

# ATTACHMENTS

# **COUNCIL MEETING**

16 November 2023

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# 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 four 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:

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- 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:

- 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;
- Councillor discussion;
- 3. Questions on the agenda;
- 4. Councillor issues;
- 5. Information Bulleting issues; and

7 9.1.1(1)

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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 16 NOVEMBER 2023** 

**NEXT DUE FOR REVIEW NOVEMBER 2027** 

The Administration of this Policy is by Office of CEO.

8 **9.1.3(1)** 

Warren Catchments Council Inc
ABN 34 727 168 816
trading as Southern Forests Community Landcare
52 Bath St
Manjimup WA 6258

Manjimup WA 6258 Phone (08) 9771 8180 Email: info@warrencc.org.au



Mr Andrew Campbell Chief Executive Officer Shire of Manjimup PO Box 1 Manjimup WA 6258.

15<sup>nd</sup> March 2023.

Re: PROPOSED LEASE OF FORMER TOP NOTCH CAFÉ.

Dear Andrew,

Warren Catchments Council Inc (WCC) proposes that the Shire of Manjimup lease the former Top Notch Café to our group on an ongoing annual peppercorn lease arrangement. Due to its downsizing, the Department of Water and Environmental Regulation office at 52 Bath Street Manjimup is to be sold. WCC's current lease with DWER expires on June 30<sup>th</sup> this year, with no possibility of an extension. Negotiations between departmental officers and Shire personnel indicate Council is unwilling to assume ownership of the building.

WCC's proposal to secure long term tenancy in the former café building at the Heritage Park will assist the Shire of Manjimup in achieving objectives set out in the *Heritage Park Plan 2022-2027*. The specific objectives WCC tenancy and collaboration with local groups will achieve are detailed below, providing a win-win situation.

Warren Catchments Council Inc has a proud 34-year history of land care and natural resource management in the Warren region and has collaborated with the Shire of Manjimup on many land care and natural resource management initiatives during this time. The WCC vision is to work with the Warren community to sustain healthy forests, rivers, coastal environs, rural enterprises and aspirations. We value the on-going support from the Shire of Manjimup and feel that a long-term lease arrangement would be of benefit to our group, other community groups and the wider Shire of Manjimup community.

Opportunistically, the current Native Forest Transition Community grant offers an avenue to secure funding that will enable more functional use of the internal space, continuing the kitchen enclosure to the far wall, creating additional secure office space – an suggested example. <a href="Native-Forest Transition">Native Forest Transition</a>. Workforce Transition Programs (www.wa.gov.au)

9.1.3(1)

**Inclusive and thriving communities** – A local government seeks to refurbish and activate an unused public space to recognise the contribution of the timber industry and provide a communal meeting space that can be used by community groups to share information about clubs, training and public activities. Applies for \$80,000 as a contribution towards a greater project cost to ensure the project is delivered well.

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The building and facilities could become the *Shire of Manjimup Community Sustainability and Landcare Hub*, or a similar title, as a long-term home for WCC and a central venue for all things land care, sustainability, eco-education, indigenous and agricultural cultural heritage. Verbal support has been offered by Manjimup Community Garden, FAWNA (wildlife rehabilitation) and the local Indigenous community (written confirmation to follow). A current project has made extensive use of the building, Park grounds and Sandra Donovan Sound Shell with a series of workshops promoting urban landcare: more than 300 participants – local and eco tourists - have attended the seven workshops, including passing foot traffic when held in the Sound Shell. Constructed wetland signage is a result of WCC work as are the bat boxes in the native vegetation section and an information board on the three threatened Cockatoo species about to be erected (funded by Newtons Orchard).

WCC welcomes the opportunity to investigate how other community groups could share this facility for workshops, forums, meetings, and research spaces; to explore concepts and initiatives such as the circular economy, climate adaptation and resilience, indigenous caring for country knowledge and practice, local and regional food and water security, environmental art and other natural resource management focussed applications of current and historical interest. Being incorporated in the Heritage Park offers all groups involved a greater visible presence and will encourage increased community engagement with all the activities and opportunities the Community Sustainability and Landcare Hub offers.

### Relevant objectives from The Heritage Park Plan 2022-2027

Objective 1 Increase local visitor rates and ensure greater enjoyment by the community of an existing social and cultural resource

Strategy 1.1 Activate the Park through more events, community activities and private functions

- Increased use of unused/underused assets such as...old Café building
- Encourage partnerships with community groups to conduct new events and activities in the Park
- Encourage the existing café to actively engage with and/or cater for events and activities in the Park

### Strategy 1.2 Increase community involvement and participation in the Park

• Foster and build 'Friends of the Park' group

### Strategy 1.3 Actively engage schools and use the Park as an education resource

- Continue to provide and promote curriculum-ready resources to schools
- Continue to support Warren Ribbons of Blue education programme associated with the constructed wetland

Strategy 1.5 Continue to develop the Park as representation of the flora diversity in our region through varying well presented planting areas and interpretation

10 **9.1.3(1)** 

- Continue to deliver upon the greater Park planting plan...particularly the Bush Garden around the State Timber Museum.
- Develop and implement Park wide flora interpretation signage

### Objective 3 Increase financial inputs...

"primary focus...not necessarily to increase income but to simply maximise existing infrastructure..."

Objective 4 To continue to preserve our local history through the telling of stories of our region, its industries and its people...

### Strategy 4.2 Maintain the exhibition standard established...

 Consider the relocation of the Slab Bush School to a location with greater passive surveillance to avoid continued anti-social behaviour and object damage

### Strategy 4.4 Improve and develop representation of local aboriginal heritage in the Park

(Based on visualising a dynamic Indigenous display in a section of the building, surrounding bush tucker garden and dual language influence on signage; venue for events)

- · Encourage and facilitate the development of an aboriginal 'bush tucker trail' in the Park
- Encourage and facilitate aboriginal interpretation and cultural projects within the Park
- Pursue and deliver upon dual-language (Bibbulmun-Noongar) naming of the Park
- Integrate aboriginal interpretation and language in any new interpretation projects

# Strategy 4.5 Continue to deliver strategies identified in the Timber and Heritage Park Precinct Interpretation Plan and Exhibition Design 2017

- Deliver upon greater interpretation of flora and fauna in the Park, including fauna information and plant markers for vegetation
- Investigate options for Wayfinding Portals

We look forward to the opportunity of discussing this proposal soon and trust that the Shire will consider this request favourably.

Yours sincerely

Julian Sharp

Chair

cc CrPaul Omodei <u>shire.president@manjimup.wa.gov.au</u>

Cr Denise Jenkins <u>denisejjenkins@bigpond.com</u>
Cr Robert Taylor <u>taylorrk@bigpond.net.au</u>

Cr Susan Dawson-Vidovich Susan Dawson @hotmail.com
Cr Wendy Eiby wendy.eiby@manjimup.wa.gov.au

Cr Cliff Winfield winfield06@bigpond.com
Cr Donelle Buegge donellebuegge@gmail.com
Cr Kim Skoss kim.skoss1@gmail.com
Cr Jennifer Willcox willcox@walpole.org.au
Cr Murray Ventris pembuser@westnet.com.au
Cr Kenneth Lawrence kenlawrence@westnet.com.au

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11 **9.1.3(2)** 

### Warren Catchments Council Inc

ABN 34 727 168 816 trading as

Southern Forests Community Landcare

phone: (08) 9771 8180

post: 52 Bath Street Manjimup WA 6258

email: info@warrencc.org.au



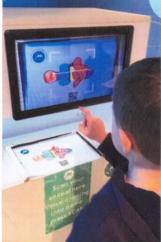
# PROPOSED 'LICENCE TO OCCUPY' FORMER CAFÉ BUILDING AT THE HERITAGE PARK FOR THE 2023-24 FINANCIAL YEAR

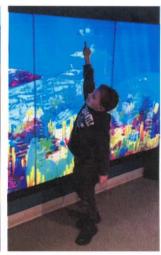
Southern Forests Community Landcare (SFCL) is an incorporated not-for-profit community governed natural resource management organisation. It has its origins in Manjimup Land Conservation District Committee, formed in 1989. For decades the organisation has leased office and storage space with the Department of Water and Environmental Regulation (DWER). However, DWER has ceased using the building at 52 Bath St, Manjimup and its disposal is planned. Consequently, SFCL is seeking an alternative base, and respectfully requests the Shire Council approve a 'Licence to Occupy' the Shire owned former café building for the remainder of the 2023-24 financial year. As detailed below, SFCL will proceed with a formal request to convert to a Lease of the building on the standard basis: five years with an option of five year renewal.

The former café structure at the Heritage Park is an ideal highly visible location to establish a base for environmental and sustainability education and capacity building. As a tenant, SFCL will be a committee member of the Heritage Park Advisory Committee and would collaborate with co-tenants and Shire officers to coordinate activities and developments within the Park and within the building itself. Activities, as funding permits, will target local residents and park visitors to encourage Park visitation and extend the duration of stay.

SFCL will also collaborate with government agencies such as Department of Biodiversity, Conservation and Attractions (DBCA) and Scitech to develop interactive displays showcasing our unique terrestrial fauna and flora, similar to that used at the Dolphin Discovery Centre. This activity enthrals children but also detains parents, grandparents and guardians who have time to inspect more informational exhibits. Casement windows on the north side of the building could house taxidermy native fauna species and be visible from the pathway should the building be closed.







12 **9.1.3(2)** 

The accessibility of the location lends itself to providing extension services for Water Corporation (waterwise gardening, shower head exchanges and other water saving promotions), DWER, and supporting the Shire, (waste management, recycling, composting) or the Department of Mines, Industry, Regulation and Safety (DMIRS) Household Energy Efficiency Scheme, thus becoming a one-stop shop for sustainability information and services.

The Ribbons of Blue education programme has been supported by the Shire of Manjimup on an on-going basis for many years, with the constructed wetland in the Heritage Park being a key learning site. SFCL's role in providing local schools with incursion and excursion support in water quality education could be expanded to support other areas of agricultural and environmental knowledge building. The recent grant to conduct Master Tree Grower courses in 2024, for example, could provide a professional learning opportunity for teachers delivering a range of Department of Primary Industries and Regional Development (DPIRD) Food, Fibre & Agricultural Science elearning Courses, four of which are related to agroforestry and forest management.

SFCL proposes to be granted sole tenancy of the building and single toilet block, north verandah and front (south) garden area with the understanding that the workshop area be made available for community use on a cost-recovery basis. As a community group, it is anticipated this will incur a peppercorn rental fee. At present the building has no secure office space that would allow open access by other groups. Given the understanding the Shire of Manjimup has no budgetary allocation in 2023-24 for any renovations to the building, SFCL will undertake repairs to the wall and ceiling of the former kitchen area, replace the missing door, affix a bolt lock on the swing door and locks on the two other internal doors. The empty building has been a convenient storage space for bookshelves and other items during the Shire's renovations of the Pemberton library. Continued short-term use for this purpose is not opposed. SFCL will negotiate with the Shire on the replacement of two cracked windows.

SFCL will liaise with Shire of Manjimup officers and the Visitors' Centre staff to accommodate workshop space booking. Cost-recovery fees will be set in line with Council charges for community groups.

Currently the building is essentially a dark cold barn, brick paved flooring and no ceiling with a wood heater at one end of the building the only source of heat. This limits its year-round appeal. SFCL envisages working with the Shire to develop a multi-year and multi-staged plan for building reconfiguration and refurbishment that correlates with community need and value propositions. This planning process would involve input from regular facility stakeholders such as the Warren Arts Council and collaborating groups (Letters of Support previously submitted attached as Appendix C). A clear vision of increased functionality and sustainability will inform joint applications for external funding support (e.g. Lotterwest). In the short to mid-term, SFCL envisages four insulated and secure offices be constructed on the western end of the building, one available for a community group. The proposed temporary office space could then be available as a meeting room. The intended design is hampered by the lack of any building plans that identify services; the feasibility of where office partitioning can occur will require collaboration with building inspectors.

Appendix A lists the projects undertaken by SFCL in the 2022-23 financial year, with recent grants also recorded. As a grant-dependent organisation, the co-location with active collaborating groups has potential to enhance grant success. Support from the Manjimup Historical Society's History House would assist in the development of an exhibition of the agricultural history of Manjimup LCDC and its successive iterations. A recent reunion of Manjimup LCDC members reflected on the ground-breaking changes their activities instituted in local agricultural practices.

9.1.3(2)

Appendix B lists the alignment between SFCL current and planned activities with the Heritage Park Strategic Plan as presented in a 15<sup>th</sup> March 2023 communication to Shire Councillors and staff from Chair, Julian Sharp. This was complemented by a briefing to Council, describing SFCL activities and ambition, delivered by Mark Batty (SFCL Vice Chair), 28<sup>th</sup> September 2023.

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Appendix C resubmits Letters of Support from Ms Suzanne Kelly, representative of Karri Karrack Aboriginal Corporation and Committee member of the Shire of Manjimup Reconciliation Action Plan, and from Ms Marie Manns on behalf of the Manjimup Community Garden.

We trust that this request for a 'Licence to Occupy' will be viewed favourably by Council. Should this request be granted, it is envisaged that substantial progress will be made in resolving the aforementioned issues via third party funding, and that SFCL will then apply to Council for standard community lease, with the terms in keeping with the other tenants of the Heritage Park, in time for the 2024/25 financial year.

Yours sincerely

le surver

Kathy Dawson

SFCL Secretary

14 **9.1.3(2)** 

### APPENDIX A

### Project Activity 2022-23

Project	Funder	Officer	Project Value
Cockatoo Habitat building	Newtons Orchard	Lee Fontanini	\$10,000
Land4Wildlife – weed control and revegetation	SW NRM/Aus Govt	Lee Fontanini	\$2,407
Threatened Species workshop/bus tour	SW NRM/Aus Govt	Josephine Mead	\$2,465
Towards Net Zero – forum and workshops (auspiced)	Shire of Manjimup	Rose Ferrell (Clever Clogs - Pemberton)	\$2,000
Pollinator Aplenty – increasing urban biodiversity	State NRMO	Sharon Rose	\$28,656
Blackberry control at KinKin	State NRMO	Josephine Mead	\$34,133
Carbon Farming Seminar	Forest Products Commission	Kathy Dawson	\$2,000
Dung Beetle breeding and inter-state translocation	State NRMO	Kathy Dawson	\$35,000
Dung Beetle Ecosystem Engineers (final year)	Rural R&D4Profit/MLA	Kathy Dawson	\$365,000
Perup Fox baiting	SW NRM/Aus Govt	Josephine Mead/ Jenny Carley	\$17,745
Ribbons of Blue	Shire of Manjimup	Andy Russell	\$7,000
Biochar workshop	Self-funded – SFCL volunteers	Kathy Dawson	

### Funding received since 1st July 2023

Green Spaces Counter the Blues	FRRR – Social Impact of Drought	ТВА	\$75,661
Worm Farming	Shire of Manjimup	ТВА	\$3,000
Master Tree Crowers courses	JTSI Native Forest Transition	ТВА	\$100,000
Ribbons of Blue	Shire of Manjimup	ТВА	\$7,000
SoilWise - soil testing	DWER	Kathy Dawson	\$8,500
Manjimup LCDC Reunion	WALN	Kathy Dawson	\$250

### APPENDIX B

Relevant objectives from The Heritage Park Plan 2022-2027

# Objective 1. Increase local visitor rates and ensure greater enjoyment by the community of an existing social and cultural resource

Strategy 1.1 Activate the Park through more events, community activities and private functions

- · Increased use of unused/underused assets such as...old Café building
- Encourage partnerships with community groups to conduct new events and activities in the Park
- Encourage the existing café to actively engage with and/or cater for events and activities in the Park

Strategy 1.2 Increase community involvement and participation in the Park

· Foster and build 'Friends of the Park' group

Strategy 1.3 Actively engage schools and use the Park as an education resource

- · Continue to provide and promote curriculum-ready resources to schools
- Continue to support Warren Ribbons of Blue education programme associated with the constructed wetland

Strategy 1.5 Continue to develop the Park as representation of the flora diversity in our region through varying well presented planting areas and interpretation

- Continue to deliver upon the greater Park planting plan...particularly the Bush Garden around the State Timber Museum.
- · Develop and implement Park wide flora interpretation signage

Objective 3. Increase financial inputs... "primary focus...not necessarily to increase income but to simply maximise existing infrastructure..."

Objective 4. To continue to preserve our local history through the telling of stories of our region, its industries and its people...

Strategy 4.2 Maintain the exhibition standard established...

