve, to save sufficient amount to implement the Plan. Probable relaunch 23/24 by leveraging grant funding.
C22.2 Implement Manjimup Heritage Park interpretation strategies	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Ongoing implementation of Manjimup Heritage Park Management & Development Plan 2022-2027.
C22.3 Undertake a significance assessment and preservation needs analysis for Shire's own historical records and artefacts	Assessment and analysis completed	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Assessment commenced. • Some work undertaken.
C22.4 Provide support to local history groups	Supports provided	Community Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> • Support provided as required. • Several Historical Groups received a community grant.

C23. Work with stakeholders to preserve and share local Indigenous tradition and culture, including identified sites of significance.				
				Achievements/Activities –
C23.1 Support initiatives to preserve and share local indigenous tradition and culture where opportunities arise	initiatives supported	Community Services	Ongoing	<ul style="list-style-type: none"> • Aboriginal name endorsed for the now Balang Miya Pemberton Community Hub. • NAIDOC week supported through online with leaders' lunch, reconciliation breakfast, and promotion. • Manjimup Library arranged a 'Bush Bounty' workshop focussed on the dietary and medicinal aspects of a wide variety of plants in Noongar Culture.
C23.2 Implement the outcomes as identified in the Reconciliation Action Plan	Actions undertaken in accordance with the Reconciliation Action Plan	Community Services		<ul style="list-style-type: none"> • Art Gallery working with RAP Advisory Group on Noongar Seasons – Nature in Transition project. First step - seeking artist participation - is in train. • Final endorsement of RAP by Reconciliation Australia. • Bidli 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	in accordance with identified	Lobbying activities undertaken	Community Services	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.
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					April - June 2022 - 2023					
section	grant title	funding body	amount	strategic plan	<div><div>pending</div><div>successful</div><div>unsuccessful</div><div>completed</div><div>acquired</div></div>					
TOTALS										
Community Development	Tackling Tough Times Together	Foundation for Regional and Rural Renewal	\$60,000	Shire of Manjimup Youth Strategic Plan 2013-2023	0	1	0	1	1	
Community Development	Criminal Property Confiscation Grants	WAPOL	\$95,053	Shire of Manjimup Youth Strategic Plan 2013-2023		1		1		
Community Development	Community Action Plan	Alcohol & Drug Foundation	\$14,967	Shire of Manjimup Youth Strategic Plan 2013-2023		1		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	
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					
Recreation	Manjimup Trail Bike Hub - establishment	Regional Recovery Partnerships	\$ 980,000	Strategic Community Plan		1				
Recreation	Rea Park & Collier Street Redevelopment - new Playing Field Lights	Department of Local Government, Sport and Cultural Industries	\$ 511,555	Strategic Community Plan		1				
Community Development	Small Grants Program 2021 (Pemberton Community Co-location)	Department of Primary Industries and Regional Development	\$60,000	Strategic Community Plan		1				
MHCC	Aged Care RN Payment to Reward Clinical Skills and Leadership	Dot Health and Aged Care	\$5,582	Workforce Plan		1			1	

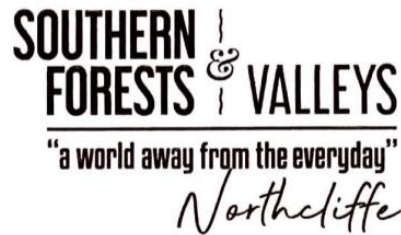


Shire of Manjimup
Community Services Quarterly Report

April - June 2023

DONATIONS WERE PROVIDED IN SUPPORT OF:	PURPOSE	AMOUNT
SECTION		\$ -

COUNCIL-APPROVED EVENTS HELD DURING QUARTER		14
1/04/2023	Middlesex Hall 100th Anniversary	
10/04/2023	Inflatable Day at Manjimup Heritage Park	
11/04/2023	Food Truckin' For A Cause	
14/04/2023	Animal X Live- Manjimup Town Hall (no approval required)	
15/04/2023	Comedy Night - Pemberley Wines	
22/04/2023	Karri Cup	
23/04/2023	Hillbrook Wines Market Day	
25/04/2023	ANZAC day	
28/04/2023	Sunset Picnic - Wild At Heart	
29/04/2023	Pass The Pinot Pemberley Event	
6&7/05/2023	WA Gravity Enduro	
20/05/2023	Friend of the Northcliffe Town Hall Dances (no approval required)	
3&4/06/2023	Pemberton Golf Club King Karri Cup	
23-25/06/2023	Truffle Kerfuffle Inc	



Director of Community Services
Shire of Manjimup
PO Box 1
Manjimup WA 6258

8 June 2023

Dear Gail,

Re: Further information for Item 9.9.1 Request for Consideration of Supplementary Payment to Walpole-Nornalup and Northcliffe Visitor Centres – Council Minutes 25 May 2023

I note previous correspondence from the Northcliffe Visitor Centre to the Shire of Manjimup on the 1st July 2022, reporting our EOFY Profit & Loss Statement and our annual Visitor Numbers as required as a condition of our funding agreement. This was followed by a copy of our audited Financial Statement on the 6th November, 2022, clearly showing a deficit of \$36,295 for the financial year.

Furthermore, I note correspondence from our Treasurer Anne Walsh (in my absence due to surgery) on the 22nd November, 2022 requesting financial assistance from the Shire of Manjimup due to rising operating and utility costs. This request was rejected by the Shire of Manjimup at the Council Meeting held on the 17th November 2022.

There has also been further correspondence from the Board on the 12 May 2023 requesting a review of the annual payment for operation of library services due to significant increases in costs since the library moved in to the NVC in 2018.

The Board of the Northcliffe Visitor Centre again respectfully requests financial assistance from the Shire of Manjimup. The NVC currently has 15 Business Members and 3 Private Members.

Yours sincerely

Jim Sale
President
Northcliffe Visitor Centre
9 Muirillup Rd, Northcliffe WA 6262
Phone: 08 9776 7203
Email: info@visitnorthcliffewa.com
Website: www.visitnorthcliffewa.com.au



Works and Services Directorate

Quarterly Report

April – June 2023

Key Activities / Achievements

- Completing projects and carrying out ongoing operational activities during COVID-19 community and workforce during the reporting period and then continuing through the current extraordinary economic conditions.

Parks and Gardens

- Installation of Main Road Footpath, Northcliffe
- Clearing of the Marri Meander and Twin Karri Loop paths in Northcliffe Forest Park
- Installation of seating and planting of the Pemberton Balang Miya Community Hub
- Footpath installation from Pemberton Mill Hall to cnr Club Road
- Footpath installation adjacent Pemberton Hotel
- Kerb installation and drain planting at Walpole Jetty carpark, Walpole
- Painting of the Heritage Park playground equipment, Manjimup

Property Care Team

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

Works

Maintenance

- Works team have been grading unsealed roads in the Northcliffe, Pemberton and Manjimup areas and ongoing vegetation clearing and drainage maintenance throughout the district.
- MRWA have accepted the annual bridge inspection reports.
- Staff have undertaken training to locate and identify underground services and a program of training has been commenced in the safe use of plant and operator verification of competencies (backhoe and grader).

Capital

- Construction and sealing of a section of Channybearup Rd has been completed, as has an asphalt overlay to Johnson Cres in Manjimup.
- New drainage has been installed and a gravel base formed for the upgrade to the Walpole jetty car park; kerbing and a concrete footpath have been constructed with sealing taking place next summer.
- Culverts have been placed and shoulders widened on a section of North Walpole Rd prior to a reseal next summer.

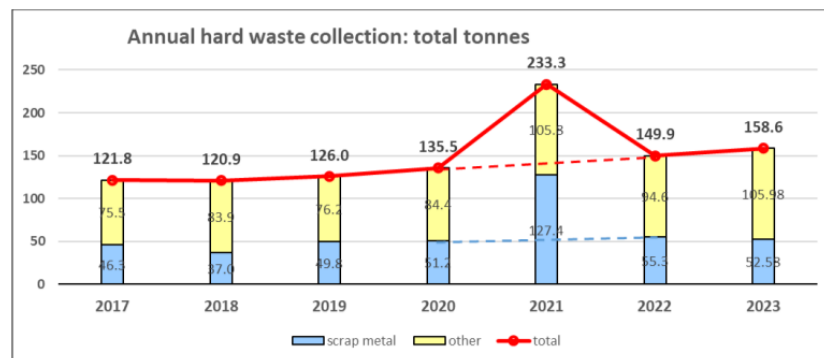
Technical Services

- Contractors engaged for road designs on Channybearup, Wheatley and Old Vasse for 23/24 construction
- The team conducted an Emergency Trial Exercise for the airport at a recent LEMC meeting. Well thought out and received by emergency personnel.
- The Shire have nominated new Policy Road Traffic Safety for the Local Government Safety Awards
- Clearing permits have been submitted for the Lawn Cemetery, Manjimup. Northcliffe Cemetery and Mordalup Road.

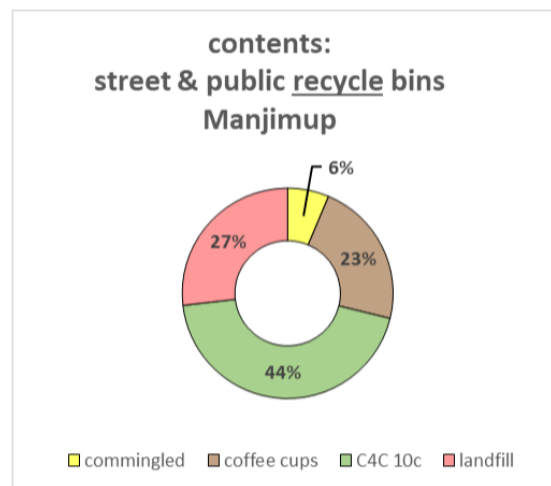
Waste

- Supported two events (Hillbrook Market Day & Karri Cup, and Truffle Kerfuffle) for their event waste management (advice, bins).

- Draft of MRRC Landfill Closure Management Plan (ASK Waste Management consultant) received and being reviewed.
- Mattress recycling
 - Local contractor engaged to remove steel springs etc from mattresses at Northcliffe, Pemberton & Walpole transfer stations (steel sent to recycling; dismantled remains sent to landfill)
 - MRRC site contractor continuing to dismantle mattresses at MRRC (under a fee for service, separate to site management contract).
 - Annual verge side hard waste collection service brought in a further 213 mattresses to the MRRC stockpile.
- Annual verge side hard waste collection service
 - Started on the “third Monday in May” and was completed without any problems.
 - Mattress numbers may have plateaued at around 200 to 220 but there is no tipping fee revenue for them, while recycle processing cost \$5,500 to \$6,000 additional expenditure.
 - Tonnes of both scrap metal and other hard waste continued to grow:



- Manjimup street recycle bins
 - Two of the four street recycle bins have been retrofitted with the new yellow panels with “no coffee cups” symbol stickers affixed.
 - Contents of these two bins has been carefully monitored:
 - half of all items put in the Manjimup street recycle bins should have gone to a waste-to-landfill bin.
 - the public is not adequately aware that single-use takeaway coffee cups must go to landfill (in the Shire of Manjimup).
 - of the items suitable for recycling, 44% of all items were ‘Containers for Change’ eligible beverage containers that would receive a 10 cent refund at the C4C Refund Point.
 - WMO waiting on arrival of 20 complementary C4C “Container Exchange Points” to fix to the side of particular street bins.



Budget Performance

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

Staff Movement

- Nil.

Meetings

- Held four Depot Managers meeting.
- Held two Road Infrastructure Advisory Committee meetings.
- Held one Plant Replacement Committee meeting.
- Attended one Walpole Town Activation Advisory Committee meeting.
- Arranged for Proxy to attend one Northcliffe Town Activation Advisory Committee meeting.
- Held position of Acting Chief Executive Officer 12 June to 23 June.
- As Acting CEO attend one Pemberton Community Hub Advisory Committee Meeting.

Occupational Health & Safety (for Directorate)

First Aid treatments:

- Reversing out of another business's workshop and hit power pole jarring back.
- While taking down tray sides of truck, caught hand against tray and side pinching LH ring finger and bruising at back of hand.

Near Miss incidents:

- While loading float with grader GR06, back dual wheels nearly slipped off of float.
- Wheel fell off of trailer (TR07) while being towed to Walpole.
- Hazard Report - Foot fell through bridge due to very poor condition of decking timbers.

Property Damage

- Cutting in a drainage offshoot and cut Telstra cable that was sitting above ground.
- Reversing out of another business's workshop and hit power pole.
- PCT team noticed that work truck had broken front (LH) window.
- BH09 slipped off of road while removing large tree hit strainer post and damaged LH back mud guard.

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 affected economy, which has impacts on supply and delivery.

Michael Leers**Director Works and Services**

Our Corporate Business Plan Actions 2022/2023

1. Our Natural Environment

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

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
A4.2 Undertake weed management on urban and rural road verges and in Shire reserves	Visibility and height of weeds / presence of weeds in road clearance envelope / successful implementation of rural road spraying program	Works and Services/Development and Regulation	Ongoing	<ul style="list-style-type: none"> Works ongoing.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations	Volume of scheme water use	All Directorates	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.					
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"> Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup townsite. New footpaths constructed. Footpaths and accessibility parking/ramps etc substantially upgraded in Manjimup through TCR program. 	
	Initiatives undertaken	All Directorates	Ongoing	<ul style="list-style-type: none"> Plan reviewed. New development undertaken in accordance with applicable standards. 	
C17. Support the maintenance of law and order and initiatives to prevent crime.					
C17.2 Utilise CCTV in crime hot spots or where genuine risk of crime against persons or public assets are identified	Initiatives implemented	Development and Regulation/All Directorates	Ongoing	<ul style="list-style-type: none"> Multiple events have occurred where CCTV has assisted with cost recovery and/or compensation. 	

C17.3 Utilise Crime Prevention Through Environmental Design (CPTED) principles in the development or renewal of facilities and assets	Projects utilising design principles	Development and Regulation/Works & Services	Ongoing	<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.



SHIRE OF MANJIMUP



28 June 2023

Minutes

Local Emergency Management Committee

Version: 1.0

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**Shire of Manjimup
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Minutes of Meeting held 28 June 2023

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Shire of Manjimup Wellness and Respite Community Centre, at 1A Edwards Street Manjimup on Wednesday 28 June 2023.

1. Declaration of Opening the Meeting

Shire of Manjimup - Shire President, Cr Paul Omodei assumed the chair and declared the meeting open at 1.02pm. Introductions were conducted.

ACKNOWLEDGEMENT OF COUNTRY

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

2. Attendance / Apologies

2.1 Attendance

Members - Voting

Cr Paul Omodei	Shire of Manjimup - Shire President
Todd Ridley	Shire of Manjimup - Community Emergency Services Manager
Remo Pessotto	Chief Bush Fire Control Officer
Ian Guthridge	Department of Primary Industries & Regional Development
Jayden Lowe	Police Service - Manjimup
Justine Kelly	Warren Health Services
Paige Weaver	Pemberton Northcliffe Health Services
Jeffrey Bennett	Department of Biodiversity, Conservation & Attractions (proxy)

Members Non Voting & Invited Guests

Nicole Favero	Shire of Manjimup - Ranger & Emergency Services Admin Officer
Ashleigh Reeve	Shire of Manjimup – Senior Ranger
Erin Hutchins	DFES – District Emergency Management Advisor
Gail Ipsen Cutts	Shire of Manjimup – Recovery Coordinator
Gary Halliday	St John's Ambulance Walpole (Community Paramedic SW Great Southern) - Relief
Mel Robertson	Water Corporation
Sam Ramsay	National Emergency Management Agency
Roma Boucher	Department of Communities

2.2 Apologies

Gary Willcox	St John's Ambulance Manjimup
David Rae	St John's Ambulance Walpole (Community Paramedic SW Great Southern)
Steve Page	Police Service – Walpole
Gavin Barke	Police Service - Pemberton
Brian Robinson	Shire of Manjimup – Interim Chief Executive Officer
Chris Sousa	Department of Fire and Emergency Services
Tim Foley	Department of Biodiversity, Conservation & Attractions
Brooke Thomas	Department of Communities (proxy)
Kathy Smith	Pemberton Northcliffe Health Services (proxy)

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3. Declaration of Financial Interest

Nil

4. LEMC – Update of Terms of Reference, Membership & Contact Details

The LEMC contact list was updated by all in attendance. Due to Membership changes and LEMC Delegates and Proxys being Council endorsed positions, these nominations will need to be adopted by LEMC at this meeting with subsequent endorsement by Council at the Ordinary Meeting in July. The following nominations were received:

4.1 Nomination of New Shire of Manjimup – Interim CEO Delegate

- Due to changes within the Shire of Manjimup with the resignation of CEO Andrew Campbell and the appointment of Brian Robinson as Interim Chief Executive Officer, Brian Robinson has been nominated as the new LEMC Delegate.

4.2 Nomination of New Department of Communities LEMC Delegate and Proxy

- Due to changes within the Department of Communities Emergency Relief and Support team, and the return of Roma Boucher to her substantive position as DESO, Roma Boucher has been nominated as the new LEMC Delegate, with Brooke Thomas nominated as Proxy.

RECOMMENDATION/LEMC DECISION 2023/02

That Council confirm and accept the amendments to Appointments of the Local Emergency Management Committee Terms of Reference for the two year period that commenced 21 October 2021:

4.1 Brian Robinson to the position of Shire of Manjimup – Interim Chief Executive Officer LEMC Delegate; and

4.2 Roma Boucher and Brooke Thomas to the positions of Department of Communities LEMC Delegate and Proxy, respectively.

Moved: Remo Pessotto, Shire CBFCO

Seconded: Justine Kelly, Warren Health Services

CARRIED: 8/0

5. Confirmation of Minutes of the General Meeting held on Wednesday, 15 March 2023.

RECOMMENDATION/LEMC DECISION 2023/03

That the unconfirmed Minutes of the Local Emergency Management Committee Meeting held Wednesday, 15 March 2023 be confirmed as a true and correct record."

Moved: Ian Guthridge, DPIRD

Seconded: Remo Pessotto, Shire CBFCO

CARRIED: 8/0

6. Council's Response to Minutes of the General Meeting held Wednesday, 15 March 2023.

COUNCIL RESOLUTION:

MOVED: Skoss, K

SECONDED: Elby, W

29095

That Council receive the unconfirmed Minutes of the Local Emergency Management Committee (LEMC) Meeting held on the 15 March 2023 as shown in the Attachment 9.15.3(1).

ADOPTED BY EN BLOC RESOLUTION: 10/0



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7. Business Arising from Minutes

7.1 Action Task List

Action & Meeting Date	Item	Update	Status	Actioning Officer
03/23 15/03/2023	Sam Ramsey – Recovery Support Officer SW WA – Engagement Branch National Emergency Management Agency	15/03/2023: Todd Ridley to invite Sam to June Meeting for introduction of National Emergency Management Agency. 28/06/2023: Attending today's meeting in General Business 11.1 item now completed.	Completed	Todd Ridley

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8. Correspondence

8.1 Incoming

- SEMC – Letter and Annual Report Survey 2023 (General Business 12.3).
- SEMC – Amendments to suite of State Emergency Management Documents & Communique May 2023

8.2 Outgoing

- LEMC Members - Shire of Manjimup – LEMC Agenda, Minutes from previous meeting and documents.
- LEMC Members - Shire of Manjimup – Events Matrix dated 01.06.2023.
- LEMC Members - Consultation Request Emergency Risk Management Planning.
- LEMC Members - Consultation Request State Hazard Plan Search and Rescue Emergency.
- LEMC Members - WALGAs LEMA Review Consultation Outcomes.

9. Events

The committee reviewed the events matrix that is now being distributed quarterly to LEMC Members.

Matrix was tabled, see Item 9.0 Attachment.

Gail Ipsen Cutts, Shire of Manjimup Recovery Officer advised there is a couple of other small events.

10. Members Reports

10.1 Shire of Manjimup – Shire President – Cr Paul Omodei

- Recruitment for Appointment of new Chief Executive Officer of Shire of Manjimup has begun with the Chief Executive Officer Review Committee being established and Lester Blades Pty Ltd being employed as the HR Consultant for the recruitment process.
- Weather has deferred some larger road projects within the Shire.

The above report was received verbally at the meeting.

10.2 Shire of Manjimup – Interim Chief Executive Officer – Brian Robinson

Apology for meeting, nil report received.

10.3 Shire of Manjimup – Community Emergency Services Manager – Todd Ridley

- Completing a number of Consultation Reports and reviewing LEMAs.
- Bush Fire Brigade training is currently underway in preparation for the coming season.
- The new Australia Fire Danger Rating Systems has had some issues and currently working on reviews for DFES and the National AFDRS group.

The above report was received verbally at the meeting.

Cr Paul Omodei Shire President – advised this has also been addressed at WALGA.

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10.4 Shire of Manjimup - Recovery Coordinator – Gail Ipsen Cutts

- COVID Update – EM Support Group regularly meet on teams, with discussion on the rise in homelessness. Many are fully employed but cannot get accommodation. This is also an issue for Disaster Management due to the lack of availability of commercial accommodation.
- Evy Apledoorn is the Recovery contact while Gail on leave 1 August -1 December.

The above report was received verbally at the meeting.

10.5 Shire of Manjimup – Chief Bush Fire Control Officer – Remo Pessotto

Report was tabled, see Item 10.5 Attachment.

10.6 Department of Biodiversity, Conservations & Attractions – Jeff Bennett

Report was tabled, see Item 10.6 Attachment.

10.7 Department of Communities – Roma Boucher

Report was tabled, see Item 10.7 Attachment.

10.8 Department of Fire and Emergency Services – Chris Sousa

Apology for meeting. Report was tabled, see Item 10.8 Attachment.

10.9 Department of Primary Industries and Regional Development – Ian Guthridge

Report was tabled, see Item 10.9. Attachment.

10.10 District Emergency Management Advisor - DFES – Erin Hutchins

Report was tabled, see Item 10.10 Attachment.

10.11 St John Ambulance

Manjimup – Gary Willcox - Community Paramedic SW

Apology for meeting. No report received.

Walpole – David Rae - Community Paramedic GS

- Training – two new EMTs upskilled.
- Walpole Radio Project – local network and link to State Operations Centre:
 - still awaiting delivery of hardware;
 - expecting written approval from SoM acting CEO to host SJA equipment on shire towers this week; and
 - Silverchain have approved hosting of SJA equipment at the clinic.

The above report was received by email as David Rae was an apology.

Todd Ridley CESM, advised that preliminary approval was granted by Interim CEO and a formal letter has been drafted and once signed by CEO will be sent.

10.12 WA Country Health Service

Pemberton Northcliffe Health Service – Paige Weaver

- Has been business as usual, nil to report.

Warren Health Service – Justine Kelly

Report was tabled, see Item 10.12 Attachment.

Cr Paul Omodei Shire President, enquired how the Telehealth system is operating?

Justine Kelly WHS – Working well but while it is with a specialised Doctor, it is a slower process for people to be seen.

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10.13 WA Police

Pemberton – Gavin Barke

Apology for meeting. No report received.

Manjimup – Jayden Lowe

- COVID and Flu has impacted staffing over last month.
- Been several crashes due to weather conditions, nothing serious in Manjimup.
- Been drugs coming into town with an incident last night due to a bad batch and these people under the influence going to Police or Hospital seeking help.
- More welfare checks happening due to more people together in houses, drinking too much and self-harm attempts.
- While 20 years ago the issue was alcohol, now it is drugs particularly Meth which is causing Mental Health issues especially with bad batches coming into town.

The above report was received verbally at the meeting.

Todd Ridley CESM, advised in regard to WA Police, there were 'Recognition Awards for Volunteers' last week in Bunbury with Pemberton Volunteer Fire and Rescue, particularly the Captain Craig Martyn, receiving recognition awards for their hard work down there.

Walpole – Steve Page

Apology for meeting. Report was tabled, see Item 10.13 Attachment.

10.14 Water Corporation – Mel Robertson

- Nothing to Report.

10.15 Western Power – Colin Jones

No report received - not in attendance.

11. General Business

11.1 National Emergency Management Agency (NEMA) - Sam Ramsay

Sam Ramsay, Recovery Support Officer for the SW Engagement Branch of the National Emergency Management Agency (NEMA) provided a brief overview on the agency's current initiatives and funding opportunities and about being a conduit to Local Governments. Federal Funding (DRF) Round 2 is coming up. Strategic Intent will be uploaded on Website in next few days.

Discussion ensued regarding funding and eligibility of projects. The conversation then moved to concerns on backup power for Mobile Phone Towers for coverage during emergencies and also regarding Boyup Brook's success regarding this process.

Todd Ridley CESM will invite Boyd Brown from Telstra to the next LEMC Meeting and also contact Shire of Boyup Brook regarding their process.

The Chair thanked Sam for her attendance.

11.2 Shire of Manjimup – LEMA – Local animal Welfare Plan

Report was tabled, see Item 11.2 Attachment. The Plan was tabled but will be shown in Council Meeting 27 July 2023 Agenda Item 9.7.1.

Presentation was given by Senior Ranger, if goes through need to amend Page 39 of LEMA.

**Shire of Manjimup
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Erin Hutchins DEMA, advised that the acronym for Department of Communities should be Communities.

RECOMMENDATION/LEMC DECISION 2023/04

"That Council endorse the Shire of Manjimup - LEMA - Local Animal Welfare Plan 2023-2028."

Moved: Todd Ridley, CESM

Seconded: Remo Pessotto, CBFCO

CARRIED: 8/0

11.3 LEMC Annual Reporting Survey 2023 – Draft

Report was tabled, see Item 11.3 Attachment.

The Local Emergency Management Committee Annual Reporting Survey for 2023 was accepted with no feedback or amendments to be added.

The report will be lodged prior to 30 June 2023.

11.4 Manjimup Aerodrome Emergency Desktop Exercise - Catherine Mills.

Exercise document was tabled see Item 11.4 Attachment.

Exercise is noted only and to be run at the conclusion of today's meeting.

12. Next Meeting

Next General Meeting to be held 13 December 2023.

13. Declaration of Close of Meeting

The Chair, Shire of Manjimup – Shire President Cr Paul Omodei, thanked everyone for their attendance and closed the meeting at 2.05pm.

(Following the meeting was the Manjimup Aerodrome Emergency Desktop Exercise)

[illegible]

ITEM 10.5 ATTACHMENT

Remo Pessotto - CBFCO
Report for LEMC Meeting held on 28 June 2023

No of Fires

- 28 Fires – variation between scrub fires, heap combustion assisting VFRS and plantation.

Regulation Burning Times – Period we are in

- Not applicable as in open period.

No of Permits Issued

- 157 Permits have been issued for the Manjimup Shire not including DPAW.

Weather Conditions

- Weather Conditions started with a dryer as usual month of June then pick up of good rains.

Brigade Business / Issues

- Training is now in progress.

Brigade Deployments

- Deployed Brigades to assist in other Shire's.

Vehicle Maintenance / Issues

- Nil to report

Communications

- Phone strength has dropped off north of Manjimup, signal from 4 bars down to 1 bar and at time no bars very disappointing.

General Business

- Nil to report.

ITEM 10.6 ATTACHMENT



Department of **Biodiversity,
Conservation and Attractions**



**Warren Region
Update for Manjimup LEMC meeting Wednesday 28 June 2023**

Prescribed Burning

Warren Region completed 27,900 hectares of prescribed burning last Spring and autumn. This was a combination of 14 prescribed burns. See attached map. The number of hectares is down from our long term average partially due to an extended wet spring, then followed by a dry summer and a relatively early break of the rain season in autumn.

Burn planning is underway and attached is a map of the Burn Options Program for the 23/24 burn season. Planning of 113,000 hectares of prescribed burns provides us the flexibility across the landscape given different vegetation types and fuel moisture and weather patterns.

Bushfire

In 2022/23 fire season, Warren region reported 37 bushfires totalling 10,204 hectares.

Regards,

Jeff Bennett

Regional Leader Fire Management

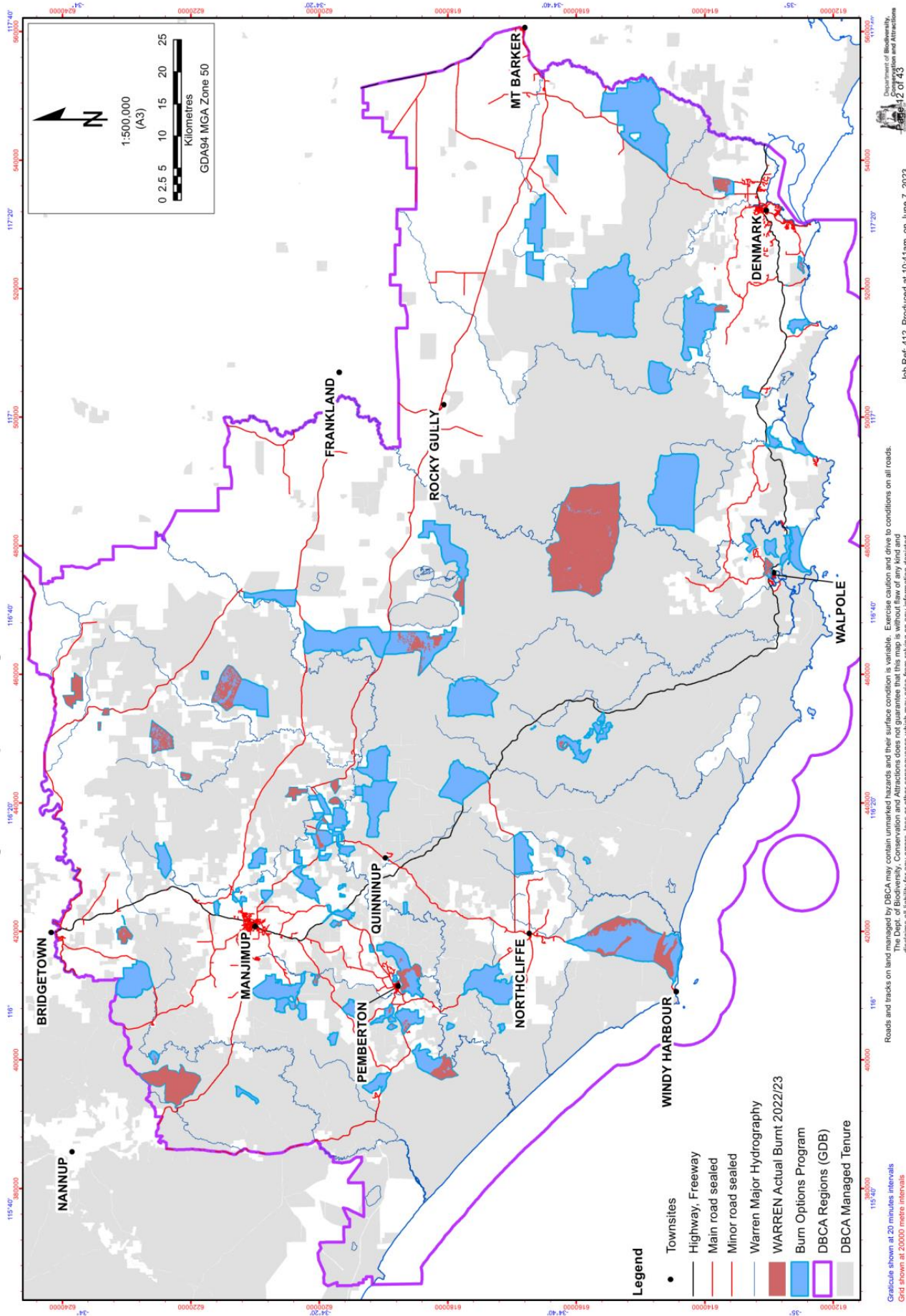
Warren Region

Manjimup

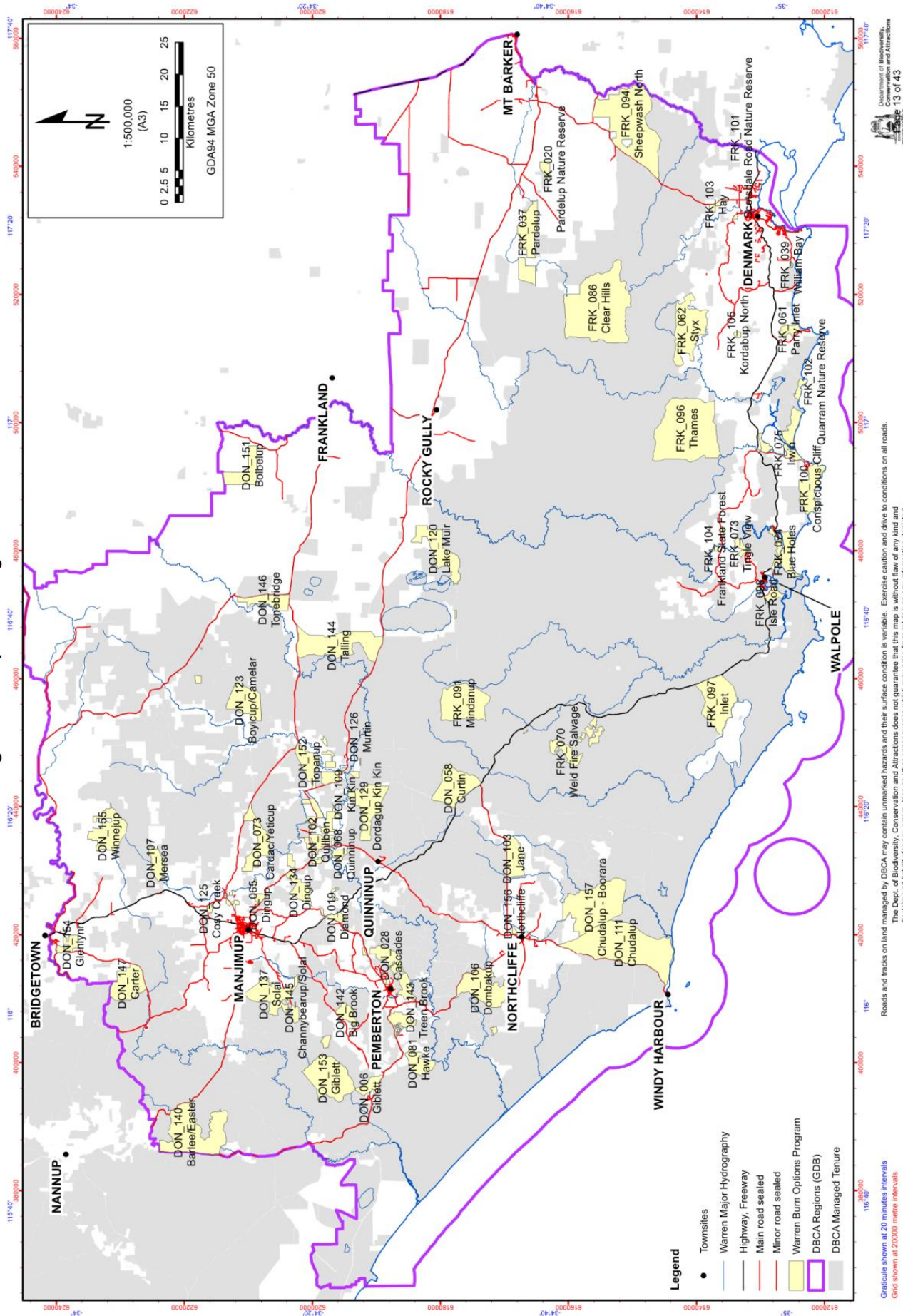
Warren Region

Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 97 717 988 Email: warren.admin@dbca.wa.gov.au
dbca.wa.gov.au

Warren Region Burn Options Program 2022/2023 - 27 900ha as at 02/06/2023



Warren Region Burn Options Program 2023/2024



ITEM 10.7 ATTACHMENT



Government of Western Australia
Department of Communities

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:

**Department of Communities
(Communities)**

Report prepared by:	Renee Flaxman Roma Boucher	Position:	Acting DESO DESO
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Date: From – April 2023 to June 2023 inclusive

Report:**ITEM 10.6 ATTACHMENT**

With my last day as Acting DESO being Friday the 28th April, I wanted to take the opportunity to thank all members of the LEMC committee, Shire, Local Government Agencies, and other stakeholders for being so welcoming and supportive. It has been a great experience and I have learnt a lot.

Roma Boucher steps back into her role of substantive DESO as of the 1st May.

Response to the Kimberley Floods

- The Department of Communities (Communities) continues to provide emergency welfare services to residents impacted by the Kimberley floods.

Response to Cyclone Ilsa

- On 12 April the Department of Communities was activated to stand up 5 evacuation centres in preparation for Cyclone Ilsa. These included one in Port Hedland, one in Newman, one in Nullagine and two in Marble Bar.

Review of Proposed Interim Evacuation Centre

On 30 March a site visit to the Boyup Brook Football Club was undertaken to complete an audit and risk assessment of the premises as the proposed interim venue for the standing up of an evacuation centre in the event of an emergency while the Boyup Brook Town Hall renovations (commencing 3rd of April) are being completed.

I note the Boyup Brook Shire has been successful in receiving NEMA's Disaster Ready Fund Round One funding to upgrade the Football Club to utilise as an Emergency Evacuation Centre with a Commonwealth contribution of \$813,000 and partner co-contribution of \$862,032).

Training, Exercises, Webinars

- Several online webinars attended, including the Leave Nobody Behind series, Recovery Exercising Toolkit, and EMPA (Emergency Media and Public Affairs) 2023 Webinar Series.
- Attended inter-agency Desktop Emergency Preparedness Exercise for Harris and Wellington Dams hosted by Water Corp.
- Ongoing preparedness and response training will be provided to departmental staff, as well as interested stakeholders.

Local Emergency Welfare Plan (LEWP)

- Further LEWP changes and updates been completed to appendices. LEMC members are encouraged to review information related to their own agencies and notify DESO if further changes need to be made.

ITEM 10.8 ATTACHMENT



Government of Western Australia
Department of Fire & Emergency Services



Shire of Manjimup LEMC DFES Report – 28 June 2023

Operations

The DFES Lower South West Region has had no significant incidents to report on since the last LEMC meeting. Regional Staff and Volunteers have continued to support intrastate incidents and mitigation programs, with one staff member currently deployed to the Alberta bush fires in Canada.

Training and Exercises

Regional training is being carried out throughout the winter months for volunteers with a focus on road crash rescue and structural firefighting skills. Bush Firefighting courses are also being conducted throughout the various emergency services.

Community Preparedness

DFES was successful in receiving Disaster Ready Funding to develop a virtual reality package that can simulate and highlight the risks and emotional, psychosocial impacts to community members who choose to "Stay and Defend" a property during bushfire. The initiative will be trialled in the Lower South West Region's local governments.

Chris Sousa

District Officer Nelson



Incident and Emergency Management

Agency Name:	Department of Primary Industries and Regional Development		Date: May 2023
Report prepared by:	Helen Kent	Position:	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
LEMC and DEMC report – May 2023			
<p>1. Declared incidents – DPIRD is managing:</p> <ul style="list-style-type: none"> • Eight (8) declared level 1 and 2 incidents in relation to plant pests/diseases and aquatic pests/diseases • Nil animal pest/disease incidents <p>Queensland fruit fly</p> <p>The Department of Primary Industries and Regional Development (DPIRD) is working to stem the spread of the significant invasive pest, Queensland fruit fly (Qfly), after a recent confirmed detection in Bayswater.</p> <p>A level 2 incident was called on 1 March 2023 after several male Qfly were detected in a residential part of Bayswater, Perth. No Qfly have been detected in commercial areas or outside of the Perth metropolitan area at this time.</p> <p>Quarantine Area</p> <p>The Quarantine Area (QA) covers a 15 km radius from the Qfly detection points and includes Perth, Belmont, Gosnells, Kalamunda, Vincent, Joondalup, Swan, Wanneroo, Melville, Canning, Bayswater, South Perth, Subiaco, Stirling, Nedlands, Bassendean, Belmont, Claremont, Victoria Park, Cambridge and Mundaring. Please find the full Quarantine Area Notice this webpage https://www.agric.wa.gov.au/plant-biosecurity/biosecurity-alerts-queensland-fruit-fly-updates.</p> <p>The QA is divided into two main zones: the Corrective Action Zone and the Export Assurance Zone.</p>			

Corrective Action Zone

The Corrective Action Zone is the 1.5 km area surrounding each detection point.

Residents located within this zone are required to comply with the following QA requirements:

- Qfly host fruit cannot be removed from or moved within any part of the Corrective Action Zone, unless treated or processed (cooked, frozen or solarised).
- All ripe or ripening host fruit on plants or trees must be picked, and all fallen host fruit must be removed every three days.
- Fruit can be eaten, or must be treated, bagged and then binned in residential waste bins.
- Residents must provide DPIRD personnel access to their premises to inspect and bait host plants twice a week until further notice

Export Assurance Zone

The **Export Assurance Zone** covers the area in a 15 km radius from the detection point - the area of the QA that is not part of the Corrective Action Zone. The area will act as a buffer zone to further prevent further spread of the pest.