 Consider the relocation of the Slab Bush School to a location with greater passive surveillance to avoid continued anti-social behaviour and object damage

Strategy 4.4 Improve and develop representation of local aboriginal heritage in the Park (Based on visualising a dynamic Indigenous display in a section of the building, surrounding bush tucker garden and dual language influence on signage; venue for events)

- Encourage and facilitate the development of an aboriginal 'bush tucker trail' in the Park
- · Encourage and facilitate aboriginal interpretation and cultural projects within the Park
- Pursue and deliver upon dual-language (Bibbulmun-Noongar) naming of the Park
- · Integrate aboriginal interpretation and language in any new interpretation projects

Strategy 4.5 Continue to deliver strategies identified in the Timber and Heritage Park Precinct Interpretation Plan and Exhibition Design 2017

- Deliver upon greater interpretation of flora and fauna in the Park, including fauna information and plant markers for vegetation
- · Investigate options for Wayfinding Portals

### APPENDIX C

### a) Karri Karrack Aboriginal Corporation

Ms Kathy Dawson Secretary - Warren Catchment Council Southern Forests Community Landcare Manjimup

### Dear Kathy

I, Suzanne Kelly, Cultural Advice Committee member for Karri Karrak Aboriginal Corporation and Committee member for Shire of Manjimup Reconciliation Action Plan, support Warren Catchment Council's proposal to occupy the former café building at the Heritage Park.

16

WCC's vision and activities align with mine as a member of the above two Committees and I look forward to liaising with WCC in their effort to raise the awareness of Aboriginal Culture and Heritage in the building.

WCC has previously collaborated with the local Indigenous Community in the ephemeral landart project constructed in the Park and other activities.

I look forward to this location enabling further collaborative opportunities to provide much needed Cultural information to the public and citizens of Manjimup.

Kind Regards

Suzanne Kelly

17 **9.1.3(2)** 

### b) Manjimup Community Garden

To Whom It May Concern,

Please find attached a copy of a Letter of Support for the Warren Catchment Council.

I, Marie Manns, representing Manjimup Community Garden, support Warren Catchment Council's proposal to occupy the former café building at the Heritage Park.

WCC's vision and activities align with those of the Manjimup Community Garden. Manjimup Community Garden has previously collaborated with WCC to present workshops on composting, and as an active participant in the current series of workshops in the State NRM Office funded Pollinators Aplenty project.

Manjimup Community Garden recognises the potential to collaborate with WCC in using the larger indoor workshop space to conduct events that build local horticulture capacity, irrespective of the weather conditions.

Kind regards,

Marie Manns

Chairperson

Manjimup Community Garden

0439 937 959

Manjimup Community Garden

Located in the Manjimup Timber & Heritage Park 33 Edwards Street, Manjimup WA 6258 PO Box 38, Manjimup WA 6258 manjimupcommunitygarden@gmail.com **9.2.1(1)** 



Proposed Lease Area – Northcliffe Recreation Association Inc.

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 October 2023 to 31 October 2023

					Cheque Payments		
Payment Number	Date	Cheque Number	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.289	06-10-2023	95424	216	59	Manjimup Chinese Restaurant	Dinner for Councillors 7 September 2023	716.00
CP.289	06-10-2023	95425	2512	September 2023	Pharmacy 777 Bridgetown	Pharmacy supplies September 2023	222.20
CP.289	06-10-2023	95426	3856	INV-0019	Setonix Digital Pty Ltd	Microsoft Licensing Consultation - 1 Day	1,771.00
CP.289	06-10-2023	95427	327	request for payment - petty cash 3/10/23	Shire of Manjimup	petty cash reimbursement 3/10/23 MHCC	91.45
CP.289	06-10-2023	95428	151	9006924504.016 0	Water Corporation	Water Walpole Public Toilets Rec Ground 26 Jul 2023 - 28 Sep 2023	285.47
CP.290	13-10-2023	95429	2512	185187/2 - acc # 255023620	Pharmacy 777 Bridgetown	Dressing Supplies HCP OP	182.92
CP.290	13-10-2023	95430	1116	3796080	Subway Manjimup	Food and drinks for the Fire Control Officers Course 4 October 2023	192.20
CP.290	13-10-2023	95431	151	9006924192.015 6	Water Corporation	Water Public Toilets SW Hwy Walpole 26/07/2023 to 28/9/23	237.96
CP.290	13-10-2023	95431	151	9006925435.016 7	Water Corporation	Water Walpole Public Toilets Boronia Street - 26/07/2023 to 28/09/2023	167.97
CP.290	13-10-2023	95431	151	9006926526.013	Water Corporation	Water Walpole Depot 25/07/2023 to 28/09/2023	25.80
CP.290	13-10-2023	95431	151	9021701544.005	Water Corporation	Water Walpole SES - 25/07/2023 - 28/09/2023	78.41
CP.290	13-10-2023	95431	151	9006895360.016	Water Corporation	Water Collier Street Sporting Complex - 07/08/2023 - 9/10/2023	347.76
CP.290	13-10-2023	95431	151	9006895491.016 1	Water Corporation	Water - Rae Park Showgrounds - 07/08/2023 to 9/10/2023	569.15
CP.290	13-10-2023	95431	151	900611172.0132	Water Corporation	Water Roundabout Ipsen & Rose 09/08/23 to 10/10/23	8.60
CP.290	13-10-2023	95431	151	9006887395.016	Water Corporation	Water Coronation Park Toilets 08/08/2023 to 10/10/2023	443.88

34.40	8.53	11.19	83.14	121.73	5.73	728.25	190.40	1,483.80	149.36	193.35	25.30	203.00	172.24	39.90	634.50	264.25	260.24	250.00	285.14	5.73	5.73
Water Quinninup Toilets & Oval 08/08/2023 to 10/10/2023	Water Northcliffe Cemetery 08/08/2023 to 10/10/2023	Water Pemberton Mill Hall Toilets 09/08/23 to 11/10/23	Water Lions Gazebo & Public Toilets 08/08/2023 to 10/10/2023	Water Northcliffe Visitor Centre 08/08/2023 to 10/10/2023	Water Roundabout Mount & Giblett 09/08/2023 to 10/10/2023	Water Manjimup Library and Community Centre 09/08/2023 to 10/10/2023	Water - Trade Waste Charges Manjimup Trail Bike Hub 11/07/2023 - 27/09/2023	Water Shops 5 Brockman St 09/08/2023 - 10/10/2023	Water Pemberton Visitor Centre & War Memorial Tap - 09/08/2023 - 11/10/2023	Water Medical Housing 84 O'Connor 09/08/2023 - 12/10/2023	licence renewal - CP3696 - can crusher	Lease transfer - Site 43 Windy Harbour	Chemist items - HCP - OP	Dressing Materials Wellness Centre	Admin - petty cash ending 23/10/23	petty cash recoup - Depot	Payment 5171567312 - Electricity Public Toilets Brockman Street 19/08/2023 - 18/10/2023	Refund Bond - Hire Wellness Centre Conference room 18/10/2023	Water Heritage Park - PowerUp/Park Cafe/Visitor Ctr 09/08/23 to 10/10/23	Water Northcliffe Hall Public Toilets 08/08/2023 - 10/10/2023	Water Usage Manjimup Trail Bike Hub 09/08/2023 - 12/10/2023
Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Department of Transport	Landgate	Pharmacy 777 Bridgetown	acc # 255024058 <sup>-</sup> Pharmacy 777 Bridgetown 117927/1	request for payment 23/10/23	Shire of Manjimup	Synergy	The Connection Coach Pty Ltd	Water Corporation	Water Corporation	Water Corporation
9006928863.015 4	9009918759.011	9016611915. 0063	9011096686.010	9013876838.010 5	9014169123.008 6	9006888187.016	9025069240.000	9006888064.025 5	9006918120.015	9021999977.004	CP3696.191023	Site 43 Windy Harbour	255023620 Aug 2023	acc # 255024058 117927/1	request for payment 23/10/23	PC241023	283903730 - 2009966661	request for payment 24/10/2023	9006887598.134	9006917312.013	9006887256.015 7
151	151	151	151	151	151	151	151	151	151	151	1138	205	2512	2512	186	314	145	3914	151	151	151
95435	95435	95435	95435	95435	95435	95435	95435	95435	95435	95435	95436	95437	95438	95438	95439	95440	95441	95442	95443	95443	95443
20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023
CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294

21

8.60	721.30	/09/2023 - 260.69	9/2023 - 260.69	9/2023 - 260.69	023 381.49	5.67	0/23 6.01	Cheque Total 18,779.37		Inclusive Amount	94.00	1,540.00	597 #2 9,499.00	ities 2,200.00	390.00	keg/Flow nder 177.99 305799	dical 86.32	1,685.60	, remove 3,544.00	205.98
Water Apex Park 09/08/2023 - 12/10/2023	Water Manjin Park 09/08/2023 - 12/10/2023	Water Unit A, 84 O'Connor St - Service Charge 01/09/2023 31/10/2023	Water Unit B 84 O'Connor St Service Charge 01/09/2023 - 31/10/2023	Water Unit C 84 O'Connor St Service Charge 01/09/2023 - 31/10/2023	Water MISP & Cleaners Sink 10/08/2023 - 13/10/2023	Water Anunaka Park 10/08/2023 - 13/10/2023	Water Pemberton Mill Hall Toilets 09/08/23 to 11/10/23	Che	ents	Invoice Description	1 x pr Perfect Image waders	Audit - CPCGP Grant Funds for Youth Engage and Empower Project	BC200ICHCEU Outback Slasher as per Estimate 597 #2	Demolition & construction plan for Rea Park Amenities Building Redevelopment	Hire Sara Stedy hoist - HCP - WB	HCP HL- 3 x Oxygen Medical C size, 1 x Oxygen Reg/Flow Portable, 1 x 5LPM Oxygen Concentrator, 2 x Cylinder Trolley C/CD/ND - 28/07/23 to 20/08/23 - A/c 100305799	Cylinder rental - 2 x Oxygen, 1 x Acetylene, 8 x Medical Oxygen - September 2023t # 1305064	BCITF Levy - September 2023	inspect clunking/wobble in steering & pulling to left, remove & replace RH steering rack end, LH & RH lower ball joints, front tyre replacement & wheel alignment - WA23595 BS05	Alcohol for Council
Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation	Water Corporation		Electronic Funds Transfer Payments	Creditor Name	Alexander's Outdoor & Leisure	AMD Chartered Accountants	Ashrose P/L ATF The Stephen Perkins Family Trust	Bachos Building Design	Better Life Centre Pty Ltd	BOC Limited	BOC Limited	Building and Construction Industry Training Fund	Bunbury Trucks	Cellarbrations
9006896355.013 4	9012463820.010	9020859550.004	9020859569.004	9020859585.004 4	9006892012.017	9016928736.007	9016611915. 0063B			Invoice No	23-00015687	803514	16123 #9	1246	308719	5006170729 - acc BOC Limited # 100305799	4035033908	acc # 13352717 - INV-197619- W4M5H7	202522C	00218354
151	151	151	151	151	151	151	151			Creditor Number	142	84	3846	2896	639	223	223	646	1274	190
95443	95443	95443	95443	95443	95443	95443	95443			Cheque Number	EFT	EFT	EFT	EFT	EFT	EFT	EFT	FH	EFT	EFT
30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023			Date	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023
CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294			Payment Number	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289

143.62	23,064.42	4,432.51	22,190.26	4,290.00	418.00	00.99	1,135.68	196.66	289.00	1,513.23	4,630.43	642.02	653.70	915.20	171.60	215.00	132.00	132.00	6,561.50	72.60	140.00
Depot bins (waste & cardboard) month of September 2023	kerbside recycling collection & customer bins month of September 2023	MRF monthly recycling gate fee month of September 2023	domestic kerbside refuse collection month of September 2023	Manjimup street & park bins collection month of September 2023	Debt recover Account ID 96744 1724	2 x D4-1-2A Chevron	Travel Claim for September 2023 - Cr J Willcox	Parking reimbursement WALGA Conference 2023	Accommodation WALGA Convention 2023 - Denise Jenkins - Sunday night	AutoDesk vehicle tracking renewal - Quote: S000204791	Foxit annual renewal - Quote: S000206768	Antenno SaaS fee - September 2023 - Customer No. C16267	Fortnightly Datapay September 23 payroll services - Customer No C16267	Patching of roof leaks (Pemberton Sports Club)	Fix broken down pipe at Northcliffe BFB shed	Accommodation Cr Willcox 28 September 2023	Unload Flooring off trailer (Pemberton CRC Floor replacement)	Load flooring on trailer (Pemberton CRC Floor replacement)	wet hire of grader - shoulder improvement 27-29 September 2023 - Mordalup Road, hire of low loader - grader shift to Mordalup Road	6 month service charge 2 x 15.0kg LPG cylinders - FL1	Enviroclean Warthog parts washer hire - month of October 2023
Cleanaway Pty Ltd	Cleanaway Pty Ltd	Cleanaway Pty Ltd	Cleanaway Pty Ltd	Cleanaway Pty Ltd	Cloud Collections Pty Ltd	Corsign WA Pty Ltd	Cr Jennifer Willcox	Cr Jennifer Willcox	Crown Promenade Perth	Data #3 Limited	Data #3 Limited	Datacom Solutions (AU) Pty Ltd	Datacom Solutions (AU) Pty Ltd	Dempster Plumbing & Construction	Dempster Plumbing & Construction	Dingup House Bed and Breakfast	Dinis Contractors	Dinis Contractors	Dronow Contracting (2005) Pty Ltd	Elgas Limited	Enviroclean Victoria Pty Ltd
21757194	21757112	21757113	21757120	21757121	4609	00079283	Travel Claim - September 2023	Parking reimbursement WALGA Conference 2023	folio # 1464766 - AR # CPP100051	SIN000152489	SIN000152744	INV1420043	INV1422376 - C16267	INV-1382	INV-1380	INV-0203	INV-0283	INV-0282	INV-4968	1646510078	40094
2069	2069	2069	2069	2069	3368	2836	3361	3361	3306	822	822	1937	1937	2126	2126	3755	1177	1177	305	1443	3330
EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023
CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289

121.77	58.73	154.00	70.00	748.75	8,285.20	178.60	137.20	76.55	91.95	178.60	278.65	1,485.00	879.00	1,160.50	165.61	561.34	279.03	309.39	335.84	256.16	183.20	74.15	61.00	792.00	130.02
Police checks, Humble, Pillage & Noone	Manjimup SES Phone Services - 28 Aug 2023 to 27 Sept 2023	annual subscription - GPS units in light vehicles - September 2023	Guardian - HCP - SL	Ranger Uniform - Tammy Noone - Maternity leave cover	Design Rea Park Irrigation Events Area	Continence aids - HCP - MK	Continence aids - HCP - SE	Continence aids - HCP - BJ	Continence aids- M Ri	Continence aids - HCP - CJ	Continence aids - HCP - EE	supply & fit new genuine Hino LH rear door glass - TK23	1 x 1450L x 500D x 700H steel half lid toolbox - 1003WA	AquaCentre change room sewerage blockage removal	AquaCentre Cafe stock	AquaCentre Cafe stock	AquaCentre Cafe stock	Aqua Centre Cafe Stock	AquaCentre Cafe stock	Bulk gas MHCC and yearly facility fees lot 3 Pier St Walpole	SCHEDULE:R2023/09 DATE:05/08/2023 TO 01/09/2023	GROSS RENTAL VALUATIONS CHARGEABLE SHEDULE NO: G2023/16 DATED 19/08/2023 TO 15/09/2023	Online transaction summary - September 2023	welding/fabrication services - 26 September 2023	Meals-DWD
Equifax Australasia Workforce Solutions Pty Ltd	FairTel	Fleet Dynamics Pty Ltd	Guardian Safety Pendants Pty Ltd	Hart Mensland	Hill and Canning Consulting Engineers Pty Ltd	Independence Australia	Independence Australia	Independence Australia	Independence Australia	Independence Australia	Independence Australia	Independent Windscreens	Instant Racking & Steel Shelving	JC Plumbing & Gas WA	Johnson's Food Services	Johnson's Food Services	Johnson's Food Services	Johnson's Food Services	Kiora Investments Pty Ltd	Kleenheat Gas	Landgate	Landgate	Landgate	Lilbourne Contracting	lite of Easy
15455734	406234-253	67226-202309	1NV-56U15	H0346	INV02528	71894705.01	71895138.01	71897595.01	71896351.01	71898071.01	71900067.01	14006	00064718	INV-2364	1NV-00776	INV-01046	INV-01207	INV-0129	160453821	Acc # 465759 - Billing # 65094736	387797 - 10000964	387826 - 10000964	65590102 - acc#	INV-0122	7107130
1952	2312	2952	3705	98	3492	2481	2481	2481	2481	2481	2481	2736	1569	580	100	100	100	100	58	61	309	309	877	3871	7000
EFT	EFT	FH	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	100
06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06 40 0000
CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	0000

**9.3.1(1)** 

keyed MLJM 631 6.5, 6 x d MLJM 631 6.5, 6 x d MLJM 631 6.5, postage 112A jockey wheel - TR07 & andy Elby Northcliffe Visitors ember 2023 9 September 2023 oducts - 2 October 2023 vs & accessories - ESL Line 9 vs & accessories - ESL Line 9 1. eight - RL11 l screws, flat washers - RL10 WA 1. wA	CP.289	06-10-2023	EFT	3087	7117453	Lite n' Easy	Lite N Easy meals - HCP - FJ	130.02
06-10-2023         EFT         3087         7127061         Lile in Easy         Lile N Easy         Lile N Easy         Lile in E	6	06-10-2023	EFT	3087	7125677	Lite n' Easy	Lite N Easy - HCP - RP	71.18
06-10-2023         EFT         3087         //2/2031         Lile n* Easy         Lile N* Easy - HCP - MH           06-10-2023         EFT         3087         7/27546         Lile n* Easy         meals- AC           06-10-2023         EFT         3087         7/27546         Lile n* Easy         meals- AC           06-10-2023         EFT         3087         7/27549         Lile n* Easy         meals- SB           06-10-2023         EFT         3087         7/25534         Lile n* Easy         meals- SB           06-10-2023         EFT         3087         7/25534         Lile n* Easy         Meal* P* Johns           06-10-2023         EFT         2087         10-00402         Lile n* Easy         Meal* P* Johns           06-10-2023         EFT         2087         C11188         Lock Around* The Clock         padocks with long shark keyed MLJM 631 6.5, ex         2           06-10-2023         EFT         24         108633         Manjimup Frieght Distributions & BM         AR* R* R* R* 1910 Mail* N* R*	60	06-10-2023	EFT	3087	7127091	Lite n' Easy	Lite N Easy - HCP - DG	85.22
06-10-2023         EFT         3087         7127801         Libe n Easy         meals-AC           06-10-2023         EFT         3087         7127846         Libe n Easy         ILBA N Easy         ILBA N Easy           06-10-2023         EFT         3087         7125344         Libe n Easy         meals-SB           06-10-2023         EFT         3087         7125344         Libe n Easy         meals-SB           06-10-2023         EFT         3087         7125344         Libe n Easy         meals-SB           06-10-2023         EFT         3087         7125344         Libe n Easy         Meal-P Johns           06-10-2023         EFT         262         Reful77/102022         Libe n Leasy         Meal-P Johns           06-10-2023         EFT         263         customar # 31888         Manijimup Chemmart Phermacy         Chemist items - HCP - FJ           06-10-2023         EFT         24         109643         Manijimup Chemmart Phermacy         Chemist items - HCP - FJ           06-10-2023         EFT         24         109263         Manijimup Chemmart Phermacy         Chemist items - HCP - FJ           06-10-2023         EFT         24         109263         Manijimup Chemmart Phermacy         Chemist items - HCP - FJ	39	06-10-2023	EFT	3087	1727217	Lite n' Easy	Lite N Easy - HCP - GW	110.42
06-10-2023         EFT         3087         7127546         Lite n° Easy         Lite N Easy - HCP - MH           06-10-2023         EFT         3087         7125384         Lite n° Easy         meats-SB           06-10-2023         EFT         3087         7125384         Lite n° Easy         Meat P- Johns           06-10-2023         EFT         3087         7067022         Lite n° Easy         Meat P- Johns           06-10-2023         EFT         3087         7125384         Lite n° Easy         Meat P- Johns           06-10-2023         EFT         262         Rent 07/10/2023         Lock Around The Clock         Rent - 2 Vieeke 07/10/2023         Graph of Around The Clock         Rent - 2 Vieeke 07/10/2023         Graph of Around The Clock         Rent - 2 Vieeke 07/10/2023         Graph of Around The Clock         Rent - 2 Vieeke 07/10/2023         Graph of Around The Clock         Rent - 2 Vieeke 07/10/2023         Graph of Around The Clock         Rent - 2 Vieeke 07/10/2023         Graph of Around The Clock         Rent - 2 Vieeke 07/10/2023         Graph of Around The Clock         Rent and the draph of Around The Clock	89	06-10-2023	EFT	3087	7127801	Lite n' Easy	meals- AC	106.22
06-10-2023         EFT         3087         7124883         Lite in Easy         meals-AJ           06-10-2023         EFT         3087         7155848         Lite in Easy         meals-AJ           06-10-2023         EFT         3087         7152848         Lite in Easy         meals-AJ           06-10-2023         EFT         2632         7152344         Lite in Easy         Renit -24 Weeks or/102023 to 20/102023           06-10-2023         EFT         46         C11188         Lock Around The Clock         Renit -24 Weeks or/102023 to 20/102023           06-10-2023         EFT         46         C11188         Lock Around The Clock         Renit -24 while sid strank keyed MLJM 631 6.5, possage           06-10-2023         EFT         236         Customer # 31858 Manjimup Chemmart Pharmacy         Chemist Ilems - HCP - F.J           06-10-2023         EFT         24         109263         Manjimup Freight Distributors & BM         Resisting the Chemist Ilems - HCP - F.J           06-10-2023         EFT         24         109262         Manjimup Freight Distributors & BM         Resisting the Chemist Ilems - HCP - F.J           06-10-2023         EFT         17         1122040         Manjimup Freight Distributors & BM         Resisting the Chemist Ilems - HCP - F.J           06-10-2023	68	06-10-2023	EFT	3087	7127546	Lite n' Easy	Lite N Easy - HCP - MH	85.22
06-10-2023         EFT         3087         7065787         Lite in Easy         meals-AJ           06-10-2023         EFT         3087         7155384         Lite in Easy         Real-P Johns           06-10-2023         EFT         46         C11188         Lock Around The Clock         8 ran-2 Weeks 07/10/2023 to 20/10/2023           06-10-2023         EFT         46         C11188         Lock Around The Clock         8 ran-2 Weeks 07/10/2023 to 20/10/2023           06-10-2023         EFT         46         C11188         Lock Around The Clock         Chemist tlems - HCP - FJ           06-10-2023         EFT         236         customer # 31858 Manijimup Chemmart Pharmacy         Chemist tlems - HCP - FJ           06-10-2023         EFT         24         109064         Lock Around The Clock         Chemist tlems - HCP - FJ           06-10-2023         EFT         24         109064         Manijimup Freight Distributors & BMI         128012 APRICA Plot Clockey With India Place of Manijimup Preight Distributors & BMI         128012 APRICA Plot Clockey With India Place Accessories - ESL Line 9           06-10-2023         EFT         172         11226666         Manijimup Motors PV Lid         Alacipiturup Motor	89	06-10-2023	EFT	3087	7124883	Lite n' Easy	meals- SB	85.92
06-10-2023         EFT         2632         Rent/07/10/2023         Lite n'Easy         Meat P Johns           06-10-2023         EFT         2632         Rent/07/10/2023         LJ Hooker Pemberton         6 x-10-2023         EFT         46         C11168         Lock Around The Clock         6 x-10-2024         6 x-10-2023         EFT         2356         customer # 31858         Manjimup Chemmart Pharmacy         Chemist lears + HCP - FJ         A control of the control o	68	06-10-2023	EFT	3087	7065787	Lite n' Easy	meals-AJ	206.56
06-10-2023         EFT         263.2         Feat 07/10/2023 (2010/02023)         Lu Hooker Pemberton         Rant - 2 Weeks 07/10/2023 to 20/10/2023         Col 1/188         Luck Around The Clock         psadlocks with long shank keyed MLJM 631 6.5. cx           06-10-2023         EFT         23-56         customer # 31858         Manjimup Chemmat Pharmacy         Chemist items - HCP - R.         Application of the Clock	683	06-10-2023	EFT	3087	7125394	Lite n' Easy	Meal- P Johns	131.03
06-10-2023         EFT         46         C11188         Lock Around The Clock         6 y padlocks with long shank keyed MLJM 631 6.5, 6 x           06-10-2023         EFT         2356         customer # 31858 Manijimup Chemmant Pharmacy         Chemist Items - HCP - FJ         April MLM 631 6.5, 6 x           06-10-2023         EFT         753         J0663         Manijimup Freight Distributors & BM         2 x R1961 bearing kit, 1 x R2112A jockey wheel - TR07 & Logistics           06-10-2023         EFT         24         109064         Manijimup Freight Distributors & BMI         Reight ex Truckline - 18 September 2023           06-10-2023         EFT         24         109262         Logistics         Manijimup Freight Distributors & BMI         Freight ex Truckline - 18 September 2023           06-10-2023         EFT         24         109262         Logistics         Manijimup Molors Pty Ltd         Beaning roller tapers, seals, freight - RL11           06-10-2023         EFT         117         11228637         Manijimup Molors Pty Ltd         Manijimup Molors Pty Ltd         Manijimup Molors Pty Ltd         Beaning roller tapers, seals, freight - RL10           06-10-	683	06-10-2023	EFT	2632	Rent 07/10/2023 to 20/10/2023	LJ Hooker Pemberton	Rent - 2 Weeks 07/10/2023 to 20/10/2023	1,000.00
06-10-2023         EFT         2356         customer # 31858 Manjimup Chemmant Pharmacy         Chemist items - HCP - FJ           06-10-2023         EFT         753         J06633         Manjimup Denty Luth Darts         2 x R1961 bearing kit 1 x R2112A jockey wheel - TR07 & TR17 and Jockey Luth Darts Luthout St. BMI         2 x R1961 bearing kit 1 x R2112A jockey wheel - TR07 & TR17 and Jockey Luth Darts Luthout St. BMI         2 x R1961 bearing kit 1 x R2112A jockey wheel - TR07 & TR17 and Jockey Luth Darts Luthout St. BMI         2 x R1961 bearing kit 1 x R2112A jockey wheel - TR07 & TR17 and Jockey Luth Darts Luthout St. BMI         2 x R1961 bearing kit 1 x R2112A jockey wheel - TR07 & TR17 and Jockey Luth Darts Luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing luthout St. Luthout St. BMI         2 x R1961 bearing kit 1 x R2112 bearing luthout St. BMI         2 x R1961 bearing luthout St. Luthout St. Luthout St. Luthout St. Luthout Denty St. Luthout St. Luthout St. Luthout Denty St. Luthout Denty St.	589	06-10-2023	EFT	46	C11188	Lock Around The Clock	6 x padlocks with long shank keyed MLJM $631$ $6.5$ , $6$ x padlocks with std shank keyed MLJM $631$ $6.5$ , postage	2,416.80
06-10-2023         EFT         753         Jub663         Manijimup Freight Distributors & BMI         2 x R1961 bearing kit, 1 x R2112A jockey wheel - TR07 & Logistics           06-10-2023         EFT         24         109064         Manijimup Freight Distributors & BMI         Freight ex Truckline - 16 September 2023           06-10-2023         EFT         24         109262         Manijimup Freight Distributors & BMI         Freight ex Instant Racking - 29 September 2023           06-10-2023         EFT         24         109262         Manijimup Freight Distributors & BMI         Freight ex Instant Racking - 29 September 2023           06-10-2023         EFT         172         2 - 1069999         Manijimup Mire 10 & Retravision         Wapole SES - Microsoft 365           06-10-2023         EFT         117         1122666         Manijimup Motors Pty Ltd         Manijimup SES - 2 x Pole saws & accessories - ESL Line 9           06-10-2023         EFT         117         11228049         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd           06-10-2023         EFT         117         1122804         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Steel wool and bee's wax         A accessories - ESL Line 9           06-10-2023         EFT         117         11228046 <td>589</td> <td>06-10-2023</td> <td>EFT</td> <td>2356</td> <td>customer # 31858</td> <td>Manjimup Chemmart Pharmacy</td> <td>Chemist items - HCP - FJ</td> <td>30.00</td>	589	06-10-2023	EFT	2356	customer # 31858	Manjimup Chemmart Pharmacy	Chemist items - HCP - FJ	30.00
06-10-2023         EFT         24         109064         Manifumup Freight Distributors & BMI         26/9/23 freight red bag to Wendy Eiby Northcliffe Visitors           06-10-2023         EFT         24         109262         Manifumup Freight Distributors & BMI         freight ex Truckline - 18 September 2023           06-10-2023         EFT         24         109262         Manifumup Freight Distributors & BMI         freight ex Instant Racking - 29 September 2023           06-10-2023         EFT         24         109321         Manifumup Freight Distributors & BMI         freight ex Instant Racking - 29 September 2023           06-10-2023         EFT         1729         2-1069999         Manifumup Freight Distributors & BMI         freight ex Prime Industrial Products - 2 October 2023           06-10-2023         EFT         177         11226666         Manifumup Motors Pty Ltd         Manifumup SES - 1 x Pole saws & accessories - ESL Line 9           06-10-2023         EFT         177         11228034         Manifumup Motors Pty Ltd         Manifumup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         177         11228036         Manifumup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         177         11228036         Manifumup Motors Pty Ltd         Steel wool and wee's wax <t< td=""><td>289</td><td>06-10-2023</td><td>EFT</td><td>753</td><td>10663</td><td>Manjimup Economy Auto Parts</td><td>1961 bearing kit, 1 x R2112A jockey wheel - TR07</td><td>192.00</td></t<>	289	06-10-2023	EFT	753	10663	Manjimup Economy Auto Parts	1961 bearing kit, 1 x R2112A jockey wheel - TR07	192.00
06-10-2023         EFT         24         109262         Manijimup Freight Distributors & BMI Legith ex Truckline - 18 September 2023           06-10-2023         EFT         24         109262         Manijimup Freight Distributors & BMI Legith ex Instant Racking - 29 September 2023           06-10-2023         EFT         172         2-1069999         Manijimup Freight Distributors & BMI reight ex Instant Racking - 29 September 2023           06-10-2023         EFT         177         11226666         Manijimup Mitre 10 & Retravision         Manijimup SES - 2 x Pole saws & accessories - ESL Line 9           06-10-2023         EFT         117         11228034         Manijimup Motors Pty Ltd         Manijimup SES - 1 x Pole saws & accessories - ESL Line 9           06-10-2023         EFT         117         11228034         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         117         11228036         Manijimup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         117         11228806         Manijimup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         117         11228806         Manijimup Motors Pty Ltd         Steel wool and bee's wax           <	588	06-10-2023	EFT	24	109064	Manjimup Freight Distributors & BMI Logistics	26/9/23 freight red bag to Wendy Eiby Northcliffe Visitors Centre	16.50
06-10-2023         EFT         24         109262         Manijimup Freight Distributors & BMI Leight ex Instant Racking - 29 September 2023 Logistics         freight ex Instant Racking - 29 September 2023 Logistics           06-10-2023         EFT         1729         2-1069999         Manijimup Mitre 10 & Retravision         Manijimup Mitre 10 & Retravision         Manijimup Motors Pty Ltd         Ltd         11228034         Manijimup Motors Pty Ltd         Steel wool and bee's wax         8 accessories - ESL Line 9           06-10-2023         EFT         117         11228034         Manijimup Motors Pty Ltd         bearing roller tapers, seals, freight - RL11         9           06-10-2023         EFT         117         11228034         Manijimup Motors Pty Ltd         steel wool and bee's wax           06-10-2023         EFT         117         11228036         Manijimup Motors Pty Ltd         steel wool and bee's wax           06-10-2023         EFT         117         11228086         Manijimup Motors Pty Ltd         c x stud wheel - RL10           06-10-2023         EFT         117         11228086         Manijimup Motors Pty Ltd         c x stud wheel - RL10           06-10-2023         EFT         117 <td>289</td> <td>06-10-2023</td> <td>EFT</td> <td>24</td> <td>109203</td> <td>Manjimup Freight Distributors &amp; BMI Logistics</td> <td>freight ex Truckline - 18 September 2023</td> <td>16.50</td>	289	06-10-2023	EFT	24	109203	Manjimup Freight Distributors & BMI Logistics	freight ex Truckline - 18 September 2023	16.50
06-10-2023         EFT         24         109321         Manijimup Freight Distributors & BMI Logistics         Reight ex Prime Industrial Products - 2 October 2023           06-10-2023         EFT         1729         2-1069999         Manijimup Mitre 10 & Retravision         Walpole SES - Microsoft 365           06-10-2023         EFT         117         11226666         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         117         11228637         Manijimup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         117         11228806         Manijimup Motors Pty Ltd         Steel wool and bee's wax           06-10-2023         EFT         117         11228805         Manijimup Motors Pty Ltd         Sea x nyloc nuts, button head screws, flat washers           06-10-2023         EFT         117         11228887         Manijimup Motors Pty Ltd         Sea x nyloc nuts, button head screws, flat washers           06-10-2023         EFT         117         11228887         Manijimup Motors Pty Ltd         Supply & fit side steps - 1009WA           06-10-2023         EFT         2951         7177         Manijimup Mutjfler Towbar & 4WD         Replace existing fluro bays with 10 x 1200	588	06-10-2023	EFT	24	109262	Manjimup Freight Distributors & BMI Logistics	freight ex Instant Racking - 29 September 2023	65.00
06-10-2023         EFT         1729         2-1069999         Manijimup Mitre 10 & Retravision         Walpole SES - Microsoft 365           06-10-2023         EFT         117         11226666         Manijimup Motors Pty Ltd         Manijimup SES - 2 x Pole saws & accessories - ESL Line 9           06-10-2023         EFT         117         11228034         Manijimup Motors Pty Ltd         bearing roller tapers, seals, freight - RL11           06-10-2023         EFT         117         1122806         Manijimup Motors Pty Ltd         steel wool and bee's wax           06-10-2023         EFT         117         11228806         Manijimup Motors Pty Ltd         8ea x nyloc nuts, button head screws, flat washers           06-10-2023         EFT         117         11228887         Manijimup Motors Pty Ltd         6 x stud wheel, 6 x nut wheel - RL10           06-10-2023         EFT         117         11228887         Manijimup Motors Pty Ltd         Purchase of materials for installation new banner system           06-10-2023         EFT         2951         7177         Manijimup Pump & Electrical Shop         Supply & fit side steps - 1009WA           Replace existing fluro bays with 10 x 1200 LED light bays in Pinances area - Shire Office         Pinances area - Shire Office	289	06-10-2023	EFT	24	109321	Manjimup Freight Distributors & BMI Logistics	freight ex Prime Industrial Products - 2 October 2023	30.80
06-10-2023         EFT         117         11226666         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Ltd         Line 9           06-10-2023         EFT         117         11228034         Manijimup Motors Pty Ltd         bearing roller tapers, seals, freight - RL11           06-10-2023         EFT         117         11228035         Manijimup Motors Pty Ltd         steel wool and bee's wax           06-10-2023         EFT         117         11228795         Manijimup Motors Pty Ltd         8ea x ryloc nuts, button head screws, flat washers           06-10-2023         EFT         117         11228795         Manijimup Motors Pty Ltd         6 x stud wheel, 6 x nut wheel - RL10           06-10-2023         EFT         117         11228887         Manijimup Motors Pty Ltd         purchase of materials for installation new banner system           06-10-2023         EFT         117         11228887         Manijimup Muffler Towbar & 4WD         Purchase of materials for installation new banner system           06-10-2023         EFT         2951         7177         Manijimup Pump & Electrical Shop         Replace existing fluro bays with 10 x 1200 LED light bays in Finances area - Shire Office	589	06-10-2023	EFT	1729	2-1069999	Manjimup Mitre 10 & Retravision	Walpole SES - Microsoft 365	138.00
06-10-2023         EFT         117         11227040         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         Manijimup Motors Pty Ltd         bearing roller tapers, seals, freight - RL11           06-10-2023         EFT         117         11228637         Manijimup Motors Pty Ltd         steel wool and bee's wax           06-10-2023         EFT         117         11228806         Manijimup Motors Pty Ltd         8ea x nyloc nuts, button head screws, flat washers           06-10-2023         EFT         117         11228887         Manijimup Motors Pty Ltd         6 x stud wheel, 6 x nut wheel - RL10           06-10-2023         EFT         117         11228887         Manijimup Motors Pty Ltd         Purchase of materials for installation new banner system Giblett St Manijimup           06-10-2023         EFT         117         Manijimup Muffler Towbar & 4WD         supply & fit side steps - 1009WA           06-10-2023         EFT         2951         7177         Manijimup Pump & Electrical Shop Finances area - Shire Office	583	06-10-2023	EFT	117	11226666	Manjimup Motors Pty Ltd	Manjimup SES - 2 x Pole saws & accessories - ESL Line 9	2,072.90
06-10-2023EFT11711228637Manjimup Motors Pty Ltdbearing roller tapers, seals, freight - RL1106-10-2023EFT11711228806Manjimup Motors Pty Ltdsteel wool and bee's wax06-10-2023EFT11711228805Manjimup Motors Pty Ltd6 x stud wheel, 6 x nut wheel - RL1006-10-2023EFT11711228887Manjimup Motors Pty Ltd6 x stud wheel, 6 x nut wheel - RL1006-10-2023EFT117Manjimup Motors Pty LtdPurchase of materials for installation new banner system06-10-2023EFT29517177Manjimup Muffler Towbar & 4WDsupply & fit side steps - 1009WA06-10-2023EFT212INV-3414Manjimup Pump & Electrical ShopReplace existing fluro bays with 10 x 1200 LED light bays in	583	06-10-2023	EFT	117	11227040	Manjimup Motors Pty Ltd	Manjimup SES - 1 x Pole saws & accessories - ESL Line 9	1,618.20
06-10-2023EFT11711228805Manijimup Motors Pty Ltdsteel wool and bee's wax06-10-2023EFT11711228795Manijimup Motors Pty Ltd6 x stud wheel, 6 x nut wheel - RL1006-10-2023EFT11711228887Manijimup Motors Pty LtdPurchase of materials for installation new banner system06-10-2023EFT29517177Manijimup Muffler Towbar & 4WDsupply & fit side steps - 1009WA06-10-2023EFT212INV-3414Manijimup Pump & Electrical ShopReplace existing fluro bays with 10 x 1200 LED light bays in Finances area - Shire Office	583	06-10-2023	EFT	117	11228034	Manjimup Motors Pty Ltd	bearing roller tapers, seals, freight - RL11	392.94
06-10-2023EFT11711228806Manjimup Motors Pty Ltd8ea x nyloc nuts, button head screws, flat washers06-10-2023EFT11711228887Manjimup Motors Pty Ltd6 x stud wheel, 6 x nut wheel - RL1006-10-2023EFT117Manjimup Muffler Towbar & 4WDPurchase of materials for installation new banner system Giblett St Manjimup Supply & fit side steps - 1009WA06-10-2023EFT29517177Manjimup Pump & Electrical Shop Finances area - Shire Office	589	06-10-2023	EFT	117	11228637	Manjimup Motors Pty Ltd	steel wool and bee's wax	22.38
06-10-2023EFT11211228795Manjimup Motors Pty Ltd6 x stud wheel, 6 x nut wheel - RL1006-10-2023EFT11711228887Manjimup Motors Pty LtdPurchase of materials for installation new banner system06-10-2023EFT29517177Manjimup Muffler Towbar & 4WDsupply & fit side steps - 1009WA06-10-2023EFT212INV-3414Manjimup Pump & Electrical ShopReplace existing fluro bays with 10 x 1200 LED light bays in Finances area - Shire Office	683	06-10-2023	EFT	117	11228806	Manjimup Motors Pty Ltd	8ea x nyloc nuts, button head screws, flat washers	10.48
06-10-2023EFT11228887Manijimup Motors Pty LtdPurchase of materials for installation new banner system06-10-2023EFT29517177Manijimup Muffler Towbar & 4WDsupply & fit side steps - 1009WA06-10-2023EFT212INV-3414Manijimup Pump & Electrical ShopReplace existing fluro bays with 10 x 1200 LED light bays in Finances area - Shire Office	683	06-10-2023	EFT	117	11228795	Manjimup Motors Pty Ltd	6 x stud wheel, 6 x nut wheel - RL10	74.28
06-10-2023 EFT 2951 7177 Manjimup Muffler Towbar & 4WD supply & fit side steps - 1009WA  Replace existing fluro bays with 10 x 1200 LED light bays in Finances area - Shire Office	683	06-10-2023	EFT	117	11228887	Manjimup Motors Pty Ltd	Purchase of materials for installation new banner system Giblett St Manjimup	25.43
06-10-2023 EFT 212 INV-3414 Manjimup Pump & Electrical Shop Finances area - Shire Office	683	06-10-2023	EFT	2951	7177	Manjimup Muffler Towbar & 4WD	supply & fit side steps - 1009WA	1,100.00
	683	06-10-2023	EFT	212	INV-3414	Manjimup Pump & Electrical Shop	Replace existing fluro bays with $10 \times 1200$ LED light bays in Finances area - Shire Office	1,595.00