The requirements for the management of Qfly host fruit for this area are less stringent but commercially grown Qfly host fruit cannot move either within the QA or outside the QA unless it is treated.

Qfly is one of the most serious pests of fruit and vegetables in Australia, attacking over 300 species of fruit and vegetables and impacting a range of horticulture industries and access to valuable markets. While Qfly has been found in other areas of the country, Western Australia has remained free of the pest.

Further information is available at: [Queensland fruit fly \(Qfly\) updates | Agriculture and Food](#)

Carpet sea squirt (*Didemnum vexillum*)

Carpet sea squirt (CSS) is a highly invasive marine invertebrate animal that can overgrow and smother native species. It can overgrow rocks, shellfish, sea sponges and man-made structures such as wharves, jetty pylons, pontoons, buoys and vessels.

A level 2 incident was declared on 25 January 2023 in response to the detection of CSS in WA.

On 17 March 2023 a Quarantine Area Notice was put in place for the waters adjacent to the Australian Marine Complex Common User Facility at Henderson South.

The aim of the QAN is to:

- Manage the movement of vessels into the QA to minimise the spread of the pest.

- Strengthen the requirements for biofouling inspections and treatments for vessels that regularly operate in the Quarantine Area or have been in the Quarantine Area for a period of six days or more.

CSS has the potential to impact oyster and mussel aquaculture, marine environments, dive tourism industries as well as increasing maintenance costs for commercial and recreational vessels.

The aquatic pest has been detected in two locations in WA; Garden Island and at a marine facility in Henderson. The detection at Garden Island was the first confirmed detection in Australia.

[Biosecurity alerts: Carpet sea squirt | Agriculture and Food](#)

Polyphagous shot-hole borer

Polyphagous shot-hole borer (PSHB) *Euwallacea fornicatus* is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.

DPIRD has been responding to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area.

Response activities include:

- Conducting surveillance to determine the distribution of PSHB
- Containing the pest to prevent further spread to non-infested regions within Western Australia
- Providing advice and information to residents, industry and other stakeholders
- Ensuring that all response activities are conducted safely, consistently and efficiently

To stop the spread, a Quarantine Area Notice (QAN) is in place to support the Department of Primary Industries and Regional Development's ongoing surveillance program to determine the spread of the pest.

The Quarantine Area covers 25 local government areas. The new areas added to the expanded QAN on 21 March 2023 are:

- Beckenham, Canning Vale, Huntingdale, Kenwick, Langford, Maddington and Thornlie in the City of Gosnells
- Duncraig, Greenwood, Marmion, Sorrento and Warwick in the City of Joondalup
- Alexander Heights, Girrawheen, Koondoola and Marangaroo in the City of Wanneroo
- Ballajura, Beechboro, Bennett Springs, Dayton, Hazelmere, Kiara, Lockridge, Malaga, Middle Swan, Midland, Viveash, West Swan and Woodbridge in the City of Swan

<ul style="list-style-type: none"> Forrestfield, High Wycombe, Perth Airport and Wattle Grove in the City of Kalamunda <p>Link to information about Polyphagous shot-hole borer Agriculture and Food</p> <p>2. State alerts and investigations</p> <p>DPIRD is investigating four (4) pests or diseases.</p> <p>3. National alerts & investigations</p> <p>DPIRD and other state jurisdictions continue to monitor reported outbreaks of:</p> <ul style="list-style-type: none"> African Swine Fever – countries in the Asia Pacific which have reported African Swine Flu since August 2018: China, Mongolia, Viet Nam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal and Singapore Link to information about African Swine Fever – situation update in Asia and Pacific: https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en Lumpy Skin Disease – Indonesia, Vietnam, Thailand and Malaysia Foot and Mouth Disease – Indonesia <p>Information regarding Foot and Mouth Disease prevention is available on the WA government website: Foot-and-mouth disease advice for Western Australians (www.wa.gov.au)</p> <p>Information is also available on the DPIRD website: Foot-and-mouth disease: prevention and preparedness Agriculture and Food</p> <p>Important to note that there are, currently, no known incidences of these diseases in Australia.</p> <p>4. Ex TC Ellie (Kimberley Floods) – January 2023</p> <p>DPIRD is providing support to affected communities, in relation to its areas of responsibility, in the recovery from the January flooding in the west Kimberley.</p> <ul style="list-style-type: none"> The State Support Plan – Animal Welfare in Emergencies was formally activated on 9 January 2023 and remained activated until 3 May 2023 to provide support to the local government in relation to the coordination of animal welfare. 	
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Recovery:

- Wheatbelt Development Commission CEO, Rob Cossart, has been appointed as the State Recovery Coordinator for the Kimberley floods.
- The State recovery structure, across the four recovery environments of Social, Economic, Built and Natural environment, has been formalised with appropriate State Government agencies leading the domains:
 - Social: Department of Communities
 - Economic: DPIRD
 - Built: Department of Treasury and Main Roads WA
 - Natural environment: DWER
- The Shire of Derby West Kimberley has established its local recovery group and relevant subcommittees which are:
 - Media
 - Getting Home
 - Cadjebut Airport
 - Pastoral
 - Social/Wellbeing
- DPIRD has provided a departmental representative on the Shire of Derby West Kimberley's local recovery group and relevant subcommittees.
- Dedicated DPIRD web page for affected primary producers outlining available assistance: [Kimberley flood recovery | Agriculture and Food](#)

Disaster Recovery Funding Arrangements WA (DRFAWA):

Support measures are designed to assist in meeting the needs of primary producers whose assets or primary production business has/have been affected by a disaster for which DRFAWA has been invoked.

Category B - Assistance measures for primary producers may include grants for:

- Professional advice
 - Reimbursement of fees (maximum \$1,500) to obtain professional advice directly related to addressing issues arising from the declared natural disaster event
- Freight subsidy (reimbursement)
 - Primary producers can claim a maximum of 50% of the costs to the producer of transporting any of the following items as a direct result of a natural disaster:

<ul style="list-style-type: none"> - Livestock; - Fodder or water for livestock; or - Building or fencing equipment or machinery. <ul style="list-style-type: none"> • Fencing (for livestock producers only) Primary producers can claim 100% of the costs associated with any of the following: <ul style="list-style-type: none"> - restoration/replacement of fencing (to pre-disaster standard) where the fencing has been deliberately dismantled or damaged due to counter disaster operations undertaken in order to combat the eligible natural disaster event; and/or - reimbursement of the costs of materials only (to pre-disaster standard) to repair/replace boundary fencing damaged/lost as a direct result of the eligible natural disaster event. The measure is only available where the fencing adjoins a major road/rail transport corridor and where the roaming of livestock may present a danger to the travelling public (i.e., the aim being to preserve public safety). <p>The applicant must demonstrate to DPIRD's satisfaction that at the time of the natural disaster event the property was being used to hold or agist livestock.</p> <ul style="list-style-type: none"> • Expression of interest for interest subsidy on a new loan to recover An interest rate subsidy may be available to primary producers for new loans: <ul style="list-style-type: none"> - to repair/replace assets lost or damaged / repair damage caused by the natural disaster event - for carry on purposes to implement the next season's production program - or to replace livestock lost in the disaster for which the assistance measures under the DRFAWA have been activated <p>Link to further information regarding available funding and relevant conditions: https://www.agric.wa.gov.au/emergency-response/disaster-recovery-funding-arrangements</p> <p>Category D – Exceptional circumstances: Freight Assistance Program</p> <ul style="list-style-type: none"> - Purposes: The Commonwealth and WA State Government jointly funded Freight Subsidy Program is to assist with the ongoing exceptional freight requirements for businesses impacted by ex Tropical Cyclone Ellie (DRFA AGRN1044). - Eligible applicants: Businesses located in, or delivering to, the four (4) DRFAWA activated local government districts which are the Shire of Broome, Shire of Derby West Kimberley, Shire of Halls Creek and the Shire of Wyndham East Kimberley - Funding duration: All claims must be submitted no later than two (2) months after a suitable road connection is re-established. Claims may be backdated for all freight movement that occurred on, or after, 1 January 2023 	
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- DPIRD is the designated delivery agency for this funding

FAQs including details of eligibility: [Publications \(dfes.wa.gov.au\)](https://dfes.wa.gov.au/publications)

DRFAWA Cat B and D assistance, the Department has approved as at 27 April 2023:

DRFA Measures	Under assessment	Approved	Approved \$
Category B	2	1	\$37,830.00
Category D	35	33	\$35,296.26

5. Severe Tropical Cyclone Seroja (Recovery funding)

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

DRFAWA Cat B and C assistance the Department has approved as at 27 April 2023:

DRFA Measures	Under assessment	Approved	Approved \$
Category B	14	29	\$ 465,513.95
Category C	23	111	\$2,254,594.10

6. Staff emergency management training:

DPIRD has an ongoing schedule to deliver emergency management training and exercising in both metropolitan and regional areas.

The non-accredited training focusses on both the Department's Hazard Management Agency responsibilities in relation to animal and plant biosecurity and its support role to other HMAs in relation to animal welfare during emergencies.

Animal Health Australia and Plant Health Australia online training:

DPIRD staff are encouraged to undertake suitable online training which is available on the Animal Health Australia (AHA) and Plant Health Australia (PHA) websites.

<p>Links to AHA and PHA:</p> <p>Home - Animal Health Australia</p> <p>Plant Health Australia</p> <p>7. Animal welfare in emergencies grants program 2023</p> <p>Grants are available for local government officers to attend the Animal Welfare in Emergencies training at the Muresk Institute. This training is administered by the Department of Primary Industries and Regional Development and aims to enhance local government officers' skills and knowledge in safely dealing with animals during an emergency. The training focuses on livestock health, fauna handling, containment and transport, and includes a workshop about how to develop local animal welfare in emergencies plans.</p> <p>Link to Animal Welfare in Emergencies training brochure: FINAL_2023_incident_response_flyer-(1).pdf (walga.asn.au)</p> <p>Training dates: June 7 - 9 June 14 -16 August 9 - 11 August 16 - 18</p> <p>Applications open Thursday, 27 April 2023 and close 4pm, Friday 19 May 2023.</p> <p>Link to application form: Emergency Management WALGA WALGA</p>	<p>8. DPIRD participation in fire and natural hazards during the natural hazard high season 2022 - 2023</p> <p>Southern bushfire season – October to April North West tropical cyclone season – November to April</p>
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The Department of Primary Industries and Regional Development has provided support to the Department of Fire and Emergency Services as the hazard management agency for bushfire, tropical cyclone, flood and storm which are the predominant natural hazards of the southern and northern natural hazards high season.

From 1 November to 31 March, annually, DPIRD appoints an On Call Coordinator.

On Call Coordinator hours of operation:
Monday to Sunday: 0700 – 2000

On Call Coordinator number: 9368 3132

In addition to the On Call Coordinator role, DPIRD appoints regionally-based on call officers for the DPIRD Christmas and New Year 'close down' period and up to the Monday of the third week of January.

Incidents and emergencies response and recovery which DPIRD was involved in during the 2022-2023 natural hazards high season

Namban Bushfire – 23 November 2022:

Local government: Shire of Moora

State Incident Level: 1

DPIRD field staff provided advice regarding the assessment of injured stock

Donnybrook-Balingup Complex Fire (Sandhill and Noggerup fires) – 10 January 2023:

Local government area: Shire of Donnybrook-Balingup

DPIRD activities:

- Supported the Shire of Donnybrook-Balingup in the coordination of animal welfare including the assessment of injured stock
- Assistance to the Controlling Agency in relation to essential fruit pickers being able to access orchards to undertake picking on behalf of orchardists
- Contributed to the Controlling Agency's Impact Statement
- DPIRD officer appointed to assist with recovery activities for which DPIRD has responsibility and expertise

Ex Tropical Cyclone Ellie (Kimberley floods) – 6 January 2023:

Local government area: Shire of Derby West Kimberley (Shires of Broome, Halls Creek and Wyndham East Kimberley in relation to freight in and out of the region)

State Incident Level: 3

State Support Plan – Animal Welfare in Emergencies formally activated

DPIRD activities:

- Representation on the DFES All Hazards Liaison Group and the State Emergency Coordination Group
- Representation on the Incident Support Group and the Kimberley Operational Area Support Group
- Animal welfare needs assessment and advice and support in relation to mitigation activities
- Contributed to the Controlling Agency's Impact Statement
- Representation on the Shire of Derby West Kimberley Local Recovery Group and relevant subcommittees
- DPIRD is the lead agency for the State Economic Domain and appointed liaison officers to sit on the State Social, Infrastructure and Natural Environment domains

Ravensthorpe Complex Fires – 23 February 2023:

Local government area: Shire of Ravensthorpe, Shire of Coolgardie, Shire of Esperance

State Incident Level 2

DPIRD activities:

- Representation on the operational area support group
- Provision of advice to the Controlling Agency regarding agricultural properties
- Contributed to the Controlling Agency's Impact Statement

Tropical Cyclone Ilsa – 9 April 2023:

Local government areas: Shire of Broome, Shire of East Pilbara and Town of Port Hedland

State Incident Level: 2

DPIRD activities:

- Representation on the DFES All Hazards Liaison Group and the State Emergency Coordination Group
- Representation on the Kimberley Operational Area Support Group
- Contributed to the Controlling Agency's Impact Statement in relation to agricultural impacts
- Representation on the Shire of East Pilbara Local Recovery Coordination Group

DPIRD's role in emergency management

DPIRD plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery. Link to State Hazard Plan – Animal and Plant Biosecurity: [State Hazard Plan Animal and Plant Biosecurity \(www.wa.gov.au\)](#)
- Provision of support to other HMAs by:
 - coordinating animal welfare for other hazard emergencies including during bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary producers, and other economic impacts through its regional development commissions across the state
 - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding
 - providing professional expertise to primary industry producers and small business in a regional context

Animal Welfare in Emergencies

Local governments are encouraged to develop a plan for animal welfare in emergencies (PAWE) which forms part of the local emergency management arrangements (LEMA).

For tools and resources to assist local governments to develop a local PAWE [click here](#) and for assistance in completing the PAWE template, speak to your LEMC or DEMC representative/s.

ITEM 10.10 ATTACHMENT

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
4th Quarter 2022-2023

STATE NEWS

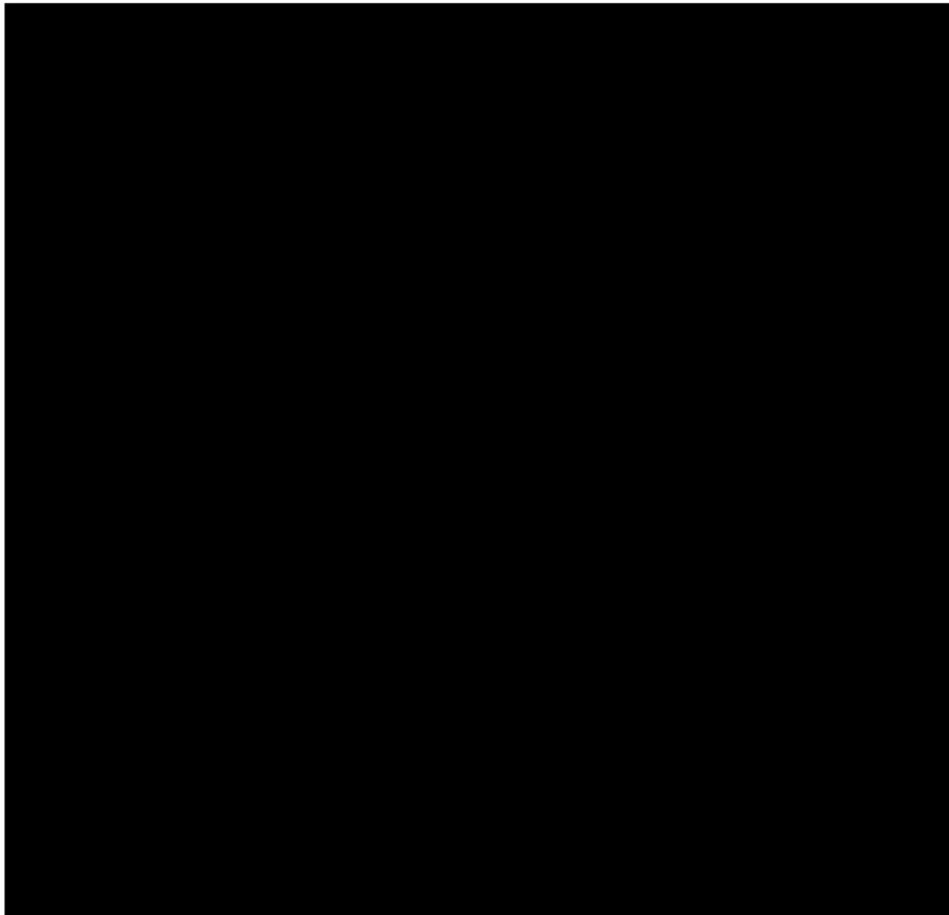
The **State Emergency Management Committee (SEMC)** met on the 3 May 2023. SEMC Communiques can be found [here](#).

2023 SEMC MEETING SCHEDULE

- 2 August 2023
- 4 October 2023
- 6 December 2023

CONSULTATION REQUESTS

NOTE: For LEMC Members only. Please ensure the below consultation requests and information are not shared with the greater public or published on a public website as it has not been approved by the SEMC for further dissemination.

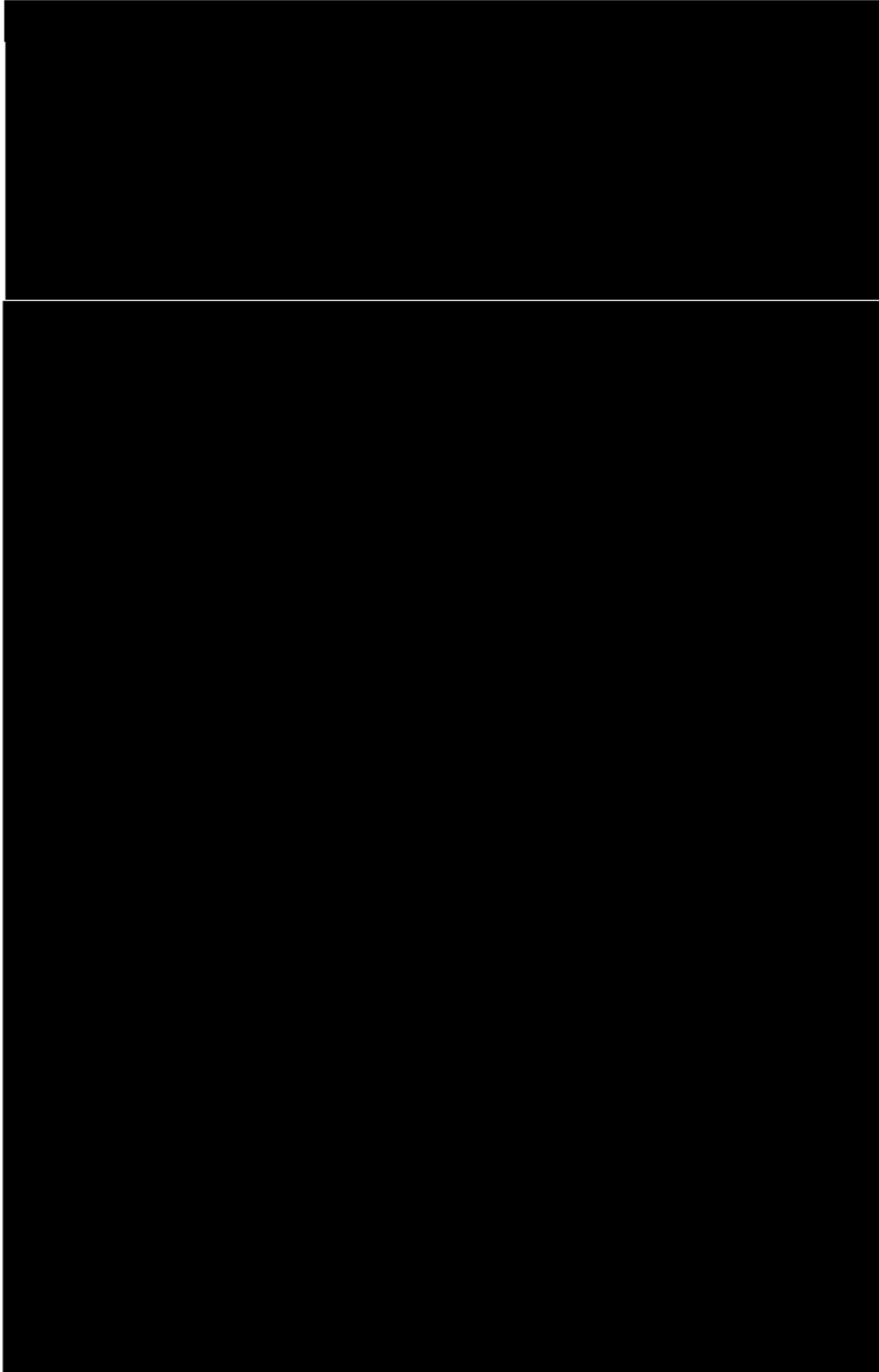


Government of Western Australia
Department of Fire & Emergency Services



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Government of Western Australia
Department of Fire & Emergency Services



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DISTRICT NEWS

The **District Emergency Management Committee (DEMC)** met on Tuesday 21 March 2023.

Presentations and key items discussed:

- NBN muster truck overview and demonstration
- Japanese Encephalitis Virus (JEV)
- NEMA update
- Foot and Mouth Disease (FMD)
- Traffic Management
- Shire of Augusta Margaret River LEMA noted.

The next meeting of the DEMC will be held on Tuesday 10 October 2023.

EMERGENCY PREPAREDNESS EXERCISE

Inter-Agency Desktop Emergency Preparedness Exercise for Harris & Wellington Dams

On Wednesday 20th April, the Water Corporation held a workshop to step through preparedness and response protocols for flooding scenarios associated with Harris and Wellington Dams.

This workshop was designed to involve the key external agencies such as DFES, Department of Water and Environmental Regulation, South West Police, Main Roads WA, Western Power, DBCA, Local Government, and Department of Communities all with responsibility in major flooding events. The focus of the workshop was to provide awareness of the Dam Safety and Emergency Plans for Harris and Wellington Dams.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT COMMITTEE ANNUAL REPORT SURVEY

In accordance with *Section 40 of the Emergency Management Act 2005 (EM Act)*, Local Emergency Management Committees (LEMCs) are required to submit an annual report on

activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Governments' participation in the Annual and Preparedness Report Capability Survey.

This year, with the finalisation of the State Risk Project and the forthcoming revised State Emergency Management Capability Framework, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey circulated to CEOs and LEMC Executive Officers on Friday 12th May 2023.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

Please return this survey to the District Emergency Management Advisor no later than **COB 30 June 2023**.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) REVIEW OUTCOMES AND NEXT STEPS

The [Local Emergency Management Arrangements \(LEMA\) Review](#) is a partnership between the Department of Fire and Emergency Services (DFES) and WALGA, initiated in response to reports that current LEMA requirements are not fit-for-purpose for Local Government and that a new LEMA model is needed. From April to December 2022, WALGA engaged 100 Local Governments to identify LEMA strengths, weaknesses, and improvement opportunities in a consultation that included 10 in-depth interviews, 10 interactive workshops and an online survey.

WALGA's [LEMA Review Consultation with Western Australian Local Governments: Project Summary and Recommendations Report](#) summarises the key findings of the consultation process to date. A more detailed overview can be found in [WALGA's LEMA Review Issues Paper](#), [LEMA Review Survey Report](#) and an independent [LEMA Review Workshop Consultation Report](#) prepared by [agdots](#).

WALGA's LEMA Review project informed the Draft LEMA Improvement Plan that has now been developed by DFES and presented to the LEMA Review Steering Committee. The Committee has approved testing to commence with the Local Government sector during April and May 2023 and then submit the final LEMA Improvement Plan to SEMC for endorsement in August 2023.

Find out more about the LEMA Review Project on [WALGA's website](#) or email WALGA's LEMA Review Project Lead, [Simone Ruane](#).

GRANT PROGRAM UPDATES

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

Disaster Ready Fund

On 6 June 2023, the Commonwealth [announced](#) the twenty-three (23) successful [WA projects](#) funded under DRF Round one including DFES LSW for their Virtual Reality Community Preparedness Strategy Project and the Shire of Boyup Brook for upgrades to Boyup Brook Emergency Evacuation Centre. A list of all projects funded nationally can be found on the [National Emergency Management Agency website](#).

In DRF round one, NEMA received over 300 applications nationally. All eligible applications were assessed via a robust and transparent process managed by the NEMA in accordance with the published program Guidelines. In undertaking this assessment, the Panel considered the merits of each application, advice from relevant Commonwealth agencies, and equity with respect to the types of projects and the appropriateness of the geographic and thematic split of projects, in acknowledgement of the program's national scope and its overall objectives.

All West Australians Reducing Emergencies (AWARE) program

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

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

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

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

Local governments are encouraged to collaborate and submit joint applications.

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

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

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

Complied by:
District Emergency Management Advisor – South West (incl. LSW)
Department of Fire and Emergency Services

READY	DRAFT	NEARING REVIEW	OVERDUE
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Number local governments	Number LEMCs	LEMA Status	LEMA noted/submitted to SEMC	Date	Resolution No	Date of 5 year review
12	12					
Local Government						
Shire of Augusta Margaret River	Augusta Margaret River	Current		3/05/2023	27/2023	3/05/2028
Shire of Boyup Brook	Boyup Brook	Current		3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	AWARE funding allocated; project underway		3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current		6/03/2020	08/2020	6/03/2025
City of Bussellton	Bussellton	Current		8/03/2023	08/2023	8/03/2028
Shire of Capel	Capel	Current		5/12/2022	81/2022	5/12/2027
Shire of Collie	Collie	AWARE funding - Draft LEMA currently with LGA/Consultant		3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Current		4/08/2022	32/2022	4/08/2027
Shire of Donnybrook-Balingup	Donnybrook-Balingup	AWARE funding allocated; project underway		3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	AWARE funding allocated; project underway		3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current		1/10/2021	76/2021	1/10/2026
Shire of Nannup	Nannup	Current		14/08/2020	50/2020	14/08/2025

ITEM 10.12 ATTACHMENT

Warren Health Service Report 28th June 2023**COVID-19**

- Warren Health Service has resumed a BAU “business as usual” approach in relation to management of Covid19 with outpatient & inpatient activity.
- Currently screening symptomatic patients via a RAT testing process.
- Inpatients with Covid continue to be nursed with full infection control precautions in place.
- Health service staff are still required to isolate from the workplace for 7 days if Covid positive & seek executive approval to return to the workplace as a close household contact.
- Staff are now no longer mandated to wear a face mask in the clinical setting unless required for specific infection prevention measures. However mask wearing is encouraged with the current influenza trend in the community.

GENERAL

- Continues to be a steady increase in patient presentations to hospital ED & admissions remain above average for the past quarter 2022.
- Hospital staffing continues to be closely monitored and covered with support
- Hospital has acquired a third rental property in Manjimup to support the required workforce. Currently housing dieticians, nursing, radiology staff & nursing students.
- WACHS SW accreditation took place in May 2023. Surveyors returning to SW in August to reassess areas that were met with recommendations (due to pause in non-essential clinical duties over period of covid management)
- MIMMS training for Warren HS staff recently undertaken as a designated MIMMS site

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

ITEM 10.13 ATTACHMENT



WESTERN AUSTRALIA POLICE

WALPOLE POLICE STATION

Walpole Police Station

7 Vista Street, WALPOLE
 WESTERN AUSTRALIA 6398
 Telephone: (08) 9825 0800
 Facsimile: (08) 98401797

Your ref:
 Our ref: LEMC Report
 Enquiries: Steve Page

TO: Manjimup LEMC

SUBJECT: Walpole Police Up-date

Walpole Police have been busy with several incidents occurring over the quarterly reporting time frame.

Traffic:

2 x Vehicle crashes of which one of them had to utilise the Emergency Helicopter to convey a seriously injured passenger to Hospital. Both of these crashes were alcohol related.
 Walpole Police have conducted 850 RBT's since the crashes occurring, resulting in several charges being laid.

Of particular note was the amount of tourist's driving with alcohol in their system around lunch time.

Walpole Police will continue their high visible road policing presence.

Fire's:

Walpole Police are investigation a deliberately lit fire area on the RAMES Head Track near Peaceful Bay.

This area had 12 fires lit along the track, on the same day, where by Grass trees in particular were set alight.

None of the fires caused any significant damage and were all extinguished quickly.

Marine:

Walpole Police have attended two Marine incidents

1. A power boat being driven in a dangerous manner in the Walpole inlet, resulting in it to crash into the Walpole Jetty causing injuries to several people.
2. A Fishing boat with engine trouble out near Saddle Island. Towed back into Walpole Inlet – Nil issues.

Sgt Steve Page and Senior Constable Craig Kelly received a special appreciation from both the executive of AFP (Australian Federal Police) and Australian Border Force, for their involvement and management in the location and recovery of a Boat that was sinking off the coast of Peaceful Bay. This boat when recovered had over 300 kilograms of cocaine on board.

Walpole Police in conjunction with South Coast VMR conducted a MARSAR EX (Marine Search and Rescue Exercise) where an activation of EPIRB was identified and responded to, locating a fishing vessel in distress. Exercise went well resulting in the Walpole Police in particular S/C Craig Kelly being awarded the "Commander's Trophy" for his involvement in the exercise.

Sgt Steve Page has completed his Advance Marine Search and Rescue Course.

Sincerely

Steve Page
 Sergeant 8512
 Officer in Charge
 Walpole Police Station

14th June 2023

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ITEM 11.2 ATTACHMENT
Ranger and Emergency Services
FORM 5.4.3



Local Emergency Management Committee (LEMC) Report

REPORT:	Shire of Manjimup – LEMA - Local Animal Welfare Plan 2023 - 2028
OFFICER:	Ashleigh Reeve
DATE:	6 June 2023

BACKGROUND:

In November 2019, the *State Support Plan Animal Welfare in Emergencies* was released by the State Emergency Management Committee (SEMC) and the Department of Primary Industries and Regional Development (DPIRD).

In an emergency, when the capability of the owner or carer and any local arrangements are no longer sufficient or effective, DPIRD has the role and responsibility for coordinating animal welfare services in emergencies, as prescribed in the *State Emergency Management Policy statement 5.9.7* and detailed in the *State Support Plan – Animal Welfare in Emergencies* (State Support PAWE).

Local Governments are required to manage Recovery under the *Emergency Management Act 2005*. To assist in the recovery process, DPIRD and WALGA highly recommend Local Governments develop a Local Animal Welfare in Emergencies Plan to assist their community in responding to and therefore recovering from emergencies they may face, as part of building community resilience.

As a result, Local Governments are urged (however it is not compulsory) to draft and implement an animal welfare plan to be used in conjunction with their *Local Emergency Management Arrangements* (LEMA).

COMMENT (Includes Options):

Local Governments have a responsibility to develop and maintain a relevant LEMA in accordance with the State Emergency Management Arrangements. The State Emergency Management Committee – Local Emergency Management Arrangements Guideline and Model suggests Local Governments create an Local Animal Welfare in Emergencies Plan.

Due to the effect animal welfare has on the social and economic wellbeing of the community, integrating an Animal Welfare Plan into LEMA can positively influence on a community's resilience for and recovery from an emergency. As the role for recovery falls to Local Governments, the early consideration of animal welfare in preparedness and response can greatly improve the recovery of the community and economy.

The author is now requesting the Local Emergency Management Committee to consider recommending to Council to endorse the draft *Shire of Manjimup - LEMA - Local Animal Welfare Plan 2023 – 2028*.

STATUTORY ENVIRONMENT:

Emergency Management Act 2005

POLICY / STRATEGIC IMPLICATIONS:

Shire of Manjimup Local Emergency Management Arrangements 2019 - 2024

ORGANISATIONAL RISK MANAGEMENT:

Without having a plan or procedure relating to domesticated pets and livestock during the event of an emergency, it leaves the Shire of Manjimup, stakeholders, and the community vulnerable. The Plan clarifies roles and responsibilities between the various stakeholders for the delivery of emergency response and recovery activities in relation to animal welfare in emergencies.

FINANCIAL IMPLICATIONS FOR COUNCIL:

Nil

OFFICER RECOMMENDATION:

That the Local Emergency Management Committee recommends that Council “endorse the *Shire of Manjimup - LEMA - Local Animal Welfare Plan 2023 - 2028*”.

ATTACHMENTS:

Draft Proposed *Shire of Manjimup - LEMA - Local Animal Welfare Plan 2023 - 2028*

ITEM 11.3 ATTACHMENT

Local Emergency Management Committee Annual Reporting

2022-23 Annual LEMC Report Survey

In accordance with Sections 33 and 40 of the *Emergency Management Act 2005* (EM Act), Local Emergency Management Committees (LEMCs) are required to submit an annual report on activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Governments' participation in the Annual and Preparedness Report Capability Survey.

This year, with the finalisation of the State Risk Project and the forthcoming revised State Emergency Management Capability Framework, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

Please return this survey to your District Emergency Management Advisor by **COB 30 June**.

DRAFT

Q1. When was your **most recent** emergency that required a significant and coordinated response for each of these hazards:

	Month (e.g. 12)	Year (e.g. 2022)	How many months was the recovery response in operation (e.g. 9)
Air Crash			
Animal or plant, pests or diseases			
Biological Substance			
Chemical Substance (HAZMAT)			
Collapse (structure or landform)			
Cyclone			
Earthquake			
Electricity Supply Disruption			
Fire	12	2022	0
Flood			
Heatwave			
Hostile Act			
Human Epidemic			
Land Search			
Liquid Fuel Supply Disruption			
Marine Oil Pollution			
Marine Search			
Marine Transport Emergency			
Natural Gas Supply Disruption			
Nuclear Powered Warship			
Other Substance (HAZMAT)			
Radiological Substance (HAZMAT)			
Rail Crash			
Road Crash			
Space Re-entry Debris			
Storm			
Terrorist Act			
Tsunami			
Other (please describe)			

Q1a. Describe

Pemberton Mill Fire multi agency, school closures, smoke advice issued for townsite of Pemberton, structure totally destroyed and contaminated site.

Q2. Please list any emergencies that required the activation of an Incident Support Group during the **2022-2023 financial year**:

Pemberton Mill Fire December 2022

Q3. What is the name of your LEMC?

Shire of Manjimup Local Emergency Management Committee

DRAFT

Q4. How many meetings of the LEMC have been held, or will be held, in the 2022-2023 financial year?

5 x Meeting have been held during 2022-2023.

Q5. Please provide your LEMC schedule for the 2023-2024 financial year:

	Day (e.g. 30)	Month (e.g. 11)	Year (e.g. 2022)
Meeting 1		12	2023
Meeting 2		6	2024
Meeting 3		11	2024
Meeting 4			
Meeting 5			
Meeting 6			

Q6. Is your LEMA available on your website? (if you have multiple LEMA are all available?)

Yes ☒

No ☐

**Note: As required in Section 41(4) of the Emergency Management Act 2005*

Q6a. If your LEMA is under review, please indicate due date and any comments

NA

DRAFT

Q7. Has a Local Recovery Coordinator been nominated?

Yes ☒

No ☐

Unsure ☐

**Note: As required in Section 41(4) of the Emergency Management Act 2005*

Q7a. Comment/Describe

Local Recovery Coordinator appointed as per the LEMA process.

Q8_ How many exercises does your organisation plan to hold during the 2022-2023 financial year?

Two

DRAFT

Q9_ Please provide details of the exercises that your organisation has held or is planning to hold during the 2022-2023 financial year:

	Day (e.g. 30)	Month (e.g. 11)	Year (e.g. 2022)	Hazard exercised	Exercise type (i.e. discussion, functional, field)	Exercise Name
Exercise 1	15	03	2023	Fire & Biosecurity	Discussion	Risk Awareness and Understanding with Command, Control and Coordination
Exercise 2	28	06	2023	Air Crash	Discussion	Manjimup Aerodrome Emergency Desktop Exercise
Exercise 3						
Exercise 4						
Exercise 5						
Exercise 6						
Exercise 7						
Exercise 8						

Q9a. If you have further comments about your organisation's planned exercises, please include here:

Q10. Key achievements: list key achievements of the LEMC or Local Government with regards to emergency management prevention, preparedness, response or recovery over the last 12 months.

ITEM 11.4 ATTACHMENT

TRIAL EXERCISE 2023 - Scenario

Monday 18 December 2023 – 12.30pm

Light aircraft carrying two people comes in from the west for landing towards the Manjimup aerodrome. The pilot loses consciousness and crash lands short of runway 1.2. into lot 1 Seven Day Road and skidding to a halt on the South Western Highway blocking both lanes of traffic. On impact the pilot (passenger A) is unconscious, and the passenger (passenger B) is missing.

The Airport Reporting Officer heard radio call for landing whilst on-site and sees the impact. They call 000 and Shire of Manjimup.

During this time, Department of Biodiversity Conservation and Attractions have two spotters in the air and Royal Flying Doctors Service are on the main apron awaiting patient transfer.



LOCAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Status:	<u>Advisory Committee</u> (Established under the Emergency Management Act 2005)
Members:	<p><u>Voting Members as detailed below (Total 14)</u></p> <p>Shire of Manjimup - Shire President Shire of Manjimup - Deputy Shire President (Proxy for President) Shire of Manjimup - Chief Executive Officer Shire of Manjimup - Community Emergency Services Manager Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer (proxy for Chief) Department of Primary Industries & Regional Development Department of Primary Industries & Regional Development (Proxy) Department of Communities Department of Communities (Proxy) Department of Fire and Emergency Services Department of Fire and Emergency Services (proxy) Department of Biodiversity, Conservation & Attractions Department of Biodiversity, Conservation & Attractions (Proxy) Police Service – Manjimup Police Service - Pemberton Police Service - Walpole Warren Health Services Warren Health Services (Proxy) Pemberton Northcliffe Health Services Pemberton Northcliffe Health Services (Proxy) St John's Ambulance – Manjimup (Community Paramedic Warren Blackwood) St John's Ambulance – Manjimup (Proxy)</p> <p><u>Non-Voting Representatives (6) from:</u> DEMC / SEMC Manjimup Shire – Recovery Coordinator St John's Ambulance Walpole Chair St John's Ambulance Walpole (Community Paramedic) Water Corporation Western Power</p>
Proxies:	As shown above under Voting Members
Quorum:	At least 8 Voting Members
Term of Appointment:	To 21 October 2023
Officer Responsible:	Community Emergency Services Manager
Meetings:	3 Meetings per year. (The Chairman or Shire Chief Executive Officer may call supplementary meetings when required).
Reporting:	Direct to Council and South West Region DEMC
Delegated Power:	<i>Emergency Management Act 2005 and Local Government Act 1995.</i>
Area of Operation:	Shire of Manjimup

FUNCTIONS OF COMMITTEE

The functions of the Manjimup LEMC are as set down in Section 39 of the Emergency Management Act 2005:

- to advise and assist the Council in ensuring that local emergency arrangements are established;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by regulations.

Local Emergency Management Committee

MEMBERS 2021 – 2023 v4 (Updated June 2023)

Member – Voting	Organisation	Member - Proxy
Cr Paul Omodei	Shire of Manjimup - Shire President	Cr Denise Jenkins
Mr Brian Robinson	Shire of Manjimup – Interim Chief Executive Officer	NA
Mr Todd Ridley	Shire of Manjimup - Community Emergency Services Manager	NA
Mr Remo Pessotto	Chief Bush Fire Control Officer	Mr Brad Wren
Mr Ian Guthridge	Department of Primary Industries & Regional Development	Graham Blincow
Ms Roma Boucher	Department of Communities	Mrs Brooke Thomas
Mr Chris Sousa	Department of Fire and Emergency Services	Mr Nathan Hall
Mr Tim Foley	Department of Biodiversity, Conservation & Attractions	Mr Jeffrey Bennett
Mr Jayden Lowe	Police Service - Manjimup	NA
Mr Steve Page	Police Service – Walpole	NA
Mr Gavin Barke	Police Service - Pemberton	NA
Ms Justine Kelly	Warren Health Services	Vacant
Ms Paige Weaver	Pemberton Northcliffe Health Services	Mrs Kathy Smith
Mr Gary Willcox	St John's Ambulance Manjimup	Darryl Church

NON VOTING Representatives

Name	Organisation
Mrs Erin Hutchins	DEMC / SEMC
Mrs Gail Ipsen Cutts	Shire of Manjimup – Recovery Coordinator
Ivan Woodhams	St John's Ambulance Walpole Chair
Mr David Rae	St John's Ambulance Walpole (Community Paramedic SW Great Southern)
Ms Mel Robertson	Water Corporation
Mr Colin Jones	Western Power

MINUTES

Minutes from the meeting of the Reconciliation Action Plan Advisory Committee held 12.00 noon, Friday 30 June 2023 in the Control Room – Power Up Museum, Manjimup Heritage Park.