5,000.00		cility 262.00	tage Park - 2,047.58	2,343.95	board and 19,360.00 ion	7 2023 - 368.50	950.04	2,128.50	nth of 6.083.33										ં તે ને - તે ને	1 2 4 4 6	8 7 7 8 8	3 2 - 5	0 7 7 7 6	8 7 7 8	8, 1, 1, 2, 1, 1, 2, 1, 1, 2, 1, 1, 2, 1, 1, 2, 1, 1, 2, 1, 1, 2,
Community Grant 2023/2024 - Lighting Upgrade	Community Grant Manjimup Speedway 2023/2024 Racing Season	Medium Size Dog Beds For Dog Management Facility	General Management Contract for Manjimup Heritage Park 5/9/23 to 18/9/23	P/L - Lot 100 Etherington	To remove and store floorcoverings, remove chipboard flooring, patch and straighten subfloor as required and install new oxymag flooring. Pemberton Co-Location	supply 13.4 tonnes roadbase shale - 6 September 2023 Rural Unsealed Road Failure	Cr K Lawrence Travel Claim 6 April to 28 Sept 2023	mechanical assistance - 11, 12 & 15 September 2023	Walpole Transfer Station & fish bin servicing - month of	September 2023	September 2023 Cleaning of Walpole public toilets & surrounds - September 2023	Seplember 2023 Cleaning of Walpole public toilets & surrounds - Septemt 2023 service Walpole street & public bins month of September 2023	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4)	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898	September 2023 Cleaning of Walpole public toilets & surrounds - September 2023 service Walpole street & public bins month of September 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per email dated 11 September 2023	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per em 3 supply & fit windscreen - TK24	September 2023 Cleaning of Walpole public toilets & surrounds - September 2023 service Walpole street & public bins month of September 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per email dated 11 September 2023 supply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clamps - fire units	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per emasupply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clanunits 2 x 20tt Kamba M, 1 x 500g(pk) Chlorsulfuron	September 2023 Cleaning of Walpole public toilets & surrounds - September 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 T5 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per emit 11 September 2023 supply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clanunits 2 x 20tt Kamba M, 1 x 500g(pk) Chlorsulfuron 1 x 5lt Envirodye	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per emi supply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clan units 2 x 20tt Kamba M, 1 x 500g(pk) Chlorsulfuron 1 x 5tt Envirodye 20 x 20tt Glyphosate Biactive	September 2023 Cleaning of Walpole public toilets & surrounds - Septem 2023 service Walpole street & public bins month of Septembe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per email da 11 September 2023 supply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clamps units 2 x 20tt Kamba M, 1 x 500g(pk) Chlorsulfuron 1 x 5lt Envirodye 20 x 20tt Glyphosate Biactive quantity of reticulation fittings and timer - Trail Bike Hub	September 2023 Cleaning of Walpole public toilets & surrounds - Septer 2023 service Walpole street & public bins month of Septemb 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per email c 11 September 2023 supply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clamps units 2 x 20tt Kamba M, 1 x 500g(pk) Chlorsulfuron 1 x 5lt Envirodye 20 x 20tt Glyphosate Biactive quantity of reticulation fittings and timer - Trail Bike Hut 1 x reticulation valve box - Brockman Park, Pemberton	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per emis 11 September 2023 supply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clamunits 2 x 20!t Kamba M, 1 x 500g(pk) Chlorsulfuron 1 x 5lt Envirodye 20 x 20!t Glyphosate Biactive quantity of reticulation fittings and timer - Trail Bike H 1 x reticulation valve box - Brockman Park, Pembert 1 x 1/2" camlock - fire mittigation vehicle - WA24898	September 2023 Cleaning of Walpole public toilets & surrounds - Sep 2023 service Walpole street & public bins month of Septe 2023 Home Maintenance 18/09/23 - 22/09/23 75 000km service - WA24898 (1009WA4) 1 x 150mm gal pipe - fire bug holder - WA24898 To supply stainless steel handrail fittings as per emaint 1 September 2023 supply & fit windscreen - TK24 8 x HD W4 44-47 clamps, 4 x HD W4 20 40-43 clanunits 2 x 20tt Kamba M, 1 x 500g(pk) Chlorsulfuron 1 x 51t Envirodye 20 x 20tt Glyphosate Biactive quantity of reticulation fittings and timer - Trail Bike I 1 x reticulation valve box - Brockman Park, Pembert 1 x 1/2" camlock - fire mitigation vehicle - WA24898 Printer for Wellness Centre
Manjimup Repertory Club	o Inc	Manjimup Stockfeeds N	Manjimup Visitor Centre 5	McLeods Barristers & Solicitors R	T Mr Andrew Vivian fl	Mr Gregory Starkie	Mr Kenneth Lawrence	Mr Perry Fardella	Wr Robert Biggs	,	Mr Stuart McKinlay		<b>=</b>												
290923 N	75	10000016146 N	INV-0195	132166 N	IV00000387	N 7860	TravelClaim 6/4/ to 28/9/2023	J12 N	82		Sept 2023														
326	881	55	450	348	2063	2352	2661	1928	2262	3263	1584	3263 1584 1584	3263 1584 1584 1982	3263 1584 1584 1982 1761	3263 1584 1584 1982 1761 80	1584 1584 1982 1761 80	3263 1584 1584 1982 1761 80 80 3894	3263 1584 1982 1761 80 80 3894	3263 1584 1982 1761 80 80 3894 265 265	3263 1584 1982 1761 80 80 3894 265 265	3263 1584 1982 1761 80 80 3894 265 265 265	3263 1584 1584 1982 1761 80 80 80 265 265 265 265 265	265 265 265 265 265 265 265 265 265 265	3263 1584 1584 1982 1761 80 80 80 3894 265 265 265 265 265 265	265 265 265 265 265 265 265 265 265 265
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06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023		06-10-2023	06-10-2023	06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023	06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023 06-10-2023
CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289		CP.289	CP.289	CP.289 CP.289 CP.289	CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289	CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289 CP.289	CP.289	CP.289	CP.289	CP.289

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CP.289	06-10-2023	- H-I	3395		Perfect Gym Solutions Pty Ltd	Module - October 2023	00.099
CP.289	06-10-2023	H3.	1100	161773	Planning Institute Australia	Attendance Development Compliance Workshop Kaylene and Jocelyn	255.00
CP.289	06-10-2023	EFT	546	PSI-047565	Position Partners	rental of GT-1203 robotic total station - month of September 2023	2,772.00
CP.289	06-10-2023	EFT	3742	240337631	Prime Industrial Products Pty Ltd	2 x 15kg bag of rags	65.54
CP.289	06-10-2023	EFT	2641	110011388	ROLLER Digital	Transaction fees - Lite Tier 1 - Sep 01 to Oct 01, 2023 - Manjimup Heritage Park	20.36
CP.289	06-10-2023	EFT	2038	INV-0293	S&J Ditri Pty Ltd	Council dinner meeting 28 September 2023	855.00
CP.289	06-10-2023	EFT	2165	INV-18587	Scavenger Supplies	PPC - Scavenger Elite Gloves XL & Glove clips	1,083.50
CP.289	06-10-2023	EFT	3479	629404	Scope Business Imaging	Printer charges 30/06/2023 Manjimup SES	6.70
CP.289	06-10-2023	EFT	924	616028	SOS Office Equipment	MHCC Fuji Xerox x 4 Rental 25 September - 24 October 2023 - A/c SHIRE042	1,624.19
CP.289	06-10-2023	EFT	924	616027	SOS Office Equipment	Rental Charge Fuji Xerox AP7C4473 S/N 400690 - 25/9/23 to 24/10/2023	324.89
CP.289	06-10-2023	EFT	230	5950	Southern Forest Arts Inc	Northcliffe Art Purchase	5,500.00
CP.289	06-10-2023	EFT	3819	2312	Southern Forests Glass Cleaning Services	Deposit to install gutter guard to select buildings Pemberton Colocation as emailed on 27 Sept 2023	1,362.15
CP.289	06-10-2023	EFT	447	28737	STANS Manjimup Farm Machinery	various deck replacement parts - MW12	167.45
CP.289	06-10-2023	EFT	447	28850	STANS Manjimup Farm Machinery	1 x Silvan Spotpak 100lt smoothflo spray unit	825.00
CP.289	06-10-2023	EFT	145	377224860 - 2069919822	Synergy	Payment 5259528411 - Electricity Pemberton Community Hub 27 Jul 2023 - 22 Sep 2023	1,097.00
CP.289	06-10-2023	EFT	145	412379380 - 2009947687	Synergy	Payment 5291691816 - Electricity Old Cafe Building Heritage Park 25 Aug 2023 - 21 Sep 2023	55.79
CP.289	06-10-2023	EFT	145	735060950 - 2013950280	Synergy	Payment 7350609524 - Electricity Manjin Park 25 Aug 2023 - 21 Sep 2023	378.51
CP.289	06-10-2023	EFT	145	543406940 - 2093901879	Synergy	Payment 5434069424 - Electricity Fire Shed for Pump - Walpole 29 Jul 2023 - 27 Sep 2023	120.49
CP.289	06-10-2023	EFT	145	313961450 - 2069923938	Synergy	Payment 5200340313 - Electricity Street Lighting x 10 28 Aug 2023 - 27 Sep 2023	196.27
CP.289	06-10-2023	EFT	145	592197210 - 2085913919	Synergy	Payment 5921972122 - Electricity Northcliffe BFB 01 Aug 2023 - 28 Sep 2023	229.59
CP.289	06-10-2023	FF	145	884857630 - 2025947783	Synergy	Payment 8848576320 - Electricity Northcliffe Town Hall 01 Aug 2023 - 28 Sep 2023	119.29
CP.289	06-10-2023	EFT	145	756395870 - 2053927101	Synergy	Payment 5092609515 - Electricity Quinninup BFB 28 Jul 2023 - 27 Sep 2023	80.75
CP.289	06-10-2023	EFT	3161	INV-0814	Synjon Anstee-Brook	Replacement of Cistern to toilet Walpole male urinal	1,694.00
CP.289	06-10-2023	EFT	59	0603-S256166	Team Global Express Pty Ltd	Toll Freight w/e 29/09/23 - Customer No. 2084261	109.60
CP.289	06-10-2023	EFT	160	K 638 747 521-6	Telstra Corporation Limited	Usage Charges to 16 September 2023	8,391.96
CP.289	06-10-2023	EFT	268	00001623	Timcare Distributors	2 x 20lt Timber Seal Plus	847.00

145.00	104.80	2,640.00	1,045.00	891.00	206.00	635.00	292.31	350.00	200.00	3,300.00	10,901.48	3,300.00	5,928.01	696.28	4,312.00	636.24	119.95	06'66	209.85	342.00	175.00	2,299.00
Accommodation for CBW Visiting Author, Heather Waugh	Monitoring alarm - HCP - MH	fabricate & fit new HD grill to Case backhoe - BH14	fabricate 2 x hose guards for retractable hose reels and fabricate exhaust guard - TR04	machine new runners & fit to tarp runners on waste bin	install water container, straighten mudguard & relocate reverse camera - 1009WA	Replace RCD units and tidy up electrical panel at the Maniimup Community Centre/Library	Replace broken flood light and reset light sensors at Giblett St public toilets	1 x 30m 4 pin 10amp lead - ME95	I box 1200mm Fluoro Globes, i box 110 starters	2023/2024 Manjimup Community Grants Funding - Christmas in the Park & Carols by Candlelight	To deliver the Windy Harbour CHRMAP as per quote and proposal of services received on the 17/11/2021 for the Shire of Manjimup	Community Grant 2023 - Karri Rally	West Australian Newspapers Limited Newspaper advertising MBT - September 2023	quantity of consumables for Workshop - ME95	spot & barrier mark assessment - Eastbourne Rd, Diamond Tree Rd & Pemberton North Rd	AquaCentre goggle Merch	1 x pr work shoes - non slip for Caitlin Kavanagh	Chemist items - HCP - LP	Chemist items - HCP - PF	Physiotherapy - HCP - DF	Physiotherapy - HCP - MBC	13-inch MacBook Pro: Apple M2 512GB SSD - Space Grey Salary Sacrifice for HACC Administration Assistant
Tree Top Walk Motel Walpole	Tunstall Australasia Pty Ltd	W & A Hetherington	W & A Hetherington	W & A Hetherington	W & A Hetherington	Warren Electrical Service	Warren Electrical Service	Warren Electrical Service	Warren Electrical Service	Warren Valley Community Church	Water Technology	West Australian Car Club	West Australian Newspapers Limited	Wurth Australia Pty Ltd	Zone 50 Engineering Surveys Pty Ltd	Alexander's Outdoor & Leisure	Alexander's Outdoor & Leisure	Ambassadors Pharmacy	Ambassadors Pharmacy	Anderson Neurological and Developmental Services	Anderson Neurological and Developmental Services	Apple Pty Ltd
128901	INV iOi7635	INV-5850	INV-5822	INV-5852	INV-5851	1746250	1746278	52162	52183	INV-0162	WT012795	4474	10023343202309 30	4320686404	INV-0783	23-00015450	23-00016055	customer # 35086 Sept 2023	customer # 11070 Sept 2023	RBLSW221	RBLSW6638	MA26042785
684	3522	264	264	264	264	31	31	31	31	2332	3497	3536	1053	185	3877	142	142	1171	1171	3016	3016	1733
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06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	06-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023
CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.289	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290

71.90	89.65	- 166 237.25	1,454.20	70.40	101.20	451.00	1,746.80	840.40	510.40	226.34	747.00	ing, 520.00	S 1,078.20	1,037.71	61.00	324.40	166.00	19.60	450.00	A- 1,328.47	mily 2,949.05	<sup>3</sup> ark 317.02	1,430.00	346.19	26.68	343.20
2 x 8.5kg kwik gas	1 x 15.0kg LPG cylinder - FL!	Private Water Sampling Fee - Chemical Water Testing - 166 Richardson Road, Meerup	Super Reader satchels for 2024 program	super reader reward cards	Super reader bookmarks	Business Cards: Peter K, Ann B, Rabin G, Kelsie B, Shammara M, Grayson H, Kaylee B	printing 200 x Tipping Fee Receipt books	printing 30 x Record of Waste Disposal books (Depot)	printing 10 x Asbestos Register books	Antivirus software	supply and fit light bar & wiring - 1023WA	remove radios, aerials, led flashing light, Terratrip & wiring, remove GPS tracker - 1003WA	fit up radios, aerials, flashing light, relay & wiring, fit GPS tracker - 1003WA	Wheelchair/s service - HCP - MH	compression garments HCP - LH	Continence aids - HCP - JF	Continence aids - HCP - FJ	Continence aids - HCP - SE	2023 Annual City Meeting - full registration (inc dinner $\&$ drinks) - Catherine Mills	service of Community Bus (speedo 127 275km) 1033WA - BS04	Replace faulty electric HWS and replace with like in Family Room at Community Centre Manjimup	repairs to sewerage pit - Power Up building - Heritage Park	Toilet paper	Sparkle 20 ltr	AquaCentre Cafe Stock	Supply of stationary for Building Services
Dun Direct Pty Ltd	Elgas Limited	Envirolab Services WA Pty Ltd	Express Print	Express Print	Express Print	Express Print	Express Print	Express Print	Express Print	Frontline Technology Services Pty Ltd	GA Auto Electrics	GA Auto Electrics	GA Auto Electrics	GB Mobility	Haddenham Healthcare Ltd	Independence Australia	Independence Australia	Independence Australia	IPWEA - WA	J & I Milentis & Sons	JC Plumbing & Gas WA	JC Plumbing & Gas WA	Johnson's Food Services	Johnson's Food Services	Johnson's Food Services	Kolor Kode
00953712	1646527934	P025648	19,754	19,751	19,753	19,752	19755	19756	19757	INV-4167	INV-10280	INV-10281	INV-10291	20577	105876	1190150617	71908144.01	71895138.02	YLNSCY6FR6K 102023-0591- 0546	INV-10570	INV-2367	INV-2370	INV-01385	INV-01387	INV-01424	00003401
2151	1443	2070	511	511	511	511	511	511	511	2999	1050	1050	1050	2988	3741	2481	2481	2481	127	413	280	580	100	100	100	3697
EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	FFI	EFT	EFT	FFT
13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023
CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290

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CP.290	13-10-2023	EFT	3871	INV-0126	Lilbourne Contracting	welding/fabrication services - 2 October 2023	704.00
CP.290	13-10-2023	EFT	3087	7103937	Lite n' Easy	Lite N Easy - HCP - PF	121.58
CP.290	13-10-2023	EFT	3087	7119054	Lite n' Easy	Meals-DWD	130.02
CP.290	13-10-2023	EFT	3087	7137026	Lite n' Easy	Lite N Easy - HCP - KR	281.57
CP.290	13-10-2023	EFT	3087	7137339	Lite n' Easy	Lite N Easy - HCP - GW	110.42
CP.290	13-10-2023	EFT	3087	7137995	Lite n' Easy	Lite N Easy - HCP - DG	85.22
CP.290	13-10-2023	EFT	3087	7138256	Lite n' Easy	Lite N EASy - HCP - MH	85.22
CP.290	13-10-2023	EFT	3087	7138374	Lite n' Easy	Lite N Easy - HCP - RP	94.28
CP.290	13-10-2023	EFT	2652	165716-23361	M2M One	October 2023 - Internet Connections for NCF Library, MISP Security	77.00
CP.290	13-10-2023	EFT	20	29061	Manjimup Building Supplies	Timber for ramp - HCP - BE	619.00
CP.290	13-10-2023	EFT	20	29107	Manjimup Building Supplies	Flooring - HCP - MH	121.90
CP.290	13-10-2023	EFT	20	29004	Manjimup Building Supplies	Building materials for the month September	181.95
CP.290	13-10-2023	EFT	2356	Customer # 32849	Manjimup Chemmart Pharmacy	Chemist items - HCP - CJ	327.50
CP.290	13-10-2023	FH	350	INV-0232	Manjimup Family Centre Inc	Access and Inclusion Plan (2024 - 2029) Community Consultation Session - Maniimup Venue Hire	30.00
CP.290	13-10-2023	ΕĦ	24	109372	Manjimup Freight Distributors & BMI Logistics	freight ex Companion Trading - 31 August 2023, freight ex HK Calibration - 31 August 2023	78.51
CP.290	13-10-2023	EFT	24	109627	Manjimup Freight Distributors & BMI Logistics	freight ex Truckline - 6 October 2023	16.50
CP.290	13-10-2023	EFT	1729	2-1068775	Manjimup Mitre 10 & Retravision	2x 11t dishwashing liquid, 1 x gas bbq lighter - bbq cleaning	16.99
CP.290	13-10-2023	EFT	1729	2-1070470	Manjimup Mitre 10 & Retravision	Replacement UPs for windy Harbour Caretaker Office	298.00
CP.290	13-10-2023	EFT	1729	2-1070759	Manjimup Mitre 10 & Retravision	2 x 115mm Black Diamond turbo grinding discs, 2 x 125mm Black Diamond turbo grinding discs	72.30
CP.290	13-10-2023	EFT	1729	2-1072136	Manjimup Mitre 10 & Retravision	400 x punnets - annual Summer planting	1,264.00
CP.290	13-10-2023	EFT	1729	2-1072152	Manjimup Mitre 10 & Retravision	mop bucket	49.99
CP.290	13-10-2023	EFT	1729	2-1072153	Manjimup Mitre 10 & Retravision	window wash	00.99
CP.290	13-10-2023	EFT	117	11228805	Manjimup Motors Pty Ltd	items for repairs to trailer - TR07	86.25
CP.290	13-10-2023	EFT	117	11228970	Manjimup Motors Pty Ltd	2 x trailer seals & freight - RL11	152.98
CP.290	13-10-2023	EFT	117	11229129	Manjimup Motors Pty Ltd	1 x roll snipper cord - PCT	99.49
CP.290	13-10-2023	EFT	117	11229315	Manjimup Motors Pty Ltd	two keys cut (N/C public toilet Cleaners store)	12.98
CP.290	13-10-2023	EFT	2951	7202	Manjimup Muffler Towbar & 4WD	10 x ARB2014 4.75t rated shackles, 4 x ARB705 8000kg snatch straps	00.099
CP.290	13-10-2023	EFT	1842	PI13050509	Manjimup Stihl	1 x Stihl FS111-Z brushcutter - K Conway, PCT	770.00

CP.290	13-10-2023	EFT	537	M16873	Manijmup Tyre Mart & Auto Electrical Service	wheel alignment - 1025WA	120.00
CP.290	13-10-2023	EFT	537	T41168	Manjimup Tyre Mart & Auto Electrical Service		1,036.00
CP.290	13-10-2023	FFT	450	INV-0197	Manjimup Visitor Centre	PowerUp Management payment per MOU - Quarter 2 - Oct to Dec 2023	12,650.00
CP.290	13-10-2023	EFT	450	INV-0196	Manjimup Visitor Centre	Visitor Centre Contribution - Quarter 2 - Oct to Dec 2023	12,306.25
CP.290	13-10-2023	EFT	450	INV-0198	Manjimup Visitor Centre	General Management Contract for Manjimup Heritage Park - 19/9/23 to 2/10/2023	2,047.58
CP.290	13-10-2023	EFT	3715	1843016	McIntosh Holdings Pty Ltd	quantity of filters (service kits) - BH14	567.59
CP.290	13-10-2023	EFT	2852	Oct23 - Dec23	Messers J & V & J Markotis	Lease lot 24 Rose Street 01/10/2023 - 31/12/2023	2,469.82
CP.290	13-10-2023	EFT	85	25.091023	Mr Alan Smedley	street sweeping Manjimup CBD month of September (part) & October 2023 (part)	489.75
CP.290	13-10-2023	EFT	3444	ADG1286190	Mr David Nixon, Mrs Helen Nixon	Northcliffe WTS attendant month of September 2023	1,375.00
CP.290	13-10-2023	EFT	202	87 - 2 Oct 23	Mr John Manuel	Lock up & open Timber Park & clean toilets in Manjimup CBD - September 2023	4,180.00
CP.290	13-10-2023	EFT	1922	621	Mr Kim Fardella	mechanical assistance - 6 October 2023	792.00
CP.290	13-10-2023	EFT	1928	J14	Mr Perry Fardella	mechanical assistance - 27 & 28 September 2023	1,960.20
CP.290	13-10-2023	EFT	1081	Sep23	Mr Robert Hammer	Pemberton WTS attendant, street & public bins month of September 2023	3,860.69
CP.290	13-10-2023	EFT	3141	034	Mrs Mary Williams	Cleaning of the Quinninup Public Toilets September 2023	385.00
CP.290	13-10-2023	EFT	3552	request for payment 6/10/23	Ms Cheryl Elphick	reimbursement for gardening HCP - CE	209.00
CP.290	13-10-2023	EFT	1761	2871	Muirs Manjimup	supply new Ford Ranger XL 2.0 BiTurbo Space Cab - 1024WA	46,057.89
CP.290	13-10-2023	EFT	1761	564307	Muirs Manjimup	15 000km service - 1007WA	419.43
CP.290	13-10-2023	EFT	2770	acc 1064 stmt 03/10/2023	Northcliffe Newsagent & General Store	fuel for Northcliffe BFB September 23	117.61
CP.290	13-10-2023	EFT	3124	INV-0270	Oak Holdings WA Pty Ltd	Fix NBN Connection at Medical House A	528.00
CP.290	13-10-2023	EFT	2018	2835	Paper Napkin Creative	RFQF230068 Website for Manjimup Trail Bike Hub	7,872.00
CP.290	13-10-2023	EFT	290	INV-3293	Pemberton Sports Club Inc	Marri Room per hour - Community Consultation 5:30pm to 7:30m	120.00
CP.290	13-10-2023	EFT	339	INV-2658	Pemberton Visitor Centre	Pemberton Visitor Centre Contribution - October 2023 to December 2023	12,306.25
CP.290	13-10-2023	EFT	3442	INV-1165	Pound Construction Pty Ltd	Installation of new banner system - 13 & 14 September including hire of EWP	2,850.00
CP.290	13-10-2023	EFT	3319	INV-7080	PX2 Pty Ltd	MANJIMUP TRAIL BIKE HUB - TRAIL BIKE CONSULTANT SERVICES - SEPTEMBER 2023	495.00
CP.290	13-10-2023	EFT	924	616468	SOS Office Equipment	Photocopier Meter Readings - September 23	2,173.56