1	Declaration of Opening of Meeting In the absence of Cr. Omodei and as agreed by members in attendance, GIC chaired the meeting. GIC declared the meeting open at 12:10pm
2	Acknowledgement of Country delivered by Chair The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.
3	Attendance / Apologies ATTENDANCE: Cr. Cliff Winfield G. Ipsen Cutts (Shire of Manjimup) S. Kelly (ATSI Community Stakeholder) S. Griffiths (ATSI Community Stakeholder) F. Sinclair (Community Representative) W. Herdigan (ATSI Community Stakeholder) V. Dei-Tos (Shire of Manjimup – Proxy and Minute Taker) APOLOGIES: K. May (ATSI Community Stakeholder) W. Eiby (Community Representative) ABSENT: B. Cornwall (A&TSI Community Stakeholder) Cr. P. Omodei GUESTS: J. Chapman (Department of Biodiversity, Conservation and Attractions)
	Declaration of Interest Nil.
5	Confirmation of Minutes Minutes from the Reconciliation Action Plan Advisory Committee Meeting of 28 April 2023 were accepted with one amendment, the correction of the spelling of Susan Griffith's name. Moved: SG Seconded: FS CARRIED
6	Council Decisions on Committee Recommendations Nil
7	Business Arising from Previous Minutes <ul style="list-style-type: none"> SK provided details of a graphic design artist in Bunbury – Summer Brinkworth – Myrtle Designs.
8	General Business / New Matters <ul style="list-style-type: none"> Chair noted that Jessica Chapman, the new Aboriginal Engagement Coordinator - Department of Biodiversity Conservation & Attractions (DBCA), was attending as a guest and asked her to provide an overview of her role and interest in the Committee.

- Ms Chapman advised that as the Aboriginal Engagement Coordinator for DBCA (Warren Region / Karri Karrak Indigenous Land Use Agreement Area) her role involved:
 - Executive Support for the Collaborative Working Group between DBCA and Karri Karrak Aboriginal Corporation.
 - Ensuring Aboriginal engagement in advising and informing high level strategic policy associated with the management of all conservation estate (including State Forest) so that Noongar interests regarding cultural and heritage values, economic development, employment strategies and customary activities and land access are promoted.
 - Assisting DBCA to adhere to their obligations under the Indigenous Land Use Agreement
- Ms Chapman said she was interested in understanding the role of the RAPAC with a view to working with the Committee on shared interests.
- Chair asked Committee members who were present to introduce themselves to give Ms Chapman an understanding of their interest in participating in the RAPAC.

NAIDOC Week activities in the area;

- The *Noongar Seasons: Nature in Transition* exhibition will be on display at the Manjimup Art Gallery.
- Shire Libraries will have a display of Indigenous authors/stories.
- Southern Forest Arts is conducting a *Reclaim the Void* weaving event on Sunday 2 July 2023.
- The Warren Health Service's (Manjimup hospital) Aboriginal Liaison Officer will host the annual NAIDOC Week lunch – 5 July 2023.
- Cr Winfield to provide an extended acknowledgement of country and information about NAIDOC Week at the Council Meeting on 6 July.
- Walpole Community Resource Centre has arranged an event that is an acknowledgement of country and cultural sharing with Mark Colbung and includes a walk in the bush followed by a free lunch – Thursday 6 July.
- Schools throughout the Shire have a wide range of events planned (most scheduled before the start of school holidays or immediately following their return). They include:

Manjimup Senior High School

- Dance Group School NAIDOC Assembly
- Kangaroo/Yonga stew
- Bag making and singing

Kearnan College – held their NAIDOC activities prior to the school holiday break

- FS noted that Sandra Hill is the recipient of 2023 Red Ochre lifetime achievement award for her contribution to First Nations art.
- Chair noted that despite range of NAIDOC week activities, Reconciliation Week seemed to attract more interest.
- VDT said perhaps more thought should be given to events that have wider community interest while still celebrating First Nations culture.
- Chair noted that perhaps there should be a greater effort to encourage local organisations to advise the Shire of planned activities so that a calendar of local events could be included on the Shire's website. This could be considered for future NAIDOC celebrations.

Project Updates

Rivers of Thirst (SFA)

- FS advised that she is submitting an application to the Department of Agriculture, Fisheries and Forestry for \$8,000 in funding for a project to raise awareness of traditional relationships in the use and management of rivers. FS will discuss best use of the grant once the funds are confirmed, e.g. could be used to assist in developing the Bidji Map or a project to assist people in understanding the impact of Climate Change and how it can be managed.
- SFA interested in working with DBCA on future art projects.

Boodja Ni Project (SFA)

- FS advised that *Boodja Ni* is an inter-school arts project designed to create awareness of local Bibbulmun/Pibelmun Noongar culture and the processes of cross-cultural collaboration through a fun, creative and educational participatory experience that provides the foundation for future cultural exchange.

Noongar Seasons: Nature in Transition (Shire)

- VDT advised that the *Noongar Seasons: Nature in Transition* exhibition opened on 1 June and has been well-received. The six winning works depicting the Noongar Seasons in Karri Karri have been professionally photographed and forwarded to the company making the new street banner hardware for Giblett Street. The company will prepare the Seasons banners in coming weeks so that they will be ready to hang in September/October 2023.

Project Update First Nations Information Signage for Manjin Park (Shire)

- Chair advised that Helen Rose is completing a work placement with the Shire as part of her tertiary studies. Chair circulated Helen's draft outline of an updated version of the Manjin Park signage. It is based on Helen's discussions with SK.

Committee agreed that:

- Tree-shaped idea for the sign was appropriate.
- Welcome and other text on sign needs to be shorter and more succinct. Chair read SKs revised welcome as an example:

*Wanju bah Bibbulmun Country (Welcome to Bibbulmun Country)
Bibbulmun people have walked this area on ancient bidji (pathways) for thousands of years*

The land has been cared for by generations of families with strong cultural connections to Country

Country provided them with all their food and clothing and in return much care was taken to protect it enabling the land to remain sustainable for future generations

Enjoy your visit to Bibbulmun Country

Take your photographs and memories and leave only your footprints

- A further decision will be made on whether to feature 2 or 4 panels.
- CW suggested including a language map.
- CW also noted that it needed to be less Manjimup-specific and perhaps introduce or reflect on the Shire region as a whole.

	<ul style="list-style-type: none"> • FS suggested inclusion of information on activities taking place in each season. • Discussion following on whether similar signage should be developed for each Shire town. It was agreed that the update of the current signage should be the priority and signs for other towns should be considered once this was completed. • Chair advised that: <ul style="list-style-type: none"> - once RAPAC agreed on a final draft (design and text), it would be presented to the Senior Management Team and then Council for approval for the project to proceed. - she would arrange a mock-up of proposed design to which text and images could be added so that the concept is clear. - she would obtain a quote on the development of the sign. <p>Roundtable Fiona Sinclair</p> <ul style="list-style-type: none"> • Kalyakoorl musical event will take place at the Manjimup Town Hall on 1 September 2023. • Some works from BRAG's Noongar Country exhibition will be displayed at the Painted Tree from 24 October-10 December 2023. <p>Cr. Cliff Winfield</p> <ul style="list-style-type: none"> • Asked SK if she will be involved in Aboriginal Cultural Heritage (ACH) Act. SK noted that nothing has been decided regarding the ACH Act as yet. SK advised that Karri Karrak has applied for Local Aboriginal Cultural Services (LACHS) funding. She assumed she would be involved when the time comes but it is too early for further details at this stage.
9	<p>Meeting Closure GIC declared the meeting closed at 1:35pm</p>
10	<p>Next Meeting Date: 12.00noon, 25 August 2023</p> <p>Remaining 2023 Meeting Dates: 27 October</p>



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	Advisory Committee
Members:	2 Councillor Director Community Services (Proxy) RAP Project Officer (Non-Voting) 5 Aboriginal & Torres Strait Islander - Community Members/Key Stakeholders 2 Aboriginal & Torres Strait Islander – Youth Representatives 2 Community Representatives (Total 12)
Proxies:	1 for Council and Shire
Quorum:	At least 5 voting committee members
Term of Appointment:	To October 2023
Officer Responsible:	Director Community Services
Meetings:	Bi-monthly. Additional meetings may be called for when required.
Reporting:	Direct to Council
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

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

[MEMBERSHIP LISTED OVER PAGE]



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

MEMBERS FROM 27 July 2023

Vacant	Councillor
Cliff Winfield	Councillor
Gail Ipsen Cutts	Director Community Services
Vanda Dei-Tos	Manager of Libraries & Cultural Services (Proxy)
Emily O'Neil	Community Development Officer (Non-voting)
Wayne Herdigan	Aboriginal and Torres Strait Islander Community/ Stakeholder
Suzanne Kelly	Aboriginal and Torres Strait Islander Community/ Stakeholder
Susanne Griffiths	Aboriginal and Torres Strait Islander Community/ Stakeholder
Betty Michelle Cornwall	Aboriginal and Torres Strait Islander Community/ Stakeholder
Katrice May	Aboriginal and Torres Strait Islander Community/ Stakeholder
<i>Vacant</i>	Aboriginal and Torres Strait Islander Youth Representative
<i>Vacant</i>	Aboriginal and Torres Strait Islander Youth Representative
Wendy Eiby	Community Representative
Fiona Sinclair	Community Representative



MEETING NOTES

Meeting Minutes of the Manjimup Recreation Advisory Committee will be held at the **JC Rose Room, Council Chambers**, 37-39 Rose Street, Manjimup on **Monday 26 June 2023**, commencing at **5.30pm**.

1	<p>OPENING OF MEETING</p> <p>The meeting was opened at 5.39pm by Cr. Susan Dawson Vidovich without a quorum present.</p>
2	<p>ACKNOWLEDGEMENT OF COUNTRY</p> <p>Delivered by Cr. Susan Dawson Vidovich.</p> <p><i>'The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging, especially as we look forward to NAIDOC Week next week.'</i></p>
3	<p>ATTENDANCE:</p> <p>Cr. Susan Dawson Vidovich (Councillor) Cr. Donelle Buegge (Councillor proxy) Evy Apeldoorn (Shire of Manjimup) Troy Reid (Soccer) Carol Samsa (Hockey) Ray Curo (Manjimup Country Club) - arrived 5.43pm</p> <p>APOLOGIES/ABSENCES:</p> <p>Gail Ipsen Cutts (Shire of Manjimup proxy) Michael Leers (Shire of Manjimup proxy - non-voting) Spencer Roberts (Shire of Manjimup - non-voting) Aaron Pedlar (Basketball) Anthony Stubberfield (Football) Jodi Johnston (Cricket) Peter Simpson (Tennis) Kira Blechynden (Netball) Jo Luzny (Warren Equestrian Centre) Michelle Lyster (Basketball)</p> <p>GUESTS:</p> <p>Shammara Markotis (Shire of Manjimup - minutes) Melanie Blieschke (Shire of Manjimup – Parks Operations)</p>

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	<ul style="list-style-type: none"> ○ Cr. D Buegge mentioned that it may be able to be raised as part of the Warren Blackwood Alliance of Councils Climate Change committee. ○ M. Blieschke added that a contractor has been engaged to prune the trees near the entry (that currently partially obscure the light on the building facade); this has not occurred yet. ○ Cr Dawson Vidovich suggested that it be added to an Action List so that it doesn't get forgotten. <p>Suggestion (as no quorum present): That Council investigate costs and feasibility for improving car parking lighting at the Manjimup Indoor Sports Pavilion upon completion of the tennis courts and pavilion.</p> <p>Moved: Cr. S Dawson Vidovich Seconded: T. Reid CARRIED 5/0</p>
8	<p>GENERAL BUSINESS</p> <p><u>Sports Updates</u></p> <p>Soccer (T. Reid)</p> <ul style="list-style-type: none"> • Soccer is half way through the season. • Main issue is the state of the ground. There are 11 home games to play and the field is now unplayable. • Asked for suggestions for training areas within the town. Possibilities include use of the Indoor Sports Pavilion, side show alley area at Rea Park. Schools may also be an option. • M. Blieschke advised that a contractor has been engaged to replace the light globes at the Collier Street fields; they are just waiting on the lights to arrive. Three lights to be replaced. E. Apeldoorn noted that new light poles to be installed in September so there is a possibility that the contractor could arrange to utilise the crane while onsite. New light poles will not be operational until new Western Power transformer has been installed (no ETA on this yet). • Women's soccer World Cup is creating excitement around soccer. <p>Hockey (C. Samsa)</p> <ul style="list-style-type: none"> • Seven more games to play. Fields weren't too bad considering the amount of rain that has been had. • Been having trouble with the lock on the change room building. Action: To be reported to the Building team. • Noticed in the paper that some Councils have started to fine dog owners that leave excrement on the fields. Would like it to be raised in Council. Bags are in place but this doesn't stop it. <p>Manjimup Country Club (R. Curo)</p> <ul style="list-style-type: none"> • The club's largest golf event will be held in October. Accommodation availability is affecting the attendance numbers at club events. Cr. D Buegge said that Truffle Kerfuffle worked with the Kingsley to ensure that accommodation was available, so this may be worth investigating. • Playing numbers are down. Unsure what the future holds – seems to be the trend across all sports at the moment, especially with volunteer fatigue. Players are more casual participants rather than members. Casual fees have increased a bit but not considerably. E. Apeldoorn suggested that trails have implemented pay systems where electronic payment can be made without needing to have cash or a person there to operate it. R. Curo said that this is being investigated.

	<ul style="list-style-type: none"> Looking to improve the bowling green surface. This will be a two to three year project. Membership base is predominantly older. Golf WA has a program with Kearnan College. <p>Cricket (J. Johnston) – not present (update provided by email)</p> <ul style="list-style-type: none"> Implementation of PlayHQ has commenced for WA Cricket with Association training & set up completed this month; Clubs playHQ training commences tonight. WBCA AGM 4th Sept where a new Executive will be voted on. All Cricket Manjimup clubs met to discuss the pavilion design & associated plans for the MRCR Development, feedback forwarded to Shire. Followed by a Collier Park Users group & Evy workshop to discuss all user group feedback. <p><u>Project Updates</u></p> <p>Tennis development (J. Johnston) – not present (update provided by email)</p> <ul style="list-style-type: none"> General earthworks commenced & continuing this week with fine weather. Site secured with fencing & lock, old fencing now removed. Builder looking at commencing pavilion footings soon. Meeting to appoint court construction company this week. Plenty of behind scenes work being done – Safety Management Plan, NBN development & relocation applications, fencing re-tender, meetings with engineers, Shire & surveyor in the past month, ordering of materials. Building permit application for Court Lighting & Fencing – July/August. Plan is for Earthworks for court site & Pavilion to settle over winter & re-commence construction in September/October as weather permits. <p>Maintenance/upgrades Manjimup Indoor Sports Pavilion (E. Apeldoorn)</p> <ul style="list-style-type: none"> Works almost complete – some grandstand works still to be completed and possibly some signage. <p>Collier St/Rea Park Precinct Project (E. Apeldoorn)</p> <ul style="list-style-type: none"> Consultation regarding pavilion has occurred. Attempting to downscale the pavilion to a more achievable price. Highest priority is the Collier Street playing fields upgrade. Currently working on a potential grant application through the Growing Regions funding program. To be presented to Council at their next meeting. Power upgrade and lighting is underway. Installation of conduits on Rea Park side is almost complete. Collier Street Reserve will then be undertaken. Most installation is through subsoil drilling leaving little disturbance to the fields. Footings are planned to be installed in August and light poles in September. Parks to undertake pruning of some trees in pole locations. Connections will wait until the Western Power transformer is in place. Then all old infrastructure will be removed. <p>Manjimup Trail Bike Hub (E. Apeldoorn)</p> <ul style="list-style-type: none"> New Program Manager has been recruited and commenced working. Trail Centre will be opened once there are routes available. Routes and website are the current priority projects. Grant application has been submitted for fit out – if grant is successful fit out will be completed in full, otherwise it will be a staged approach.
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	<p><u>Other Business</u></p> <p>Cr. D Buegge asked for invitations to the committee to be sent to the Manjimup Speedway and Manjimup Motorcross clubs.</p> <p>Action: Invitations to be sent.</p>
11	MEETING CLOSURE AT 6.34PM
12	<p>NEXT MEETING</p> <p>Upcoming meeting dates in 2023: 16 October</p>



MEETING MINUTES

Meeting Minutes of the **Manjimup Rea Park & Collier Street (MRCR) Advisory Committee** meeting held at the JC Rose Room, Council Chambers, 37-39 Rose Street, Manjimup on **Thursday 13 July 2023**, commencing at **5.30pm**.

1	OPENING OF MEETING The meeting was opened at 5.32pm by Shire President Paul Omodei.		
2	ACKNOWLEDGEMENT OF COUNTRY Delivered by Shire President Paul Omodei. <i>'The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.'</i>		
3	<table border="1"> <tr> <td> ATTENDANCE: Shire President, Cr. Paul Omodei Cr. Susan Dawson Vidovich (proxy – voting rights) Evy Apeldoorn – Shire of Manjimup Angelo Femia – Football Mat Johnston – Football (proxy) Jodi Johnston – Cricket Dave Jeffery – Cricket (proxy) Troy Reid – Soccer Carol Samsa – Hockey Aimee Bendotti – Warren District Agricultural Society GUESTS: Shammara Markotis – Shire of Manjimup (minute taker) Nadia Stoiche - Hockey </td><td> APOLOGIES/ABSENCES: Gail Ipsen Cutts – Shire of Manjimup (proxy) Cr. Denise Jenkins Cr. Cliff Winfield (proxy) Tracy Gibellini – Hockey (proxy) Ethel Sale – Warren District Agricultural Society (proxy) Pat Martin – Community Member Josh Rayson – Community Member Melinda Booth – Community Member </td></tr> </table>	ATTENDANCE: Shire President, Cr. Paul Omodei Cr. Susan Dawson Vidovich (proxy – voting rights) Evy Apeldoorn – Shire of Manjimup Angelo Femia – Football Mat Johnston – Football (proxy) Jodi Johnston – Cricket Dave Jeffery – Cricket (proxy) Troy Reid – Soccer Carol Samsa – Hockey Aimee Bendotti – Warren District Agricultural Society GUESTS: Shammara Markotis – Shire of Manjimup (minute taker) Nadia Stoiche - Hockey	APOLOGIES/ABSENCES: Gail Ipsen Cutts – Shire of Manjimup (proxy) Cr. Denise Jenkins Cr. Cliff Winfield (proxy) Tracy Gibellini – Hockey (proxy) Ethel Sale – Warren District Agricultural Society (proxy) Pat Martin – Community Member Josh Rayson – Community Member Melinda Booth – Community Member
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4	DECLARATION OF FINANCIAL INTERESTS Any committee member who has a financial interest in any matter to be considered by the committee must declare that interest and the nature of that interest in writing immediately before the matter is discussed. Nil.		

5	<p>CONFIRMATION OF PREVIOUS MEETING MINUTES</p> <p>That the minutes of the meeting of the Manjimup Rea Park & Collier Street Redevelopment Advisory Committee held on 23 May 2023 be adopted as a true record of proceedings.</p> <p>Moved: J. Johnston Seconded: A. Femia CARRIED 8/0</p>
6	<p>COUNCIL DECISIONS ON COMMITTEE RECOMMENDATIONS</p> <p>Ordinary Council Meeting 15 June 2023:</p> <p>COUNCIL RESOLUTION:</p> <p>MOVED: Eiby, W SECONDED: Dawson Vidovich, S</p> <p>29162 That Council receive the unconfirmed meeting minutes of the Manjimup Rea Park and Collier Street Redevelopment Advisory Committee meeting held 23 May 2023 as per Attachment: 9.16.2(1).</p> <p style="text-align: right;">ADOPTED BY EN BLOC RESOLUTION: 11/0</p>
7	<p>BUSINESS ARISING FROM MINUTES & ACTION AGENDA</p> <ul style="list-style-type: none"> • Nil. • Internal discussions in regards to the concept design options for the new Collier Street pavilion have been held by the individual clubs, and a workshop was held by the Collier Street user groups, with E. Apeldoorn as Shire representative, on 8 June 2023 since the last meeting.
8	<p>POWER UPGRADE AND FIELD LIGHTING UPDATE</p> <p>E. Apeldoorn provided update:</p> <ul style="list-style-type: none"> • Current project timelines are: <ul style="list-style-type: none"> ○ Surveying and marking of all locations - complete ○ Installation of new conduits and pits for electrical and communication cables – in progress ○ Installation of cables, switchboards, and event enclosures – July/August ○ Installation of new footings for the new flood lights for the playing fields - July/August ○ Installation of new flood light poles - September ○ Western Power to install new transformer – TBC ○ Connecting to the new transformer and removal of all old/redundant electrical infrastructure - TBC • Meeting was held with the Ag Society on 13 June 2023 to discuss the exact locations of the event bollards. Some will be installed at the current sideshow alley area and there will be additional community lighting provided. • Still unsure of the timelines for the installation of the new Western Power transformer. <p>D. Jeffery queried whether the timelines will be achievable given the local weather during August/September. E. Apeldoorn said there is flexibility in the timelines for install.</p>

PLAYING FIELD UPGRADES

E. Apeldoorn provided update:

- Updated Design Report was received from the consultant. This will be shared with clubs once the Shire has reviewed to ensure all changes have been incorporated.
- The soil samples of the current fields have shown that the soil of the southern Collier Street field and Rea Park oval is not suitable for re-use (do not have suitable characteristics for a playing field) when these fields will be upgraded. The soil of the Northern Collier Street field is suitable for re-use, and thus will provide some costs saving.
- Different options for playing field profiles were explained, with the following options all advised by the playing fields consultant to be suitable for the Reserve:
 - Sand carpet – relatively least expensive profile option, allows a maximum 20 hours use per week.
 - Rootzone – medium costs option, allows a maximum of 30 hours use per week.
 - Perched water table – most expensive profile option, allows a maximum of 35 use per week.
 - All options will include subsoil drainage.
- Collier Street fields to have a ridgeline from north to south with fall to the east and west.
- J. Johnston asked about the grass type.
 - E. Apeldoorn responded that the consultant has advised that couch will use less water and give better wear but have advised that in the tender process prices could be sought for both couch and kikuyu so as not to lock into that decision right now. Couch will have contamination risks and may require its own maintenance equipment.
 - N. Stoiche asked whether the sunlight had been considered as currently the trees shade the fields in the afternoon which impacts on grass growth.
 - J. Johnston raised concerns regarding the functionality of couch grass for sports as there anecdotally appears to be more injuries coming from fields with a couch surface.
- A. Bendotti asked whether any profiles provided limitations for the use by the Ag Show. E. Apeldoorn explained that it would likely not differ from the current practice.
- Recommended profile and associated estimated cost (depending on which turf option is chosen, e.g. stolonised or solid turf) for each field is:
 - Collier Street fields (north): Sand carpet, \$1.5-1.6M
 - Collier Street fields (south): Sand carpet, \$1.3-1.5M
 - New multipurpose field: Sand carpet, \$800k
 - Rea Park: Rootzone sand, \$2-2.2M
 - Total cost for upgrade of all playing fields (including non-field of play areas in between and surrounding the fields, and costs saving from soil re-use) is approximately \$6.97M.
- N. Stoiche asked whether excessive use by carnivals would have an impact on the condition of the fields. E. Apeldoorn explained that the fields would be able to cope with carnivals, as long as the field use would be divided equally over the fields, allowing adequate recovery, and taking into account the max. average hours of use for the profile.
- Cr. P. Omodei asked whether there would be the need for additional maintenance staff for the fields once upgraded. E. Apeldoorn explained that

determining life-cycle costings was included in the planning of all major project components, and that these were showing that the maintenance costs for the new fields will be similar to what is currently spent on the fields, although it will require more maintenance expertise and potentially specialised machinery.

GROWING REGIONS GRANT OPPORTUNITY

Proposed Application

- Proposed application presented by E. Apeldoorn to Council at the Council Information Briefing on 6 July 2023. Council was supportive of the proposal, and E. Apeldoorn will bring a formal Council agenda item to the upcoming Council meeting on 27 July.
- Proposed to use approximately \$2.75M of the approximately \$3.3M remaining Shire funds currently allocated to the Rea Park & Collier Street Redevelopment, for this application to leverage the same amount and (if successful) complete a \$5.5M project.
- Proposed project (Stage 2) to include:
 - Upgrade of Collier Street playing fields
 - New multipurpose oval (to the extent of the current Collier Street road surface)
 - Reserve drainage
 - Modular amenities at the existing Collier Street hall
 - Multipurpose turf area at Rea Park
 - Spectator seating and ticket box
- J. Johnston stated that not much money is being spent on Rea Park, and there is not much proposed in this stage that adds to the experience for the users of the Rea Park oval.
- A. Femia mentioned he had provided usage details by email for the Rea Park oval, and requested this email to be **appended** to these minutes. Mentioned that athletics could also be considered in the use, however the athletics clubs is currently not operating.
- J. Johnston mentioned that the drainage of Rea Park should be considered, as the current drainage around the oval is poor in some areas, and that improved drainage will be required to support the installation of proposed spectator seating and an improved spectator experience at Rea Park.
- Cr. P. Omodei suggested that the community be asked which of the remaining components (upon completion of Stage 2 if the grant application is successful) is considered the priority and suggested that the remaining components that are not included as part of Stage 2 should be combined into one stage. It was noted that these components are not achievable without grant funding, potential other funding support and further Shire investment.
- A facelift for the Rea Park amenities block was suggested to be included in the proposed project.
- E. Apeldoorn showed some indicative designs and images for changerooms, with design decisions to be finalised with input of the committee/groups in the coming weeks.
- J. Johnston queried whether the multipurpose field could be removed from this stage and the money (\$425k of Shire funds, to be doubled by the grant) could be used elsewhere, possibly for drainage across the entire Reserve or the Rea Park Amenities building.
- N. Stoiche said that the multipurpose field would be beneficial and could be used in summer for social hockey.

	<ul style="list-style-type: none"> • It was queried whether there would be a significant cost in installing the final portion of the multipurpose playing field at a later date. E. Apeldoorn responded that the bitumen of Collier Street could not be removed until alternative Reserve access and egress would be constructed, which the budget of the proposed application does not allow for at this stage. However the final completion of the multipurpose field would mostly consist of run-off/non-field of play area, thus be able to be constructed with a more simpler (cheaper) soil profile. • E. Apeldoorn suggested that some funds be allocated to improve the drainage around the Rea Park oval, and an upgrade to the Rea Park amenities. Suggested the committee could request Council for the use of an additional \$100,000 from the Shire funds allocated to the Redevelopment, to be leveraged to \$200,000 through grant funding if successful. • Exact location of new amenities to be finalised at a later date. <p><u>Committee Recommendations</u></p> <p>That Council support an application to Round 1 of the Growing Regions Program for Stage 2 of the Manjimup Rea Park and Collier Street Redevelopment project as proposed with the addition of an upgrade of the Rea Park amenities and Rea Park drainage.</p> <p>Moved: D. Jeffery Seconded: C. Samsa CARRIED 8/0</p> <p>That Council consider the additional expenditure of \$100,000 from the Shire funds allocated to the Redevelopment, towards the Growing Regions application, and subject a successful grant submission be used for the upgrade of the Rea Park amenities.</p> <p>Moved: Cr. S. Dawson Vidovich Seconded: J. Johnston CARRIED 8/0</p>
9	GENERAL BUSINESS Community Information Session scheduled for Monday 17 July 2023
10	NEXT MEETING Meeting Dates for 2023: 15 August (upon request changed from 22 August), 21 November
11	MEETING CLOSURE The Chair, thanking all in attendance and commended the group for their respectful input and collaborative approach, declared the meeting closed at 7.22pm.

From: Femia, Angelo [REDACTED]
Sent: Friday, 7 July 2023 2:03 PM
To: Evy Apeldoorn
Cc: Shammara Markotis; Jodi Johnston
Subject: RE: [External] Rea Park Oval Resurfacing/Drainage

Hi Evy

Hopefully, some info below which will assist with potential grant submissions, especially now that the Growing Regions Program has come up.

In terms of focusing on regular usage as opposed to the larger events, Tigers Subcommittee have collated info below which should strengthen any grant submission.

Tigers Football Club is the main user and would average around 150 playing members per year between its 4 junior teams (Auskick, Yr4/5, Yr 6/7 and Yr 8/9) and 3 senior grades (Colts, Reserves and League).

Tigers usage would be around 8 months of the year, Mid-January to Mid-September.

The oval is used any days during Monday to Friday for training, between our junior and senior grades.. This would work out at around 250 player movements on the oval each week.

Then considering weekend use of the oval for LSWJFA and LSWFL junior and senior games with opposition teams and this figure averaged out would go up to around 400 player movements each week on the oval. This is a significant amount, especially when a majority of the usage is during the wetter time of the year.

Regular usage also involves the below points which will hopefully assist with grant submissions as well.

Tigers recently hosted a preseason round robin carnival between Imperials, Tigers and Deanmill – 120 player movements.

Tigers also hosts and engages in other preseason games with other regions, with Denmark and Albany teams being the most recent teams to visit the region.

If this hasn't been done already, some support/justification from the LSWJFA and LSWFL as to their potential benefits for fixturing flexibility would be beneficial, especially with the new lighting going in. The new lighting upgrades as well as an oval surfacing upgrade would complement each other well. Tigers is happy to follow this up with the LSWJFA and LSWFL if the Shire wants some assistance here.

Rea Park is also used by the LSWJFA and LSWFL during the season for representative team trainings to prepare for carnivals.

The Rea Park oval has also been used in the past for representative carnivals by teams from other regions.

Regular usage of other user groups below are.

During summer over recent years, soccer has used the oval for training/games. Not sure of their numbers.

If we include the oval upgrade to allow for new athletics usage and whatever use that will have between its members and the schools, then the oval becomes a 12 month of the year facility, with significant regular use from multiple groups.

Hope this helps.

If you need any more info, please let me know.

Thanks

Angelo Femia
Forester



SHIRE OF MANJIMUP



12 July 2023

Minutes

Bush Fire Advisory Committee

Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 12 July 2023



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Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 12 July 2023



Shire of Manjimup
Bush Fire Advisory Committee
Minutes of Meeting 12 July 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 12 July 2023.

1. Declaration of Opening the Meeting

The Chairman, Todd Ridley - CESM, declared the meeting open at 7.00pm.

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

Todd Ridley	Shire of Manjimup - Community Emergency Services Officer
Cr Kim Skoss	Shire of Manjimup - Councillor (proxy)
Shane Otway	Pemberton North Zone (Pemberton Rural)
Thomas Muir	Manjimup East Zone (Perup, Dunreath & Mordalup)
Bradley Wren	Manjimup West Zone (Yanmah & Glenoran)
Frank Shaw	Manjimup North West Zone (Ringbarkers)
Josh Kanny	Manjimup Central East Zone (Balbarrup, Dingup & Diamond)
William Rice	Manjimup South East Zone (Quinninup, Quinninup Town, Upper Warren & Smith Brook)
Peter Parker	Manjimup South West Zone (proxy)

Members Non Voting & Invited Guests

Nicole Favero	Shire of Manjimup – Ranger & Emergency Services
Max Connor	Manjimup East Zone (proxy)
Jeffrey Bennett	Department of Biodiversity, Conservation & Attractions
Chris Sousa	Department of Fire & Emergency Services
Cr Donelle Buegge	Shire of Manjimup – Councillor (guest)

Cr Donelle Buegge arrived and joined the meeting at 7.06pm

Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 12 July 2023



2.2 Apologies

Cr Cliff Winfield	Shire of Manjimup – Councillor (Chair)
Colin Griffiths	Coastal Zone (proxy)
Karen Nickels	Coastal Zone (Northcliffe)
Thomas Winfield	Manjimup South West Zone (Seven Day Road)
Thomas Backhouse	Pemberton West Zone (Springfield)
Remo Pessotto	Chief Bush Fire Control Officer
Ashleigh Reeve	Senior Ranger (CESM Proxy)
Robert Thorn	Manjimup Central East Zone (proxy)
Stephen Mills	Department of Biodiversity, Conservation & Attractions

3. Declaration of Financial Interest

Bradley Wren expressed financial interest in Item 10.2 Honorarium Increase and will step out of the meeting in each section applicable to his role respectively.

Josh Kanny expressed a partial financial interest in Item 10.2 Honorarium Increase to Volunteer Training Budget.

4. Review of BFAC Terms of Reference, Membership & Contact Details

The Membership and contact list was reviewed. As the Terms of Reference ends in October prior to the next BFAC Meeting, nominations for Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control will be actioned in General Business Item 10.5.

Council member representation for the next 2 year term will be appointed once Council Elections have been held.

Zone Delegate Nominations for the next 2 year term will be taken at the next BFAC meeting as Brigade AGM's have not yet been held.

5. Confirmation of the Minutes of the General Meeting held Wednesday 22 March 2023.

RECOMMENDATION/BFAC DECISION 2023/06

That the unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held Wednesday, 22 March 2023 be confirmed as a true and correct record."

Moved: Bradley Wren, Shire DCBFCO

Seconded: Josh Kanny, Manjimup Central East Zone

CARRIED: 9/0

Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 12 July 2023



6. Council's Response to Minutes of the General Meeting held Wednesday 22 March 2023.

COUNCIL RESOLUTION:

MOVED: Dawson Vidovich, S SECONDED: Jenkins, D

29125

That Council:

1. Receive and note the unconfirmed minutes of the Bush Fire Advisory Committee meeting held on the 22 March 2023 as contained in ATTACHMENT: 9.16.2:(1)
2. Approve the amalgamation of Linfarne and Ringbarkers Bush Fire Brigades and name that brigade Ringbarkers Bush Fire Brigade; and
3. Approve the amalgamation of all remaining Northcliffe Bush Fire Brigades and name that brigade Northcliffe Bush Fire Brigade.

ADOPTED BY EN BLOC RESOLUTION: 10/0

COUNCIL RESOLUTION:

MOVED: Winfield, C SECONDED: Skoss, K

29098

That Council:

1. Pursuant to the *Local Government Act 1995* section 3.12(3) and (3a), and all other legislation enabling it, give Statewide and Local public notice that it intends to make the Shire of Manjimup Bushfire Brigades Local Law 2023, as shown at 9.1.1 (1) with the following purpose and effect:

Purpose – to provide for the adequate governance of bushfire brigades throughout the Shire of Manjimup.

Effect – to repeal the outdated By-Law and ensure the legal constitution of all bushfire brigades within the Shire of Manjimup.

2. Advertise the Bushfire Brigades Local Law as referred to in point 1 above for a period of not less than 6 weeks in accordance with Statewide and Local Public Notice provisions;
3. In accordance with the *Local Government Act 1995* section 3.12(3) advise the Ministers for Local Government and Emergency Services of the proposed local law; and
4. Await a further report on the Shire of Manjimup Bushfire Brigades Local Law 2019 following the completion of the advertising period referred to in point 2 above.

CARRIED: 10/0



Shire of Manjimup
Bush Fire Advisory Committee Meeting Minutes: 12 July 2023

7. Business Arising from Previous Minutes

7.1 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> <p>12/07/23: Electrician engaged for charging plugs. Double hydrant received awaiting availability from plumber.</p>	In progress	Todd Ridley



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29/08/2018	<p>Link all Radio Repeaters</p> <p>Channels 251, 292, 142, 293 and 252 be linked together</p>	<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. • 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> <p>12/07/23: Still no response from DFES. Shire administration on behalf of BFAC to write to DFES.</p>	In progress	Todd Ridley
17/04/2019	<p>Smith Brook Shed</p> <p>ESL Grant and Brigade funded. Construct a new facility for the Brigade.</p>	<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 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. 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. • Wastewater application completed and submitted for approval. 	Completed	Todd Ridley



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		<ul style="list-style-type: none"> 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> <p>12/07/23: All works finished with Acquittal done and lodged with DFES. There are a few jobs for the Brigade to complete though all items are there and shed is operational. Item now completed and can be removed from task list.</p>		
22/07/2020	Mobile Phone Reception West Manjimup Letters tabled from Seven Day Rd & Yanmah BFB	<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> <p>12/07/23: Brad advised had another conversation with Deb and she advised Michael Hutchinson working with the Shire. Still ongoing.</p>	In progress	Brad Wren
05/10/2022	Amalgamation Linfarne and Ringbarkers BFB Request from Linfarne BFB	<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</p>	Completed	Todd Ridley



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		had voted and were happy with the name Ringbarkers. Recommendation to go to Council for endorsement. 12/07/23: Approved at Council. An updated Brigade Register was sent to DFES with their system now reflecting the amalgamation in RMS. Ringbarkers BFB Shed sign is now also actioned and on the shed and Linfarne LT will be renamed prior to fire season and will need to discuss housing location of LT with Brigade. An updated DFES list of members was forwarded to the Brigade after the amalgamation. Item complete and can be removed from task list. COUNCIL RESOLUTION 29125		
05/10/2022	Amalgamation Northcliffe Brigades Only one brigade is operational.	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'. 07/12/22: Letter and minutes received from Brigade in support of this. Administration proceed to advertising. 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. 12/07/23: Approved at Council. Updated Brigade Register sent to DFES with their system now reflecting the amalgamation in RMS under new name of Northcliffe BFB. Item complete and can be removed from task list. COUNCIL RESOLUTION 29125	Completed	Todd Ridley
01/23 22/03/2023	Manjimup Gun Club Gates restricting access Rifle Range Road	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. 12/07/23: On investigation, Rifle Range Road is not a gazetted road and is within the Rifle Range reserve.	Completed	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.	Completed	Todd Ridley Chris Sousa

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		<p>12/07/23: Chris Sousa investigated the above and the Northcliffe Central BFB was registered 12 November 1941. A copy of the email with record was forwarded to Karen Nickels and the Northcliffe BFB.</p> <p>Record of gazetted as shown in Item 8.2. Attachment.</p> <p>Karen Nickels responded by email requesting further information on North Northcliffe and East Northcliffe and Chris Sousa advised at the meeting that he has found this information and will forward on to Brigade. Item complete and can be removed from task list.</p>		
03/23 22/03/2023	Shire of Manjimup Bush Fire Brigade Local Laws	<p>22/03/23: Recommendation that Council accept and proceed with the legal requirements of the Local government Act 1995 in implementation.</p> <p>12/07/23: Presented at Council meetingCOUNCIL RESOLUTION 29098. Advised Ministers and went to advertising as per agenda item, now waiting on Ministers comments and then it goes to Joint Standing Committee.</p>	In progress	Todd Ridley
04/23 22/03/2023	Brigade/Shire owned Slip On Units	<p>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.</p> <p>12/07/23: Commenced work, designed new <i>Form 5.3.24 Appliance – Brigade Owned Slip-ons and Fast Fill Trailers – Report</i> and currently still compiling these together with photos for report which will present at next BFAC meeting.</p>	In progress	Todd Ridley
05/23 22/03/2023	Dingup BFB – Concerns regarding lack of equipment	<p>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.</p> <p>12/07/23: Administration responded to Dingup BFB addressing their concerns and advised that we have lodged an ESL submission for fast fill trailer. Item complete and can be removed from task list.</p>	Completed	Todd Ridley

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8. Correspondence –

Correspondence was tabled, see Item 8.1 and 8.2 Attachments

8.1 Incoming

- 8.1.1. DFES - Fire Danger Rating and Burning Permits- Important clarification (forwarded to FCO's).
- 8.1.2. Mark Muir FCO Mordalup – Request for Urgent BFAC meeting regarding High Fire Danger Ratings.
- 8.1.3. DFES – Have your say about the new Australian Fire Danger Rating System – Survey (forwarded to FCO's).

8.2 Outgoing

- 8.2.1. Shire Administration to Northcliffe BFB - Northcliffe Central BFB was registered 12 November 1941, copy of gazette.
- 8.2.2. Shire Administration to WALGA regarding Australian Fire Danger Rating System Feedback.
- 8.2.3. Shire Administration to Mark Muir FCO Mordalup – Response - High Fire Danger Ratings - Review at BFAC.
- 8.2.4. Shire Administration to Dingup BFB - BFAC Response to Letter re Concerns regarding lack of Equipment.

9. Members Reports

9.1 Chief Bush Fire Control Officer, Deputy – Bradley Wren (proxy)

- Thank you to all the Brigades that were involved in any of the fires during the last season, job well done.
- 28 Fires in last season, only once sending crews outside of Shire.
- Training has commenced and off to a good start, with another group going through last weekend.
- Chief's have been discussing some appliances not being used or available on call over the season and only one High Season appliance last season used out Dunreath area.

The above report was received verbally at the meeting.

9.2 CESM and Training Coordinator – Todd Ridley

Report was tabled, see Item 9.2 Attachment

Discussion ensued with Todd Ridley CESM requesting FCO's and Captains look at including newly trained members into the Brigade network. Administration will notify Brigades once the required training has been completed. New Appliances with fridges, must turn them off when parked as flattens the battery, may need to look at stickers to place on them.

Thomas Muir Manjimup East Zone advised need to fix Fire Danger Ratings so they can complete mitigation burns and include newly trained members where it is safe to learn and not straight into a bushfire emergency.

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Frank Shaw Manjimup North West Zone enquired regarding the Ringbarkers BFB Shed having the lean to enclosed.

Todd Ridley CESM advised this should be added to their AGM Minutes for ESL Submissions.

9.3 Department Fire and Emergency Services – Chris Sousa

Report was tabled, see Item 9.3 Attachment

9.4 DBCA Parks and Wildlife Services – Jeffrey Bennett

Report was tabled, see Item 9.4 Attachment

Jeffrey Bennett DBCA also advised all to be mindful when assisting them with fires in areas like the Northcliffe fire scar, to fully brief any Brigade Members attending for their safety due to so many hazardous, dead and dangerous trees. As they have burns planned for this area, they have formed a group to try and address this issue prior.

9.5 Zone Delegate Reports

9.5.1. Manjimup West Zone - Brad Wren

- Has been quiet, nothing to report.

The above report was received verbally at the meeting.

9.5.2. Manjimup Central East Zone – Josh Kanny

- Has been quiet at the moment, though they did have a fire in Diamond at the Speedway about 3 weeks ago.
- Also turned out to a gazetted fire on the highway.

The above report was received verbally at the meeting.

9.5.3. Manjimup East Zone – Thomas Muir

- Has been pretty quiet.
- Would like clarification regarding FCO's being called to investigate fire reports once the season is open?

The above report was received verbally at the meeting.

Todd Ridley CESM advised that they are still obligated to check fires in open season, though depending on information reported as well. There is a burning register at DFES also.

Jeffrey Bennett DBCA advised if they get number of the caller that reports, they can call back to get the information firsthand which is very helpful.

Thomas Muir Manjimup East Zone enquired regarding Form 4 if still have to complete these to be involved in assisting with DBCA burns as there is a burn in Deeside they would like to assist with?

Jeffrey Bennett DBCA advised they would be happy for the assistance and usually the process would be that he would put in a request in writing to the Shire/Chief's to see if there are any resources available to assist and they would make the arrangements with Brigades.

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9.5.4. Manjimup South East Zone - William Rice

- Has been quiet, nothing to report.

The above report was received verbally at the meeting.

9.5.5. Manjimup North West Zone - Frank Shaw

- Has been quiet.
- Sign is now up on the Ringbarkers Shed, though may need another on the other side so it can be seen from road.

The above report was received verbally at the meeting.

9.5.6. Manjimup South West Zone – Peter Parker (proxy)

- Has been quiet, nothing really to report.

The above report was received verbally at the meeting.

9.5.7. Pemberton North Zone – Shane Otway

- Pemberton North Zone fire scene has been quiet since the last BFAC meeting.
- One new member has been registered.
- Fire units are all in good order and working condition.
- Pemberton Rural AGM set for the 6 September 2023.
- It appears that two of our three FCO's may not be standing for re-election come start of the season.
- The Heavy Duty has no working external speakers on it.

The above report was received by email prior to the meeting.

Brad Wren DBFCO advised that sometimes need both switches on in the HD for external speakers to work.

Todd Ridley CESM advised that it needs to be identified when the HD goes in for a service so it can be checked. Regarding the FCO's, will need to meet with Chief's and Brigade to discuss and work out a succession plan.

Add to Action List: Meet to discuss FCO's for Pemberton Rural succession plan.

9.5.8. Coastal Zone – Karen Nickels

Apology for meeting. No report received.

9.5.9. Pemberton West Zone – Tom Backhouse

Apology for meeting. No report received.

9.5.10. Walpole Zone – Vacant – No Report

10. General Business

10.1 Australian Fire Danger Rating System – BFAC submission

Report was tabled, see Item 10.1 Attachment

Todd Ridley CESM presented his report to the meeting with much discussion following regarding these concerns and how we can approach this.

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Thomas Muir Manjimup East Zone asked for the recommendation from BFAC to include a request for a representative from the DFES Rural Fire Division to attend a BFAC meeting to address the concerns.

RECOMMENDATION/BFAC DECISION 2023/07

That Shire administration, on behalf of the Bush Fire Advisory Committee, write to the Australian Fire Danger Rating System and the Department of Fire and Emergency Services Rural Fire Division with concerns raised on the new Fire Danger Ratings and the impact during the fire season with an invitation to attend a BFAC Meeting to address these concerns.

Moved: Thomas Muir, Manjimup East Zone

Seconded: William Rice, Manjimup South East Zone

CARRIED:9/0

Bradley Wren DCBFCO declared a financial interest in the following Item 10.2 and sub Items 10.2.1 and 10.2.2 so left the meeting at 8.44pm.

Josh Kanny declared a partial financial interest as a Volunteer Trainer.

10.2 Honorarium Increase – Chief & Deputy CBFCO Payment Increase & Volunteer Training Budget Increase

Report was tabled, see Item 10.2 Attachment

Todd Ridley CESM presented his report to the meeting with much discussion following regarding his Officer recommendation to increase the honorarium payments for CBFCO to \$3,000.00 & DCBFCO to \$2,500.00 and increase the Volunteer Training budget by \$500 each.

Cr Kim Skoss requested that this recommendation for the CBFCO & DCBFCO honorarium payments be increased further by an additional \$1,000 each as these payments have not increased significantly for many years and would barely cover expenses. He would also like to see the Volunteer Training Payment be increased to \$70 or \$100 per day. All members agreed.

Todd Ridley CESM advised that in Council Policy 5.3.2 Chief & Deputy Bush Fire Control Officer Honorarium & Volunteer Training Officer, that BFAC is responsible for recommending the honorarium payment amount for the CBFCO & DCBFCO so this increase can be recommended to Council, whereas the Volunteer Training Payment is set to \$50 per day within the Policy so we can only increase the Budget. The payment would need to be increased when the Policy is next reviewed.

The following recommendations have been listed separately:

10.2.1. Chief Bush Fire Control Officer Honorarium Payment Increase

RECOMMENDATION/BFAC DECISION 2023/08

That Council approve the increase to the honorarium payment for Chief Bush Fire Control Officer to \$4,000.00 for the 2023/2024 Budget year.

Moved: Thomas Muir, Manjimup East Zone

Seconded: Frank Shaw, Manjimup North West Zone

CARRIED:8/0

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10.2.2. Deputy Chief Bush Fire Control Officer Honorarium Payment Increase

RECOMMENDATION/BFAC DECISION 2023/09

That Council approve the increase to the honorarium payment Deputy Chief Bush Fire Control Officer to \$3,500.00 for the 2023/2024 Budget year.

Moved: Thomas Muir, Manjimup East Zone

Seconded: Frank Shaw, Manjimup North West Zone

CARRIED:8/0

Bradley Wren DCBFCO returned to the meeting at 8.53pm.

10.2.3. Volunteer Training Officers Honorarium 2023 Budget Increase

RECOMMENDATION/BFAC DECISION 2023/10

That Council approve the increase to the Volunteer Training Officers Honorarium Payment Budget by \$500.00 for the 2023/2024 Budget year.

Moved: Thomas Muir, Manjimup East Zone

Seconded: William Rice, Manjimup South East Zone

CARRIED:9/0

10.3 Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice 2023-2024

Notice was tabled, see Item 10.3 Attachment

Todd Ridley CESM presented his report to the meeting and advised that there were only two minimal changes with the addition of 'Special Use' in land category and the word 'combustable' in the Fire Break definition.

The only other changes will be to the list of FCO names and contact numbers which will be updated once they have been appointed.

RECOMMENDATION/BFAC DECISION 2023/11

That Council endorse the *Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice 2023-2024*.

Moved: Thomas Muir, Manjimup East Zone

Seconded: Bradley Wren, Shire DCBFCO

CARRIED:9/0

10.4 Number of Days a Permit is Valid – Discussion

Todd Ridley CESM led the discussion on Permits being written out for the whole season and from a risk perspective, whether it should be changed to 7 or 14 days as it becomes difficult to keep up with the number of Permits out there with many not even lit. Some FCO's, especially those with small subdivisions and a large number of Permits to write, may do this due to time constraints etc. Discussion ensued with a request for Shire Administration to send a Memo to FCO's advising that unless extenuating circumstances, they can only write a permit suitable for the burn.

Add to Action List: Shire Administration to send a Memo to FCO's advising that unless extenuating circumstances, they can only write a permit suitable for the burn.

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10.5 Nominations for Bush Fire Advisory Committee 2 Year Term 2023-2025 Chief & Deputy Chief Bush Fire Control Officers

The Chair requested nominations for the 2 Year Term 2023-2025 for the following positions:

10.5.1. Nomination of Shire Chief Bush Fire Control Officer for 2023-2025

Nominations for the position of Chief Bush Fire Control Officer for the Shire of Manjimup were called for, receiving only one for Remo Pessotto nominated by Bradley Wren.

Remo Pessotto advised previously he would accept the nomination.

RECOMMENDATION/BFAC DECISION 2023/12

That the Bush Fire Advisory Committee nominates Remo Pessotto as Chief Bush Fire Control Officer for a term of two years from 2023-2025, no Council Resolution required.

Moved: Bradley Wren, DCBFCO

Seconded: William Rice, Manjimup South East Zone

CARRIED:9/0

10.5.2. Nomination of Shire Deputy Chief Bush Fire Control Officer for 2023-2025

Nominations for the position of Deputy Chief Bush Fire Control Officer for the Shire of Manjimup were called for, receiving only one for Bradley Wren nominated by Frank Shaw.

Bradley Wren accepted the nomination.

RECOMMENDATION/BFAC DECISION 2023/12

That the Bush Fire Advisory Committee nominates Bradley Wren as Deputy Chief Bush Fire Control Officer for a term of two years from 2023-2025, no Council Resolution required.

Moved: Frank Shaw, Manjimup North West Zone

Seconded: Shane Otway, Pemberton North Zone

CARRIED:8/0

EN BLOC MOTION/BFAC DECISION 2023/12

That the Bush Fire Advisory Committee endorse the following BFAC Membership nominations en bloc:

10.5.1 Remo Pessotto to the position of Shire of Manjimup – Chief Bush Fire Control Officer for a term of two years from 2023-2025, no Council Resolution required; and

10.5.2 Bradley Wren to the position of Shire of Manjimup – Deputy Chief Bush Fire Control Officer for a term of two years from 2023-2025, no Council Resolution required.

Moved: Cr Kim Skoss

Seconded: Frank Shaw, Manjimup North West Zone

CARRIED: 8/0

Todd Ridley CESM noted that on behalf of the Shire of Manjimup and Bush Fire Advisory Committee, he would like to thank both the Chief and Deputy Chief Bush Fire Control Officers for the outstanding job they both did in these positions during the last two year term and also for accepting the nominations to both continue in these positions for a further two year term.

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10.6 Crewing of Appliances

Report was tabled, see Item 10.6 Attachment

Todd Ridley CESM presented his report to the meeting which was originally raised by the Chief and Deputy Chief Bush Fire Control Officers concerns, regarding Brigades that have an ESL appliance but are unable to crew or no firefighters with the appropriate drivers licence for the type of vehicle.

General discussion ensued with members agreeing with the Officers recommendation and the addition of supplying the Chief's with a list of trained members with truck drivers licences.

RECOMMENDATION/BFAC DECISION 2023/13

1. That Shire administration, on behalf of the Bush Fire Advisory Committee, write to all Bush Fire Brigades with ESL appliances and request they provide the following information:
 - a. The number of trained members with the appropriate class of Drivers License; and
 - b. If their Brigade has the means to crew their allocated appliance outside of the Brigade area but within Shire Boundaries.
2. That Shire Administration report back to BFAC on the findings of that request and supply the Chief's with a list of trained members with truck drivers licences.

Moved: Bradley Wren, Shire DCBFCO

Seconded: Shane Otway, Pemberton North Zone

CARRIED: 9/0

10.7 FCO & Captains Meeting

Todd Ridley CESM discussed planning for this years FCO & Captains Meeting, looking at holding at the Pemberton Golf Course which all agreed with. The agreed month was October (just not in school holidays).

Add to Action List: Shire Administration to set date and book venue for FCO & Captain Meeting in October then send invite.

10.8 Bush Fire Brigade AGMs & BFAC Nominations - due 30.09.2023

Todd Ridley CESM discussed the importance of Brigades holding their AGMs prior to the end of September so that we can appoint FCO's, receive their BFAC Nominations and complete all documents in preparation for the 2023-24 fire season.

10.9 General Matters from Members without notice

10.9.1. Contingency Plan for Chief & Deputy Chief Bush Fire Control Officers

Josh Kanny enquired if there is a contingency plan for the Chief's or if there is a need to reintroduce Senior FCO or Chief in Training for succession planning.

All agreed with decision and to add this to FCO & Captain's Meeting agenda.

Add to Action List: Add to agenda for FCO & Captain's Meeting in October.

11. Next Meeting

Next Meeting to be held 8 November 2023.

12. Declaration of Close of Meeting

Chairperson Todd Ridley – CESM, closed the meeting at 9.37pm.

ITEM 8.1.1 ATTACHMENT

Nicole Favero

From: local-government-emergency-management-network@googlegroups.com on behalf of Susie Moir <SMoir@walga.asn.au>
Sent: Wednesday, 31 May 2023 2:14 PM
To: local-government-emergency-management-network@googlegroups.com
Subject: FW: [External] Fire Danger Rating and Burning Permits- Important clarification - BOC action response

Please see below information about burning permits and the new AFDRS which was provided to the Bushfire Operations Committee by DFES today.

Regards
 Susie

From: HARDING Jo <Jo.Harding@dfes.wa.gov.au>
Sent: Wednesday, 31 May 2023 1:42 PM
To: emergencyservices <emergencyservices@cuballing.wa.gov.au>; Exmouth <cesc@exmouth.wa.gov.au>; clstewart <clstewart@westnet.com.au>; Darren Tomkins <d.tomkins@heathmotorgroup.com.au>; cbfco <cbfco@amrshire.wa.gov.au>; fairview1861 <fairview1861@gmail.com>; randrlane <randrlane@gmail.com>; LYNN, Rob <cbfco@albany.wa.gov.au>; Susie Moir <SMoir@walga.asn.au>; plozzaplow <plozzaplow@gmail.com>; Rodney Wallington <rwallington@gosnells.wa.gov.au>; thunter1503 <thunter1503@gmail.com>
Cc: TOWNSEND Lauren <Lauren.Townsend@dfes.wa.gov.au>; WATERS Craig <Craig.Waters@dfes.wa.gov.au>; CARTER Murray <Murray.Carter@dfes.wa.gov.au>
Subject: Fire Danger Rating and Burning Permits- Important clarification - BOC action response

Good afternoon BOC members

One of the action items following the last BOC meeting was to look into whether permits are automatically cancelled rather than suspended since the introduction of AFDRS. I can confirm that there has been misunderstanding of the process and there is no legislative obligation to cancel the permits as is currently being practiced.

Please see below advice and circulate to your DOACs/ROACs.

As of 1 September 2022, the new Australian Fire Danger Rating System (AFDRS) came into effect, which updated the previous six rating system to a nationally considered and scientifically based four rating system. This four rating system of 'moderate', 'high', 'extreme' and 'catastrophic' aims to simplify the ratings and more accurately reflect fire danger.

With the introduction of the refined rating system, a number of minor consequential amendments have occurred in respect of burning permits and how they interact with these fire danger ratings. The new threshold for a burning permit now sits at 'high' and burning as per a permit may not be carried out if the fire danger rating in the locality, as issued by the Bureau of Meteorology, reaches 'high' or above.

It has recently been brought to the Department's attention that misinterpretation exists surrounding burning permits and the new threshold for burning within some local government districts. Concerns have been raised that a burning permit is automatically cancelled when the fire danger rating is 'high' or above and burning can no longer be carried out.

While burning under a burning permit cannot be undertaken on a day or for a period in a locality where the fire danger rating is 'high' or above, the Department wishes to clarify that under regulation 15B(7) of the *Bush Fires Regulations 1954* (the regulations), burning can continue as per the issued permit on the next following day / or the following forecast period that the fire danger rating is below 'high' ('moderate' or 'no rating').

Please note, a forecast period is based on the publishing of fire danger rating forecasts as follows:

- 1600hrs – a FDR forecast is published for the following day from midnight.
- 0400hrs – a FDR forecast is published for that day from 0400hrs to midnight.
- 1600hrs – a FDR forecast is published for the following day from midnight.

While pursuant to the regulations, a permit is not automatically cancelled when the fire danger rating is 'high', a local government or the issuer of the burning permit may impose further conditions on a burning permit as required in accordance with the *Bush Fires Act 1954*, including automatic cancellation of a burning permit in specified circumstances.

Please visit <https://volunteerhub.dfes.wa.gov.au/home/news-circulars/projects/australian-fire-danger-rating-system> for more information.

Kind regards
Jo

Jo Harding
Committees & Projects Officer | Rural Fire Division

Department of Fire and Emergency Services
Cockburn Emergency Services Complex
20 Stockton Bend, Cockburn Central WA 6164
P: 9395 9437 | M: 0428 490 164 | E: jo.harding@dfes.wa.gov.au | W: dfes.wa.gov.au



FOR A SAFER STATE



Acknowledgement of Country: DFES acknowledges the Traditional Owners of Country throughout Australia, and their connections to land, sea and community. We pay our respects to Elders past and present.

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ITEM 8.1.2 ATTACHMENT

Nicole Favero

From: Mark Muir <mmuir@bournet.com.au>
Sent: Thursday, 30 March 2023 8:27 AM
To: Nicole Favero
Cc: paul.omodei@bigpond.com
Subject: [External] high fire danger ratings

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Nicole,

With this ludicrous high fire danger ratings DFES are placing on us I urge Manjimup Shire **URGENTLY** convene a BFAC meeting to discuss and protest about this situation we are been put in.

It also has far reaching affects for general farming operations and general industrial business's regarding what you can and can't do, plus can seriously affect your insurance liability if a situation arises because of this "High Fire Danger" is placed on us when the temperature and wind speeds are low.

I guess this also affects DPAWS ability to start their Autumn burn program as well.

Please this is a serious problem DFES is placing on the community.

Regards
Mark Muir
FCO
Mordalup BFB

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

ITEM 8.1.3 ATTACHMENT

Nicole Favero

From: Australian Fire Danger Rating System <AFDRS@dfes.wa.gov.au>
Sent: Tuesday, 23 May 2023 1:37 PM
To: Australian Fire Danger Rating System
Subject: [External] Have your say about the new Australian Fire Danger Rating System

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon,

The new Australian Fire Danger Rating System (AFDRS), which came into effect on 1 September 2022, has changed how the emergency management sector calculates, assesses, makes decisions, and communicates fire risk across all Australian jurisdictions.

The new nationally consistent approach for predicting fire behaviour and communicating public information and warnings of fire danger has been in effect for over 6 months.

Now that the new, national AFDRS has been implemented and had some time to settle in the WA AFDRS project team is taking the opportunity to evaluate the project communications rollout. We would like to hear how you think it went and how we might be able to improve the way future changes to policy are communicated.

To help DFES understand what has worked well and areas for improvement in the AFDRS communications project rollout in WA, you're invited to complete a [short survey](#).

To ensure anonymity, DFES has engaged Painted Dog Research to coordinate the survey. It will take approximately 10 minutes to complete and **closes on Monday 5 June 2023**.

We would appreciate your feedback on this important topic!

On behalf of the WA AFDRS Project team, many thanks for your time.

Any questions?

If you have questions about the research, please contact the WA AFDRS Project team at afdrs@dfes.wa.gov.au.

The DFES AFDRS Project Team

Department of Fire and Emergency Services / 20 Stockton Bend, Cockburn Central WA 6164

E: AFDRS@dfes.wa.gov.au / **W:** dfes.wa.gov.au



FOR A SAFER STATE

Acknowledgement of Country: DFES acknowledges the Traditional Owners of Country throughout Australia, and their connections to land, sea and community. We pay our respects to Elders past and present.

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

ITEM 821 ATTACHMENT

62

THE BUSH FIRES ACT, 1937.

ITEM 821 ATTACHMENT

DEPARTMENT OF LANDS AND SURVEYS.CERT. N^o 161-162/41Corres. No. - 2459/39.PERTH. 3rd December, 1941.

It is hereby notified for general information that the ^{CENTRAL} Northcliffe No. 1 Bush Fire Brigade (Personnel - C.A.H. Heathcote, Captain; J. Bashford, R. Munro, J. McCoy and A.H.W. Langford, Lieutenants.) and the ^{WEST NORTHCLIFFE} Richardson Road Bush Fire Brigade (Personnel - W. Grimshaw, Captain; R. Gould, R. Jay, R. Grimshaw and A.H. Bristow, Lieutenants.) were duly registered as Bush Fire Brigades on the 12th day of November, 1941, 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 By-laws of the Manjimup Road Board as published in the Government Gazette dated the 24th May, 1940, pages 1098 and 1099 for the establishment, maintenance and equipment of the said Bush Fire Brigades.

Notice to Gazette
- 3 NOV 1941

G.L. HERDHAM.

UNDER SECRETARY FOR LANDS.

Mr Lewis
4-12-41

ITEM 8.2.2 ATTACHMENT

Nicole Favero

From: Todd Ridley
Sent: Friday, 16 June 2023 2:52 PM
To: em@walga.asn.au
Cc: Jocelyn Baister; Nicole Favero; Brad Wren - DCBFCO (wrenfire@outlook.com); remo.pessotto61@icloud.com
Subject: **WALGA Australian Fire Danger Rating System Feedback**

Hello WALGA

Thank you for the opportunity to provide feedback on the new AFDRS system. The Shire of Manjimup acknowledges the need for a more robust and nationwide system for predicting Fire Danger Ratings and Fire Behavior modelling. We have used the AFDRS platform consistently throughout the 2022 / 2023 fire season and have found the tools available on the website useful from a fire practitioners prospective.

The main complaints and frustrations we are receiving are from Fire Control Officers and land owners requesting a "Permit to Burn" throughout the Restricted Burning Period. The trigger point of "high" for the cancellation of "Permits to Burn" seems to be low or the weather modelling for the Southern Forest Fire Weather District is not being accurately inputted into the system. On several occasions throughout the Restricted Burning Periods the Southern Forest Fire Weather District received a "high" Fire Danger Rating when in fact the true conditions on the ground were very mild. One example was on Friday the 14 April 2023, over night the area had between 20 to 35mm of rain, relative humidity was high and the temperature was very low. However legally all "Permits to Burn" for the day were cancelled.

The four day forecasting of the Fire Danger Rating is not being trusted by Fire Control Officers or holders of a permit when performing a risk assessment and decision making of when to issue a "Permit to Burn" or carry out large scale burning such as large agricultural heaps or fuel hazard reduction burning of forested areas that could burn for several days.

The below tables shows the available days through the two Restricted Burning Periods within the Shire of Manjimup this fire season.

Restricted Burning Period Zones (6 & 8) 9 November 2022 to 31 December 2022	
Number of Burning days	53
Number of days, High FDR or above (permits cancelled)	23

Restricted Burning Period Zones (6 & 8) 29 March 2023 to 18 April 2023	
Number of Burning days	21
Number of days, High FDR or above (permits cancelled)	5

The risk is the erosion of confidence in the system from both the general public and fire practitioners. The general comments from Fire Control Officers is that the system is flawed because the weather and fuel loadings input into the Fire Danger Rating modelling are incorrect or the new trigger point within the *Bush Fires Act 1954* (Act) of High (24) is too low to cancel permits. Whilst the Act allows for a "Fire Weather Officer" to approve permits on a High FDI the Shire of Manjimup could have over 30 permits issued across the landscape from Palgarup to Walpole. This would place extreme pressure on a "Fire Weather Officer" to assess the risk of all current (live) permits.

Any questions please don't hesitate to contact me.

Regards

ITEM 8.2.3 ATTACHMENT

Nicole Favero

From: Nicole Favero
Sent: Thursday, 30 March 2023 9:30 AM
To: Mark Muir
Cc: paul.omodei@bigpond.com; Todd Ridley; Remo Pessotto - CBFCO 2 ; Remo Pessotto - CBFCO; Brad Wren - DCBFCO
Subject: RE: High Fire Danger Ratings - Review at BFAC

Follow Up Flag: Follow up
Due By: Tuesday, 4 April 2023 4:00 PM
Flag Status: Completed

Categories: BUSHFIRE

Hi Mark,

Thank you for your email.

This was discussed at our BFAC meeting last week with advice that they will be reviewing the impact the new Fire Danger Rating Index has had on the Restricted Burning Period in our district.

When Todd returns on Tuesday I will ensure he is notified regarding your concerns so they can be addressed accordingly.

Kindest regards,
 Nicole



Nicole Favero
 Administration Officer Ranger and Emergency Services
 Shire of Manjimup
 PO Box 1
 37-39 Rose St, Manjimup WA 6258
 T: (08) 9771 7777
 F: (08) 9771 7771
 D: (08) 9771 7734
 E: Nicole.Favero@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. A contract may be construed by this e-mail. Emails may be monitored and you are taken to consent to this monitoring.

From: Mark Muir <mmuir@bournet.com.au>
Sent: Thursday, March 30, 2023 8:27 AM
To: Nicole Favero <Nicole.Favero@manjimup.wa.gov.au>

ITEM 8.2.4 ATTACHMENT

Nicole Favero

From: Todd Ridley
Sent: Tuesday, 11 July 2023 3:11 PM
To: Lisa Lambert; Josh Kanny - Dingup
Cc: Brad Wren - DCBFCO (wrenfire@outlook.com); remo.pessotto61@icloud.com; Nicole Favero
Subject: RE: [External] **BFAC Response to Letter from Dingup BFB**

Hi Lisa

Further to my last email the Bush Fire Advisory Committee (BFAC) met in March 2023, your brigade letter was tabled at that meeting. The BFAC was sympathetic to the needs of the Dingup Bush Fire Brigade (BFB) and discussion took place about how BFAC could help the brigade whilst still remaining committed to the resource allocation Policy as stated in my previous email.

BFAC resolved to:

- Stay committed to the *Policy 5.3.16 Resource to Risk Firefighting* and as a priority fill the Diamond BFB and the East Zone with a designated ESL appliance.
- Support the Dingup BFB with any training needs required.
- As requested by Josh Kanny Manjimup Central Zone member, apply for a fast fill trailer for the Dingup BFB in the 2023 – 2024 Emergency Services Levy (ESL) application. This has been actioned and we are waiting on our application approvals.

Further discussion was had regarding the placement of a high season appliance (this appliance is loaned to the Shire of Manjimup from DFES over the fire season) and whether Dingup BFB could be allocated this appliance for a period of time over the next fire season. Dingup BFB would need provide a guarantee that it could man and operate the appliance throughout the Shire of Manjimup and surrounding Local Government areas. Once the Shire of Manjimup has been supplied with a high season appliance for this coming fire season, I will discuss with the Chief Bush Fire Control Officer on its allocation.

The Shire of Manjimup will continue to apply for more firefighting appliances through the ESL application process to meet its commitment to its *Resource to Risk Policy*, in the meantime we remain supportive of the Dingup BFB and would welcome any idea's / conversation with the brigade on how the BFAC can support your area going forward.

Any questions please don't hesitate to contact me if you have any questions.

Regards

Todd Ridley
 Community Emergency Services Manager



ITEM 9.2 ATTACHMENT

Bush Fire Advisory Committee Meeting Community Emergency Services Manager Report 12 July 2023



General Matters

Sheds Maintenance

- Roller Door servicing - Expression of Interest have gone out to suppliers for the servicing of all Roller Doors at Brigade sheds, we are awaiting one more quote and then will action in July/August 2023
- Mordalup BFB Shed – Replacement Solar system quote approved through the ESL operational.
- Servicing Fire Extinguishers – Six month servicing completed end of June 2023 with the next due in December 2023.
- Pest control treatment of all Brigades was completed February 2023.
- Gutter cleaning of all relevant Brigades was completed October 2022 and will be done again prior to the fire season.
- Walpole BFB Shed – repairs and upgrade of the Shed Lighting completed June 2023.

Appliance Maintenance

- All Brigade appliance servicing was completed end of 2022, with a couple being done early 2023.
- Springfield and Walpole LT – Ignition Harness Override installation completed.
- GPS Installation to NON ESL Appliances – could not be completed as they were too old.

Training

Training Calendar is now underway with one Bushfire Safety Awareness course and a Bush Firefighting Skills course completed in June with another two courses running in both July and August. While these courses are nearly all full, if you have any members requesting training, please contact us and we can place them on the waitlist for the next available.

Emergency Services Levy

2022/2023 ESL Operational Budget and Capital

The current 2022/2023 Operational Budget expenditure is close to completion, this was under this year due to the additional State Government 2022/23 Insurance Allowance

2022/2023 Operational Budget Expenditure	
Activity: ESL - Clothing and Accessories	\$33,130.49
Activity: ESL - Insurance	\$110,363.39
Activity: ESL - Maintenance Land and Buildings	\$10,844.73
Activity: ESL - Maintenance Plant and Equipment	\$2,167.51
Activity: ESL - Maintenance Vehicles/Trailers/Boats	\$38,544.06
Activity: ESL - Other Goods and Services	\$21,553.39
Activity: ESL - Purchase Plant and Equip \$1,500 to \$5,000	\$4,848.85
Activity: ESL - Purchase Plant and Equip <\$1,200	\$1,529.07
Activity: ESL - Utilities, Rates and Taxes	\$8,044.35
Total Expenditure to date	\$231,025.84

Community Emergency Services Manager Report - 12 July 2023

2022/2023 Small Capital <\$5,000 – Purchasing Complete	
Fast Fill Pump & hoses	Purchased
Trailer for Fast Fill	Purchased

2023/2024 ESL Operational Budget and Capital

The 2023/24 Operational Budget, Small Capital and Capital applications were submitted on 31 March 2023 and we are still awaiting approvals. Items are as follows:

2023/2024 Small Capital Submissions <\$5,000		Approved/ Declined
Dingup	Fast Fill Pump & hoses	TBA
Dingup	Trailer for Fast Fill	TBA
Quinninup Rural	Fast Fill Pump & hoses	TBA
Quinninup Rural	Trailer for Fast Fill	TBA
Smith Brook BFB	Trailer for Fast Fill	TBA
Smith Brook BFB	Fast Fill Pump & hoses	TBA
Glenoran	Trailer for Fast Fill	TBA
Glenoran	Fast Fill Pump & hoses	TBA
Yanmah	Roller door and fill for Breezeway for Security and Vermin control	TBA
Glenoran	Sign for Prohibited, permits, FCO details	Declined – Not Eligible
Smith Brook BFB	Generator	Declined – Not Eligible
Quinninup Town	Generator	Declined – Not Eligible
Pemberton Rural	Auxilliary Board and Backup Generator	Declined – Not Eligible

2023/2024 Capital Submissions		Approved/ Declined
Dunreath	2.4 Broadacre	TBA
Diamond	2.4 Broadacre	TBA

[Mitigation Activity Fund \(Grant\) Bush Fire Mitigation](#)

Bush fire mitigation works has been completed for the 2022-2023 season with 36 MAF (State Funded) treatments and our normal maintenance throughout the Shire.

The 2023-2024 MAF application was submitted, and we were successful in receiving 42 treatment areas for a total amount of \$233,920.

[Form 5.3.9 v2 - Application to Join a Bush Fire Brigade with Questionnaire](#)

There will be a revised form that will now include a two page questionnaire for new Memberships that requires completion prior to being approved.

ITEM 9.3 ATTACHMENT



Government of **Western Australia**
Department of Fire & Emergency Services



Shire of Manjimup BFAC DFES Report – 12 July 2023

Operations

The DFES Lower South West Region has had no significant incidents to report on since the last BFAC meeting. Regional Staff and Volunteers have continued to support intrastate incidents and mitigation programs, with one staff member returning this week after being deployed to the Alberta bush fires in Canada.

Training and Exercises

Regional training is being carried out throughout the winter months for volunteers with a focus on road crash rescue and structural firefighting skills. Bush Firefighting courses are also being conducted throughout the various emergency services.

Community Preparedness

DFES was successful in receiving Disaster Ready Funding to develop a virtual reality package that can simulate and highlight the risks and emotional, psychosocial impacts to community members who choose to "Stay and Defend" a property during bushfire. The initiative will be trialled in the Lower South West Region's local governments.

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 12 July 2023**

Prescribed Burning

Warren Region completed 27,900 hectares of prescribed burning last Spring and autumn. This was a combination of 19 prescribed burns. See attached map. The number of hectares is down from our long-term average partially due to an extended wet spring, then followed by a dry summer and a relatively early break of the rain season in autumn.

Burn planning is underway and attached is a map of the Burn Options Program for the 23/24 burn season. Planning of 113,000 hectares of prescribed burns provides us the flexibility across the landscape given different vegetation types and fuel moisture and weather patterns.

Advertising for seasonal fire fighters will be taking place soon.

Bushfire

In 2022/23 fire season, Warren region reported 37 bushfires totalling 10,204 hectares.

Fifteen conservation employees from Warren (Frankland and Donnelly) travelled to Canada to assist in firefighting efforts.

Regards,

Jeff Bennett

Regional Leader Fire Management

Warren Region

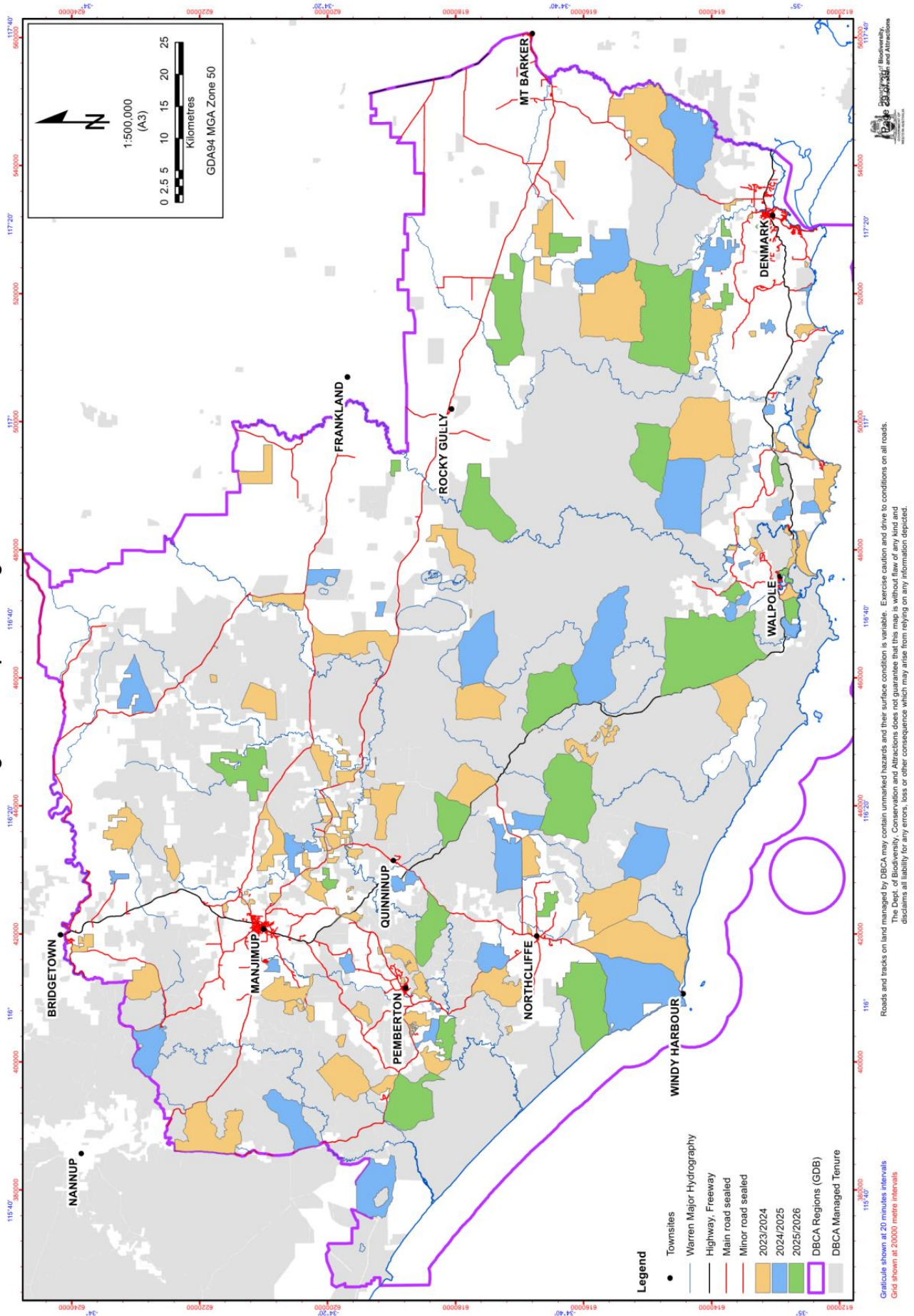
Manjimup

Warren Region

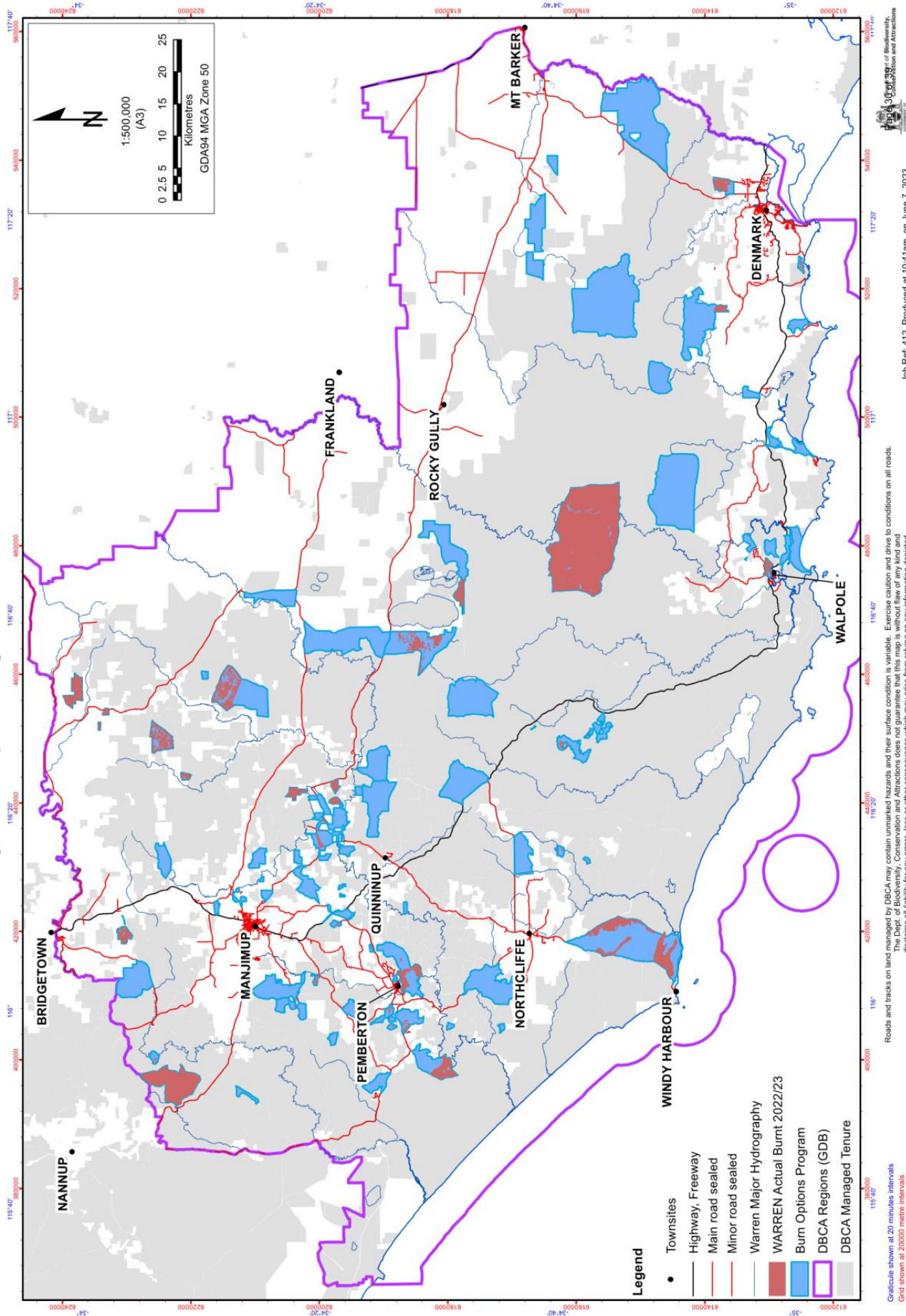
Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 97 717 988 Email: warren.admin@dbca.wa.gov.au
dbca.wa.gov.au

Page 28 of 39

Warren Region Burn Options Program 2023 - 2026



Warren Region Burn Options Program 2022/2023 - 27 900ha as at 02/06/2023





Ranger and Emergency Services
FORM 5.3.23



ITEM 10.1 ATTACHMENT

Bush Fire Advisory Committee (BFAC) Report

REPORT:	Australian Fire Danger Rating System
OFFICER:	Todd Ridley - CESM
DATE:	23 June 2023

BACKGROUND:

The Australian Government and all State and Territory Governments recognised the development of a new National Fire Danger Rating (FDR) system as a National priority in 2014. In 2022 the new National system was rolled out to all States and Territories.