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5,500.00	2,750.00	29.95	252.34	122.57	139.55	174.83	259.84	416.94	147.47	127.05	119.94	118.37	237.60	1,124.77	49.95	211.00	6,600.00	493.00	5,220.40	12,306.25	756.06	422.46
remove 6 x large Queensland Box trees, drop & leave all waste - Old Hospital Site	removal of Blackwood wattle tree - Quinninup Community Centre, removal of half canopy of Bay Laurel - Quinninup	Snake bite kit H&GM	Payment 0796225226 - Electricity Walpole Radio Transmission & BFB Sea Rescue 29 Jul 2023 - 27 Sep 2023	Payment 0632072423 - Electricity Television Tower Quinninup 28 Jul 2023 - 27 Sep 2023	Payment 3726420429 - Electricity Walpole Transfer Station 01 Aug 2023 - 27 Sep 2023	Payment 3734682729 - Electricity Public Toilets Zamia St Northcliffe - 02 Aug 2023 - 28 Sep 2023	Payment 6583668128 - Electricity Telstra Mobile Base Station Northcliffe 02 Aug 2023 - 28 Sep 2023	Payment 6566350723 - Electricity Pemberton Public Toilet 08 Aug 2023 - 05 Oct 2023	Payment 3819739525 - Electricity Pemberton Depot - 04/08/2023 to 9/10/2023	Payment 5176360819 - Electricity Ringbark BFB 11 Aug 2023 - 10 Oct 2023	Payment 4364238420 - Electricity Yanmah BFB 16 Aug 2023 - 10 Oct 2023	Payment 9466903823 - Electricity Manjimup Lawn Cemetery 09 Aug 2023 - 05 Oct 2023	supply 24.0 tonnes gravel - 6 October 2023 - Rural Unsealed Road Failure (Bamess Rd & Fox Rd)	quantity of 7 pin plugs, trailer socket, reverse alarms, tubing, heat shrink set, tail indicators - ME95	Monitoring alarm - HCP- SE	1 x Century DIN65LH MF hi performance battery - 1005WA	Community Grants 2023/2024 - community Bus and School Holiday Grant	Walpole Community News Advertising	mowing maintenance Walpole month of September 2023	Walpole Nornalup Visitors Centre Contribution - 1st Quarter 2023/2024	LED Lights and Labour	Replace faulty LED strip light and replace two double fluoroescent fittings with LED equivalent.
South West Tree Safe	South West Tree Safe	St John Ambulance - Manjimup	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	TA & JA Starkie	Truckline	Tunstall Australasia Pty Ltd	Tyrepower Manjimup	Walpole Community Resource Centre Inc	Walpole Community Resource Centre Inc	Walpole Mulching and Mowers	Walpole Tourist Bureau Inc	Warren Electrical Service	Warren Electrical Service
00013285	00013414	1000499	079622520 - 2005949932	063207240 - 2001983174	372642040 - 2021949851	373468270 - 2081921366	658366810 - 2053929577	656635070 - 2033955212	381973950 - 2073926695	288855190 - 2037946569	436423840 - 2073928103	946690380 - 2001993960	133 091023	8794815	INV1039423	178758	00034074	00034022	WB092023	INV-0904	1/46410	1746442
3380	3380	1532	145	145	145	145	145	145	145	145	145	145	3508	2730	3522	121	233	233	863	92	31	31
EFT	FF	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023	13-10-2023
CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290	CP.290

Acc # 2969 90250 923 3878 66981	60203.210	Water Corporation WIN Television WA Pty Ltd	proposed drainage easement over Lot 282 on DP13148 Karri Street, Manjimup - administration costs for document preparation & registration Billboard advertisin - 9Gem
3878 662467-2 3878 662467-2	>	WIN Television WA Pty Ltd	Biliboard advertising - 9-5-em Advertising on Win Television Windy Harbour, Northcliffe
1861 0302151719	4	Ampol Australia Petroleum Pty Ltd	Retail Fuel Purchases - September 2023 - Account no 0200606947
3016 RBLSW6757	- 11	Anderson Neurological and Developmental Services	Private Physiotherapy - HCP - DF
522 00002043	*	Argos Fire Safety Pty Ltd	Monthly testing of FIP & sprinkler test - Wellness Centre - September 23
11 1012739065	*	Australia Post	September 2023 Postage - Account No. 620820
257 46562	_ (/)	Australian Institute of Building Surveyors	46562
125 INV-10953		B & B Street Sweeping	wet hire of Jet Vac 1 - jetting pipe - Plunkett Street, Manjimup
1616 X27370	-41	Badgelink	Badges: Adrian, Ann, Kiri, Lauren, Tania, Linda & Tammy
2839 INV-16736		Bell Fire Equipment Co Pty Ltd	10 x Blackout FD/20 variable control diffuser nozzles fitted with 25mm storz adaptor coupling
3529 INV-0058	and I	Brausch Construction Group Pty Ltd	Variation 4 - Manjimup TB Hub (Earthworks associated with re-contouring open storm water drain)
2984 S34431 (	أتتميس	Cape Abilities	Hire wheelchair - HCP - SL
Retail 09/23 - Customer 744009		City & Regional Fuels	Fuel purchases for September 2023
19 00896530	7	City & Regional Fuels	1 x 5lt GTX Ultraclean 10W-30 oil - ME99
2138 30652	_	Commercial Aquatics Australia	AquaCentre x2 Circulating Pump Replacements & AquaCentre Annual Water Treatment Service
215 00115316	_	Connect Call Centre Services	Call Centre services - September 2023 - Customer #: 1316
2836 00080003	J	Corsign WA Pty Ltd	1 x R2-5A No U Turn, 1 x Public Toilets - signage for Windy Harbour
2836 00079822	-	Corsign WA Pty Ltd	20 x pavement markers
2836 00079758	_	Corsign WA Pty Ltd	$2 \times MR-SM-24$ symbolic No Fires, $20 \times TC-R710$ traffic cones
2468 CISF579631		CTI Freight Management Pty Ltd	CTI Logistics freight - September 2023 - Customer Number SF_104544
822 SIN000155614		Data #3 Limited	Deep Freeze Cloud Premium - Quote: S000212670
870 2411633330	-	Dell Australia Pty Ltd	Replacement SAS HDD for Dell CCTV SAN
2126 INV-1388	L 19	Omercial Dumbing & Construction	Storm water drains and Downpipe connection and Roof leaks(Pemberton Sports Club)

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396,000.00	progress claim 1 for Collier Street Lighting Upgrade	Kalamunda Electrics	KESU93	3740	EFT	20-10-2023
354.20	5 boxes disposable gloves	Johnson's Food Services	INV-01798	100	EFT	
20.37	AquaCentre Cafe Stock	Johnson's Food Services	INV-01367	100	EFT	
268.33	AquaCentre Cafe Stock	Johnson's Food Services	INV-01508	100	EFT	20-10-2023
222.20	Fabricate angle brackets for Baby Change tables at various locations.	Jim's Welding & Fabrication	INV-2948	3706	EFT	20-10-2023
1,184.37	Diamond 1.4 Service and pre-season checks 9JH459	J & I Milentis & Sons	INV-10635	413	EFT	20-10-2023
2,557.50	Ringbarker Heavy Dufy 2.4 - Service and Preseason Checks (Service B Required) REG 1EG0852	J & I Milentis & Sons	INV-10604	413	EFT	20-10-2023
1,210.00	supply & fit new ADAS windscreen including calibration - 1035WA	Independent Windscreens	14081	2736	EFT	20-10-2023
1,210.00	supply & fit new windscreen - MO0066202 - TK212	Independent Windscreens	14059	2736	EFT	20-10-2023
1,210.00	supply & fit new windscreen - MO0067080 - TK23	Independent Windscreens	14084	2736	EFT	20-10-2023
72.45	SPC supplies HCP MRy	Independence Australia	71907787.01	2481	EFT	20-10-2023
220.80	continence aids - Mrs SB	Independence Australia	71914994.01	2481	EFT	20-10-2023
152.10	continence aids- MRi	Independence Australia	71909301.01	2481	EFT	20-10-2023
3,484.48	Telecommunications Site Access Fee 1 July 2023 to 30 June 2024	Hillcrest Farms	INV-141	1445	EFT	20-10-2023
2,209.00	Lift Chair - HCP - JC	Harvey Norman Bunbury	1642169	3364	EFT	20-10-2023
537.00	accommodation - 15-17 October 2023 - training - Ryan Gunson	Great Eastern Motor Lodge	15562	104	EFT	20-10-2023
1,958.00	Brigade PPC - Gear Stow Bags, Medium Red x 10	Frontline Fire & Rescue Equipment	79878	2087	EFT	20-10-2023
224.95	Production of Single plaque - Late Arlene Donna Jones - Manjimup Old - No.120	Everlon Bronze	00017190	1852	EFT	20-10-2023
399.34	Windy Harbour Monthly Water Sampling 2023/2024	Envirolab Services WA Pty Ltd	P025751	2070	EFT	20-10-2023
7,672.50	wet hire of grader - shoulder improvement 10-13 October 2023 - Northcliffe area	Dronow Contracting (2005) Pty Ltd	INV-4986	305	EFT	20-10-2023
1,947.35	RFT 06/22 - supply & deliver 55.15 tonnes gravel - SofM Depot bin - Channybearup Road	Dronow Contracting (2005) Pty Ltd	INV-4987	305	EFT	20-10-2023
968.00	request wet hire of low loader - grader (Dronow) & roller (Shire) shift from Manjimup to Northcliffe - shouldering works	Dronow Contracting (2005) Pty Ltd	INV-4980	305	EFT	20-10-2023
11,968.00	MAF25571 - Northcliffe - Wheatley Coast Road Firebreak Access Earthworks - fire mitigation works as per quote	Dronow Contracting (2005) Pty Ltd	INV-4976	305	EFT	20-10-2023
22.00	5 x Disclosure of Information Fees -September 23 - Customer NO. 43269	Department of Transport	8047870	1273	EFT	20-10-2023
12,671.04		Department of Fire and Emergency Services	156333	74	EFT	20-10-2023

20-10-2023	EFT 7:	732	4350	Leisure Institute of WA Aquatic (Inc)	AquaCentre staff LIWA membership renewal	140.00
EFT	7.	732	4360	Leisure Institute of WA Aquatic (Inc)	AquaCentre regional LIWA conference staff PD	480.00
EFT	38	3871	INV-0127	Lilbourne Contracting	welding/fabrication services - 6 & 9 October 2023	1,630.20
EFT	30	3087	7129118	Lite n' Easy	Meals-DWD	130.02
EFT		3087	/145/99	Lite n' Easy	Lite N Easy - HCP - GW	110.42
EFT		3087	/1465/1	Lite n' Easy	meals- SB	132.12
FF		3087	7148256	Lite n' Easy	Lite N Easy - HCP - RP	85.92
EFT		3087	7149166	Lite n' Easy	Lifte N Easy - HCP - MRY	99.18
FF		3087	7149348	Lite n' Easy	Lite N Easy - HCP - DG	85.22
EFT		3087	7150375	Lite n' Easy	Lite N Easy meals - HCP - FJ	130.02
FF		3087	7147946	Lite n' Easy	Meals- TB	132.12
Ш	EFT 26	2632	Rent 21/10/2023 to 3/11/2023	LJ Hooker Pemberton	2 Weeks Rent – 21/10/2023 to 3/11/2023	1,000.00
ш	EFT 19	1948	D021174	Maia Financial Pty Limited	Purchase Laptops - Dell Latitude 5590 - Assets: 2Q1BHR2 and 5F09HR2	616.00
ш	EFT 2	20	28999	Manjimup Building Supplies	Pemberton Co-Location building materials - September 2023	535.90
Ш	EFT 1	114	00056654	Manjimup Cabinets & Glass Service	2 mortice locks, 2 Door door stops, Skirting ends	504.90
Ш	EFT 1	114	00056563	Manjimup Cabinets & Glass Service	Aly Flyscreen (Airport) & Aly Skirting (Pemby CRC Floor replacement)	417.00
Ш	EFT 1	105	stmt 18/10/2023	Manjimup Central Caravan Park and Deli	West Palgarup Fire 16. & 17 Oct 2023 - Meals & Refreshments for Firefighters	514.80
Ш	EFT 3	350	INV-0233	Manjimup Family Centre Inc	room hire - 13 October 2023 - TMP training & team meeting	54.00
ш	EFT 2	24	109945	Manjimup Freight Distributors & BMI Logistics	freight ex SOS Office Equipment - 16/10/2023	16.50
ш	EFT 2	24	110012	Manjimup Freight Distributors & BMI Logistics	freight ex Prime - 17 October 2023, freight ex Napa - 17 October 2023	44.83
Ш	EFT 7	791	INV-6988	Manjimup Meat Mart	30 x bbq sausages - 13 October 2023 - Send Off bbq for Ray Masters	55.79
Ш	EFT 4	400	201960	Manjimup Medical Centre	Wound dressing - HCP - RC	120.00
Ш	EFT 17	1729	2-1069792	Manjimup Mitre 10 & Retravision	1x10lt Dulux weathershield paint, $1xuni$ tap adaptor, $2x$ primer paint aerosol	312.25
	EFT 17	1729	2-1072539	Manjimup Mitre 10 & Retravision	assortment of tools including bag for reticulation parts repair kit	354.63
Ш	EFT 17	1729	2-1072913	Manjimup Mitre 10 & Retravision	1 x Gift Voucher - Ray Masters	250.00
EFT		1729	2-1073020	Manjimup Mitre 10 & Retravision	Killrust Primer, door stop & cut off wheel	78.30

71.85	25.98	359.92	326.99	3,596.00	168.58	95.96	31.40	96.54	389.00	49.24	233.09	390.27	368.67	614.94	338.00	605.00	438.90	1,485.00	1,782.00	75.00	107.94	145.00	858.00	145.00
3 x 4pk 9v batteries	2 x 5lt right buy pressure sprayers - ME95	Honda Transfer Pumps and associated oil etc x 4 as per Quote 10010374	Aspire P5 Pruner and Case - 50m wiper snipper line - Bush Fire Mitigation	Honda Transfer Pumps and associated oil etc x 4 as per Quote 10010374	2 x mufflers, 2 x deflectors - 1031WA	4 x element air cleaners - fire fighting units - Rangers vehicles	items for repairs - TK18	items for repairs - fire unit - 1011WA	1 x Makita 125mm DGA511Z angle grinder	steel tubing, steel short flare nuts, to flare tube end - TR07	check power to 2 $\times$ EV charging stations in Pemberton - all units working	30 000km service - 1035WA	180 000km service - 1025WA	45 000km service - 1016WA	complete rewire of trailer - 1TGN761	3 months rental Pneumatic Pump HCP - LH	Supply and fit gas regulator to 2 x gas bottles	mechanical assistance - 22 & 26 September 2023	mechanical assistance - 18 & 20 September 2023	refund on overcharge for dog registration	Reimbursement for work shoes - special order size specific	reimburse NDIS Worker Screening check	Home Maintenance 09/10/23 -13/10/23	Reimburse NDIS Worker Screening Check
Manjimup Mitre 10 & Retravision	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Motors Pty Ltd	Manjimup Pump & Electrical Shop	Manjimup Toyota & Mitsubishi	Manjimup Toyota & Mitsubishi	Manjimup Toyota & Mitsubishi	Manjimup Tyre Mart & Auto Electrical Service	Medi-Rent Pty Ltd	Milentis Plumbing	Mr Perry Fardella	Mr Perry Fardella	Mr Philip Patterson	Mrs Jayne Smith	Mrs Lauren Fall	Mrs Nicole Campbell	Mrs Tania Femia
2-1074147	11228591	11229509	11229888	11230307	11230342	11230322	11230225	11229822	11230479	11230504	INV-3444	JC14055180	JC14055193	JC14055194	E14582	WAQ000066	INV-3939	J16	J15	payment request 5/10/2023	request for payment 17/10/2023	request for payment 13/10/2023	INV-1393	payment request 17/10/2023
1729	117	117	117	117	117	117	117	117	117	117	212	201	201	201	537	3896	789	1928	1928	3897	3719	3903	1982	3906
EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023
CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292

3172 INV-0243 Ms Barbara Braithwaite request for Ms Helen Turner
3042 1850201918
80 00085261
451 INV-1101
884 12
496 INV-2897
3442 INV-1166
3442 INV-1162
1006 591134
97 159320 Royal Lifesaving Society WA
1431 700169937 Seek Limited
1431 700173151 Seek Limited
3885 195122
924 610918
444 10025726
444 10025682
1604 002700
3677 1052
447 29017 STANS Manjimup Farm Machinery
12 SIN-3793978
12 SIN-3795853
12 SIN-3799375
12 SIN-3799010