The new system is designed to simplify the FDR messages to improve community comprehension and uptake by reducing the number of ratings from six to four.

The new system also recognised the need to identify more fuel types to allow for a more accurate modelling.

The Chief & Deputy Chief Bush Fire Control Officer, Fire Control Officers and Permit to Burn Holders have raised concerns throughout the 2022–2023 Bush Fire Season, particularly with the prediction of “High” Fire Danger Rating and the need to cancel permits for that particular day.

COMMENT (Includes Options):

The main complaints and frustrations the Shire of Manjimup is receiving are from Fire Control Officers and land owners requesting a “Permit to Burn” throughout the Restricted Burning Period.

The trigger point of “High” for the cancellation of “Permits to Burn” seems to be low or the weather modelling for the Southern Forest Fire Weather District is not being accurately input into the system. On several occasions throughout the Restricted Burning Periods the Southern Forest Fire Weather District received a “High” Fire Danger Rating when in fact the true conditions on the ground were very mild. One example was on Friday the 14 April 2023, over night the area had between 20 to 35mm of rain, relative humidity was high and the temperature was very low however, legally all “Permits to Burn” for the day were cancelled.

The four day forecasting of the Fire Danger Rating is not being trusted by Fire Control Officers or holders of a permit when performing a risk assessment and decision making of when to issue a “Permit to Burn” or carry out large scale burning such as large agricultural heaps or fuel hazard reduction burning of forested areas that could burn for several days.

The below tables shows the available days through the two Restricted Burning Periods within the Shire of Manjimup this fire season.

Restricted Burning Period Zones (6 & 8) 9 November 2022 to 31 December 2022	
Number of Burning days	53
Number of days, High FDR or above (permits cancelled)	23

Restricted Burning Period Zones (6 & 8) 29 March 2023 to 18 April 2023	
Number of Burning days	21
Number of days, High FDR or above (permits cancelled)	5

STATUTORY ENVIRONMENT:

Bush Fires Act 1954

POLICY / STRATEGIC IMPLICATIONS:

Nil

ORGANISATIONAL RISK MANAGEMENT:

The risk is the erosion of confidence in the system from both the general public and fire practitioners. The general comments from Fire Control Officers is that the system is flawed because the weather and or fuel loadings that are input into the Fire Danger Rating modelling are incorrect or the new trigger point within the *Bush Fires Act 1954* (Act) of "High" (24) is too low to cancel permits.

Whilst the Act allows for a "Fire Weather Officer" to approve permits on a High FDR the Shire of Manjimup could have over 30 permits issued across the landscape from Palgarup to Walpole. This would place extreme pressure on a "Fire Weather Officer" to assess the risk of all current (live) permits.

FINANCIAL IMPLICATIONS FOR COUNCIL:

Nil

OFFICER RECOMMENDATION:

That Shire Administration, on behalf of the Bush Fire Advisory Committee, write to the Australian Fire Danger Rating System and the Department of Fire and Emergency Services Rural Fire Division with the concerns raised in this report and by the Bush Fire Advisory Committee.

ATTACHMENTS:

Nil

Ranger and Emergency Services
FORM 5.3.23



ITEM 10.2 ATTACHMENT

Bush Fire Advisory Committee (BFAC) Report

REPORT:	Chief & Deputy Chief Bush Fire Control Officer Honorarium
OFFICER:	Todd Ridley - CESM
DATE:	23 June 2023

BACKGROUND:

Each year the Chief and Deputy Chief Bush Fire Control Officers receive an honorarium from Council for their services throughout the fire season to assist in meeting some of the expenses associated with the position.

COMMENT (Includes Options):

From time-to-time Council needs to review the amount afforded to the honorarium. The Bush Fire Advisory Committee is responsible for recommending to Council an appropriate amount.

Currently the Chief Bush Fire Control Officer receives \$2,500 and the Deputy Chief Bush Fire Control Officer receives \$2,000. It is the Officers recommendation that the amount be raised for the 2023 – 2024 Council Budget.

The Policy also allows for the payment of Volunteer Training Officers to attend Shire of Manjimup Training Courses, this amount is currently \$50 per day that the Training Officer attends a course in a role as a Training Assessor. The Officer is recommending an increase to the amount available in Budget, not the amount paid per day.

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY / STRATEGIC IMPLICATIONS:

Council Policy 5.3.2 Chief & Deputy Bush Fire Control Officer Honorarium & Volunteer Training Officer

ORGANISATIONAL RISK MANAGEMENT:

Nil

FINANCIAL IMPLICATIONS FOR COUNCIL:

A \$1,500 increase to the 2023–2024 Budget is recommended.

OFFICER RECOMMENDATION:

That Council

1. Increase the Chief Bush Fire Control Officers honorarium to \$3,000 for the 2023-2024 Budget;
2. Increase the Deputy Chief Bush Fire Control Officers honorarium to \$2,500 for the 2023-2024 Budget; and

3. Allow for a \$500 increase to Budget for the payment of Shire of Manjimup Volunteer Training Officers during the 2023–2024 Budget year.

ATTACHMENTS:

Nil

ITEM 10.3 ATTACHMENT

DEFINITIONS

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

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

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

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

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

FIRE SEASON: Means the period of time set out as the *Restricted and Prohibited Burning Season* and any variation. When applying 'Fire Season' to the summary of requirements for your property the start dates are (*Zone 8 - 11 December 2023 & Zone 6 - 18 December 2023*).

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

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

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

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

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

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

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

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

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

FOR EMERGENCIES CALL	000
SHIRE OF MANJIMUP	9771 7777
FIRE DUTY OFFICER A/HOURS	0427 913 252
CHIEF BUSH FIRE CONTROL OFFICER	
Remo Pessotto	0427 270 714
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	
Brad Wren	0427 959 431

FIRE CONTROL OFFICERS		
Brigade	Fire Control Officer	
Balbarrup / Wilgarup	Gary Ryan	9771 2955
Diamond	Rob Thorn	0409 815 977 9771 1703
	Mick Terrigno	0419 864 687 9771 1637
Dingup	Josh Kanny	0429 881 528
Dunreath	Tom Muir	0418 831 296
Glenoran	Kim Skoss	0475 432 825
Manjimup / Pemberton	Shire Rangers	9771 7777
Mordalup	Mark Muir	0427 691 001 9769 1001
Northcliffe Townsite	Paul Owens	0427 667 199
Northcliffe	Rod Parkes	0400 783 100
	Peter Russell	9776 7148
	Len Dickson	9776 7071
Pemberton Rural	Browns Road: Mark Roche	0427 761 510
	Eastbrook: Dennis Barnsby	9776 1114
	Pemberton North: Hugh Jackson	0417 761 557
Perup	Eric Ipsen	0427 831 237
Quininnup	Maurice Humphrey	0419 138 685
Quininnup Town	Mick Eastwood	0438 731 960
Ringbarkers	Ringbarkers: Paul Tempra	0417 095 899 9771 1311
	Linfarne: Frank Shaw	0473 371 185
Seven Day Rd / Appadene	Tom Winfield	0417 964 463
	Peter Parker	0427 761 285
Smith Brook	Bill Rice	0427 057 243 9772 3543
Springfield	Nigel Pitts	0400 422 334
	Keith Jackson	9776 1206
Upper Warren	John Mottram	0417 993 536 9773 1179
Walpole	Glen Burton	0447 822 897
	Richard Williams	0429 442 252
Yanmah	Brad Wren	0427 959 431 9772 1397

REGULATED BURNING TIMES		
THESE DATES ARE INCLUSIVE AND SUBJECT TO CHANGE		
RESTRICTED	PROHIBITED (NO BURNING / NO OPEN FIRES)	RESTRICTED
ZONE 8 MANJIMUP / PEMBERTON / QUINNINUP		
9 NOV 2023	22 DEC 2023	15 MAR 2024
TO	TO	TO
21 DEC 2023	14 MAR 2024	26 APR 2024
ZONE 6 NORTHCLIFFE / WALPOLE		
19 NOV 2023	1 JAN 2024	1 MAR 2024
TO	TO	TO
31 DEC 2023	28 FEB 2024	12 APR 2024

Prohibited Burning Time

- No Burning is permitted.

Restricted Burning Time

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

For further information on fire control and the new Fire Danger Rating System refer to:

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

Application to Vary

- If considered impractical for any reason to comply with this Notice, you must apply to the Shire for an 'Application to Vary' no later than the 1 December 2023.



SHIRE OF MANJIMUP
MANJIMUP - PEMBERTON - NORTHCLIFFE - WALPOLE

Firebreak & Fuel Hazard Reduction Notice
2023 / 2024
Section 33 of the Bush Fires Act 1954



The requirements of this notice must be in place by:

ZONE 8	Manjimup Pemberton Quininnup	11 December 2023
ZONE 6	Northcliffe Walpole	18 December 2023

FIRST AND FINAL NOTICE
RANGERS WILL BE INSPECTING PROPERTIES.
PENALTY FOR NON-COMPLIANCE \$5,000

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

Land Category

(where you are unsure of your Land Category please contact the Shire of Manjimup)

The Sections you are required to have in place.

Land within a Townsite Boundary and land zoned Caravan Park	A								I
Karri Lakes Estate Quininnup		B	C		E				I
Land used for Timber Plantations		B				F			I
Land zoned Rural, Reserves, Rural Small Holdings, General and Priority Agriculture		B	C				G		I
Land zoned Rural Residential, Bush Land Protection, Rural Conservation, Tourist Enterprise, Special Use (<i>Bush Land Properties only</i>)		B	C	D	E				I
Land zoned Rural Residential, Tourist Enterprise, Special Use (<i>Grassed or Pasture only</i>)		B						H	I

SECTION A

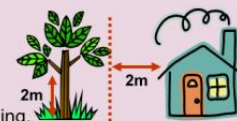
Remove all *flammable material* from the whole of the property OR all *flammable material* mowed and maintained at a level not exceeding 100mm **throughout the fire season.**

SECTION B

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

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

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



SECTION C

Fuel Hazard Reduction Bush lands - Forest fuel in your bush land must not exceed the following parameters for your property. (Sampling and fuel calculation should be as approved by the Department of Fire & Emergency Services procedures)

- Karri: 15 tonnes per hectare = 1,500 grams of forest fuel per square metre.
- Jarrah / Marri: 8 tonnes per hectare = 800 grams of forest fuel per square metre.
- Mixed Forest: 15 tonnes per hectare = 1,500 grams of forest fuel per square metre.

Acceptable methods of fuel hazard reduction include Hand Clearing, Mechanical Clearing, Park Land Clearing, Fuel Hazard Reduction Burning.

SECTION D

Where Bush Land exists on your property

A *trafficable firebreak* clear of all *flammable material* and not less than (3) metres wide shall be constructed immediately inside the external boundary of all land and be **maintained throughout the fire season**. Turn around areas designed to accommodate a 3.4 fire fighting appliance (as pictured) must be constructed every 500 metres.



SECTION E

Where *strategic firebreaks* are located on your land, they must be maintained in accordance with this notice or approved subdivision plans, whichever requirement is greater.

SECTION F

1. Construct a *trafficable firebreak* of not less than (15) metres wide around and inside the boundaries of all plantations established after 2009 (existing plantations established in 2009 or earlier require a firebreak of (10) metres wide).
2. Construct a *trafficable firebreak* not less than (6) metres wide within the plantation so as to divide the plantation into compartments not exceeding (30) hectares each.
3. Maintain all *firebreaks* in a *trafficable* condition. Trees on both sides of the firebreaks are to be pruned to a minimum height of (5) metres to allow for unrestricted access to all maintenance and fire fighting vehicles so as to maintain an effective firebreak width.
4. Where dwellings exist within (100) metres of a Plantation, no Plantation trees shall be planted within (50) metres of any existing or proposed dwelling. A further (50) metres of plantation should be pruned and have ground fuels reduced so as to provide a minimum of a (100) metre low fuel zone area immediately surrounding any dwelling.

SECTION G

1. **Abutting a Residential Zone** - Where rural land, whether bushland or pastured, abuts a residential zone boundary a (3) metre firebreak shall be constructed along the common boundary of the residential zone.
2. **Bushland** - Where bushland exceeds more than (1) hectare and abuts a boundary, a *trafficable firebreak* of not less than (3) metres must be constructed along the boundary and within (15) metres of that boundary.
3. **Grain Crops** - Shall have a (3) metre firebreak around the perimeter of the crop, this firebreak is to remain in place until the crop is harvested. During harvesting of the crop you must have an operational fire fighting unit full of water (not less than 600 litres) located within the paddock being harvested.
4. **Fuel Storage / Hay Sheds** - Shall have constructed a (6) metre firebreak immediately adjacent to any fuel storage and or hay sheds.

SECTION H

1. **Fuel Hazard Reduction** - All *flammable material* mowed and maintained at a level not exceeding 100mm and **maintained throughout the fire season.**
2. **Dwelling / Outbuilding** - Where a dwelling or outbuilding exists on your property you need to remove all *flammable material* within (20) metres from any external walls of that building.

SECTION I

Where a *Fire Management Plan* exists for a Subdivision or a property, the requirements of the plan needs to be in place.

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Ranger and Emergency Services
FORM 5.3.23



ITEM 10.6 ATTACHMENT

Bush Fire Advisory Committee (BFAC) Report

REPORT:	Crewing of Appliances
OFFICER:	Todd Ridley - CESM
DATE:	26 June 2023

BACKGROUND:

The Chief and Deputy Chief Bush Fire Control Officers have raised concerns in regards to several Bush Fire Brigades that have an Emergency Services Levy (ESL) supplied appliance and their ability to crew that vehicle at short notice. On several occasions in the past fire season/s Brigades have been unable to crew their supplied appliance for reasons of available firefighters or a volunteer with an appropriate driver's licence for the type of vehicle.

It has also been reported in some cases that there is a reluctance by some Brigades to respond to fires outside of their Brigade boundary, but within the Shire of Manjimup. This results in pressure being placed on the fire ground whilst waiting on other appliances responding from a further distance and also not all ESL appliances being utilised equally throughout the fire season.

COMMENT (Includes Options):

The Shire of Manjimup Bush Fire Brigade Operational Procedures 2022-2027 (Procedures) Section 1.5.1 prescribes that a Brigade with a supplied ESL appliance shall have an available crew for a two-shift period. (Heavy Duty is 6 active members, Light Tanker is 4 active members). What the Procedures don't allow for is the number of active members that hold an appropriate licence.

Records show that all Brigades with an ESL supplied appliance meet the current prescribed numbers of trained volunteers to crew their supplied appliance, what is unclear is the number of licence holders within the Brigade.

Licence Types

Appliance Type	Licence Class Required
Light Tanker	C Class
1.4 Broadacre	Light Rigid
2.4, 3.4 and 4.4 Broadacre	Medium Rigid

Currently, the Shire of Manjimup has 16 ESL supplied appliances allocated to ten Bush Fire Brigades, leaving eight Brigades without an ESL appliance. It has been long understood by the Brigades with a supplied appliance that the vehicle needs to be ready to respond throughout the Shire of Manjimup at short notice.

ESL Supplied Appliances

Brigade	Supplied ESL Appliance
Balbarrup / Wilgarup	1.4 Rural
Mordalup	4.4 Broadacre
Northcliffe	Light Tanker
Northcliffe	Light Tanker (Windy Harbour)
Northcliffe	2.4 Rural
Northcliffe	4.4 Broadacre
Pemberton Rural	Light Tanker
Pemberton Rural	2.4 Broadacre
Quinninup Town	3.4 Urban
Ringbarkers	Light Tanker
Ringbarkers	2.4 Broadacre
Springfield	Light Tanker
Springfield	2.4 Rural
Walpole	Light Tanker
Walpole	2.4 Broadacre
Yanmah	4.4 Broadacre

Each year the Shire of Manjimup, through the ESL Grants Process, apply for two additional appliances as per *Policy 5.3.16 Resource to Risk* as approved by BFAC. We have been unsuccessful in being allocated an additional appliance since 2009.

It is the Officers recommendation that a review of all brigades that are allocated ESL appliance be undertaken.

STATUTORY ENVIRONMENT:

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

POLICY / STRATEGIC IMPLICATIONS:

The Bush Fire Advisory Committee (BFAC) Terms of Reference allow for BFAC to distribute firefighting equipment and for the general management of the Bushfire organisation.

ORGANISATIONAL RISK MANAGEMENT:

The movement of appliances throughout the Shire of Manjimup needs to be managed strategically to allow for an appropriate Resource to Risk approach.

FINANCIAL IMPLICATIONS FOR COUNCIL:

Nil

OFFICER RECOMMENDATION:

1. That Shire Administration, as a result of this Item and taking into account the general discussion by BFAC, write to all Brigades with ESL appliances and request that the brigades provide the following information:
 - a. The number of trained members that have the appropriate class of drivers licence.
 - b. If their brigade has the means to crew their allocated appliance outside of the brigade area, but within Shire Boundaries.
2. That Shire Administration report back to BFAC on the findings of that request.

ATTACHMENTS:

Nil



1. **COUNCIL POLICIES**
 1.1 **COUNCIL CHAMBER & MEETINGS**
 1.1.1 **Council Meeting System**

Policy Purpose

This policy establishes the requirements and standards for Council Meetings and Committee Meetings which apply in accordance with Part 5 of the *Local Government Act 1995* and the *Shire of Manjimup Standing Orders Local Law 2013*.

Standing Orders

The Shire of Manjimup *Standing Orders Local Law 2013* (Standing Orders) applies to Council meeting procedures and nothing in this policy overrides those Standing Orders.

Council Meetings

Meeting frequency and starting time

Council meetings (including outer town Council meetings) will typically be held on a Thursday on a rolling three week basis with the exception of the period from the middle of December to the middle of January when no meeting will be held. Outer town Council meetings will be held in each town at least once per year.

The proposed dates for all Council meetings in the year will be advertised at the commencement of the calendar year. Any further variation to the date, place and/or time will be subject to the resolution of Council.

Council meetings will normally commence at 5.30pm to afford an opportunity for most members of the public to attend after work.

Officers' Reports

In the interest of providing prompt decision-making, officer reports from any department may be presented at the next available meeting.

It is critical that reports prepared by officers for Council contain adequate information on which the Council can make an informed decision.

Principles

Reports prepared by officers for Council's consideration are to:

- Be according to law;
- Take account of any State or Council Policy;
- Have regard to the current Strategic Community Plan and Corporate Business Plan, and any other relevant Shire strategic documents;
- Have regard to the Shire's Risk Management Framework;
- Be balanced and objective;
- Be technically correct;
- Be properly researched using relevant information and data;
- Ensure procedural fairness;
- Include options, consequences and associated impacts where appropriate; and
- Include expert opinion or advice where necessary.

SHIRE OF MANJIMUP
1. COUNCIL POLICIES
1.1 COUNCIL CHAMBER AND MEETINGS
1.1.1 Council Meeting System

Recommendations

Recommendations prepared by officers for Council's consideration are to:

- Be clear and unambiguous;
- Be implementable;
- Be professional and ethical;
- Not expose Council to unreasonable risk or liability;
- Have regard for the interests of the applicant/submitter as well as the wider community; and
- Include the administrative actions to enable implementation of Council's decision.

Alternate Motions or amendments to Officers' Recommendation

Councillors are required to provide the Chief Executive Officer written alternate motions or amendments to officers' recommendations they intend to move either prior to or at the meeting.

Councillors are encouraged to provide suggested alternatives to officer recommendations to the appropriate Director or CEO at least 24 hours in advance of the relevant Council meeting. This is to ensure that the terminology being proposed in the alternative recommendation is consistent and clear, as well as to ensure the legality of any proposed amendments.

A copy of the proposed amendment, with reasons, is to be circulated to all other Councillors, CEO and Directors.

Order of business

The order of business for Council meetings is prescribed in Clause 5.2 of Standing Orders.

Late Reports

Late reports are generally discouraged as insufficient time is afforded to Councillors and the public to study the item and gauge community response.

The Chief Executive Officer may approve the inclusion of a late report if the matter is considered to be of an urgent nature and satisfactory notification to Councillors and broader consultation (if required) has been achieved.

New Business of an Urgent Nature

New business of an urgent nature is generally discouraged as it fails to provide Council Officers with any opportunity to research and report on the matter. It also fails to allow adequate opportunity for Councillors to consult the community on the matter.

Standing Orders Clause 5.4 provides guidance when it may be appropriate to introduce new business of an urgent nature.

Councillors are encouraged to submit in writing and advise staff of items of new business of an urgent nature they wish to introduce to the meeting, so that Councillors and staff receive notice of any such subject to be discussed.

SHIRE OF MANJIMUP
1. COUNCIL POLICIES
1.1 COUNCIL CHAMBER AND MEETINGS
1.1.1 Council Meeting System

Guests

The Shire President and Chief Executive Officer may approve guests to meet with Councillors after Council meetings and/or to join Councillors for a meal. It is the responsibility of Ward Councillors to advise the Chief Executive Officer and Shire President of those people who they wish to be invite from time to time.

Definitive Meeting Procedure Guide

Council has adopted the following publication as its definitive guide on meeting procedure for this Council.

"Take the Chair (eighth edition 1990)" by David Price, Bill Smith and Harold Luxton."

Published by Rostrum WA Inc, printed by Mercury Press, Osborne Park WA.

Briefings, Workshops and Other Informal Meetings

Part 18 of the Standing Orders provides guidance for Briefings, Workshops and Other Informal Meetings ("Briefings").

Briefings are primarily for the purpose of information exchange (not decision making).

Wherever possible, Briefings are to be held on the same day as the formal Council meeting and will normally commence at 2.00pm and are to conclude by 5.00pm however the commencement time may be brought forward or delayed to respond to requirements at the time.

Whilst under Standing Orders the order of business at Briefings is at the President's discretion, the agenda shall typically include the following:

1. Presentations by others
2. Councillor discussion
3. Questions on the agenda
4. Councillor issues
5. Information Bulleting issues
6. SMT updates

The President and/or the Chief Executive Officer may arrange for guests to present at the Briefing on matters relevant to Council. It is not appropriate however for a third party presentation at a briefing if a matter relating to that third party is to be considered at the formal Council meeting that same day.

**ADOPTED 22 MAY 2008
REVIEWED 27 MAY 2021
NEXT DUE FOR REVIEW MAY 2025**

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



2. CORPORATE POLICIES
2.3 OTHER CORPORATE
2.3.5 Purchasing Policy

This policy is separate from and to be read in conjunction with policy “2.3.6 – Tendering Policy”.

Contents

1	Objectives
2	Why do we need a purchasing policy?
3	Ethics & integrity
4	Value for money
5	Sustainable procurement
6	Purchasing thresholds
7	Preferred Suppliers
8	Regional price preference
9	Authorised purchasing levels
10	Administration
11	Credit cards

1 Objectives

- i. To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996.
- ii. To deliver a best practice approach and procedures to internal purchasing for the Shire of Manjimup.
- iii. To ensure consistency for all purchasing activities that integrates within all the Shire of Manjimup operational areas.

2 Why do we need a purchasing policy?

The Shire of Manjimup is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- i. Provides the Shire of Manjimup with an effective way of purchasing goods and services.
- ii. Ensures that purchasing transactions are carried out in a fair and equitable manner.
- iii. Strengthens integrity and confidence in the purchasing system
- iv. Ensures the Shire of Manjimup receives value for money in its purchasing.
- v. Ensures that the Shire of Manjimup considers the environmental impact of the procurement process across the life cycle of goods and services.
- vi. Promotes effective governance and definition of roles and responsibilities.
- vii. Upholds respect from the public and industry for the Shire of Manjimup's purchasing practices that withstands probity.

SHIRE OF MANJIMUP
 2. **CORPORATE POLICIES**
 2.3 **OTHER CORPORATE**
 2.3.5 **Purchasing Policy**

3 Ethics & integrity

All officers and employees of the Shire of Manjimup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and shall act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours shall be observed and enforced through all stages of the purchasing process:

- i. full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- ii. all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Manjimup's policies and code of conduct;
- iii. purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- iv. all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- v. any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- vi. any information provided by a supplier shall be treated as commercial-in-confidence and shall not be released unless authorised by the supplier or relevant legislation.

4 Value for money

Value for money is the overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Manjimup.

Purchasing decisions should take into account:

- i. purchase price;
- ii. goods and services tax thereon;
- iii. user requirements;
- iv. quality standards;
- v. technical merits (compliance with specifications, contractual terms, and quality assurance);
- vi. financial viability and capacity to deliver
- vii. sustainability;
- viii. life cycle costing (including transaction costs, delivery, distribution, holding, consumables, maintenance and disposal), and
- ix. service provision.

SHIRE OF MANJIMUP
2. CORPORATE POLICIES
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2.3.5 Purchasing Policy

Obtaining a sufficient number of competitive quotations where possible provides the greatest likelihood of identification of value for money.

Where a higher priced conforming offer is selected, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

5 Sustainable procurement

Sustainable procurement is the purchase of goods or services that have less environmental and social impacts than competing products and services.

Sustainable attributes must be balanced against value for money outcomes.

The Shire of Manjimup shall identify and procure products and services that:

- i. are determined as being necessary;
- ii. are energy efficient as demonstrated by suitable energy labelling;
- iii. demonstrate environmental best practice in water efficiency;
- iv. are environmentally sound in manufacture, use and disposal;
- v. can be refurbished, reused, recycled or otherwise minimise waste;
- vi. for motor vehicles, have high fuel efficiency for the designated category;
- vii. for buildings and refurbishments, utilise renewable energy.

6 Purchasing thresholds

Where the value of procurement (ex GST) over the full contract period (including any options to extend) is, or is reasonably expected to be:

Threshold Amount	Form of Quotation required
Up to \$1,999	Direct purchase from suppliers.
\$2,000 to \$19,999	Obtain at least two written quotations.
\$20,000 to \$49,999	Preparation of brief specification and obtain at least three written quotations
\$50,000 to \$249,999	Preparation of detailed written specification and obtain at least three written quotations.

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\$250,000 and above	Preparation of detailed written specifications and call Public tender in accordance with Section 3.57 of the Local Government Act 1995.
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If considered beneficial, tenders may be called in lieu of seeking quotations for purchases under \$250,000 (ex GST), however the full provisions of Corporate Policy 2.3.6 – Tendering Policy must be applied.

Please note that in respect of the threshold amounts, the source of funding for the purchased goods or services is irrelevant and accordingly, the scale is to be applied to the gross purchase price, with the exclusion of “Direct Client Purchases” carried out by Manjimup Home and Community Care being omitted due to their personal nature.

Officers must use their best endeavours to seek quotations from those parties known to be interested in and capable of providing the goods or services. If the officer believes that due to the nature of the goods or services it is unlikely there will be more than one potential supplier, then documentation supporting this determination is to be approved by the Chief Executive Officer and placed on file. The application of this exemption should only occur in limited cases as usually there is more than one supplier capable of providing most goods or services.

The following general principles are applicable to all requests for quotation:

- Specifications should be generic, clear, concise and logical;
- Selection criteria should be developed before inviting quotations;
- Invitation to quote should be accurately and consistently communicated and to the extent practicable, issued simultaneously;
- New information/change to the specifications should be provided to all prospective suppliers simultaneously;
- The required format of quotation should be specified;
- Quotations should be assessed for compliance and against selection criteria;
- Respondents must be advised of the final determination as soon as possible.

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 2.3.5 **Purchasing Policy**

The following provides further guidance in respect of each form of quotation.

6.1 Up to \$1,999 – Direct purchase from suppliers

To be applied where the purchase is relatively small and low risk. Discretion is required and occasionally market testing and or formal quotation is required.

Recording and retention – The copy of the purchase order form and its retention in accordance with the Shire's Record Keeping Policy is considered adequate.

6.2 \$2,000 to \$19,999 – Request at least two written quotes

Invitations should be made for at least two written quotations as a minimum. Where not practical due to limited suppliers, this must be noted through records relating to the process.

Recording and retention – Written notes of the requirements / specifications sought, copy of the purchase order form and hard copies of the quotes submitted is considered adequate recording. Retention is to be in accordance with the Shire's Record Keeping Policy.

6.3 \$20,000 to \$49,999 – Brief specification and request three written quotes

A brief specification is to be prepared by the officer and authorised by the pertinent "Manager", clearly communicating:

- the nature and quantity of goods or services required;
- the time by which those goods or services are required to be completed or delivered;
- the date by which quotes must be submitted, and
- any other aspect considered relevant by the officer.

The specification is to be provided to all parties seeking to quote. In some instances, it may be appropriate to advertise locally advising interested parties of the opportunity to quote.

Recording and retention – Hard copy of the brief specification, copy of the purchase order form, hard copies of the quotes submitted and summary sheet of quotes invited / submitted (refer Attachment A) is considered adequate recording. Retention is to be in accordance with the Shire's Record Keeping Policy.

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6.4 \$50,000 to \$249,999 – Detailed specification and three written quotes requested

A detailed specification is to be prepared by the officer and authorised by the pertinent “Manager” and “Senior Employee”, clearly communicating:

- the nature and quantity of goods or services required;
- quality;
- the time by which those goods or services are required to be completed or delivered;
- maintenance requirements;
- organisational capability;
- relevant experience;
- the date by which quotes must be submitted, and
- any other aspect considered relevant by the officer.

The specification is to be provided to all parties seeking to quote. In most instances, it may be appropriate to advertise locally advising interested parties of the opportunity to quote.

Recording and retention - Hard copy of the detailed specification, copy of the purchase order form, hard copies of the quotes submitted and summary sheet of quotes invited / submitted (refer Attachment A) and summary sheet of the assessment against the selection criteria (refer Attachment B) is considered adequate recording. Retention is to be in accordance with the Shire’s Record Keeping Policy.

6.5 \$250,000 and above – subject to Council Policy 2.3.6 – Tendering Policy

7 Preferred Suppliers

Where:

1. the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA; or
2. the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government,

at the employees discretion and in accordance with the employees purchasing responsibility, goods or services may be purchased directly from a supplier without the need to obtain multiple quotes or go to Tender as outlined in item 6 noting that all other conditions defined in item 6 still apply. In this case

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 2. **CORPORATE POLICIES**
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employees shall at all times ensure that items 4 and 5 and other general requirements of this policy are applied.

8 Regional price preference

Corporate Policy 2.3.8 – Regional Price Preference applies to all purchasing decisions made in this policy unless determined otherwise by Council.

9 Authorised purchasing levels

Authorised purchasing levels for Council officers are to be determined on an annual basis by the Chief Executive Officer by way of the “delegations register”.

It should be noted that the issue to a Council officer of purchasing authority by the Chief Executive Officer gives rise to the requirement to submit an “Annual Return” by that officer.

10 Administration

10.1 Purchase orders and commitments

A purchase order is required to be issued for all goods and services procured by Council officers.

The purchase order must:

- be within the authorised purchasing levels for the Council officer as determined in accordance with clause 8 above;
- relate directly to the Department to which that officer belongs;
- be within the available approved budget at the time of making the order.

10.2 Authorisation of invoices for payment

Once an invoice is received for goods or services purchased, that invoice is to be signed by the officer who issued the relevant purchase order to attest that the goods or services have been received in full and that the invoice is valid for payment.

The invoice must subsequently be authorised for payment by:

- The department Manager to which the expenditure relates, and
- The pertinent “Senior Employee”.

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2. CORPORATE POLICIES
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10.3 Cheque authorisations

All cheques are to be signed by two authorised signatures.

10.4 Electronic funds transfer authorisations

Authorisation of electronic funds transfers (such as external funds transfers for payroll or transfers strictly between Council bank accounts) is not subject to the thresholds in this policy. Authorisation for such transfers is required to be made by two authorised signatures.

11 Credit cards

Council credit cards are issued only to designated "Senior Employees". The provisions of this policy where applicable apply to purchases made using Council credit cards. A list of expenses incurred on Council credit cards is to be presented to Council together with the normal monthly payments schedule.

ADOPTED 28 OCTOBER 1999
REVIEWED 22 JUNE 2000
REVIEWED 13 JUNE 2002
REVIEWED 8 APRIL 2004
REVIEWED 12 APRIL 2007
REVIEWED 8 DECEMBER 2011
REVIEWED 18 SEPTEMBER 2014
REVIEWED 14 APRIL 2016
REVIEWED 20 JANUARY 2022

NEXT DUE FOR REVIEW JANUARY 2027

The Administration of this Policy is by the Business Directorate.

Councillor Eiby declared a Proximity Interest in this Item as she is the Manager of the Northcliffe Visitor Centre adjacent to the carpark referred to in this item. Councillor Eiby did not speak or vote on the matter and left the Chamber at 5.59pm.

ATTACHMENT

9.5.2 Overnight Parking Area for Self-Contained Recreational Vehicles - Northcliffe Townsite

PROPONENT	Shire of Manjimup
OWNER	Crown
LOCATION / ADDRESS:	Reserve 46739 Muirillup Road, Northcliffe
WARD:	Coastal
ZONE:	Public Purposes
DIRECTORATE:	Development & Regulation
FILE REFERENCE:	F160708
LEGISLATION:	Caravan Park and Camping Grounds Act 1995
AUTHOR:	Brian Robinson
DATE OF REPORT:	18/04/2019
DECLARATION OF INTEREST:	Nil

BACKGROUND:

At its Ordinary Meeting held on the 27 September 2018, Council requested that the Shire administration investigate opportunities for free overnight parking for recreational vehicles (RV's) in selected areas of the Northcliffe Townsite.

Subsequently the matter of free overnight camping areas for fully Self-Contained RV's was raised with the Northcliffe Town Centre Revitalisation Committee, where the following potential locations were identified:

1. Adjacent to the existing Dump Point at Northcliffe Visitors Centre/CRC/Library building;
2. On Wheatley Coast Road - north of the existing public carpark; and
3. The Northcliffe Recreation Grounds.

Following assessment of the three potential locations, Shire Officers identified that the carpark area adjacent to the Visitors Centre/CRC/Library was the only suitable area that could be made available without further expenditure. The carpark is a sealed carpark, with overhead lighting and an existing RV Dump Point.

At its Ordinary Meeting held on 8 November 2018, Council resolved to authorise a 21 day consultation process in the identified location, subject to the following conditions:

- a) The number of overnight bays being limited to a maximum of four bays;

- b) The length of stay being limited to 24 hours maximum; and
- c) Appropriate signage being erected to encourage those persons wishing to stay long than the 24 hours to relocate to existing commercial operations.

With the public consultation process now complete, Council is requested to consider proceeding with the establishment of the 24 hour parking of RV's.

PUBLIC CONSULTATION UNDERTAKEN:

Advertising of the proposal was undertaken over a 21 day period with advertisements appearing in both the Manjimup-Bridgetown Times and the Northcliffe Karri Pigeon. At the close of advertising a total of 7 submissions were received.

Whilst full copies of the submissions are available to elected members on request, a summary of the submissions received is shown attached.

ATTACHMENT: 9.5.2(1)

COMMENT (Includes Options):

The seven (7) Submissions received generally support the establishment of an area for overnight RV parking, but express a wide range of views on the potential use of the Visitors Centre/CRC/Library carpark for the purpose as summarised below:

- a) Four overnight bays as proposed will not be sufficient to meet the needs;
- b) A minimum period of 48 hours is required for free RV camping to maximise the money that travellers would spend within the community;
- c) There is potential for RV parking as proposed to conflict with other carparking requirements associated with the Visitors Centre/CRC/Library and events within the Town;
- d) Suggestions that the carparking area on Wheatley Coast Road or an area opposite the Northcliffe Hotel would be more suitable.

To assist Council in determining this matter and responding to the submissions received, the following comments are offered:

Site Considerations

In determining the suitability of a site for RVs, statutory requirements which must be considered include;

- The land must be a suitable place for camping especially with respect to health, safety and access to services;
- The size of the land with regard to the number of parking bays to be provided. Regulation 52b requires 25m² per parking bay;
- Control of animals, predominantly dogs;
- Speed limit, Regulation 26 requires less than eight kilometres per hour.
- Noise and other potential nuisance issues; and
- The length of stay – 24, 48 or 72 hours.

Once established, monitoring of the site(s) is required to ensure compliance with the self-contained criteria and avoid issues that have been highlighted by other local governments. Post site selection, any enforcement should be complimented by appropriate signage and information available via the Shire's website for potential users to access prior to arrival.

Site Suitability

As highlighted within the submissions received, provision for RV parking at the Visitors Centre/CRC/Library is somewhat constrained, establishment at this location will ensure that the activities being undertaken can be monitored by the Visitors Centre during both weekdays and over weekends.

To ensure that the RV parking does not conflict with normal parking demands within the carpark, nor restrict access to the RV Dump point, it is recommended that RV parking be permitted outside of normal business hours only (i.e from 5pm to 8am only).

Detailed designs must also be developed prior to establishment to ensure that the locations for parked vehicles will not detrimentally impact on access to the Visitors Centre and/or Dump Point.

Alternative Locations

Several of the submissions received highlight the potential for alternative or additional RV parking areas adjacent to Wheatley Coast Road. One of these sites in particular, being opposite the hotel is currently undeveloped, without an established hardstand/parking area, lacks lighting and footpath access. Establishment at this location would inevitably lead to calls for physical improvements in that area.

The carparking area off Wheatley Coast Road is also suggested as an alternative location. Whilst there may be some merit in this suggestion, as mentioned above, location of the facility at the Visitors Centre/CRC/Library will ensure that surveillance of the area occurs.

Length of Stay

The submissions received also suggest stays longer than overnight should be permitted. It should however be noted that this will result in parking bays not being available during normal business hours. By permitting persons to stay longer than overnight also has potential for the perception that the facility is a defacto caravan park.

By restricting parking to overnight only, the Shire would be providing an area for Self-Contained vehicles to pull and stay overnight, rather than continuing their travel outside of the townsite.

Cost of Stay

The current proposal is for the establishment of a free facility for Self-contained RV's to stay for free within the Northcliffe Townsite. As reflected within the submissions received, it has been suggested that a donation box

should be established. This could potentially provided the Visitors Centre with minor income.

The RV Industry in Australia

According to the Campervan and Motorhome Club of Australia (CMCA);

"With an estimated number of 620,000 registered RVs in Australia, RV tourism continues to have significant benefits to the economy. Recent surveys indicate that the economic benefits from CMCA activities alone are considerable. According to research, CMCA members spend an average of \$770.00 per week when travelling on the road."

The CMCA also advised that growth of the fully self-contained recreational vehicles tourism market continues to climb. RV users are well connected with each other via industry groups, social media and general comradery with each other whilst travelling.

As the number of RV's travelling in the South West increases, the expectation for Local Governments to provide facilities also increases. There are numerous sites available on Crown, Local Government and privately owned land which provide short stay camping facilities for visitors to the South West. RV travellers however, seek short term (24/48 hour), low cost (preferably free) parking in town centres with access to potable water and a free dump point.

Self-Contained RV's

Fully self-contained RV's contain their kitchen, toilet and shower facilities. They do not require connections to services and contain all of their own waste matter including rubbish, black water and grey water.