202.27	527.26	1,293.50	134.37	254.87	116.31	1,258.50	175.13	6,086.77	65.00	20.00	462.00	1,448.10	100.00	1,500.00	250.00	2,103.51	207.73	2,000.00	346.50	255.09	240.79	25.81	765.60	1,760.00
Payment 3091079529 - Electricity Northcliffe Depot & Mens Shed- 02 Aug 2023 - 29 Sep 2023	Payment 5249140517 - Electricity RAC Car Charger Pemberton - 08 Aug 2023 - 05 Oct 2023	Payment 4635678723 - Electricity Pemberton Visitor Centre 08 Aug 2023 - 04 Oct 2023	Payment 5035344015 - Electricity Balbarrup - Wilgarup BFB 16 Aug 2023 - 10 Oct 2023	Payment 5164136916 - Electricity NCF Forest Park Pumping Station 09 Aug 2023 - 11 Oct 2023	Payment 5222248515 - Electricity Walpole BFB 19 Aug 2023 - 11 Oct 2023	Payment 5128414013 - Electricity Medical Housing 84 O'Connor Street 09/08/2023 - 06/10/2023	Toll Freight w/e 13/10/23 - Customer No. 2084261	Relocation of Hepple Street Telstra pit at Pemberton Community Hub	Set of SPC pliers for	10 x Powercell Ultra 9v batteries	fit new tyres -BH10	Meals on wheels September 23	Bluegrass - Refund key bond - Roundhouse & Old Cafe 5/10/23	preparation of turf pitch - Collier Street	Bond refund - MHCC Conference Room hire 6/10/2023	Repair lighting to the CRC & Visitors Centre	Replace faulty fluoroescent fitting with new LED fitting	Community Grant 2023/2024 - Jumping Equipment stage 2	Billboard advertising 9GO	computer network patch leads at different lengths	computer network patch leads at different lengths	5m data cable cable for council	Northcliffe BFB - NON ESL Zoll AED 2 x new defibrillator pads & Batteries as per QU-0993	hire of 24m picker with 3 staff - removal of tree - Red Tingle Drive
Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Team Global Express Pty Ltd	Telstra Damage Cost Recovery & Management	Tools N Trade	Tools N Trade	Tyrepower Manjimup	WA Country Health Service	Warren Arts Council	Warren Blackwood Cricket Association Inc	request for refund Warren Catchments Council 17/10/2023	Warren Electrical Service	Warren Electrical Service	Warren Pony Club	WIN Television WA Pty Ltd	4Cabling Pty Ltd	4Cabling Pty Ltd	4Cabling Pty Ltd	Accidental Health and Safety Country WA	Acorn Trees and Stumps
309107950 - 2013954992	366190940 - 2061927895	463567870 - 2065936129	135966760 - Inv 2025955780	275988640 - 2081929676	337026850 - 2089916907	236336020 - 2001990573	0604-S256166	acc # 06030134 - 1500465932-1	52338	52468	178886	635077	Refund Key Bond 5/10/23	170ct23	request for refund 17/10/2023	1746457	1746472	00000000	1669816-1	2792960	2793099	2794539	12740	4854184
145	145	145	145	145	145	145	69	370	3900	3900	121	1322	2039	625	1259	31	31	3181	3878	3314	3314	3314	1764	3823
EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	20-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023
CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.292	CP.294	CP.294	CP.294	CP.294	CP.294

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30-10-2023     EFT     800     5903       30-10-2023     EFT     2376     29600345       30-10-2023     EFT     2201     2982       30-10-2023     EFT     639     309322       30-10-2023     EFT     639     309360       30-10-2023     EFT     639     309360       30-10-2023     EFT     639     307947       30-10-2023     EFT     223     4035033908       30-10-2023     EFT     190     8984       30-10-2023     EFT     190     8984       30-10-2023     EFT     19     00896947       30-10-2023     EFT     19     00896588       30-10-2023     EFT     2246     Payments       30-10-2023     EFT     2246     Payments       30-10-2023     EFT     3361     Payments       30-10-2023     EFT     3361	CP.294	30-10-2023	EFT	3016	RBLSW6800	Anderson Neurological and Developmental Services	Private Physiotherapy - HCP - MBC	175.00
30-10-2023         EFT         2376         29600345         Aussie Broadband PV Ltd         INT Services 27 Oct 2023 - 28 Nov 2023 - Customer No.         9           30-10-2023         EFT         3595         7155419         Australian Institute of Management Incommental Control C	CP.294	30-10-2023	EFT	800	5903	Armanti Tiles & Bathrooms	900 Vanity Unit - 33A Leman Street - insurance	985.00
30-10-2023         EFT         23696         7155419         Australian Institute of Management         Tringing - Having Sick-file         Councilior Public         Australian Institute of Management         Tringing - Having Sick-file         Avantgarde Technologies         20 hour block- technical support         48           30-10-2023         EFT         639         309322         Better Life Centre Pty Ltd         Waking Sick-file         HCP - AM         46           30-10-2023         EFT         639         307347         Better Life Centre Pty Ltd         Type Maller Hall - HCP - SL         46           30-10-2023         EFT         639         307547         Better Life Centre Pty Ltd         Waking Sick-HCP - SL         46           30-10-2023         EFT         129         307547         Better Life Centre Pty Ltd         Waking Sick-HCP - SL         46           30-10-2023         EFT         129         307547         Better Life Centre Pty Ltd         Waking Sick-HCP - SL         46           30-10-2023         EFT         129         307547         Botter Life Centre Pty Ltd         Waking Sick-HCP - SL         46           30-10-2023         EFT         139         308844         Collabrate Life Centre Pty Ltd         Available relabrate Available Available Available Available Available Available Available Available Availa	CP.294	30-10-2023	EFT	2376	29600345	Aussie Broadband Pty Ltd	NBN Services 27 Oct 2023 - 26 Nov 2023 - Customer No. 1417609	555.00
30-10-2023         EFT         2201         2382         Avanigated Technologies         20 hour blocktechnical support         48           30-10-2023         EFT         639         309322         Better Life Centre Py Ltd         Walking Sicking         HCP - AM         46           30-10-2023         EFT         639         307947         Better Life Centre Py Ltd         PC - AM         46           30-10-2023         EFT         639         307947         Better Life Centre Py Ltd         Walking Sicking - HCP - SL         46           30-10-2023         EFT         223         4055033908         Better Life Centre Py Ltd         Walking Sicking - HCP - SL         46           30-10-2023         EFT         223         4055033908         Getter Life Centre Py Ltd         Walking Sicking - HCP - SL         46           30-10-2023         EFT         190         8934         Getter Life Centre Py Ltd         Cylinder rental - 2 Xyoygen, 14 Acetylen, 8 X Medical         27           30-10-2023         EFT         190         8934         Ciliarhoral Centre Py Ltd         Cylinder rental - 2 Xyoygen, 14 Acetylen, 8 X Medical         27           30-10-2023         EFT         19         0837241-02         Ciliarhoral Centre Py Ltd         Ciliarhoral Centre Py Ltd         Coliarhoral Centre Py L	CP.294	30-10-2023	EFT	3595	7155419	Australian Institute of Management	training - Having Difficult Conversations - Bunbury, 9 November 2023 - Joey Bennett	00.909
30-10-2023         EFT         639         309322         Better Life Centre Ply Lid         Walking Sticking - HCP - AM         46           30-10-2023         EFT         639         309380         Better Life Centre Ply Lid         The Median - HCP - SL         46           30-10-2023         EFT         639         304947         Better Life Centre Ply Lid         The Median - HCP - SL         1           30-10-2023         EFT         223         acc # 1305044         Botter Life Centre Ply Lid         The Median - HCP - SL         1           30-10-2023         EFT         223         acc # 1305064         BOC Limited         Opinidar roads - 2 Accopage, 1 x Acceptions, 8 x Medical         1           30-10-2023         EFT         190         8934         Collabritations         Accobiol for Council         1           30-10-2023         EFT         190         804044         Collabritations         Accobiol for Council         1           30-10-2023         EFT         19         00896947         City & Regional Fuels         2 x Coll edgresser, 2 x Elf CTX Uira oil, 1 x 20lt Rediccol         1           30-10-2023         EFT         19         00896947         City & Regional Fuels         2 x Coll edgresser, 2 x Elf CTX Uira oil, 1 x 20lt Rediccol         1           30-1	CP.294	30-10-2023	EFT	2201	2982	Avantgarde Technologies	20 hour block - technical support	4,840.00
30-10-2023         EFT         639         309360         Better Life Centre Py Ltd         Tip Kettle HCP - SL         46           30-10-2023         EFT         639         304347         Better Life Centre Py Ltd         Tip Kettle HCP - SL         1           30-10-2023         EFT         223         307947         Better Life Centre Py Ltd         Walking Stick - HCP - SL         1           30-10-2023         EFT         229         307947         Better Life Centre Py Ltd         Walking Stick - HCP - SL         1           30-10-2023         EFT         2294         SS2241-02         Cape Abilities         Electric wheeldhar - LH         200064-4         2           30-10-2023         EFT         190         8884         Calarbrations         About for Councillors and Staff Special Meetings 27/7/23, pt. 13         1,3           30-10-2023         EFT         190         800372194         City & Regional Fuels         2 Actor Independent of Councillors and Staff Special Meetings 27/7/23, pt. 13         1,3           30-10-2023         EFT         19         000896547         City & Regional Fuels         2 Actor Independent of Councillor Payments October 2023         1,7           30-10-2023         EFT         19         000896534         City & Regional Fuels         12001 desemble Ability of Coun	CP.294	30-10-2023	EFT	639	309322	Better Life Centre Pty Ltd	Walking Sticking - HCP - AM	54.00
30-10-2023         EFT         639         JUN-361         Better Life Centre Ply Ltd         Tip Keitle - HCP - SL         1           30-10-2023         EFT         639         307947         Better Life Centre Ply Ltd         Waking Stick - HCP - BE         1           30-10-2023         EFT         223         acc# 230664-         BOC Limited         Oxylgen - September 2023 # 1306064-         2.7           30-10-2023         EFT         2294         S32241-02         Cape Abilities         Electric chair - LH         2.7         Acch Glantons Brand Resignant LH Councillors and Staff Special Meetings 27/7/23, 413         2.7           30-10-2023         EFT         190         8094         Calantons Bar and Resignant LH Councillors and Staff Special Meetings 27/7/23, 413         1.7           30-10-2023         EFT         19         000372194         Cily & Regional Fuels         Acon House Included Councillors and Staff Special Meetings 27/7/23, 413         1.7           30-10-2023         EFT         19         000395244         Cily & Regional Fuels         2.2201 degresser, 2.5 St GTX Ultra oil, 1.x 20lt Radicool SF         1.7           30-10-2023         EFT         19         000395244         Cily & Regional Fuels         2.20th degresser, 2.5 St GTX Ultra oil, 1.x 20lt Radicool SF         2.2           30-10-2023         EFT	CP.294	30-10-2023	EFT	629	309360	Better Life Centre Pty Ltd	Electric Wheelchair - HCP - SL	4,600.00
30-10-2023         EFT         639         307947         Better Life Centre Ply Ltd         Walking Stick - HCP - BE           30-10-2023         EFT         223         acc 4 13050644 and 4 13050644 and 200 and	CP.294	30-10-2023	EFT	639	309361	Better Life Centre Pty Ltd	Tip Kettle - HCP - SL	125.00
30-10-2023         EFT         223         acc# 1305664 - BOC Limited         Cylinder rental - 2 x Oxygen, 1 x Acetylene, 8 x Medical A05503908         30-10-2023         EFT         228         532241-02         Cape Abilities         Electric chair - LH         2.7           30-10-2023         EFT         190         8984         Cale Abilities         Electric chair - LH         17.03         Cale Abilities         Electric chair - LH         1.7         1.3           30-10-2023         EFT         19         00372194         Cale Abriations         Alcohol for Councillors and Staff Special Meetings 277723.         1.3           30-10-2023         EFT         19         00389647         City & Regional Fuels         Alcohol for Councillors and Staff Special Meetings 277723.         1.7           30-10-2023         EFT         19         003896847         City & Regional Fuels         State of Councillor Payments         1.7           30-10-2023         EFT         19         003896888         City & Regional Fuels         Regional Fuels         1200tt diesel Manijump depot         1.7           30-10-2023         EFT         142         Rayments         Cr Ciliford Winfield         Councillor Payments October 2023         Councillor Payments October 2023         1.8           30-10-2023         EFT         2366	CP.294	30-10-2023	EFT	629	307947	Better Life Centre Pty Ltd	Walking Stick - HCP - BE	37.60
30-10-2023         EFT         2984         S32241-02         Cape Abilities         Electric chair - LH         2.           30-10-2023         EFT         190         8984         Cellarbrations         Alcohol for Council         Alcohol for Council           30-10-2023         EFT         190         00372194         City & Regional Fuels         Investor Council or Annual Staff Special Meetings 277723.         1,1,1,098-23,2410023           30-10-2023         EFT         19         003995947         City & Regional Fuels         2 x 20th degreeser, 2 x 5it GTX Ultra oil, 1 x 20th Rediccol SF         1,7,098-23,2410023           30-10-2023         EFT         19         00399584         City & Regional Fuels         8050td degreeser, 2 x 5it GTX Ultra oil, 1 x 20th Rediccol SF         1,7,098-23,2410023           30-10-2023         EFT         19         00399588         City & Regional Fuels         1200th degreeser, 2 x 5it GTX Ultra oil, 1 x 20th Rediccol SF         1,7,098-24,00023           30-10-2023         EFT         19         00399588         City & Regional Fuels         Councilior Payments October 2023         1,1,000202           30-10-2023         EFT         3360         Payments         Cr Jayde Darin         Councilior Payments October 2023         1,1,000202           30-10-2023         EFT         3361	CP.294	30-10-2023	EFT	223	acc # 1305064 - 4035033908	BOC Limited	Cylinder rental - 2 x Oxygen, 1 x Acetylene, 8 x Medical Oxygen - September 2023t # 1305064	89.20
30-10-2023   EFT   190   8984   Cellarbriations   Alcohol for Councilions and Staff Special Meetings 2777/23.	CP.294	30-10-2023	EFT	2984	S32241-02	Cape Abilities	Electric chair - LH	2,722.00
30-10-2023         EFT         1290         INV-0139         Cilantros Bar and Restaurant and Res	CP.294	30-10-2023	EFT	190	8984	Cellarbrations	Alcohol for Council	172.99
30-10-2023         EFT         19         00372194         City & Regional Fuels         diesel supply windy harbour         6           30-10-2023         EFT         19         00896947         City & Regional Fuels         2 x 20lt degreaser, 2 x 5lt GTX Ultra oil, 1 x 20lt Radicool SF premix coolant         17, 30-10-2023           30-10-2023         EFT         19         00897234         City & Regional Fuels         1200lt diesel Manjimup depot         17, 17, 17, 17, 17, 17, 17, 17, 17, 17,	CP.294	30-10-2023	EFT	1290	INV-0139	Cilantros Bar and Restaurant	Dinner for Councillors and Staff Special Meetings 27/7/23, 17/08/23, 24/10/23	1,399.20
30-10-2023         EFT         19         00897234         City & Regional Fuels         2 x 20t degreaser, 2 x 5lt GTX Ultra oil, 1 x 20lt Radicool SF premix coolant           30-10-2023         EFT         19         00897234         City & Regional Fuels         8050t diesel Manifum depot         17,           30-10-2023         EFT         19         00896588         City & Regional Fuels         1200td diesel Manifum depot         2.           30-10-2023         EFT         1442         Payments Councillor October 2023         Councillor Payments October 2023         1.           30-10-2023         EFT         3360         Payments         Cr Jayde Darin         Councillor Payments October 2023         3.           30-10-2023         EFT         2246         Payments         Cr Jayde Darin         Councillor Payments October 2023         1.           30-10-2023         EFT         3361         Payments         Cr Jennifer Willcox         Councillor Payments October 2023         1.           30-10-2023         EFT         3361         Payments         Cr Jennifer Willcox         Cr Jennifer Willcox         Councillor Payments October 2023 - Cr J Willcox         1.           30-10-2023         EFT         2247         Payments         Cr Murray Ventris         Councillor Payments October 2023         1.     <	CP.294	30-10-2023	EFT	19	00372194	City & Regional Fuels	diesel supply windy harbour	6,687.65
30-10-2023         EFT         19         00897234         City & Regional Fuels         8050ft diesel Manijimup depot         17,           30-10-2023         EFT         19         00896588         City & Regional Fuels         1200lt diesel Northcliffe depot         2,           30-10-2023         EFT         1142         Payments         Cr Clifford Winfield         Councillor Payments October 2023         1,           30-10-2023         EFT         2246         Payments         Cr Donelle Buegge         Councillor Payments October 2023         3           30-10-2023         EFT         2246         Payments         Cr Jayde Darin         Councillor Payments October 2023         1,           30-10-2023         EFT         3361         Payments         Cr Jennifer Willcox         Councillor Payments October 2023         1,           30-10-2023         EFT         3361         Travel Claim         Cr Jennifer Willcox         Travel Claim for October 2023 - Cr J Willcox         1,           30-10-2023         EFT         2247         Payments         Cr Murray Ventris         Councillor Payments October 2023 - Cr J Willcox         1,	CP.294	30-10-2023	EFT	19	00896947	City & Regional Fuels	$2 \times 20lt$ degreaser, $2 \times 5lt$ GTX Ultra oil, $1 \times 20lt$ Radicool SF premix coolant	555.65
30-10-2023         EFT         19         00896588         City & Regional Fuels         1200tt diesel Northcliffe depot         2,           30-10-2023         EFT         1142         Payments Councillor Payments October 2023         Councillor Payments October 2023         1,           30-10-2023         EFT         3360         Payments Cr Jayde Darin         Councillor Payments October 2023         3           30-10-2023         EFT         2246         Payments October 2023         Cr Jannifer Willcox         Councillor Payments October 2023         1,           30-10-2023         EFT         3361         Payments October 2023         Cr Jennifer Willcox         Councillor Payments October 2023         1,           30-10-2023         EFT         3361         Travel Claim - October 2023         Cr Jennifer Willcox         Travel Claim for October 2023 - Cr J Willcox         1,           30-10-2023         EFT         2247         Payments         Cr Murray Ventris         Councillor Payments October 2023 - Cr J Willcox         1,	CP.294	30-10-2023	EFT	19	00897234	City & Regional Fuels	8050lt diesel Manjimup depot	17,136.11
30-10-2023   EFT   1142   Payments   Cr Clifford Winfield   Councillor Payments October 2023   1.   Councillor Councillor Solution   Councillor Solution	CP.294	30-10-2023	EFT	19	00896588	City & Regional Fuels	1200lt diesel Northcliffe depot	2,545.58
30-10-2023   EFT   3360   Payments   Cr Donelle Buegge   Councillor Payments October 2023   36-10-2023   EFT   2246   Payments   Cr Jayde Darin   Councillor Payments October 2023   Councillor   Councillor Payments October 2023   Councillor   Cr Jennifer Willcox   Cr Jennifer Willcox	CP.294	30-10-2023	EFT	1142	Councillor Payments October 2023	Cr Clifford Winfield	Councillor Payments October 2023	1,818.34
Councillor   Councillor   Councillor   Councillor Payments   Councillor Payments   Councillor Payments   Councillor   Co	CP.294	30-10-2023	EFT	3360	Councillor Payments October 2023	Cr Donelle Buegge	Councillor Payments October 2023	3,030.09
Councillor   Councillor   Councillor	CP.294	30-10-2023	EFT	2246	Councillor Payments October 2023	Cr Jayde Darin	Councillor Payments October 2023	586.60
30-10-2023 EFT 3361 Travel Claim - Cr Jennifer Willcox Travel Claim for October 2023 - Cr J Willcox October 2023 - Cr J Willcox Councillor Councillor Solution Solution Payments October 2023 Cr Murray Ventris Councillor Payments October 2023 October 2023	CP.294	30-10-2023	EFT	3361	Councillor Payments October 2023	Cr Jennifer Willcox	Councillor Payments October 2023	1,818.34
Councillor 30-10-2023 EFT 2247 Payments Cr Murray Ventris Councillor Payments October 2023 October 2023	CP.294	30-10-2023	EFT	3361	Travel Claim - October 2023	Cr Jennifer Willcox	Travel Claim for October 2023 - Cr J Willcox	681.59
	CP.294	30-10-2023	FFT	2247	Councillor Payments October 2023	Cr Murray Ventris	Councillor Payments October 2023	1,818.34