RV Friendly Town Program

The CMCA operates an "RV Friendly Town™" program aimed at assisting RV consumers travelling within Australia. To qualify as an RV Friendly Town, the town must meet the following criteria:

Essential
Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.
Provision of short term, low cost overnight parking (24/48 hours) for self-contained RVs, as close as possible to the CBD.
Access to potable water.
Access to a free dump point at an appropriate location.
Desirable
Provision of long term parking for self-contained RVs.
Access to medical facilities or an appropriate emergency service.
Access to a pharmacy or a procedure to obtain pharmaceutical products.
Visitor Information Centre (VIC) with appropriate parking facilities.
VIC to provide a town map showing essential facilities, such as short and long term parking areas, dump point and potable water.
RV Friendly Town™ signs to be erected within the town precinct.

Benefits of Program

As stated on their website, the CMCA has identified the following benefits associated with being identified as an RV Friendly Town:

- CMCA will promote the RV Friendly Town™ in GeoWiki, The Wanderer and on our website and social platforms.
- A one-off article about the town, accompanied by an image, will be published in one edition of The Wanderer.
- When RV travellers spot the RV Friendly Town™ sign, they are aware that it determines a short-term, overnight parking/rest area will be available low-cost. If you can offer an incentive or reduced cost for CMCA members, your patronage will be significantly enhanced.
- Visitors will quickly spread the word that a new RV Friendly Destination is available.
- Depending on the location, RV travellers can contribute to the community in a variety of ways, environmentally, socially and economically which will see an increased patronage of local businesses.

Previous Application for RV Friendly Status

At the Ordinary Council meeting held on 23 March 2017 Council resolved the following (refer Appendix: 9.5.2(2)):

- "2. Agree to enter into agreement with the Campervan and Motorhome Club of Australia for Northcliffe town site to be designated as an Recreational Vehicle Friendly Town on the proviso that the criteria for the "Provision of short term, low cost overnight parking (24/48 hours) for self-contained RVs, as close as possible to the CBD" is agreed as being able to be provided by the existing local commercial operators."

The application was to be made on the basis that 'low cost' camping was available at two existing Caravan Parks/Camping Grounds located nearby.

A comprehensive application was made to the Caravan and Motorhome Club of Australia (CMCA) in 2017 seeking accreditation as a 'RV Friendly Town'. After numerous exchanges of information, the CMCA declined the application based on non-compliance with one of the essential criteria – 'Provision of short term, low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD.'

Clarification of the decision provided by CMCA for the purposes of this report was that the area proposed for overnight parking was too far from the CBD.

Conclusion

Establishment of four parking bays for use by Self-Contained RV's overnight at the Northcliffe Visitors Centre/CRC/Library will give the opportunity for Council to cater for Self-Contained Recreational Vehicles in Northcliffe.

Within the submissions received, concerns have been raised that the proposed area is not suitable as it will only cater for a limited number of

vehicles and the potential use will conflict with normal parking requirements at the centre. For this reason, it is recommended that Council proceed with a 12 month trial of the proposed facility. The level of demand for such facilities can also be established through the trial process.

STATUTORY ENVIRONMENT:

Camping within Western Australia is regulated by the provisions of the *Caravan Parks and Camping Ground Act 1995* and the associated 1997 Regulations.

As defined by the *Caravan Parks and Camping Ground Act 1995*, a camp “means any portable shed or hut, tent, tent fly, awning, blind or other portable thing used as or capable of being used for habitation and includes a vehicle..”. The Act further defines that a vehicle is “a conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels”. Sleeping within a vehicle is therefore classified as camping under the Act.

Regulation 11 identifies that a person may camp on land other than a caravan park or camping ground under the following circumstances:

- a) For up to 3 nights in any 28 day period on land which he or she owns, or has a legal right to occupy. Camping for more than 3 nights, but not more than 3 months in any 12 month period, may occur where the local government grants approval. Approval for a period longer than 3 months may only be granted by the Minister.
- b) Up to 24 hours in a caravan or other vehicle in a road side rest area;
- c) Up to 24 hours in a road reserve in an emergency. The regulations define an emergency as a situation where the movement of the caravan or other vehicle would constitute an immediate or serious hazard.
- d) Land held by the state (freehold, leasehold or reserve) in accordance with the permission of that instrumentality;
- e) On any unallocated crown land with the permission of the Minister for Lands.

In accordance with the above provisions, camping (including overnight camping) may only occur on land under the care and control of the Shire with the Shire’s prior approval.

POLICY / STRATEGIC IMPLICATIONS:

The establishment of an overnight area for self-contained RV’s would be consistent with recommendation B17 of the Shire’s Strategic Community Plan 2017-2027, which outlines the Shire’s support for “services and infrastructure to encourage caravan and RV tourism”. Such an area would also be consistent with the following goals as outlined in the Strategic Community Plan:

- 2.1 New people and new businesses are attracted to the region.
- 2.6 The region grows in reputation as a world class culinary, agricultural, environmental and trails tourism destination.

- 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 character.
- 5.4 Community participation in decision making is maximised.

Given that the above and having regard to the fact only one objection was received in response to advertising of the proposal, it is recommended that Council proceed with a 12 month trial for Self-Contained RV parking overnight at the Visitors Centre/CRC/Library as advertised,

ORGANISATIONAL RISK MANAGEMENT:

There is minimum risk associated with approval being granted for the overnight parking of Self-Contained RV's within an existing formed and sealed parking area.

There could however be concerns with the establishment of free services which could be perceived as being in competition with existing accommodation providers.

FINANCIAL IMPLICATIONS:

The establishment of overnight camping areas within the Shire is likely to result in additional costs relating to monitoring, enforcement and maintenance/cleaning.

There would also be one-off costs associated with providing signage at the facilities.

SUSTAINABILITY:

Environmental: Nil

Economic: The approval of free RV camping facilities may have some impact on existing camping sites in the vicinity of the town site. RV campers do however, contribute financially to other service providers in the district.

Social: In accordance with the Shires Strategic Community Plan, RV facilities encouraged throughout the Shire district as it promotes community interaction with tourists visiting the area.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Note the submissions received in respect of the proposed overnight parking facility consisting of four parking bays for Self-Contained Recreational Vehicles;**
- 2. Authorise the Chief Executive Officer to proceed with the establishment of a maximum of four parking bays for the overnight parking of Self-contained Recreational Vehicles at the Northcliffe**

Visitors Centre/CRC/Library carpark for a trial period of 12 months, subject to the following matters being addressed:

- a) A detailed design being prepared for a maximum of four parking bays, ensuring that the design will not restrict access to the existing RV Dump Point or the carpark area in general;
- b) All RV parking within the overnight bays being restricted to outside of normal business hours (i.e 8am to 5pm), with vehicles to be required to vacate the parking bays by 8am;
- c) No vehicle parking overnight for more than a single night in any seven day period;
- d) Self-contained Recreational Vehicles being encouraged to utilise existing accommodation options within the area should they wish to stay longer;
- e) The Chief Executive Officer being authorised to liaise with the Northcliffe Visitors Centre over the management and day to day operation of the facility;
- f) Appropriate line marking and signage to be installed to reflect the requirements for use of the overnight parking; and
- g) The Visitors Centre being encouraged to consider the establishment of a donation box associated with the overnight parking of Recreational Vehicles.

3. Advise those persons who lodged submissions accordingly.

COUNCIL RESOLUTION:

MOVED: Taylor, R SECONDED: Tapley, D

27824

That Council:

1. Note the submissions received in respect of the proposed overnight parking facility consisting of four parking bays for Self-Contained Recreational Vehicles;
2. Authorise the Chief Executive Officer to proceed with the establishment of a maximum of four parking bays for the overnight parking of Self-contained Recreational Vehicles at the Northcliffe Visitors Centre/CRC/Library carpark for a trial period of 12 months, subject to the following matters being addressed:
 - a) A detailed design being prepared for a maximum of four parking bays, ensuring that the design will not restrict access to the existing RV Dump Point or the carpark area in general;
 - b) All RV parking within the overnight bays being restricted to outside of normal business hours (i.e 8am to 5pm), with vehicles to be required to vacate the parking bays by 8am;
 - c) No vehicle parking overnight for more than a single night in

any seven day period;

- d) Self-contained Recreational Vehicles being encouraged to utilise existing accommodation options within the area should they wish to stay longer;
- e) The Chief Executive Officer being authorised to liaise with the Northcliffe Visitors Centre over the management and day to day operation of the facility;
- f) Appropriate line marking and signage to be installed to reflect the requirements for use of the overnight parking; and
- g) The Visitors Centre being encouraged to consider the establishment of a donation box associated with the overnight parking of Recreational Vehicles.

3. Advise those persons who lodged submissions accordingly.

CARRIED: 7/0

Councillor Eiby declared a Financial Interest in this Item as she is the Manager of the Northcliffe Visitor Centre which manages the Recreational Vehicle Overnight Parking Area. Councillor Eiby did not speak or vote on the matter and left the Chamber at 5.58pm.

ATTACHMENT APPENDIX

9.5.2 Review of Overnight Parking Area for Self-Contained Recreational Vehicles - Northcliffe Townsite

PROPONENT	Shire of Manjimup
OWNER	Crown Land
LOCATION / ADDRESS:	Reserve 46739 Muirillup Road, Northcliffe
WARD:	Coastal
ZONE:	Public Purposes
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F160708
LEGISLATION:	Caravan Park and Camping Grounds Act 1995
AUTHOR:	Brian Robinson
DATE OF REPORT:	26 May 2021
DECLARATION OF INTEREST:	Nil

BACKGROUND:

At its Ordinary Meeting held on 23 May 2019, Council was requested to consider opportunities for the establishment of free overnight parking for Self Contained Recreational Vehicles (RV'S) in selected locations in the Northcliffe Townsite.

Initially three potential locations were identified by the Northcliffe Town Centre Revitalisation Committee, being:

1. Adjacent to the existing Dump Point at Northcliffe Visitors Centre/CRC/Library building;
2. On Wheatley Coast Road - north of the existing public carpark; and
3. The Northcliffe Recreation Grounds.

Shire Officers completed an assessment of the three potential locations, which identified that the carpark area adjacent to the Visitors Centre/CRC/Library was the only suitable area that could be made available without further significant expenditure. The proposed location was then advertised for a period of 21 days, with 7 submissions received. A summary of the submissions as presented to Council in May 2019 is shown appended.

APPENDIX: 9.5.2(A)

Having regard to the submissions, Council resolved to proceed with the establishment of a maximum of four parking bays for the overnight parking of Self-contained Recreational Vehicles within the Northcliffe Visitors

Centre/CRC/Library carpark for a 12 month trial, subject to the following matters being addressed:

- a) *A detailed design being prepared for a maximum of four parking bays, ensuring that the design will not restrict access to the existing RV Dump Point or the carpark area in general;*
- b) *All RV parking within the overnight bays being restricted to outside of normal business hours (i.e 8am to 5pm), with vehicles to be required to vacate the parking bays by 8am;*
- c) *No vehicle parking overnight for more than a single night in any seven day period;*
- d) *Self-contained Recreational Vehicles being encouraged to utilise existing accommodation options within the area should they wish to stay longer;*
- e) *The Chief Executive Officer being authorised to liaise with the Northcliffe Visitors Centre over the management and day to day operation of the facility;*
- f) *Appropriate line marking and signage to be installed to reflect the requirements for use of the overnight parking; and*
- g) *The Visitors Centre being encouraged to consider the establishment of a donation box associated with the overnight parking of Recreational Vehicles.*

Subsequently a detailed design was finalised in consultation with the Visitors Centre/CRC/Library. A copy of the plan, including comments received from the Visitors Centre is shown attached.

ATTACHMENT: 9.5.2(1)

Following completion of the required line marking and installation of required signage, the trial commenced in early 2020, before being suspended due to restrictions associated with the COVID-19 pandemic. Having regard to the period of non-operation due to intrastate and lockdown restrictions, the facility has now operated for a period of over 12 months.

Council is now requested to consider the ongoing operation of the facility.

PUBLIC CONSULTATION UNDERTAKEN:

Prior to proceeding with the trial, the proposal was advertised for public comment over a 21 day period. In response 7 submissions were previously received. The submissions received and issues raised during the trial are addressed within the comment section below.

Whilst not a requirement, Council may wish to consider further public consultation to be undertaken in order to ascertain the public's views on the facility, prior to making the facility permanent.

COMMENT (Includes Options):

In order to assist Council in determining whether the facility should be permitted to continue operation, the following comments are offered:

Comments Received

As detailed in the Public Consultation Section above, 7 submissions were received. The submissions generally supported the establishment of an overnight area for Self Contained Recreational Vehicles, but expressed a wide range of views on the potential use of the Visitors Centre/CRC/Library carpark. These submissions are summarised as follows:

- a) Four overnight bays as proposed will not be sufficient to meet the needs;
- b) A minimum period of 48 hours is required for free RV camping to maximise the money that travellers would spend within the community;
- c) There is potential for RV parking as proposed to conflict with other carparking requirements associated with the Visitors Centre/CRC/Library and events within the Town; and
- d) Suggestions that the carparking area on Wheatley Coast Road or an area opposite the Northcliffe Hotel would be more suitable.

During operation of the trial, the owner/operator of an approved Caravan Park/Camping Ground lodged numerous complaints regarding vehicles that were not self-contained using the facility. Although some of the vehicles being identified were subsequently confirmed as being self-contained, there is evidence that on occasions non self-contained vehicles were using the facility.

Discussion with the Visitors Centre Management at the time confirmed that some non self-contained vehicles were on occasions inappropriately staying overnight. These were generally few and far between and in the majority of cases the issue was raised with the vehicle occupants.

Site Considerations

There were a number of factors that lead to the identification of a maximum of four overnight bays at the Visitors Centre/CRC/Library Carpark as being the most suitable option for provision of such a facility in Northcliffe. These factors were:

- a) The area provided for a limited number of bays, which were capable of being monitored by the Visitors Centre during both weekdays and over weekends;
- b) Conflict with the RV Dump Point and use of the Visitors Centre/CRC/Library carpark could be avoided by restricting use of the area from 5pm to 8am only;
- c) The suggestion for use of an area at the Northcliffe Recreation Ground was not supported due to the fact there would be issues with monitoring the area for compliance; and
- d) Significant expenditure would be required to establish a suitable area, including hardstand and lighting if the land opposite the Northcliffe Hotel was to be considered.

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Once established, monitoring of the site(s) is required to ensure compliance with the self-contained criteria and avoid issues that have been highlighted by other local governments and experienced during the Walpole trial.

RV Friendly Town Program

The Campervan and Motorhome Club of Australia (CMCA) operates an "RV Friendly Town™" program aimed at assisting RV consumers travelling within Australia. To qualify as an RV Friendly Town, the town must meet identified criteria.

At the Ordinary Council meeting held on 23 March 2017 Council resolved the following (refer Appendix: 9.5.2(2)):

- "2. *Agree to enter into agreement with the Campervan and Motorhome Club of Australia for Northcliffe town site to be designated as an Recreational Vehicle Friendly Town on the proviso that the criteria for the "Provision of short term, low cost overnight parking (24/48 hours) for self-contained RVs, as close as possible to the CBD" is agreed as being able to be provided by the existing local commercial operators."*

The application was to be made on the basis that 'low cost' camping was available at two existing Caravan Parks/Camping Grounds located nearby.

A comprehensive application was made to the CMCA in 2017 seeking accreditation as a 'RV Friendly Town'. After numerous exchanges of information, the CMCA declined the application on the basis that the existing Caravan Parks/Camping Grounds were too far from the CBD.

Approval to the continuation of the overnight area as proposed will allow a revised application to be lodged with the CMCA for identification of Northcliffe as an 'RV Friendly Town'.

Conclusion

Whilst it is acknowledged that there have been occasions where non self-contained vehicles inappropriately stayed at the facility, these have generally been few and far between. The location of the facility adjacent to the Visitors Centre/CRC/Library has ensured that the area is subject to natural surveillance and has assisted in day to day monitoring of the facility.

Generally speaking issues that resulted during the trial at Pioneer Park, Walpole have not occurred here. It is therefore recommended that approval be granted to ongoing operation of the facility, without further public consultation.

STATUTORY ENVIRONMENT:

Camping within Western Australia is regulated by the provisions of the *Caravan Parks and Camping Ground Act 1995* and the associated 1997 Regulations.

As defined by the *Caravan Parks and Camping Ground Act 1995*, a camp “means any portable shed or hut, tent, tent fly, awning, blind or other portable thing used as or capable of being used for habitation and includes a vehicle..”. The Act further defines that a vehicle is “a conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels”. Sleeping within a vehicle is therefore classified as camping under the Act.

Regulation 11 identifies that a person may camp on land other than a caravan park or camping ground under the following circumstances:

- a) For up to 3 nights in any 28 day period on land which he or she owns, or has a legal right to occupy. Camping for more than 3 nights, but not more than 3 months in any 12 month period, may occur where the local government grants approval. Approval for a period longer than 3 months may only be granted by the Minister.
- b) Up to 24 hours in a caravan or other vehicle in a road side rest area;
- c) Up to 24 hours in a road reserve in an emergency. The regulations define an emergency as a situation where the movement of the caravan or other vehicle would constitute an immediate or serious hazard.
- d) Land held by the state (freehold, leasehold or reserve) in accordance with the permission of that instrumentality; and
- e) On any unallocated crown land with the permission of the Minister for Lands.

In accordance with the above provisions, camping (including overnight camping) may only occur on land under the care and control of the Shire with the Shire’s prior approval.

POLICY / STRATEGIC IMPLICATIONS:

The provision of an overnight facility at Northcliffe on a permanent basis will facilitate a further application to be made to the CMCA for Northcliffe to be recognised as an “RV Friendly” town. Ongoing operation of the facility is supported by the Northcliffe Town Centre Revitalisation Committee.

ORGANISATIONAL RISK MANAGEMENT:

Operation of the facility at this location has minimised the risks associated with overnight stays due to the ability for the area to be monitored and managed on a daily basis.

FINANCIAL IMPLICATIONS:

Ongoing operation of the facility, if approved, will occur at no cost to the Shire of Manjimup.

SUSTAINABILITY:

Environmental: Nil.

55

Economic: The provision of an overnight facility at Northcliffe has allowed travellers to stay overnight and further explore the area and spend money in the townsite, when they otherwise may not have stayed in the area.

Social: No social issues arose during operation of the trial.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council approve the ongoing provision of four overnight parking bays for Self-Contained Recreational Vehicles with the Northcliffe Visitors Centre/Community Resource Centre/Library carpark on Reserve 46739 Muirillup Road, Northcliffe.

COUNCIL RESOLUTION:

MOVED: Darin, J SECONDED: Tapley, D

28518

That Council approve the ongoing provision of four overnight parking bays for Self-Contained Recreational Vehicles with the Northcliffe Visitors Centre/Community Resource Centre/Library carpark on Reserve 46739 Muirillup Road, Northcliffe.

CARRIED: 8/0

Councillor Eiby declared a Proximity Interest in this Item as the RV site is located in the Northcliffe Visitor Centre car park which she manages. Councillor Eiby did not speak or vote on the matter and left the Chamber at 5.47pm.

ATTACHMENT APPENDIX

9.5.1 Review of Overnight Parking for Self Contained Recreational Vehicles - Northcliffe Townsite

PROPONENT	Northcliffe Visitors Centre/Community Resource Centre
OWNER	Crown Land
LOCATION / ADDRESS:	Reserve 46739 Muirillup Road, Northcliffe
WARD:	Coastal
ZONE:	Public Purposes
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	F160708
LEGISLATION:	<i>Caravan Park and Camping Grounds Act 1995</i>
AUTHOR:	Brian Robinson
DATE OF REPORT:	3 April 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

In May 2019, Council resolved to proceed with a 12 month trial for the overnight parking of a maximum of four self contained vehicles within the Northcliffe Visitors Centre (NVC) car park, subject to the following matters being addressed:

- A detailed design being prepared for a maximum of four parking bays, ensuring that the design will not restrict access to the existing RV Dump Point or the carpark area in general;*
- All RV parking within the overnight bays being restricted to outside of normal business hours (i.e 8am to 5pm), with vehicles to be required to vacate the parking bays by 8am;*
- No vehicle parking overnight for more than a single night in any seven day period;*
- Self-contained Recreational Vehicles being encouraged to utilise existing accommodation options within the area should they wish to stay longer;*
- The Chief Executive Officer being authorised to liaise with the Northcliffe Visitors Centre over the management and day to day operation of the facility;*

- f) *Appropriate line marking and signage to be installed to reflect the requirements for use of the overnight parking; and*
- g) *The Visitors Centre being encouraged to consider the establishment of a donation box associated with the overnight parking of Recreational Vehicles.*

Subsequently a design was finalised (refer Appendix A), line marking and signage installed before the trial commenced in early 2020.

APPENDIX: 9.5.1(A)

As a result of the COVID-19 pandemic, the trial was temporarily suspended. Following the operation of the facility over 12 months, Council was requested to consider to review the operation at its Ordinary Meeting held on 17 June 2021. Council resolved to approve the ongoing operation of the facility. An excerpt of the relevant minutes is appended.

APPENDIX: 9.5.1(B)

Over the 2022/23 summer period, numerous complaints were received from a commercial caravan park operator in the area, substantiated by supporting photographs. The complaints and photographs highlight:

- a) Camping occurring in vehicles that were not self contained, including small caravans, utility vehicles and small vans, standard cars and on occasions tents/swags;
- b) More than the four permitted vehicles staying over night; and
- c) Vehicles staying more than overnight.

Copies of relevant photographs will be made available to elected members at the meeting.

Council is now requested to give further consideration to the ongoing operation of the facility, having regard to the complaints received and the response from the Northcliffe Visitors Centre/CRC as detailed in the comment section below.

PUBLIC CONSULTATION UNDERTAKEN:

Prior to proceeding with the initial trial, the proposal was advertised for public comment over a 21 day period. In response 7 submissions were previously received. As detailed in the June 2021 agenda, the submissions are summarised as follows:

- a) Four overnight bays as proposed will not be sufficient to meet the needs;
- b) A minimum period of 48 hours is required for free RV camping to maximise the money that travellers would spend within the community;
- c) There is potential for RV parking as proposed to conflict with other carparking requirements associated with the Visitors Centre/CRC/Library and events within the Town; and
- d) Suggestions that the carparking area on Wheatley Coast Road or an area opposite the Northcliffe Hotel would be more suitable.

COMMENT (Includes Options):

The provision and operation of the Overnight Parking of Self Contained Recreational Vehicles is primarily regulated through:

- i) the provisions of the *Caravan Parks and Camping Grounds Act 1995* and the associated *Caravan Parks and Camping Grounds Regulations 1997*; and
- ii) the specific conditions imposed by the Local Government in respect of the permits granted.

In this case, the conditions relating to the overnight parking specifically limit the number of vehicles to four, parking within the required bays and they require that persons are staying within a Self Contained Recreational Vehicle.

To assist Council in its determination of this matter, the following advice is offered:

Types of Caravan Park Licenses

The provisions of the *Caravan Park and Camping Grounds Regulations 1997* (the Regulations) outline three forms of caravan park being a standard caravan park, a nature based caravan park and a transit caravan park. Council's approval to the overnight parking of self contained vehicles is consistent with that of a transit park.

Transit Park Requirements

The Regulations prescribe various requirements relating to a transit park, including requirements for showers and toilets. The requirements for showers and toilets are however set aside by Schedule 7 – Clause 22, which effectively states that such facilities are not required where the sites are occupied by a “caravan with ablution, toilet and laundry facilities” (i.e. fully self contained).

In the event that vehicles are not self contained, toilets and showers are required to be provided. For a site catering for four vehicles, a minimum of one male and one female toilet are required. This ensures that appropriate ablutions are provided for guest use, avoiding inappropriate behaviour.

Given that toilets and showers are not provided on-site there is a need to ensure all vehicles utilising the facility are self contained.

Cancellation of Permit

In accordance with clause 12 of the *Caravan Parks and Camping Grounds Act 1995* a permit to operate a facility where the conditions of the permit have been contravened.

Response from Visitors Centre

The response from the NVC highlights that “it is unfortunate that they only report the instances of non-compliance, not the other 95% of the time the

users are compliant. On average there are one or two compliance vans or RVs there every night.” The submission furthermore highlights that:

- a) the majority of the time, non-compliant vehicles are arriving well after business hours, being discovered the next morning;
- b) At no stage has the non-compliance been reported to the Visitors Centre staff or board;
- c) It is unclear if the complainants have ever tried to call the Shire Rangers;
- d) Saturday nights are an ongoing issue with backpackers sleeping in their cars in town, out exploring on their weekends off from local farms and using the free wi-fi in town;
- e) Recently there has been an influx of backpackers from South Australia who do not understand the self-contained requirements, which is an industry wide issue;
- f) Improved signage defining what self contained means and outlining no sleeping in cars, tents and occasional visits by Rangers to issue fines would be helpful.

The NVC also express the view that closure of the facility will not encourage compliant users to commercial facilities, rather they will “*just move out to the highway overnight stops again*”. They also submit that the non-compliant users will remain an issue in town, camping in other areas where they have access to the wi-fi (i.e. adjacent to the general store).

A copy of the NVC submission is shown attached.

ATTACHMENT: 9.5.1(1)

Options Available to Council

In responding to the issue, the following options exist for Council:

1. Cancellation of the License – As outlined above, the permit may be cancelled due to the operators not ensuring compliance with the requirements for vehicles to be self-contained;
2. Refuse to renew a permit – Effectively requiring the facility to cease on the anniversary date of Council’s approval (17 June);
3. Permit the activity to continue for a set period subject to additional measures to ensure compliance.

Enforcement of Requirements

Both the operator of the facility and Shire Officers are responsible for ensuring compliance with the conditions of approval. In this case, as identified by the NVC, non-compliant vehicles are tending to arrive following the closure of the NVC and are only discovered the following morning.

Where inspections are required after hours to ensure compliance, such inspections are usually undertaken by Shire Rangers. With no Shire Rangers residing in Northcliffe, inspections by Shire Rangers will involve Officers being dispatched from Manjimup.

Inspections are recommended early in the morning. This is due to the identification of non-compliance at night usually results in the non-compliant

vehicles simply moving to another unauthorised location. On occasions non-compliant vehicle drives have consumed alcohol, so they are unable to legally drive.

On finding unauthorised campers, Shire Rangers have the authority to issue fines in accordance with the *Caravan Park and Camping Grounds Act 1995*.

General Issues of Unauthorised Camping

As elected members are aware, issues of unauthorised camping in carparks and other locations are common with travellers seeking to “free camp”, avoiding the costs associated with staying at a licensed facility.

As reflected in the submission from the NVC, unauthorised campers are being observed in other locations within the Northcliffe Townsite. It therefore appears it would be appropriate to make arrangements for Shire Rangers to attend the townsite in order to enforce the legislation.

Conclusion

As highlighted by the NVC, the majority of vehicles attending the facility are self-contained in accordance with the conditions of approval. The NVC submission has highlighted that in addition to unauthorised camping occurring at the facility, unauthorised camping appears to be regularly occurring at other locations within townsite. They further submit that closure of the facility will result in additional unauthorised camping occurring elsewhere within the townsite.

Given the information provided by the complainant and the NVC, it is apparent that inspections are required both at the facility and the Northcliffe Townsite to ensure compliance with the legislation.

Having regard to the above, it is recommended that the NVC be permitted to continue until June 2023, subject to:

- a) The NVC being required to arrange additional signage confirming that to be considered self-contained vehicles must contain toilet, shower and laundry facilities; and
- b) Shire Rangers undertake regular early morning inspections of the facility and townsite.

STATUTORY ENVIRONMENT:

Camping within Western Australia is regulated by the provisions of the *Caravan Parks and Camping Ground Act 1995* and the associated 1997 Regulations.

As defined by the *Caravan Parks and Camping Ground Act 1995*, a camp “means any portable shed or hut, tent, tent fly, awning, blind or other portable thing used as or capable of being used for habitation and includes a vehicle..”. The Act further defines that a vehicle is “a conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels”. Sleeping within a vehicle is therefore classified as camping under the Act.

Regulation 11 identifies that a person may camp on land other than a caravan park or camping ground under the following circumstances:

- a) For up to 3 nights in any 28 day period on land which he or she owns, or has a legal right to occupy. Camping for more than 3 nights, but not more than 3 months in any 12 month period, may occur where the local government grants approval. Approval for a period longer than 3 months may only be granted by the Minister.
- b) Up to 24 hours in a caravan or other vehicle in a road side rest area;
- c) Up to 24 hours in a road reserve in an emergency. The regulations define an emergency as a situation where the movement of the caravan or other vehicle would constitute an immediate or serious hazard.
- d) Land held by the state (freehold, leasehold or reserve) in accordance with the permission of that instrumentality; and
- e) On any unallocated crown land with the permission of the Minister for Lands.

In accordance with the above provisions, camping (including overnight camping) may only occur on land under the care and control of the Shire with the Shire's prior approval.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

There are several risks associated with the facility, whether on going operation of the facility is approved or not. For the benefit of elected members, these risks are summarised as follows:

- a) Should operation of the facility, there will be a need for further enforcement of the conditions of approval, including increased inspections by Shire of Manjimup Rangers after hours;
- b) There is potential for non-self contained vehicles to continue to use the facility contrary to the conditions of approval, when these vehicles should be attending an appropriately licensed commercial facility;
- c) As highlighted by the Visitors Centre/CRC, closure of the facility is likely to result in unauthorised camping in other areas within, or adjacent to the Northcliffe townsite.

FINANCIAL IMPLICATIONS:

Should Council support the ongoing operation of the facility, it is considered that there will be a requirement for Shire Rangers to inspect the facility to ensure compliance with the Caravan Parks and Camping Grounds Act and the conditions of the Shire approval.

SUSTAINABILITY:

Environmental: Nil.

Economic: The provision of an overnight facility at Northcliffe has allowed travellers to stay overnight and further explore the area and spend money in the townsite, when they otherwise may not have stayed in the area.

Social: Social issues regularly arise with non-self-contained vehicles staying overnight with no access to suitable ablutions.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Permit the continued operation of the Overnight Parking Facility in the Northcliffe Visitors Centre Carpark until 30 June 2023, subject to the following:
 - a) The Northcliffe Visitors Centre providing additional signage on-site to ensure that all attendees are aware that in order to be considered self-contained, the vehicles must contain internal toilet, shower and laundry facilities;
 - b) Shire Rangers, where available, attending the site to enforce the requirements for vehicles to be self contained.
2. The Acting Chief Executive Officer be requested to arrange for inspection of the Northcliffe townsite by Shire Rangers to ensure compliance with the *Caravan Park and Camping Grounds Act 1995*, subject to appropriate resources being available; and
3. Await a further agenda item on the issue of compliance with the requirement for vehicles to be self-contained at its Ordinary Meeting to be held on 6 July 2023.

COUNCIL RESOLUTION:

MOVED: Jenkins, D SECONDED: Winfield, C

29100

That Council:

1. Permit the continued operation of the Overnight Parking Facility in the Northcliffe Visitors Centre Carpark until 30 June 2023, subject to the following:
 - a) The Northcliffe Visitors Centre providing additional signage on-site to ensure that all attendees are aware that in order to be considered self-contained, the vehicles must contain internal toilet, shower and laundry facilities;
 - b) Shire Rangers, where available, attending the site to enforce the requirements for vehicles to be self contained.
2. The Acting Chief Executive Officer be requested to arrange for

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inspection of the Northcliffe townsite by Shire Rangers to ensure compliance with the *Caravan Park and Camping Grounds Act 1995*, subject to appropriate resources being available; and

3. Await a further agenda item on the issue of compliance with the requirement for vehicles to be self-contained at its Ordinary Meeting to be held on 6 July 2023.

CARRIED: 9/0

Minutes - Ordinary Meeting of Council - 13 April 2023

81

Councillor Eiby returned to the Chamber at 5.48pm.

SUSPENSION OF STANDING ORDERS:

MOVED: Jenkins, D SECONDED: Taylor, R

29101

That Council suspend Standing Orders.

CARRIED: 10/0

Standing Orders were suspended at 5.49pm.

RESUMPTION OF STANDING ORDERS:

MOVED: Jenkins, D SECONDED: Eiby, W

29102

That Council resume Standing Orders.

CARRIED: 10/0

Standing Orders were resumed at 5.51pm.

**ATTACHMENT
APPENDIX**

9.9.1 Proposed Community Funds Program Occasional Committee of Council

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS:	NA
WARD:	NA
ZONE:	NA
DIRECTORATE:	Community Services
FILE REFERENCE:	F160252
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Evy Apeldoorn; Kelsie Brown
DATE OF REPORT:	24 March 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

At the Council meeting held on 9 February 2023, Council resolved the following as part of their response to Council agenda item *Proposed Review of Policy 3.1.3 Community Funds Allocation*:

Minutes - Ordinary Meeting of Council - 13 April 2023

**MOVED: Eiby, W
29035**

SECONDED: Jenkins, D

That Council:

- 3. Await a further report to establish an Occasional Committee of Council to undertake the assessment of the grant applications and make recommendations to Council about the allocation of community funds.**

The purpose of this report is to request Council's approval to:

- Create an Occasional Committee;
- Establish the Terms of Reference; and
- Appoint Council delegates to the Committee.

The proposed Terms of Reference for the Occasional Committee are attached.

ATTACHMENT: 9.9.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

In accordance with the recently reviewed Policy Council endeavours to allocate 2.5% of the prior year's rates revenue to the Community Fund Program. While this amount may, over time, reflect growth or decline in Council rate base, the number of applications for funds and the total sum of funds applied for are growing steadily, with the program being oversubscribed each year. These circumstances require a robust set of conditions and criteria framing a clear and transparent funding program so that Council, Officers and community applicants can all participate or fulfil their respective roles in the program with confidence.

Committees of Council provide advice to Council to enable responsible and well-informed decisions be made. The Functions of the proposed Community Funds Program Occasional Committee of Council will assist Council to:

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

APPENDIX: 9.9.1(A)

The Terms of Reference will establish membership, terms, and functions of the Committee. Proposed as an Occasional Committee, the Committee would meet during the annual Council budget deliberation process upon the closure date of the annual program round.

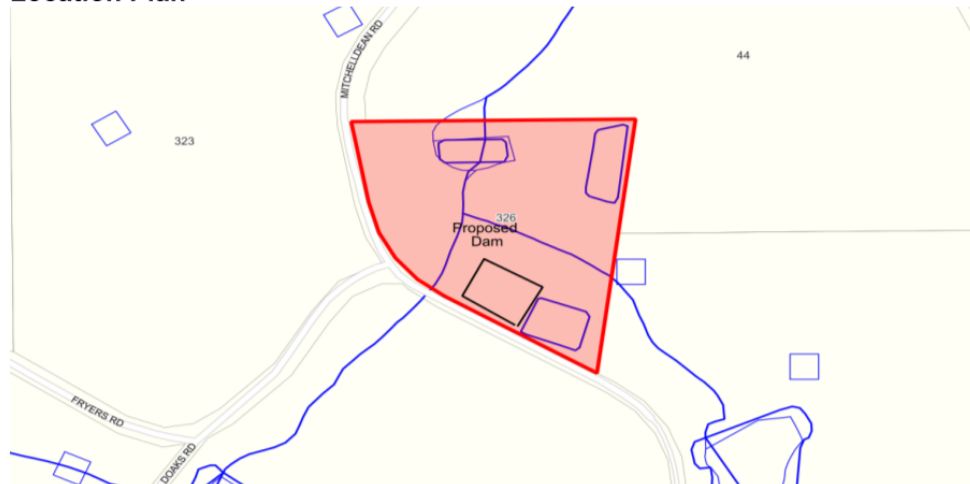
Alternatively, should Council wish not to establish a new Occasional Committee of Council to assist with the Community Funds allocation, Council

ATTACHMENT**9.5.1 Proposed Dam with Setback Reduction at Lot 7694 (326) Mitchelldean Road, Yanmah**

PROPONENT	Mr P D McGinty
OWNER	Mr P D McGinty
LOCATION / ADDRESS:	Lot 7694 (326) Mitchelldean Road, Yanmah
WARD:	North
ZONE:	Priority Agriculture
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	DA23/30; P54907
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Kaylene Roberts/Jason Giadresco
DATE OF REPORT:	18 April 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to consider a development application for approval to a dam with a 4-metre setback to the road boundary, being the western boundary of Lot 7694 (326) Mitchelldean Road, Yanmah. Plans and supporting information relating to the proposed dam are attached.

ATTACHMENT: 9.5.1 (1)**Location Plan**

The subject property is 10.9 hectares in area and contains three dams, fifteen marron ponds as well as a shed which is used as for Aquaculture (Marron and Trout) Production.

Approval is being sought to construct an off-stream dam with a capacity of 10 megalitres (ML). The dam if approved will have an outer wall height of 4 metres and an inner wall height of 7 metres with a width of 70 metres and a

length of 100 metres and will have a depth of 5 metres. The applicant has supplied information regarding the overflow and has stated that an emergency overflow will be constructed in the south-west corner of the dam using local rock material. The submitted site plan shows that the proposed dam is to have a scour pipe which will be flanged inside and out to prevent capillary seepage. The pipe will have clay compacted around it during construction.

The application outlines that the proposed method of bank stabilisation will be topsoil being spread over the top and exterior walls of the completed dam and seeded with kikuyu seed.

Council is requested to determine the application given that approval to the dam will require a relaxation of normal dam setback requirements relating to a property boundary.

PUBLIC CONSULTATION UNDERTAKEN:

The application was advertised in accordance with clause 9.6 of the Local Planning Scheme No. 4 (the Scheme) and was referred to the adjoining landowners for 21 days and the Department of Water and Environmental Regulation (DWER) for a period of 42 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

A submission was received from DWER, which is detailed in the comment section below and a copy of the submission is attached.

ATTACHMENT: 9.5.1 (2)

Further to the submission received above, another submission was received from DWER regarding the application. This has been provided to Councillors under separate cover.

COMMENT (Includes Options):

The provisions of the Scheme include the subject land within the Priority Agriculture zone.

The objectives of the Scheme relating to this zone is to reinforce the requirement for the protection of the rural activities. The following comments are offered to assist Council in determining the application.

Matters to be Considered

As prescribed in clause 10.2 of the Scheme, the local government is required to have regard to various matters when determining an application for planning approval. These matters include but not limited to:

- (i) *the aims and provisions of the Scheme and any other relevant Local Planning Scheme operating within the Scheme area;*
- (ii) *the local government's adopted Local Planning Strategy and any local Planning Policy adopted by the local government under clause 2.4;*
- (x) *the compatibility of a use or development with its setting including the potential impact on the use and enjoyment of adjacent and nearby land and taking into consideration of a Special Control Area; and*

(xiv) whether the land to which the application relates is unsuitable for the proposal by reason of it being, or being likely to be, subject to flooding, tidal inundation, subsidence, landslip, bushfire or any other risk.

The following comments are offered to assist Council in determining the application.

Zoning Purpose

The purpose of the Priority Agriculture zone is to provide for the sustainable use of high quality agricultural land, particularly where water resources exist, preserving existing agricultural production and allowing for new agricultural production by securing suitable land and water resources. The objectives of the Scheme relating to this zone reinforce the requirement for the protection of the rural activities.

Given the proposed dam will be used for the aquaculture business that is operating on the subject property, the application is considered to be consistent with the objectives of the Priority Agriculture Zone.

Exempted Development

In accordance with clause 8.4 of the Scheme, dams located within the Priority Agriculture and General Agriculture zones are exempt from requiring planning approval where the lower edge of the dam wall, and any other part of the dam including the stored water is further than 20 metres from the boundaries of the subject land.

Given the proposed setbacks, approval to the proposed development may only be granted through a relaxation of the setback requirements.

Relaxation of Standards

In accordance with clause 5.5 of the Scheme, the local government may approve an application for planning approval, despite the application not complying with the standard or requirement prescribed under the Scheme. However, prior to relaxing a standard, the local government must be satisfied that:

- “i) approval of the proposed development would be appropriate having regard to the criteria set out in clause 10.2; and*
- ii) the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.”*

In this case, a relaxation to the side boundary is consistent with the requirements of clause 10.2, and the impact of an approval on either the subject land or adjacent property has been assessed against the Policy position.

Policy Assessment

The application has been assessed against the provisions of Local Planning Policy 6.1.22 – Dams (the Policy). The risk assessment indicates that the dam

would be considered a moderate risk given the dam has been designed by the owner and that an emergency spillway is to be constructed at the time of development.

Risk Category	Score
Construction Type (Catchment Dam)	1
Volume 10-100ML (10ML)	2
Wall Height 0-5m (4m)	2
Dam Wall Design (designed by owner or others)	3
Infrastructure Downstream (other dams)	3
Overflow Infrastructure (dam by-pass & overflow by others)	1
TOTAL	12

In accordance with provision 6.2 of the Policy, dams that score between 10 and 15 when assessed against the risk matrix are considered moderate risk.

As outlined in the Policy it is recommended that advice notes be included on any approval relating to a moderate risk dam, advising landowners that:

- The landowner is responsible for the structural integrity of the dam construction; and
- It is recommended that the proposed structure be certified by an appropriately qualified contractor or engineer.

Notwithstanding the above, it should be noted that the application has stated that the overflow and scour pipe will be reinforced and sealed as required.

Land Use Intensification

It is acknowledged that the proposed Dam is for Marron and Trout production which will increase the intensity of the existing approval Aquaculture on the property. The Aquaculture land use is a 'D' land use on land zoned for Priority Agriculture meaning *"that it is not permitted unless the local government has exercised its discretion by granting planning approval"*.

Local Planning Policy 6.1.11 Rural Land Use (the Policy) provides Shire Officers criteria to assess Aquaculture proposals including but not limited to having regard to the potential effect on existing water resources in the locality. As part of its assessment, the Shire referred the proposal on to the State agency responsible for water licencing and environmental impacts.

DWER Submission

The submission received from DWER has made comment on the proposal relating to water and setbacks. DWER have stated that the subject property is located within the Donnelly River System under the *"Rights in Water and Irrigation Act 1914 (RIWI)"* and the landowner holds a current RIWI surface water licence allocation.

DWER have some concerns around how the dam may be filled, given the existing storages on the property are likely to be in excess of the licensed annual water entitlement. DWER states that if the new dam is proposed to be

filled under this entitlement, then it is unlikely to be supported. The applicant was contacted with regards to DWER's comments and has stated that they are non-consumptive water users.

In reply DWER has advised that the license entitlement is being reviewed with the applicant.

With regard to the above, it is not the role of Council nor Shire Officers to determine whether a landowner holds the appropriate water licence for a prospective water body on their property. The comment made by DWER in this regard is noted. An advice note to this effect will be included in the event Council approves the application.

With regard to setbacks, DWER have made comment that it encourages the Shire to consider the dam's construction in terms of impact on the local amenity, and in impact on Mitchelldean Road. Shire Officers are comfortable with the siting of the dam as proposed. No ongoing amenity impacts, visual or otherwise, are anticipated. Should construction of the dam go ahead and in any event, can be managed through the recommended conditions of approval as contained in the Officer Recommendation.

Conclusion

Given the proposed Dam has been assessed as a medium risk it is supported for approval, subject to appropriate conditions.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Shire of Manjimup Local Planning Scheme No. 4.

POLICY / STRATEGIC IMPLICATIONS:

As outlined above, the application has been assessed against Local Planning Policy 6.1.22 – Dams.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The applicant has paid the relevant fees as per the Shire's approved 2022-2023 fees and charges.

SUSTAINABILITY:

Environmental: The proposal was referred to the State agency responsible for environmental impact assessment..

Economic: Establishing a water storage area will assist towards a suitable supply of water for aquaculture purposes.

Social: Nil.

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

That Council in accordance with Part 10 and Clause 5.5 of the Shire of Manjimup Local Planning Scheme No. 4 grant development approval to the proposed Dam with a Reduced Setback and the increase in Aquaculture land use on Lot 7694 (326) Mitchelldean Road, Yanmah (TP33/2023) in accordance with the plans and specifications attached at 9.5.1 (1) subject to the following conditions and advice:

- a) The development permitted shall be carried out generally in accordance with the plans and specifications submitted as listed below:

Reference	Document Title	Date Received
1.	Dam Application	24 February 2023
Form	Additional information for dam construction	24 February 2023

- b) The setbacks shown on the approved plans are to be to the toe of the dam wall;
- c) Water from the dam is prohibited to accumulate across property boundaries; and
- d) All pumps and ancillary equipment and structures being setback from property boundaries in accordance with the requirements of Shire of Manjimup Local Planning Scheme No. 4.

Advice to Applicant:

- i) It is the responsibility of the landowner to ensure that the dam is safely constructed and maintained and that it is recommended that the proposed structure be certified by a suitable qualified contractor or engineer;
- ii) Prior to the commencement of works, the applicant is to obtain any relevant approvals from the Department of Water and Environmental Regulation; and
- iii) The development is defined as a "Food Business" under the Food Act 2008. The development must comply with the Food Act 2008 and Food Regulations 2009. Further information can be obtained from the Shire of Manjimup's Environmental Health team on (08) 9771 7777.

ATTACHMENTS

- 1 Attachment No. 1 - Site and Dam Plans and Additional Information

10
Pages

2 Attachment No. 2 - DWER Submission

2 Pages

Ordinary Meeting**ALTERNATIVE RESOLUTION:****MOVED: Omodei, P SECONDED: Jenkins, D****29149**

That Council in accordance with Part 10 and Clause 5.5 of the Shire of Manjimup Local Planning Scheme No. 4 grant development approval to the proposed Dam with a Reduced Setback and the increase in Aquaculture land use on Lot 7694 (326) Mitchelldean Road, Yanmah (TP33/2023) in accordance with the plans and specifications attached at 9.5.1 (1) subject to the following conditions and advice:

- a) The development permitted shall be carried out generally in accordance with the plans and specifications submitted as listed below:

Reference	Document Title	Date Received
1.	Dam Application	24 February 2023
Form	Additional information for dam construction	24 February 2023

- b) Notwithstanding condition No a) above, a minimum setback of 5 metres shall be provided, with the setback to be measured from the toe of the dam wall;
- c) Water from the dam is prohibited to accumulate across property boundaries; and
- d) All pumps and ancillary equipment and structures being setback from property boundaries in accordance with the requirements of Shire of Manjimup Local Planning Scheme No. 4.

Advice to Applicant:

- i) It is the responsibility of the landowner to ensure that the dam is safely constructed and maintained and that it is recommended that the proposed structure be certified by a suitable qualified contractor or engineer;
- ii) Prior to the commencement of works, the applicant is to obtain any relevant approvals from the Department of Water and Environmental Regulation; and
- iii) The development is defined as a "Food Business" under the Food Act 2008. The development must comply with the Food Act 2008 and Food Regulations 2009. Further information can be obtained

**from the Shire of Manjimup's Environmental Health team on (08)
9771 7777.**

MOTION CARRIED 5/3

FOR

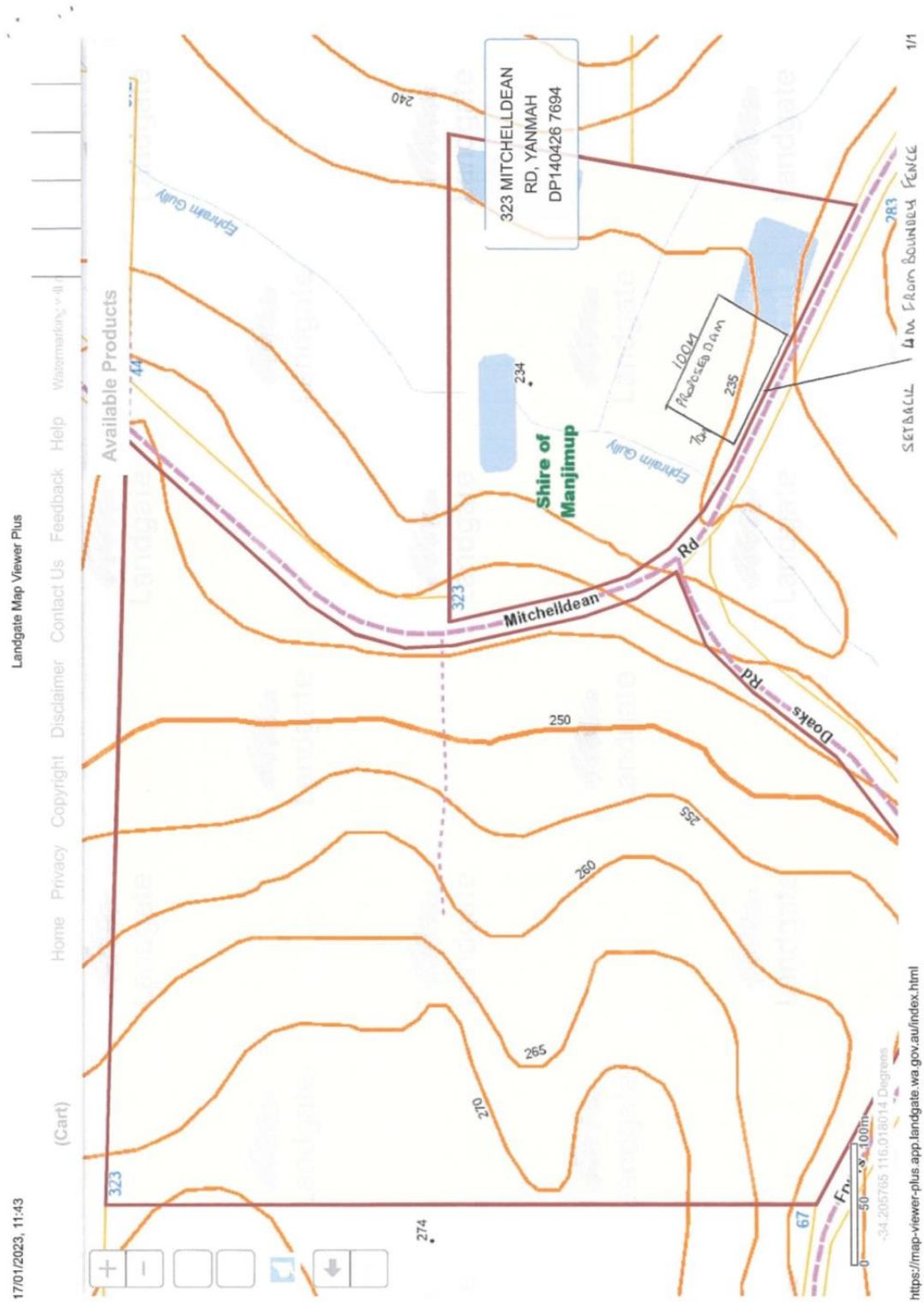
Cr W Eiby
Cr P Omodei
Cr R Taylor
Cr M Ventris
Cr J Willcox

AGAINST

Cr D Buegge
Cr D Jenkins
Cr K Lawrence









AQUATIC RESOURCE
MANAGEMENT PTY. LTD.
ABN: 54097510686

New Dam Management Plan

Plan to manage erosion.

- The dam is on relatively flat land so no soil erosion is anticipated during construction.
- As per other dams nearby on the property, topsoil will be spread over the top and exterior walls of the completed dam and kikuyu seeded.
- The top wall will be slightly sloped inwards so rainfall will run into the dam and not down the outside walls.
- The scouring pipe will be flanged inside and outside to prevent capillary seepage. The pipe will also have clay compacted around it during installation.

Overflow Provisions.

- An emergency overflow will be constructed in the south – west corner of the dam using local rock material.
- Water height will be managed via the scour pipe.

Dam Wall Profile

- Internal batter 1:4
- External batter 1:3
- Top of wall roadway 5M wide

AQUATIC RESOURCE MANAGEMENT PTY. LTD.
323 Mitchelldean Road
Manjimup, Western Australia 6258
Phone: (+618) 9772 1195
Mobile: 0407 389 674
Email: aquatic@westnet.com.au



AQUATIC RESOURCE
MANAGEMENT PTY. LTD.
ABN: 54097510686

The request for 4m boundary setback is so that the dam construction can compliment the existing dam (using a common wall) and the original dam can overflow into the new dam.

Alignment will also assist with roadways, maintenance and access as well as making maximum use of the limited land available.

The 4m setback will not impact existing roads as it is downhill from the road and will not have any adverse impacts on neighbours.

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

ALL SECTIONS MUST BE COMPLETED

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

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

NELSON LOCATION 7694
 323 MITCHELLDEAN RD
 YANMAH WA 6258

SEE ATTACHED (PROPOSED DAM SITE).

(a) Purpose of the Dam:

MARRON / TROUT PRODUCTION
 AQUACULTURE

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

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

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

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

10,000m³

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

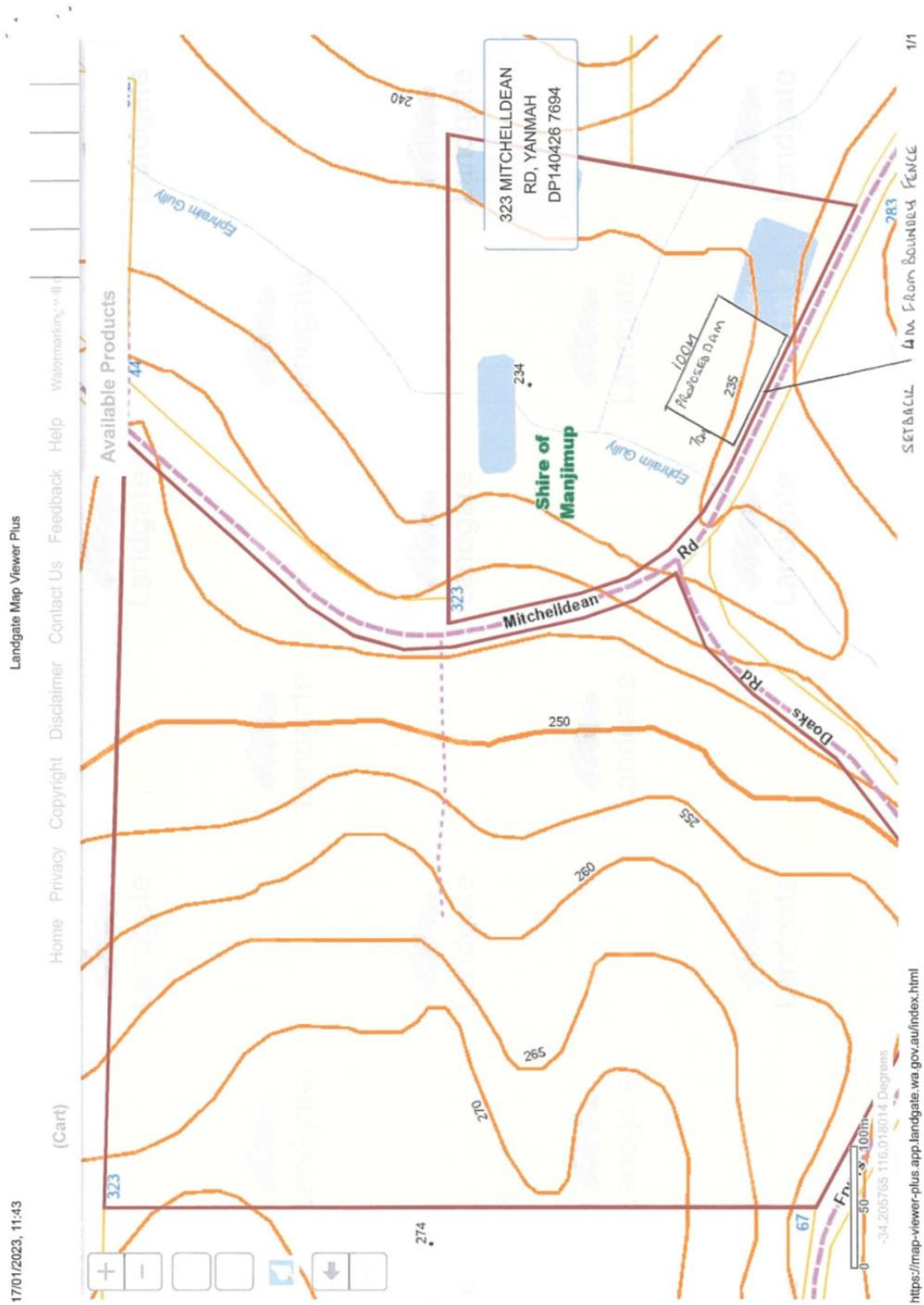
- Width: 70m
- Length: 100m
- Depth: 5m
- Height of the top of the dam wall in relation to natural ground level, including :
 - Inner dam wall height: 7m
 - Outer dam wall height: 4m

<p>(e) Any clearing of vegetation required? (DWER Permit?):</p> <p style="text-align: center;">No</p> <p>(f) If Yes, please justify why you have chosen a location which requires clearing?</p>
<p>(g) A Management Plan outlining the proposed method to stabilize soil to avoid erosion when constructing the dam and when it is completed:</p> <p style="text-align: center;">SEE ATTACHED DAM MANAGEMENT PLAN.</p>
<p>(h) How many dams are located within a one (1) kilometer radius of the proposed dam?</p> <p style="text-align: center;">26</p>
<p>Any further information:</p> <p style="text-align: center;">THE CLOSE PROXIMITY TO BOUNDARY IS TO ALLOW FOR BIRDNETTING TO BE CONSTRUCTED IN STRAIGHT LINES FROM EXISTING DAM. SETBACK ANY FURTHER WOULD REQUIRE 2 SEPARATE STRUCTURES. AESTHETICALLY MUCH MORE PLEASING & STRUCTURALLY MORE SOUND USING SINGLE ANCHOR POINTS.</p>

- ☒ Site Plan – Scaled showing the location of the dam and accurate setback distances to property boundaries, contours and the location of neighboring dwellings and/or structures and effluent systems.
- ☒ Scaled drawing showing the dimensions of the dam, including the length, height and width of the dam wall. Also the location of an ancillary structures, such as spillways, pumping equipment, etc.

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

Date



Attachments - Ordinary Council - 25 May 2023

Attachments - Ordinary Meeting of Council - 27 July 2023



AQUATIC RESOURCE
MANAGEMENT PTY. LTD.
ABN: 54097510686

New Dam Management Plan

Plan to manage erosion.

- The dam is on relatively flat land so no soil erosion is anticipated during construction.
- As per other dams nearby on the property, topsoil will be spread over the top and exterior walls of the completed dam and kikuyu seeded.
- The top wall will be slightly sloped inwards so rainfall will run into the dam and not down the outside walls.
- The scouring pipe will be flanged inside and outside to prevent capillary seepage. The pipe will also have clay compacted around it during installation.

Overflow Provisions.

- An emergency overflow will be constructed in the south – west corner of the dam using local rock material.
- Water height will be managed via the scour pipe.

Dam Wall Profile

- Internal batter 1:4
- External batter 1:3
- Top of wall roadway 5M wide

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AQUATIC RESOURCE
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ABN: 54097510686

The request for 4m boundary setback is so that the dam construction can compliment the existing dam (using a common wall) and the original dam can overflow into the new dam.

Alignment will also assist with roadways, maintenance and access as well as making maximum use of the limited land available.

The 4m setback will not impact existing roads as it is downhill from the road and will not have any adverse impacts on neighbours.

AQUATIC RESOURCE MANAGEMENT PTY. LTD.
323 Mitchelldean Road
Manjimup, Western Australia 6258
Phone: (+618) 9772 1195
Moblie: 0407 389 674
Email: aquatic@westnet.com.au

DA23/30
D23/S704.

Kaylene Roberts

From: .
Sent: Monday, 3 April 2023 1:22 PM
To: Info
Cc: Kaylene Roberts
Subject: [External] DA23/30: Lot 7694 Mitchelldean Road, Yanmah

3 April 2023

Our Reference: PA 054908, DWERT929-2~61

Your Reference: DA23/30

To: Shire of Manjimup

From: Department of Water and Environmental Regulation

cc: Nicholas Hort, Department of Water and Environmental Regulation

Attention: Kaylene Roberts

RE: DA23/30: Lot 7694 Mitchelldean Road, Yanmah

Dear Kaylene,

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

The DA proposes the construction of expansion of a new dam on Lot 7694 Mitchelldean Road, Yanmah (Lot 7964), with a setback variation of 4 metres to the side boundary.

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

- WATER

The subject property is located within the Donnelly River System, an area proclaimed under the 'Rights in Water and Irrigation Act 1914' (RIWI).

The proponent holds a current RIWI surface water licence allocation, however, the Department has concerns around how the dam may be filled, given the existing storages on the property are likely to be in excess of the licensed annual water entitlement.

If the new dam is proposed to be filled under this entitlement, then it is unlikely to be supported by the Department.

The Department intends to engage with the licensee around potential amendments to their licence to ensure only their annual water entitlement is used.

The Shire of Manjimup (Shire) may wish to consider any ramifications of approving the DA prior to the above matters being resolved.

- SETBACK

The Shire is considering the proponent's intent to reduce the standard 20 metre setback from a property boundary.

Although the Department does not have a statutory role in this consideration, appropriate setbacks should apply, to ensure there is room for dam infrastructure to be constructed without impinging on the amenity of neighbouring properties.

In this case the neighbouring property is the Mitchelldean Road Reserve, managed by the Shire.

If the setback is to be relaxed, the Shire may wish to consider the dam's technical design, in order to protect its own property, i.e. the road and associated infrastructure, including any culverts, drainage lines, or the like.

The soil saturation effects around a large waterbody may be such that require consideration.

Suitable setbacks are also desirable to allow for vehicular access or firebreaks to be constructed, which are subject to site specific requirements.

Thank you for referring the matter, please contact either _____ for inquiries, or
_____ for matters associated with water licensing under RIWI.

Department of Water & Environmental Regulation,
Planning Advice, South West Region

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



Disclaimer: This e-mail is confidential to the addressee and is the view of the writer, not necessarily that of the Department of Water and Environmental Regulation, which accepts no responsibility for the contents. If you are not the addressee, please notify the Department by return e-mail and delete the message from your system; you must not disclose or use the information contained in this email in any way. No warranty is made that this material is free from computer viruses.

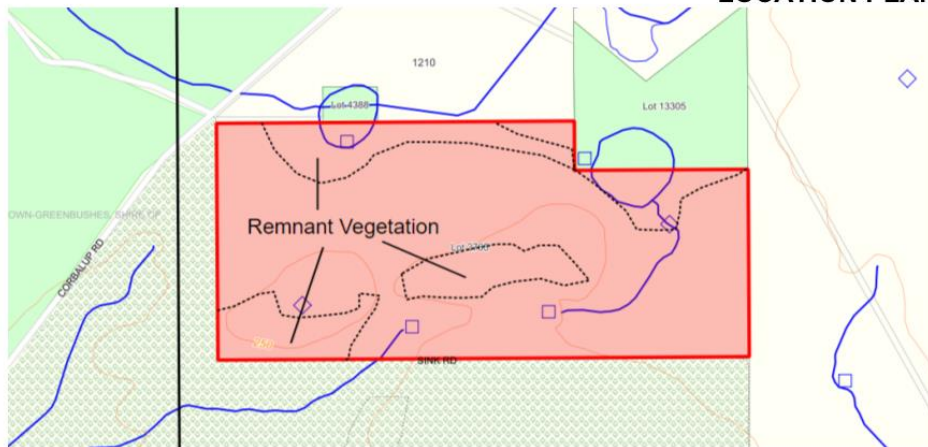
This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

ATTACHMENT**9.5.2 Proposed Plantation at Lot 2765 Corbalup Road, Perup**

PROPONENT	Simcoa Operations Pty Ltd
OWNER	Simcoa Operations Pty Ltd
LOCATION / ADDRESS:	Lot 2765 Corbalup Road, Perup
WARD:	East
ZONE:	General Agriculture
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	DA23/43 P52620
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Jocelyn Baister
DATE OF REPORT:	19 May 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The subject land is 121.41ha and is located approximately 27km from the Manjimup town centre, close to the northern Shire boundary. The property is vacant of any built improvements, however contains pockets of remnant vegetation and vegetation to the north representative of dampland vegetation complexes. It appears that the land has previously been used for plantation, and has since been harvested and sitting fallow. A location plan is shown below.

LOCATION PLAN

It is proposed to establish an 83.8ha Eucalyptus species plantation. Copies of the proposed plantation area and an updated management plan are attached.

ATTACHMENT: 9.5.2 (1)

Council is requested to determine the application, as Shire Officers do not have the delegated authority to determine proposals for Agroforestry/Tree Plantation land uses.

PUBLIC CONSULTATION UNDERTAKEN:

The application was advertised in accordance with Clause 9.6 of Local Planning Scheme No. 4 (the Scheme) for a 21-day period. Correspondence was also forwarded to the Shire of Boyup Brook, the Shire of Bridgetown-Greenbushes, Department of Biodiversity, Conservation and Attractions (DBCA), Department of Water and Environmental Regulation (DWER) and the Department of Fire and Emergency Services (DFES). Additional time was granted for comments given the Easter Holiday Period.

Submissions were received from the Shire of Boyup Brook, DBCA and DWER. Copies of the submissions received are shown attached, whilst the content of the submissions are addressed within the Comment section of this agenda item. DFES received the original version of the plantation management plan and advised that there was not enough information to make an assessment. No other submissions were received.

ATTACHMENT: 9.5.2 (2)**COMMENT (Includes Options):**

The subject land is zoned General Agriculture under the Scheme. The purpose of this zone is to provide for the sustainable use of rural land which primarily accommodates a range of rural pursuits compatible with the capability of the land and which retains the rural character and amenity of the locality.

Matters to be Considered

In determining an application for planning approval, the local government is required to have regard to various matters as outlined within clause 10.2 of the Scheme. These matters include, but are not limited to:-

- (i) *the aims and provisions of the Scheme and any other relevant Local Planning Scheme operating in the district;*
- (vi) *the local government's adopted Local Planning Strategy and any Local Planning Policy adopted by the local government under clause 2.4...;*
- (xiii) *the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment; and*
- (xv) *the preservation of the amenity of the locality.*

Land Use Definition

The Scheme definition of "Plantation" refers to the definition in the Code of Practice for Timber Plantations in Western Australia, which is as follows:

"a stand of trees of ten hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and/or environmental benefits. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that the plantation will be harvested."

Land Use Permissibility

The Scheme identifies a Plantation as an 'A' use within General Agriculture Zone. That is a use, which is not permitted, unless Council has exercised its discretion by granting planning approval after publicly advertising the application in accordance with the requirements of Clause 9.6 of the Scheme.

Local Planning Policy 6.1.11 Rural Land Uses (the Policy)

Part C of the Policy outlines the Shire's position in relation to the development of tree plantations on agricultural land within the Shire, the standards to be applied to all future development of this type and the process required to obtain the necessary approvals. The following comments are provided in respect of the Policy requirements:

Access

The applicant has supplied a management plan for the plantation. Access to the site for both light and heavy vehicles is directly from Corbalup Road. The applicant has identified that a Traffic Management Plan may need to be completed and that the speed limited will need to be reduced in the area.

It is suggested that a condition be imposed, should Council approve the application, requiring a Transport Management Plan prior to harvesting.

Fire Risk and Management

The Plantation Management Plan includes fire management provisions which state that management will occur in compliance with:

- Guidelines for plantation fire protection;
- The Shire's Firebreak and Fuel Hazard Reduction Notice; and
- Code of Practice for Timber Plantations in Western Australia.

Two versions of the Plantation Management Plan have been reviewed by the Shire's Community Emergency Services Manager who provided comments in respect to the proposed fire management of the property. These comments identify the need for the Plantation Management Plan to be further revised to reflect a comprehensive consideration of fire management.

Should the application be approved, it is recommended that conditions be imposed requiring ongoing compliance with the requirements of the Plantation Code of Practice and Guidelines and revision of the Fire Management Plan to the satisfaction of the Shire in consultation with DFES, along with a requirement that all fire management measures listed in the Fire Management Plan are to be implemented.

Visual Impact

The provisions of LPP 6.1.11 outline that development applications for plantations will be assessed in terms of their visual impacts where the plantation is near a townsite, adjoining or are near a designated regional road. Given the location of the proposed plantation will not be visible from a townsite or regional road, no further assessment of the visual impact is required.

Natural Resource Management

The applicant is proposing a 6m setback to the existing wetland area, which is consistent with the setback to a water course as outlined in the Policy, it is discussed in the DWER and DBCA submissions that the buffer area and remnant vegetation should be fenced to protect the endangered flora, threatened fauna and sensitive wetland.

Shire of Boyup Brook

The Shire of Boyup Brook has suggested a condition to be imposed on any approval issued by the Shire of Manjimup advising that the owner/operator is responsible for the repair of any undue damage to public roads.

The suggestion made by the Shire of Boyup Brook is supported and has been included in the Officer Recommendation.

DWER

DWER has identified that the proposal has the potential for impact on the environment and water resources and has provided advice on the key issues as follows:

- The subject land is subject to a compensation settlement for injurious affection due to the refusal of a previous clearing licence application. Any proposed clearing of paddocks or the establishment of new fencing and firebreaks, may require authorisation under the *Country Areas Water Supply Act 1947* (CAWS Act);
- Mapping shows that there are two wetlands in the northern portion of the Lot. DWER supports the risk mitigation proposed by the proponent and recommends a buffer be imposed as per Water Quality Protection Note (WQPN) 6: Vegetation Buffers to Sensitive Water Resources; and
- Management of machinery and the use of herbicides and pesticides should be undertaken in accordance with the Code of Practice for Timber Plantations in Western Australia.

The WQPN outlines separation buffers should be devised based on wetland values, their vulnerability, local biophysical factors and environmental management techniques.

As part of the Officer recommendation, an advice note regarding the protection of the wetland has been included.

DBCA

DBCA advised that:

- a population of endangered flora species exists on the adjacent property and encroaches into the subject site;
- the remnant vegetation is likely to contain suitable habitat for several threatened fauna species and that minimising activities in the area is recommended to lessen the likelihood of possible negative impacts; and
- adequate fire protection measures should be in place for the safety of the plantation without dependence on DBCA fire fighters.

Whilst DBCA has contacted the proponent to discuss a management strategy, it is acknowledged that the Shire also manages reserves in the same area.

The flora that has been identified is listed as endangered at both a State and National level and local to the Warren Region.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Shire of Manjimup Local Planning Scheme No. 4.

POLICY / STRATEGIC IMPLICATIONS:

Timber Plantations within the rural areas of the Shire are guided by the provisions of the *Shire of Manjimup Local Planning Policy 6.1.11 - Rural Land Uses*. The application's compliance with this policy is addressed within the comment section of this agenda item.

ORGANISATIONAL RISK MANAGEMENT:

It is acknowledged that the Shire is responsible for the management of reserves in the proximity to endangered flora. The department responsible for the management and care of the reserves has been informed.

FINANCIAL IMPLICATIONS:

The required Development Application fee has been paid by the applicant.

SUSTAINABILITY:

Environmental: Provided the matters relating to rare and endangered flora and threatened fauna, as highlighted by DWER are addressed and proposed use is managed appropriately, no detrimental environmental impacts are anticipated.

Economic: The application if approved will contribute to the area's timber products industry and will continue to diversify the economy by providing employment opportunities within the Shire.

Social: Nil.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council in accordance with Part 10 of Shire of Manjimup Local Planning Scheme No. 4 grants planning approval for a Plantation (*Eucalyptus sp.*) at Lot 2765 Corbalup Road, Perup (TP47/2023) in accordance with the submitted plans and specifications and subject to the following conditions:

- a) The development hereby approved is to be carried out generally in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire of Manjimup.

Reference	Document Title	Date Received
-----------	----------------	---------------

1.	Corbalup Plantation Management Plan	1 June 2023
2.	Proposed Plantation Plan	1 June 2023

- b) Notwithstanding condition a) Prior to the commencement of the use hereby approved, the applicant shall submit a revised Plantation Management Plan addressing fire management measures to the satisfaction the Shire of Manjimup in consultation with the Department of Fire and Emergency Services;
- c) Fire management measures outlined in the approved Plantation Management Plan are to be implemented so as to meet the performance standards outlined in the Department of Fire and Emergency Services *Guidelines for Plantation Fire Protection* to the satisfaction of the Shire of Manjimup;
- d) Prior to the commencement of the use hereby approved, the applicant is to ensure that fencing, is installed and maintained for the life of the development, to protect the remnant vegetation and wetland and associated buffers;
- e) In conducting the activity hereby approved the plantation Operator/Manager is required to comply with all relevant legislation, and to have particular regard to the general and reasonable amenity expectations of those who may be resident in the vicinity;
- f) A separate 'Harvesting Plan' is to be submitted to the Shire of Manjimup a minimum of 24 months prior to the anticipated commencement of the harvesting of the subject Plantation and not less than 12 months prior to the commencement of harvesting operations formal notification of the intention to harvest shall be given to Shire of Manjimup. The 'Harvesting Plan' is to be prepared in accordance with the latest "Code of Practice for Timber Plantations" (or equivalent) that is applicable at that time;
- g) Prior to the commencement of harvesting, a Transport Management Plan identifying heavy vehicle movement network shall be prepared, approved and implemented to the satisfaction of the Shire of Manjimup;
- h) Prior to the commencement of harvesting, a Road Condition Report is to be prepared by the applicant following an inspection of the proposed haulage route, in conjunction with the Shire of Manjimup;
- i) During harvest, the local road network is to be maintained in a safe and drivable condition to the satisfaction of the Shire of Manjimup;
- j) Any proven damage to the local road network caused by vehicles associated with the Plantation is to be repaired at the applicant's cost to the satisfaction of the local government.
- k) At the completion of any harvesting, the area which has been

harvested shall be reinstated to the requirements and satisfaction of the responsible authority. In particular:

- i. all waste shall be disposed of to the satisfaction of the responsible authority and should not be placed in or near any water course;
- ii. any surplus tree branches shall be adequately disposed and shall not be left on site if they constitute a fire hazard; and
- iii. all temporary roads shall be reinstated and left providing for adequate drainage and soil stability without the need for continuous maintenance.

Advice to Applicant:

- (i) With regards to condition b) the applicant is to contact the Shire of Manjimup to finalise the fire management measures within the Plantation Management Plan.
- (ii) The Department of Water and Environmental Regulation has advised to refer to the Code of Practices for Timber Plantations in Western Australia (FIFWA 2014) to with operations, as practical and appropriate to the site situation, in particular ensuring:
 - Machinery should not enter the wetland or its buffer; and
 - Use of chemicals, such as herbicides and pesticides, and other pest control methods in plantation operations will be in accordance with State policies, procedures and approved usage.
- (iii) That the operation of the Plantation including its harvest is required to comply with the *Environmental Protection (Noise) Regulations, 1997*; and
- (iv) The attention of the Plantation Operator / Manager is drawn to the need to comply with the requirements of any 'Firebreak Notice' issued by the Shire of Manjimup under the provisions of the "*Bush Fires Act 1954*". Furthermore, the Plantation Operator / Manager is required to advise Shire of Manjimup of any commercial harvesting activities that may be proposed during restricted or prohibited burning seasons.

ATTACHMENTS

- 1 Attachment 1 Plantation Management Plan 13 Pages
- 2 Attachment 2 Submissions Received 6 Pages

Ordinary Meeting

AMENDED RESOLUTION:**MOVED: Skoss, K****SECONDED: Eiby, W****29169**

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- d) Prior to the commencement of the use hereby approved, the applicant is to ensure that fencing, is installed and maintained for the life of the development, to protect the remnant vegetation and wetland and associated buffers;
- e) In conducting the activity hereby approved the plantation Operator/Manager is required to comply with all relevant legislation, and to have particular regard to the general and reasonable amenity expectations of those who may be resident in the vicinity;
- f) A separate 'Harvesting Plan' is to be submitted to the Shire of Manjimup a minimum of 24 months prior to the anticipated commencement of the harvesting of the subject Plantation and not less than 12 months prior to the commencement of harvesting operations formal notification of the intention to harvest shall be given to Shire of Manjimup. The 'Harvesting Plan' is to be prepared in accordance with the latest "Code of Practice for Timber Plantations" (or equivalent) that is applicable at that time;

- g) Prior to the commencement of harvesting, a Transport Management Plan identifying heavy vehicle movement network shall be prepared, approved and implemented to the satisfaction of the Shire of Manjimup and the Shire of Boyup Brook;
- h) Prior to the commencement of harvesting, a Road Condition Report is to be prepared by the applicant following an inspection of the proposed haulage route, in conjunction with the Shire of Manjimup and the Shire of Boyup Brook;
- i) During harvest, the local road network is to be maintained in a safe and drivable condition to the satisfaction of the Shire of Manjimup and the Shire of Boyup Brook;
- j) Any proven damage to the local road network caused by vehicles associated with the Plantation is to be repaired at the applicant's cost to the satisfaction of the Shire of Manjimup and Shire of Boyup Brook; and
- k) At the completion of any harvesting, the area which has been harvested shall be reinstated to the requirements and satisfaction of the responsible authority. In particular:
 - i. all waste shall be disposed of to the satisfaction of the responsible authority and should not be placed in or near any water course;
 - ii. any surplus tree branches shall be adequately disposed and shall not be left on site if they constitute a fire hazard; and
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- (iv) The attention of the Plantation Operator / Manager is drawn to the need to comply with the requirements of any 'Firebreak Notice' issued by the Shire of Manjimup under the provisions of the "*Bush Fires Act 1954*". Furthermore, the Plantation Operator / Manager is required to advise Shire of Manjimup of any commercial harvesting activities that may be proposed during restricted or prohibited burning seasons.

CARRIED: 11/0

Simcoa Operations Pty Ltd

Corbalup Plantation Management Plan

March 2023



1. Introduction

Purpose	<p>The purpose of the Property Management Plan (the Plan) is to describe the physical and cultural characteristics, and relevant legal constraints that relate to the properties. This Plan also provides information on the establishment and management of the plantations, demonstrating the principles of environmental care.</p> <p>Through a better understanding of the site and its surrounds it is believed that management will be improved to provide better outcomes for:</p> <ul style="list-style-type: none"> • The owner • The environment • Stakeholders • Safety.
Scope	<p>The Plan considers all aspects relating to the properties including any relevant impact from or to the surrounding region.</p>
Mapping	<p>Property maps are attached to the Plan (Appendix 1) supporting information relevant to this management plan. Physical features including hazards should be identified on the map.</p>
Using this plan	<p>The Plan indicates our understanding of operations and activities at the time of producing the report. Changes may occur to meet variations in legislation, seasonal conditions, or improved practical outcomes. The property management plan supplemented by:</p> <ul style="list-style-type: none"> • Code of Practice for Timber Plantations in WA, • policies and procedures, • best practice guides, and • prescriptions <p>to enable compliance and to strive for best practice.</p> <p>It is important to note that when referencing the Plan for use in management activities that some detail, with regards to legislative or regulatory constraints, is expansive and will therefore need to be appended to other documents detailed above</p>
Chronology	<p>Operations are detailed in what is generally a chronological order from establishment through to tending.</p>



2. Property Description

Ownership

Simcoa Operation Pty Ltd

Property specific

The table below provides property specific information that can be referenced to property maps in Appendix A.

Property Name	Corbalup
Appendix	A
Nearest junction	Ross Seaton Road / Corbalup Road
Lot and Plan	Lot 2765 / P129373
Title Area	121.41 ha
Encumbrance	unknown
Compartment 1	19.3
Compartment 2	15.1
Compartment 3	15.1
Compartment 4	16.6
Compartment 5	17.7
Total net plantable area (ha)	83.8

Governance

State	Western Australia
Local Government Area	Manjimup
Catchment Management Authority	Department of Water and Environmental Regulation
Fire Authority (Brigade)	Perup VBFB

Legal

Zoning	General Agriculture
Consents/ Planning Permits*	Development application required

Plantation description

Year of Establishment	2023
Species	<i>Eucalyptus</i> species
Planted Stocking (stems/ha)	800 to 1000
Row Spacing (m)	5 metres



Geology and Soils	Geology	Flat to undulating
	Soil Type Description	Principal soil types are hard acidic and neutral yellow mottled soils
	Erodibility Hazard Class	Low
Water	Rainfall (mm/annum)	801.6 (Deeside weather station – 9530)
	Pan Evaporation	1300 mm
	Catchment Name	Warren River Water Reserve
	Beneficial Uses	Not stated
	Catchment Standards	Not stated
	Regulatory Constraints	Country Water Supply Act 1947
Flora and Fauna	IBRA Region	Jarrah Forest
	Broad Vegetation Type	Jarrah-Marri forests and agricultural farmland (broadacre and pastoral)
	Vegetation Community Type	Jarrah-Marri forests on undulating country, and Western Australia Flooded Gum, ti-tree and paperbark on flats with poorer drainage
	Rare and Threatened Species	None identified
	Declared Weeds	None identified
	Pest Plants and Animals	None identified
Cultural Heritage	Local Indigenous Group	Southwest Aboriginal Land Council
	Traditional or Customary Use Rights	None identified in Aboriginal Heritage Inquiry System database
	Known Indigenous Sites and Values	None identified in Aboriginal Heritage Inquiry System database
	Known European Heritage Sites	None identified in Aboriginal Heritage Inquiry System database
Market	Target Product(s)	Charcoal and woodchip
	Target Destination	Simcoa Plant, Marriott Rd, Wellesley WA
	Distance to Port / Mill	134 km
Stakeholders	Neighbours	State forest, Location 2741
	Adjacent land uses	Timber plantation / natural forest



3. Establishment Plan

Mapping

Mapping will be completed prior to operational works commencing to provide guidance on location of:

- plantation compartments
- internal roading
- riparian features
- native vegetation
- water points
- assets (e.g., powerlines, houses, sheds)
- plantation buffers (refer below)
- hazards
- unplantable areas

Mapping will be updated to reflect any variances to planned establishment.

Buffer management

The table below provides plantation buffers that will be established relative to the feature.

Feature	Buffer (m)
Public roads	15
Property boundary	15
Compartment boundary	6
Native forest	4
Watercourse	6
Drainage line	2
Habitable dwellings	100
Unhabitable buildings	50
Powerlines	20

Native forest management

Native forest will be mapped and should be excluded from access to protect any existing values.



Roading infrastructure

Roading will be planned to utilise existing infrastructure, firebreak requirements and future harvesting. Works will be limited, where possible, to minimise disturbance while enabling adequate grade and form for access by haulage vehicles.

Access to the relevant property is currently available from Corbalup Road (Tandem Drive 3.1 Restricted Access Vehicles with conditions). Haulage will utilise this route (as shown in Appendix 2) to transport the product to market.

A Traffic Management Plan may need to be developed prior to haulage activities commencing. This plan will be completed by an authorised party to detail signage requirements. It is proposed that the speed limit will need to be reduced to 80km per hour to provide for sufficient stopping distance associated with the sight distance. This is based on Austroads *Guide to Road Design Part 3*.

Firebreaks will be established in line with the Guidelines for Plantation Fire Protection [FESA, 2011] and the current Firebreak and Fuel Hazard Reduction Notice [Shire of Manjimup]. Constraints on firebreak widths are detailed in the Buffer Management section above.

Cultivation

Cultivation will be undertaken in such a manner as to provide sufficient friability and moisture retention. Spacing of cultivation will be most likely occur at approximately 5 metre widths to enable inter-row access during wetter conditions.

Planting mounds will be located to minimise erosion potential while enabling access for future operations.

Species determination

Species chosen for planting may include such species as *Eucalyptus globulus* (Tasmanian Bluegum), *E. cladocalyx* (Sugar Gum), *E. botryoides* (Southern Mahogany), and *E. marginata* (Jarrah).

Seedling husbandry

Seedling orders will be placed at the end of the year preceding the planting year. Seed will be propagated and raised in an accredited nursery to ensure optimal survival.

Planting

Seedlings will be planted utilising a potti-putki to a prescribed depth and location within the centre of the mound.



Herbicide application	Herbicide application will be undertaken to enable cultivation and limit weed competition. Herbicide application will be undertaken by a registered pesticide business utilising registered pesticide technicians. Application rates and methodology will comply with the registered label.
Insecticide application	Seedlings will be provided with a small injection treatment of insecticide in the adjacent soil medium to assist with resistance against predators.
Nutritional application	Seedlings be provided with a fertiliser mix, constituted mainly of Nitrogen and Phosphorous shortly after planting to encourage early root and leaf growth.

4. Tending Plan

Monitoring	<p>Monitoring will be an ongoing activity to assess operational compliance and success. Assessments will be made to determine:</p> <ul style="list-style-type: none"> • safety compliance • stakeholder requirements • environmental impacts (e.g., native vegetation damage, erosion) • chemical efficacy and risks (e.g., off target drift) • weed control • nutrient deficiencies • insect attack • operational metrics • survival assessment.
Analysis	<p>The following analysis may be necessary to determine the future needs of the plantation:</p> <ul style="list-style-type: none"> • nutrition requirements through foliar and soil sampling • inventory of growth • regional insect presence.



Nutrition	Following analysis of soil and or foliage to determine nutrition requirements, a fertiliser regime will be implemented to ensure maximum health and productivity of the plantation.
Pest management	Monitoring of the site, and adjacent areas through an industry cooperative, will determine the extent and type of intervention required to control adverse impacts of invertebrate and vertebrate attack.
Noxious weed management	Noxious weeds will be identified through monitoring and in reference to the declarations within the Western Australian Organisms List, under the Biosecurity and Agricultural Management Act 2007.
Roading and infrastructure maintenance	Roading and other infrastructure will be inspected during the plantation's life to determine adequacy and adverse impacts (e.g., erosion). Maintenance will be undertaken where required.
Firebreak maintenance	Firebreaks will be maintained in line with development approval constraints and the relevant Firebreak and Fuel Reduction Notice published by the Shire of Manjimup.

5. Harvest management

Harvesting system	It is proposed that a cut to length harvest system will be employed to present logs for delivery to Simcoa.
Post harvest management	The site is likely to be assessed following harvest for future highest and best use. It is proposed that should a further timber plantation be established on this property that this would be done through coppice management, re-establishing trees from the retained stumps.



6. Fire Management

Contact details Contact details will be provided and updated in a fire management plan to be provided to the shire on an annual basis. A copy of the property map with the relevant contact details will be held in the map cylinder as detailed below.

Compliance Plantation management will occur in compliance with:

- DFES Guidelines for Plantation Fire Protection
- Manjimup Firebreak and Fuel Hazard Reduction Notice
- Code of Practice for Timber Plantations in Western Australia

Firebreak management Firebreaks (identified on the map in Appendix 1) will be maintained in a trafficable condition with a minimum clearance of 5 metre in height and a minimum width, relative to the neighbouring feature, as detailed in the table below.

Feature	Firebreak width (m)
Property boundary	15
Compartment boundary	6

Firebreaks will be maintained so that flammable material is maintained to a level not exceeding 100 mm throughout the fire season. Such maintenance may include:

- Grading
- Herbicide application
- slashing

Neighbour details Contact details of neighbours and interested parties will be sourced where possible and maintained.

The closest house is north of the property approximately 160 metres north of the property boundary and 270 metres north of the plantation boundary.

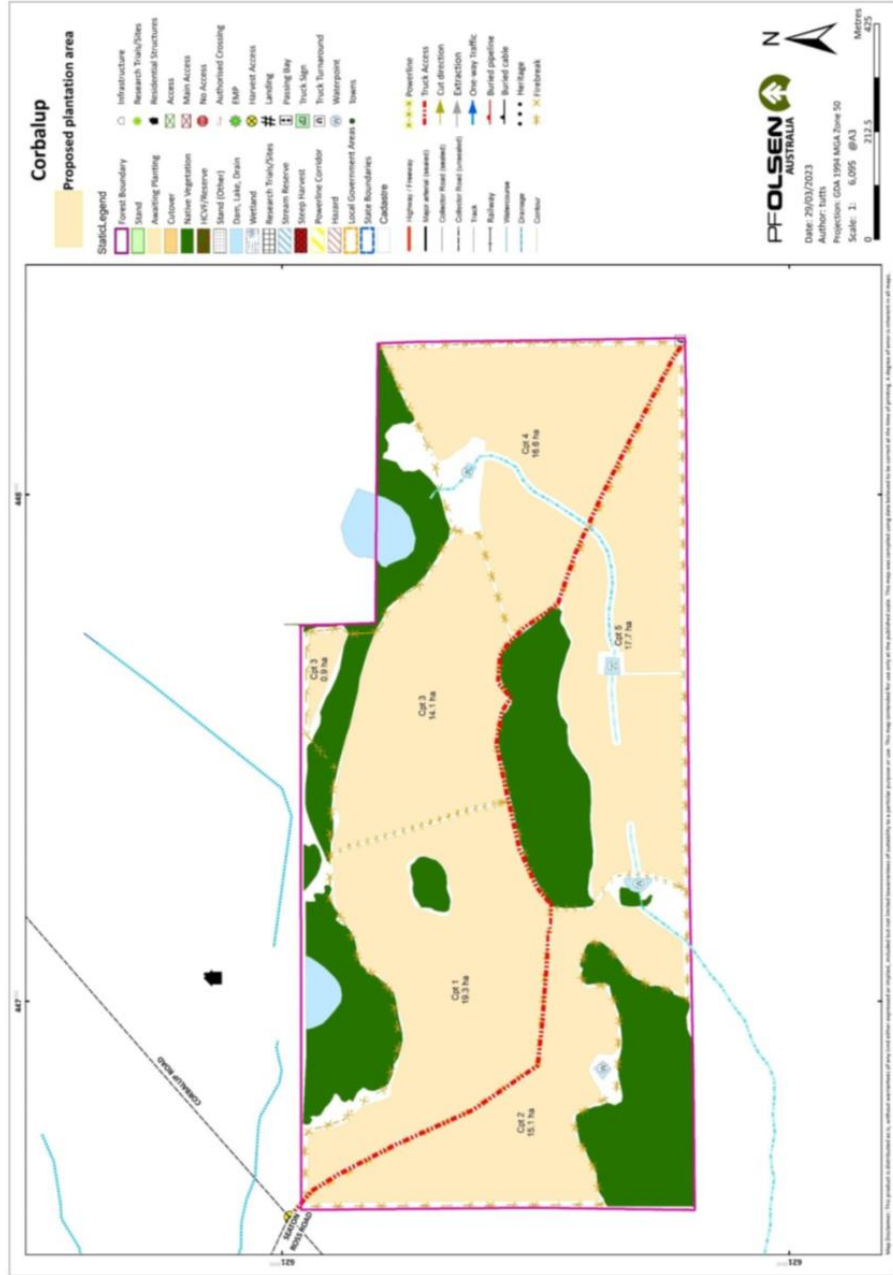
Brigade details Perup Brigade, Manjimup.

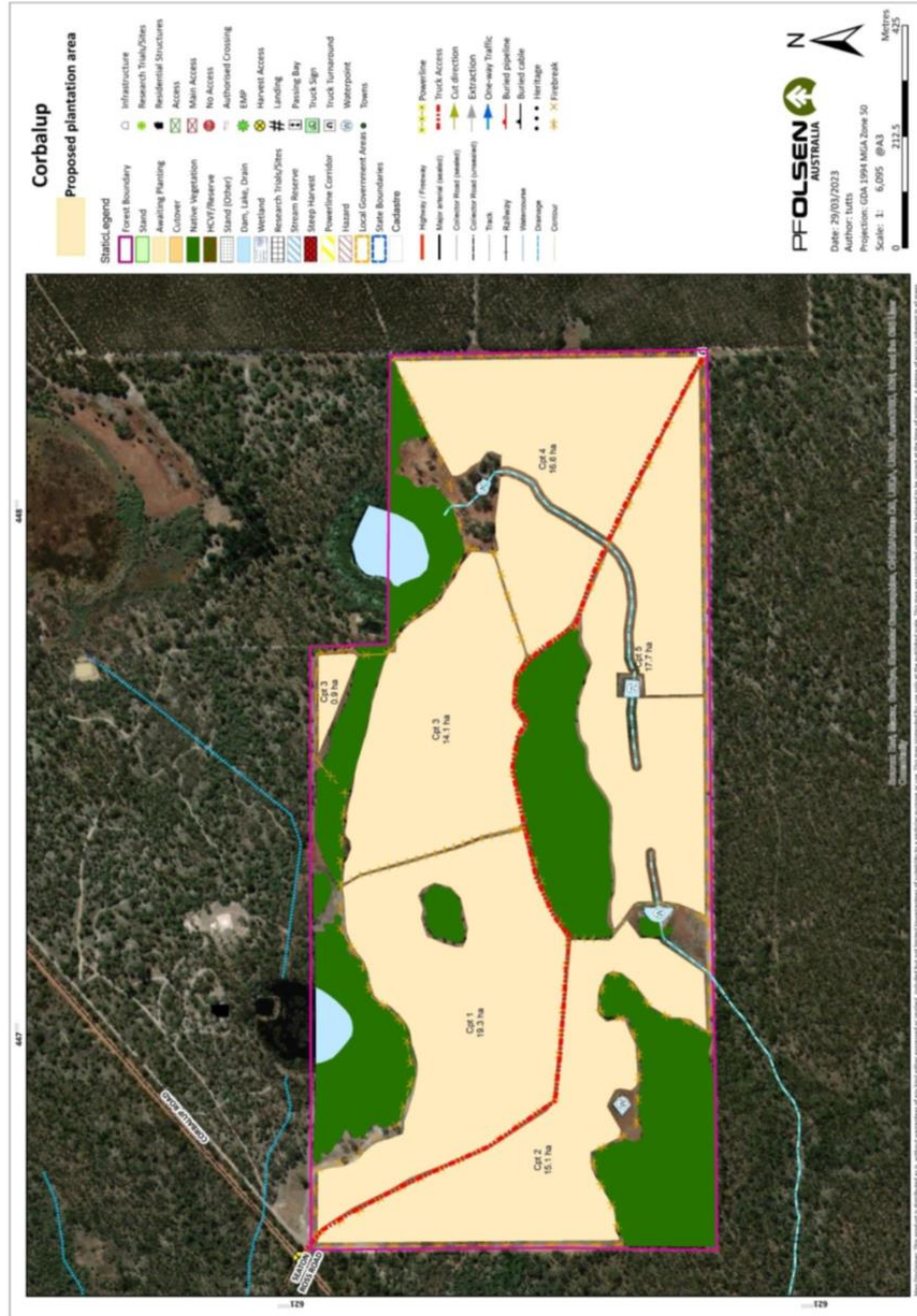
Map cylinder A map cylinder will be located at each of the main entrances to each of the properties, detailing features identified in the mapping section of Section 3 – Establishment Plan.



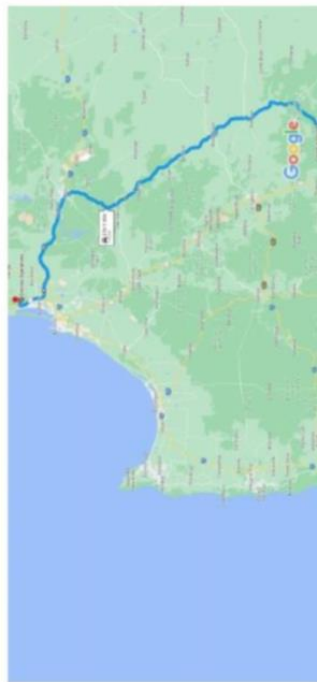
Assets	<p>The following assets are available to Simcoa at any time, located at the Simcoa Kemerton Plant, Marriott Rd Wellesley:</p> <ul style="list-style-type: none"> • One 12,000 litre water truck • One fast attack vehicle carrying fire fighter unit of approximately 400 litres carrying capacity. • two fire trailers carrying capacity of approximately 1,500 litres.
Water points	<p>Water points (4) identified on the map in Appendix 1 are estimated to have a minimum carrying capacity of 200,000 litres each. Water points are to be checked on an annual basis to assess their capacity to provide 50,000 litres of water for the fire season. Where this is not achievable steps must be taken to facilitate extra access to water for fire fighting.</p>
Response	<p>At least one, but generally two, trained emergency response personnel available 24 hours, 7 days a week with a response time of 2 hours.</p>
Future response	<p>Simcoa will assess further capacity to reduce response times during the fire danger period.</p>

7. APPENDIX 1





8. Appendix 2



⚠ This route has restricted usage or includes private roads.

Corbalup Rd
Western Australia

↑ 1. Head north-east on Corbalup Rd towards Sink Rd
10 min (12.0 km)

Continue on Boyup Brook-Cranbrook Rd. Drive from Boyup Brook-Kojonup Rd, Donnybrook-Boyup Brook Rd, Collie-Preston Rd and Coalfields Rd/State Route 107 to Wellislely 1 hr 46 min (157 km)

↩ 2. Turn left onto Boyup Brook-Cranbrook Rd

↩ 3. Turn left onto Boyup Brook-Kojonup Rd 22.1 km

↑ 4. Continue onto Bridge St 12.5 km

↩ 5. Turn left onto Knapp St 1.1 km

↩ 6. Turn right onto Jayes Rd 400 m

↩ 7. Turn left onto Abel St 1.0 km

↑ 8. Continue onto Donnybrook-Boyup Brook Rd 600 m

↑ 9. Continue onto Preston Rd 36.0 km

700 m

↑ 10. Continue onto Donnybrook-Boyup Brook Rd 7.6 km

↩ 11. Turn right onto Collie-Preston Rd 19.5 km

↑ 12. Continue onto Preston Rd

↑ 13. Continue onto Patterson St 1.3 km

↩ 14. Turn left onto Coalfields Rd/Throssell St/State Route 107 500 m

ⓘ Continue to follow Coalfields Rd/State Route 107

↩ 15. Turn left onto S Western Hwy/State Route 20 35.8 km

↩ 16. Turn right onto Raymond Rd 170 m

↩ 17. Raymond Rd turns left and becomes Raymond Rd 5.0 km

↩ 18. Turn right onto National Route 1 1.7 km

↩ 19. Slight right onto Marriott Rd 8.6 km

2.6 km

Drive to your destination

↩ 20. Turn right 3 min (750 m)

⚠ Partial restricted-usage road

↩ 21. Turn right 650 m

⚠ Restricted-usage road

ⓘ Destination will be on the right

110 m

Simcoa Operations

973 Marriott Rd, Wellislely WA 6233



Department of Biodiversity,
Conservation and Attractions



Your ref: DA23/43: P52620 TP 47/2023
Our ref: PRS 50362
Enquiries: P.Bamess
Phone: 0428 717 930
Email: peter.bamess@dbca.wa.gov.au

Kaylee Blee
Planning Customer Liaison Officer
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

Dear Kaylee

RE: ADVICE REQUESTED DA23/43; LOT 2765, CORBALUP ROAD, PERUP

Thank you for your letter dated 19 May 2023 inviting comment for an application for the proposal to establish a Eucalyptus Plantation on the above-mentioned property.

The Department of Biodiversity Conservation and Attractions (department) provide the following comments.

A population of endangered flora species (*bossiaea reptans*) exists adjacent to the property and encroaches into Lot 2765. To ensure the protection of this population, the department will contact the proponents to discuss management strategies.

The remnant vegetation is likely to contain suitable habitat for several threatened fauna species. The department recommends minimizing activities in these areas to lessen the likelihood of possible negative impacts on these species.

The proponent needs to ensure adequate fire protection measures are in place for the safety of the plantation without the dependence on assistance from department fire fighters. All fire protection requirements, including fire breaks to shire guidelines and appropriate water supply should be provided on the property itself, and there should be no expectation that any of these requirements will be provided for on department-managed lands.

The department does not object to this proposed eucalyptus plantation provided due consideration is given to the above comments.

Please contact Peter Bamess on 97717929 if you require any more information or would like to discuss further.

Yours sincerely

Tim Foley
A/Regional Manager Warren Region

19 May 2023

Warren Region
Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 97 717 988 Email: warren.admin@dbca.wa.gov.au

62521.008

Jocelyn Baister

From: Adrian Nicoll <anicoll@plancreate.com.au>
Sent: Wednesday, 5 April 2023 4:45 PM
To: Kaylee Blee
Cc: 'Shire'
Subject: RE: [External] Request for Comment DA23/43

Thanks Kaylee

Should the Shire of Manji approve the development, handy to include the following condition of approval:

- *The owner/operator is responsible for the repair of any undue damage to public roads caused by harvesting operations and or movement of machinery associated with the plantation operation.*

Regards

Adrian



Adrian Nicoll
Urban and Regional Planner
Shire Boyup Brook

0408777010
anicoll@plancreate.com.au

Jocelyn Baister

From: WHITING Tristan <Tristan.Whiting@dfes.wa.gov.au>
Sent: Monday, 22 May 2023 8:53 AM
To: Kaylee Blee
Cc: Jocelyn Baister
Subject: RE: [External] Request for Comment DA23/43

Good morning Kaylee,

Understanding that the due date for DFES was Friday the 19th May and comments for this proposal are overdue I can offer the following and am happy to discuss if needed.

- No formal advice letter will be provided for this proposal as there is insufficient information in the Plantation Management Plan (PMP) to conduct a full assessment against the *Guidelines for Plantation Fire Protection 2011*.
- As there are no proposed structures or existing buildings in the PMP there was no assessment against SPP 3.7 Planning in Bushfire Prone Areas.
- There is insufficient detail on Fire management and there was no formal Fire Management Plan as required by the *Code of Practice for Timber Plantations in Western Australia*.
- The Plantation could be considered re-establishment and not an intensification of land use however there was no detail on what the site was used for previously however I assume it was Pine or Blue Gum Plantation.

The PMP was also silent on:

- Considerations to nearby community/neighbours
- Plantation Manager Contact details for this site
- Fire control agency contact details
- Fire break widths/clearance and standards
- Fire break maintenance
- Detail on water supply
- Post Harvest Plantation Management and re-establishment

Please contact me if you would like to discuss.

Regards

Tristan Whiting
Senior Land Use Planning Officer

20 Stockton Bend, Cockburn Central, WA 6164

T: 08 9395 9301 | E: tristan.whiting@dfes.wa.gov.au | W: dfes.wa.gov.au



FOR A SAFER STATE

Jocelyn Baister

From: Daniel Wong <daniel.wong@dwer.wa.gov.au>
Sent: Wednesday, 17 May 2023 4:22 PM
To: Info
Subject: [External] Proposed Eucalyptus Plantation at Lot 2765 Corbalup Road Perup (DWER ref: PA 055492 , DWERT920-2~63 ; Shire ref: DA23/43 P52620 TP 47/2023)
Attachments: Screenshot 1__proposal area and wetlands.JPG; Code-of-practise-for-timber-plantations-in-Western-Australia_2014.pdf; WQPN 6 __ Vegetation buffers to sensitive water resources.pdf

17th May 2023

Our Reference: PA 055492 , DWERT920-2~63

Your Reference: DA23/43 P52620 TP 47/2023

To: Shire of Manjimup

From: Department of Water and Environmental Regulation

Attention: Jocelyn Baister

RE: Proposed Eucalyptus Plantation at Lot 2765 Corbalup Road Perup

Dear Jocelyn,

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

The Department has identified that the proposal has the potential for impact on the environment and water resource values. Key issues and recommendations are provided below, and these matters should be addressed:

- **Issue 1: Country Areas Water Supply Act 1947 (CAWS Act)**
- **Advice 1:** The following is advised:
 - The subject land is subject to a compensation settlement for injurious affection due to the refusal of a previous clearing licence application. As such, any clearing of native vegetation associated with the plantations development, including for the clearing of isolated paddock trees, or the establishment of new fencing and firebreaks, may require authorisation under the CAWS Act
 - In the unlikely event the clearing of native vegetation is proposed, the proponent is to contact DWER at CAWSA@dwer.wa.gov.au
- **Issue 2: Wetland protection**
- **Advice 2:** The proponent is advised to refer to the *Code of Practices for Timber Plantations in Western Australia* (FIFWA 2014) to assist them with their operations, as practical and appropriate to their site situation, in particular ensuring:
 - Machinery should not enter the wetlands or their buffers
 - In the event grazing is proposed, stock should be excluded from the wetlands and their buffers

- Use of chemicals, such as herbicides and pesticides, and other pest control methods in plantation operations will be in accordance with State policies, procedures and approved usage

More detail pertaining to the above issues are provided in Table 1 below.

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

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

Thank you.

Yours sincerely,

Daniel Wong

Environmental Officer
Department of Water and Environmental Regulation
Planning Advice South West Region

Email: daniel.wong@dwer.wa.gov.au
Phone: 08 9726 4113
Fax: 08 9726 4100
Postal: PO Box 261, Bunbury, WA 6231
Location: 35-39 McCombe Road, Bunbury, WA 6230

Table 1 - Department of Water and Environmental Regulation detailed comments on DA23/43 P52620

Item No.	Ref	Reviewer comment/advice
1	N/A	<p>Issue 1: <i>Country Areas Water Supply Act 1947 (CAWS Act)</i></p> <p>Advice 1: The following is advised:</p> <ul style="list-style-type: none"> • The subject land is subject to a compensation settlement for injurious affection due to the refusal of a previous clearing licence application. As such, any clearing of native vegetation associated with the plantations development, including for the clearing of isolated paddock trees, or the establishment of new fencing and firebreaks, may require authorisation under the CAWS Act • In the unlikely event the clearing of native vegetation is proposed, the proponent is to contact DWER at CAWSA@dwer.wa.gov.au <p>Discussion 1: Part IIA of the <i>Country Areas Water Supply Act 1947</i> and the <i>Country Areas Water Supply (Clearing Licence) Regulations 1981</i> are designed to protect water resources from increased salinity by reducing land clearing in the catchment.</p> <p>The subject land is within the 1 September 1978 <i>Country Areas Water Supply Act 1947</i> (CAWS Act) gazetted Warren River Water Reserve clearing-controlled land.</p> <p>DWER records indicate that the subject land is subject to a compensation settlement for injurious affection due to the refusal of a previous clearing licence application. As such, any clearing of native vegetation associated with the</p>

		<p>plantations development, including for the clearing of isolated paddock trees, or the establishment of new fencing and firebreaks, may require authorisation under the CAWS Act 1947. Please contact the DWER or see Country Areas Water Supply Act clearing controls Western Australian Government (www.wa.gov.au) for more information.</p> <p>As no clearing is proposed for the proposal development the department has no further comment with regards to the CAWS Act.</p>
2	N/A	<p>Issue 2: Wetland protection</p> <p>Advice 2: The proponent is advised to refer to the <i>Code of Practices for Timber Plantations in Western Australia</i> (FIFWA 2014) to assist them with their operations, as practical and appropriate to their site situation, in particular ensuring:</p> <ul style="list-style-type: none"> • Machinery should not enter the wetlands or their buffers • In the event grazing is proposed, stock should be excluded from the wetlands and their buffers • Use of chemicals, such as herbicides and pesticides, and other pest control methods in plantation operations will be in accordance with State policies, procedures and approved usage <p>Discussion 2: Our GIS imagery and referral mapping shows that there are 2 wetlands in the northern portion of the lot (Screenshot 1).</p> <p>DWER supports the following risk mitigation measures stated in the referral:</p> <ul style="list-style-type: none"> • “Native forest will be mapped and should be excluded from access to protect any existing values.” • “Planting mounds will be located to minimise erosion potential while enabling access for future operations.” <p>It is not known if any grazing is proposed on the subject land – to which the <i>Code of Practices for Timber Plantations in Western Australia</i> (FIFWA 2014) recommends fencing for stock exclusion for the protection of significant values such as wetlands and their buffers.</p> <p>A buffer from the wetland riparian zone should be measured outward from the recognised dampland vegetation as per our <i>Water Quality Protection Note 6: Vegetation Buffers to Sensitive Water Resources</i>.</p> <p>The <i>Code of Practices for Timber Plantations in Western Australia</i> (FIFWA 2014), states the following for buffers:</p> <ul style="list-style-type: none"> • A buffer is a strip of land abutting a feature like a riparian zone for a watercourse (Glossary pg. vii). • Harvesting machinery should not enter the riparian zone or designated buffers (page 42). <p>The use of herbicides and pesticides can adversely affect water quality, as rainfall can carry chemical residues into the waterway via sheet flow in large storm events.</p> <p>As such, the proponent is advised to abide by their risk mitigation measures and refer to the <i>Code of Practices for Timber Plantations in Western Australia</i> (FIFWA 2014) to assist them with their operations, as practical and appropriate to their site situation.</p>

Councillor Eiby declared a Financial Interest in this Item as she is the Manager of the Northcliffe Visitor Centre. Councillor Eiby did not speak or vote on the matter and left the Chamber at 6.17pm.

9.9.1 Request for Consideration of Supplementary Payment to Walpole-Nornalup and Northcliffe Visitor Centres

PROPONENT	Walpole Nornalup Visitor Centre & Northcliffe Visitor Centre
OWNER	Walpole Nornalup Visitor Centre & Northcliffe Visitor Centre
LOCATION / ADDRESS:	Walpole and Northcliffe
WARD:	Coastal and South
ZONE:	Townsite
DIRECTORATE:	Community Services
FILE REFERENCE:	F160244
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Gail Ipsen Cutts
DATE OF REPORT:	28 March 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Shire Officers have been made aware of financial concerns being faced by the Walpole-Nornalup Visitor Centre (WVC) and the Northcliffe Visitor Centre (NVC). Both Centres have struggled to recover post pandemic.

The Shire of Manjimup is home to 4 visitor centres located in Manjimup, Pemberton, Northcliffe, and Walpole with each being incorporated and not-for-profit. Council has had a long-standing financial arrangement with the visitor centres whereby an annual 'fee for service' is paid to each, and in return the visitor centres provide a quality service to visitors to the Shire and agree to partner with the Shire of Manjimup to promote and market the region. In 2022/23 this fee was approximately \$164,000 (\$41,000 each).

Both the WVC and NVC have requested additional financial support. The purpose of this report is to seek Council consideration as to the provision of supplementary payments to the WVC and NVC.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Historically the Shire used a formula, based on visitor traffic, to determine the payment amount to each centre. This formula resulted in the bigger operations getting higher funds than the smaller struggling centres such as Northcliffe. About 10 years ago the Southern Forests visitor centre managers and chairs agreed to split the available funds equally between the 4 centres.

Whilst the above decision provided some relief to the NVC the challenge of delivering a sustainable visitor service to Northcliffe and surrounds has continued to escalate.

Northcliffe Visitor Centre

The NVC Board and management have continuously streamlined services and undertaken extensive fundraising and promotional activities simply to remain viable. The NVC has experienced further financial pressures due to the pandemic and reduced visitor numbers, as well as being the most geographically isolated of the Shire based visitor centres. In general, it has a lower value visitor traffic than the other 3 centres but a high enquiry level due to its location and proximity to the D'Entrecasteaux and Shannon National Parks, Bibbulmun and Mundi Biddi Tracks.

For the year ending June 2022 the NVC recorded a deficit of \$36,295. Current estimates for this financial year remain challenging and, to its credit, the NVC have already streamlined operations further. The NVC run the historic Karri Cup as a major fundraiser and coordinate the Blooming Wild Festival as wildflowers and nature-based tourism are the heart of the Northcliffe visitor economy. In addition, the Shire of Manjimup have partnered with the NVC, for a small service fee, to operate the public library.

It is recommended that that NVC be allocated a supplementary payment from the Shire of Manjimup in 2022/23 and 2023/24. The allocation being from the Promotional budget which complements the purpose of the funds. Supplementary payment proposed is \$15,000 and \$10,000.

Walpole Nornalup Visitor Centre

The WVC has experienced financial pressures due to the pandemic, 6-month closure of the Tree Top Walk and the loss of several significant accommodation options. Ironically the pressures are also derived from an increase in visitor traffic demands and an inability to adequately staff the facility. For the year ending June 2022 the WVC recorded a deficit of \$6,872. Whilst financials are improving, the current financial year is expected to remain in deficit.

Further to the above the operations of the WVC have had an overhaul over the past 18 months and a new focus on additional revenue activities put in place. Whilst the WVC is experiencing current financial challenges, it is anticipated that the visitor economy will get a significant boost once the Valley of the Giants trail network and Pioneer Park trails head is completed over the next 1 to 3 years. The WVC should be well positioned to benefit from these developments in the future, in the interim however they have requested additional financial assistance.

It is recommended that that WVC be allocated a supplementary payment of \$10,000 from the Shire of Manjimup in 2022/23. The allocation being from the Promotional budget which complements the purpose of the funds.

Copies of both the end of year financials for NVC and WVC can be made available on request.

Neither the Manjimup or Pemberton Visitor Centres have indicated current financial hardship and as such are not considered within this report.

Conclusion

Without any doubt all visitor centres play a key role in servicing visitors to the region and optimising the visitor experience. The visitor centres within the Shire of Manjimup have provided a professional and valued service to the region for decades and should be commended. In saying this, as independent incorporated bodies visitor centres also have a responsibility to continuously evolve in a sustainable way and not look to the local government for increasing financial support. Notwithstanding this there are genuine circumstances, such as the pandemic and associated impacts, that have financially challenged the smallest of the Shires visitor centres.

Visitor Centres across Australia are facing challenges as more visitor traffic is being directed on-line. As the population ages and more visitors become 'tech savvy' this issue (and opportunity) is expected to increase. In many cases visitor centres are embracing the digital age and opting for more sustainable visit servicing models. It is perhaps timely that these models and their potential application within the Shire of Manjimup are further examined.

In conclusion whilst it is recommended that Council approve the expenditure of \$25,000 in the 2022-23 and \$10,000 in the 2023/24 from the Promotional Plan budget, it is important that the funding is conditional to the visitor centres looking to deliver more sustainable servicing options.

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY / STRATEGIC IMPLICATIONS:

The Shire of Manjimup Corporate Business Plan B14.2 allocates annual funding support to Local Visitor Centres.

Further, the Shire of Manjimup Strategic Community Plan recognises the importance of tourism and servicing across various actions including, but not limited to:

1. Our Natural Environment
 - 1.3 Our region is recognised for its iconic, world-class natural environment that can be enjoyed by all.
2. Our Prosperity
 - B.9. Encourage and support initiatives to encourage extended service provision and activate town centres.
 - 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.
 - B16. Support services and infrastructure to encourage caravan and RV tourism.

ORGANISATIONAL RISK MANAGEMENT:

The Shire of Manjimup recognises the importance of attracting and servicing visitors to the region as well as growing the tourism offer and visitor centres play a key role in achieving this. Should a visitor close, it may fall to the Shire of Manjimup to implement alternative visitor servicing options.

FINANCIAL IMPLICATIONS:

The recommendations as contained within this report will have no additional funding implications. The proposal is for a fixed period only. The key implication to the budget is that it will allocate funds from the Promotional Plan towards the two visitor centres in question. The purpose of the Promotional Plan is to attract and promote visitors to the region and to market the destination opportunities within the Shire of Manjimup. The aim being to give the Centres an opportunity to further examine sustainable visitor servicing models.

The Promotional Plan budget held carry forward funds for the purpose of post pandemic recovery. Due to the saturation of the tourism market and limited accommodation availability, marketing and promotion has been moderated throughout the year. As such there are adequate funds remaining should Council move to support the NVC and WVC request for assistance.

SUSTAINABILITY:

Environmental: Environmental tourism and information pertaining to use of the natural environment are significant growth areas within the tourism economy.

Economic: Tourism is becoming increasingly key to the economic growth of the region. Nature based, cultural and agritourism offer significant growth opportunities.

Social: Visitor Centres located in each town ensure visitor receive up to date information on the town, activities and opportunities and support expenditure and participation within the community.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council

1. Approve a supplementary payment of \$10,000 in the 2022/2023 Financial Year to the Walpole Nornalup Visitor Centre from the Promotional Budget allocation;
2. Approve a supplementary payment of \$15,000 in the 2022/2023 Financial Year and \$10,000 in the 2023/2034 Financial year to the Northcliffe Visitor Centre from the Promotional Budget allocation; and
3. Advise the Walpole - Nornalup and Northcliffe Visitor Centres that further investigation is required to ensure a more sustainable model of visitor servicing prior to seeking further supplementary funding from the Shire.

ALTERNATIVE RESOLUTION:

MOVED: Ventris, M **SECONDED:** Lawrence, K

00001

That Council:

1. That consideration of the item as presented to Council be deferred pending further information being provided in respect of the projected financial position of the Walpole-Nornalup and Northcliffe Visitors Centres for the 2022/23 financial year; and
2. Council carry forward \$25,000 of the 2022/23 Promotional Plan Budget Allocation to the 2023/24 financial year to allow for the Officers Recommendation to be considered following the receipt of the additional information referred to in point 1 above."

MOTION CARRIED 6/2

FOR

Cr S Dawson Vidovich
Cr K Lawrence
Cr P Omodei
Cr R Taylor
Cr M Ventris
Cr J Willcox

AGAINST

Cr D Buegge
Cr D Jenkins



LOCAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Status:	<u>Advisory Committee</u> (Established under the Emergency Management Act 2005)
Members:	<p><u>Voting Members as detailed below (Total 14)</u></p> <p>Shire of Manjimup - Shire President Shire of Manjimup - Deputy Shire President (Proxy for President) Shire of Manjimup - Chief Executive Officer Shire of Manjimup - Community Emergency Services Manager Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer (proxy for Chief) Department of Primary Industries & Regional Development Department of Primary Industries & Regional Development (Proxy) Department of Communities Department of Communities (Proxy) Department of Fire and Emergency Services Department of Fire and Emergency Services (proxy) Department of Biodiversity, Conservation & Attractions Department of Biodiversity, Conservation & Attractions (Proxy) Police Service – Manjimup Police Service - Pemberton Police Service - Walpole Warren Health Services Warren Health Services (Proxy) Pemberton Northcliffe Health Services Pemberton Northcliffe Health Services (Proxy) St John's Ambulance – Manjimup (Community Paramedic Warren Blackwood) St John's Ambulance – Manjimup (Proxy)</p> <p><u>Non-Voting Representatives (6) from:</u> DEMC / SEMC Manjimup Shire – Recovery Coordinator St John's Ambulance Walpole Chair St John's Ambulance Walpole (Community Paramedic) Water Corporation Western Power</p>
Proxies:	As shown above under Voting Members
Quorum:	At least 8 Voting Members
Term of Appointment:	To 21 October 2023
Officer Responsible:	Community Emergency Services Manager
Meetings:	3 Meetings per year. (The Chairman or Shire Chief Executive Officer may call supplementary meetings when required).
Reporting:	Direct to Council and South West Region DEMC
Delegated Power:	<i>Emergency Management Act 2005 and Local Government Act 1995.</i>
Area of Operation:	Shire of Manjimup

FUNCTIONS OF COMMITTEE

The functions of the Manjimup LEMC are as set down in Section 39 of the Emergency Management Act 2005:

- (a) to advise and assist the Council in ensuring that local emergency arrangements are established;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by regulations.

Local Emergency Management Committee

MEMBERS 2021 – 2023 v3 (Updated December 2022)

Member – Voting	Organisation	Member - Proxy
Cr Paul Omodei	Shire of Manjimup - Shire President	Cr Denise Jenkins
Mr Andrew Campbell	Shire of Manjimup - Chief Executive Officer	NA
Mr Todd Ridley	Shire of Manjimup - Community Emergency Services Manager	NA
Mr Remo Pessotto	Chief Bush Fire Control Officer	Mr Brad Wren
Mr Ian Guthridge	Department of Primary Industries & Regional Development	Graham Blincow
Ms Renee Flaxman	Department of Communities	Ms Michelle Duxbury
Mr Chris Sousa	Department of Fire and Emergency Services	Mr Nathan Hall
Mr Tim Foley	Department of Biodiversity, Conservation & Attractions	Mr Jeffrey Bennett
Mr Jayden Lowe	Police Service - Manjimup	NA
Mr Steve Page	Police Service – Walpole	NA
Mr Gavin Barke	Police Service - Pemberton	NA
Ms Justine Kelly	Warren Health Services	Vacant
Ms Paige Weaver	Pemberton Northcliffe Health Services	Mrs Kathy Smith
Mr Gary Willcox	St John's Ambulance Manjimup	Darryl Church

NON VOTING Representatives

Name	Organisation
Mrs Erin Hutchins	DEMC / SEMC
Mrs Gail Ipsen Cutts	Shire of Manjimup – Recovery Coordinator
Ivan Woodhams	St John's Ambulance Walpole Chair
Mr David Rae	St John's Ambulance Walpole (Community Paramedic SW Great Southern)
Ms Mel Robertson	Water Corporation
Mr Colin Jones	Western Power



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	Advisory Committee
Members:	2 Councillor Director Community Services (Proxy) RAP Project Officer 5 Aboriginal & Torres Strait Islander - Community Members/Key Stakeholders 2 Aboriginal & Torres Strait Islander – Youth Representatives 2 Community Representatives (Total 12)
Proxies:	1 for Council and Shire
Quorum:	At least 5 voting committee members
Term of Appointment:	To October 2023
Officer Responsible:	Director Community Services
Meetings:	Bi-monthly. Additional meetings may be called for when required.
Reporting:	Direct to Council
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

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

[MEMBERSHIP LISTED OVER PAGE]



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

MEMBERS FROM 3 MARCH 2022

Paul Omodei	Councillor (Chair)
Cliff Winfield	Councillor
Gail Ipsen Cutts	Director Community Services
Vanda Dei-Tos	Manager of Libraries & Cultural Services (Proxy)
Vacant	RAP Project Officer (Non-voting)
Wayne Herdigan	Aboriginal and Torres Strait Islander Community/ Stakeholder
Suzanne Kelly	Aboriginal and Torres Strait Islander Community/ Stakeholder
Susanne Griffiths	Aboriginal and Torres Strait Islander Community/ Stakeholder
Betty Michelle Cornwall	Aboriginal and Torres Strait Islander Community/ Stakeholder
Katrice May	Aboriginal and Torres Strait Islander Community/ Stakeholder
Vacant	Aboriginal and Torres Strait Islander Youth Representative
Vacant	Aboriginal and Torres Strait Islander Youth Representative
Wendy Eiby	Community Representative
Fiona Sinclair	Community Representative