1,372.20	4,363.00	751.72	1,818.34	23,944.40	338.33	1,582.02	489.62	7,700.00	313.50	430.00	57.00	5,035.25	71.90	00.070,66	237.25	3,190.00	1,687.09	450.00	3,763.55	351.60	70.75	72.45
Reimbursement expenses for Local Government Convention Week 17-19 Sept 2023	Councillor Payments October 2023	Councillor Payments October 2023	Councillor Payments October 2023	Core Infrastructure Server Datacenter per Core 2 Licenses Software SA	Leaking patio onto ramp repair - HCP - BW	Aten CE920 - New Cafe PC @ AquaCentre - Quote: S000207578	SIN000157010	Deanmill Football Club oval maintenance as per agreement	Remove rusted post stirrup and replace with new galv stirrup at Clem Collins Pavilion	Accommodation - Cr Willcox 24 and 26 October 2023 Meetings	Cleaning service-LH	wet hire of grader - shoulder improvement 16 & 17 October 2023 - Boorara Road, grader shift	2 x 8.5kg kwik gas	Supply & Install Solar System to Administration & Depot buildings	Water Sampling - Town Water	Electrical Consulting Services - MRCR - Power Upgrade and Field Lighting Design	6 x Pacific BR9 Wide Brim Helmet fully equipped with Visor, Neck Flap, BFB Sticker, Torch & Holders with Rank Stickers	supply fuel filter & solenoid housing - RB07	1 x 4.75m x 100m roll Combigrid 40/40 Q1	Continence aids - HCP - BW	SPC supplies HCP MRy	SPC supplies HCP MRy
Cr Paul Omodei	Cr Paul Omodei	Cr Steve Miolin	Cr Wendy Eiby	Crayon Australia Pty Ltd	D Liley & R.P Liley	Data #3 Limited	Data #3 Limited	Deanmill Football Club Inc	Dempster Plumbing & Construction	Dingup House Bed and Breakfast	Divercity Events	Dronow Contracting (2005) Pty Ltd	Dun Direct Pty Ltd	Eco-White Pty Ltd	Envirolab Services WA Pty Ltd	Focus Consulting WA	Frontline Fire & Rescue Equipment	GA Auto Electrics	Global Synthetics Pty Ltd	Independence Australia	Independence Australia	Independence Australia
request for payment 23/10/2023 LG Week	Payments October 2023	Councillor Payments October 2023 Councillor	Payments October 2023	4403011632	00000219	SIN000155724	SIN000157010	2023-01	INV-1392	INV-0204	019	INV-5006	00958457	INV-0910	PU25649	2021-253-7	79996	INV-10316	4322186	71917349.01	71919285.01	71919295.01
1769	1769	3917	2248	3901	3895	822	822	373	2126	3755	3743	305	2151	2494	2070	3244	2087	1050	1806	2481	2481	2481
EFT	EFT	EFT	FE	EFT	FFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023
CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294

346.27	2,353.78	1,155.51	209.00	34,483.63	426.25	2,005.73	854.15	350.25	133.40	379.35	800.70	2,758.25	320.60	215.22	458,280.57	1,056.00	792.00	110.42	130.02	206.56	73.32	85.22	106.22	182.48
HBR9WB BFB YE - Pacific BR9WB Wildland Fire Helmet, Wide Brim Style, Daisy Yellow, BFB with all accessories	Pemberton Rural Heavy Duty 2.4 - Service and pre-season checks (Service B required) 1CAS567	New starter motor for Diamond BFB 1.4	Fix issues with Diamond BFB Fast Fill Pump	Emergency works to install new gas line, relocate non compliant hot water systems, replace failed hot water systems and install metering to Pemberton Sports Club.	Repair gas connection assembly and check gas water heaters prior to starting at Manjimup Sports Stadium	LGIS Marine Hull Commercial 30/06/23 - 30/06/24 - Policy M1M019900CMH	AquaCentre Cafe Stock	AquaCentre Cafe Stock	Bottled water for Bushfire Brigades	cleaning products	AquaCentre Cafe Stock	supply 8.5 cubic metres 6% stabilised sand - 18 & 19 October 2023 - Channybearup Road	SCHEDULE:R2023/10 DATE:02/09/2023 TO 29/09/2023	GROSS RENTAL VALUATIONS CHARGEABLE SHEDULE NO: G2023/17 DATED 16/09/2023 TO 13/10/2023	Insurances - 2nd Installment - 30/06/2023 to 30/06/2024 - Member Code 100-MANJI	welding/fabrication services - 10 & 11 October 2023	welding/fabrication services - 16 October 2023	Lite N Easy - HCP - GW	Meals-DWD	meals-AJ	Lite N Easy - HCP - RP	Lite N EAsy - HCP - MH	meals- AC	Lite N Easy - HCP -RB
InterFire Agencies	J & I Milentis & Sons	J & I Milentis & Sons	J & I Milentis & Sons	JC Plumbing & Gas WA	JC Plumbing & Gas WA	JLT Pty Ltd	Johnson's Food Services	Johnson's Food Services	Johnson's Food Services	Johnson's Food Services	Johnson's Food Services	Karri Concrete	Landgate	Landgate	LGISWA	Lilbourne Contracting	Lilbourne Contracting	Lite n' Easy	Lite n' Easy	Lite n' Easy	Lite n' Easy	Lite n' Easy	Lite n' Easy	Lite n' Easy
INV-16523	INV-10646	INV-10645	INV-10660	INV-2386	INV-2393	062-215135	INV-01650	INV-01920	INV-02159	INV-02183	INV-02242	9206	388119 - 10000964	388151 - 10000964	100-154030-02	INV-0129	INV-0133	7145806	/140023	7148073	7160525	7160546	7.160392	7152215
3109	413	413	413	580	580	253	100	100	100	100	100	136	309	309	1442	3871	3871	3087	3087	3087	3087	3087	3087	3087
EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023
CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294

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117         11221592         Manylimup Motore Py Ltd         hoose, fittings, assembly & freight - RL17         20187           3918         3924, M4489-         Manylimup Newsagency         Newspapers & Stationery items - October 2023         289.55           212         INV-2337         Manylimup Pump & Electrical Shop         Newspapers & Stationery items - October 2023         289.55           1442         P113050763         Manylimup Pump & Electrical Shop         Finek Might on South Westand Highway Mids.         280.01           201         JCH4055320         Manylimup Duny & Mari & Auto Electrical         20 000km service - 1006WA         2010.01           537         M16922         Sanylimup Tyoyda & Milsubishi         20 000km service - 1006WA         20 000km           1779         INV-5883         McGinty Electrics         20 000km service - 1006WA         20 000km           1779         INV-5884         McGinty Electrics         Apply 30 pieces 220 x 75 x 3 £L arath - timber for bridges         35.13.00           1779         INV-5884         McGinty Electrics         Apply 30 pieces 220 x 75 x 3 £L Jarath - timber for bridges         35.13.00           1782         Councillor         Amonitime Survice - 1006WA         Amonitime Survice - 1006WA         36.50         36.50           1782         Councillor         McGinty Electrics	-	EFT	117	11231568	Manjimup Motors Pty Ltd	$1 \times 310 \text{ml}$ tube Sikaflex - installation of retic box - Northcliffe Oval	44.79
acc # N489 - Manjimup Newsagency  Newspapers & Stationery items - October 2023  PH13050763 Manjimup Pump & Electrical Shop Intiguation policy and personal p	EFT		117	11231592	Manjimup Motors Pty Ltd	hose, fittings, assembly & freight - RL17	201.87
INV-3397   Manijmup Pump & Electrical Shop   Integrated Strop   Inv-3397   Manijmup Pump & Electrical Shop   Integrated Strop	EFT		3918	acc # N489 - 261282	Manjimup Newsagency	Newspapers & Stationery items - October 2023	289.55
P113050772         Manijmup Sthh         Gea x snipper heads, spools and caps - Parks & PCT           P113050772         Manijmup Sthh         2 x chainsaw bar nuts           JC14055320         Manijmup Tyopota & Mitsubishi         20 000km service - 1005WA           M18922         Service         Manijmup Tyopota & Mitsubishi         20 000km service - 1005WA           INV-6983         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-5941         Middlesex Mill Pty Ltd         supply 30 pieces 220 x 75 x 35.L Jarrah - timber for bridges           INV-3952         Millentis Plumbing         Replace tollet distern in office MHCC           request for payment 19/10/23         Mr Kenneth Lawrence         Councillor Payments October 2023           Councillor Payment 19/10/23         Mr Kim Fardella         mechanical assistance - 10 & 11 October 2023           Councillor Payments         Councillor Payments October 2023         Councillor Payments October 2023           J17         Mr Perry Fardella         mechanical assistance - 28 September & 2 October 2023           Councillor Payments         Councillor Payments October 2023           Mr Perry Fardella         mechanical assistance - 10 & 17 October 2023           Cotober 2023         C	EFT		212	INV-3397	Manjimup Pump & Electrical Shop	check light on South Western Highway 18/26 - faulty relay, replace & test - change daylight sensor on pole, faulty light fittings on poles 69/65/45/74	512.49
P113050772         Manijmup Stihl         2 x chainsaw bar nuts           JC14055320         Manijmup Toyota & Misubishi         20 000km service - 1006WA           M16922         Manijmup Toyota & Misubishi         20 000km service - 1006WA           INV-6983         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-5984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-3952         Middlesex Mill Pty Ltd         supphy 30 pieces 220 x 75 x 3.5L Jarrah - timber for bridges           INV-3952         Milentis Plumbing         Replace toilet cistem in office MHCC           request for payment 19/10/23         Misentis Plumbing         Replace toilet cistem in office MHCC           councillor         Payments         Replace toilet cistem in office MHCC           Councillor         Replace toilet cistem in office MHCC           Councillor         Mr Kim Fardella         mechanical assistance - 10 & 11 October 2023           Councillor         Mr Fardella         mechanical assistance - 20 September & 20ctober 2023           J17         Mr Perry Fardella         mechanical assistance - 4 & 9 October 2023           Councillor         Payments         mechanical assistance - 4 & 9 October 2023           Councillor         Reimbursement for meals - attendance at AlM Assertive <tr< td=""><td>EFT</td><td></td><td>1842</td><td>PI13050763</td><td>Manjimup Stihl</td><td>6ea x snipper heads, spools and caps - Parks &amp; PCT</td><td>510.51</td></tr<>	EFT		1842	PI13050763	Manjimup Stihl	6ea x snipper heads, spools and caps - Parks & PCT	510.51
JC14055320         Manijmup Toyota & Mitsubishi         20 000km service - 1006WA           M16922         Manijmup Toyota & Mitsubishi         20 000km service - 1006WA           INV-6983         MacGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         Milentis Plumbing         reimbursement - Working With Children's Check renewal           Payments         Mr Kimberley Skoss         Councillor Payments October 2023           Gozober 2023         Mr Kimberley Skoss         Councillor Payments October 2023           J17         Mr Perry Fardella         mechanical assistance - 10 & 11 October 2023           J17         Mr Robert Taylor         Councillor Payments October 2023           J18         Mr Ryan Gunson         Councillor Payments October 2023           Reimbz01023         Mr Syan Gunson         Councillor Payment 10 Weid Payment - 10 Weide Purchasees for AquaCentre 10/8/23           Reimbs160823         <	EFT		1842	PI13050772	Manjimup Stihl	2 x chainsaw bar nuts	3.61
Mises         Manijimup Tyre Mart & Auto Electrical         AutoElectrical         wheel alignment - 1035WA           INV-6983         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-3952         Milentis Plumbing         Replace to let of street in office MHCC           request for payments         Mr Kenneth Lawrence         Councillor Payments October 2023           October 2023         Mr Kimberley Skoss         Councillor Payments October 2023           October 2023         Mr Kimberley Skoss         Councillor Payments October 2023           J17         Mr Perry Fardella         mechanical assistance - 10 & 11 October 2023           J17         Mr Robert Taylor         Councillor Payments October 2023           Councillor Payments         Councillor Payments October 2023           Mr Robert Taylor         Councillor Payments October 2023           Reimb201023         Mr Robert Taylor         Councillor Payments October 2023           Reimb150023         Mr Sean Tysoe         Engineering - Mr Seartive Councillor Pa	EFT		201	JC14055320	Manjimup Toyota & Mitsubishi	20 000km service - 1006WA	290.00
INV-6983         McGinty Electrics         depth/volume survey - Collier Street & Rea Park dams           INV-6984         McGinty Electrics         dive & inspect foot valves for leaks - Rea Park dam           INV-6041         Middlesex Mill Pty Ltd         supply 30 pieces 220 x 75 x 3.5L Jarrah - timber for bridges           INV-3952         Milentis Plumbing         Replace toilet cistern in office MHCC           request for payment 19/10/23         Miss Tallssa Holling         reimbursement - Working With Children's Check renewal           Councillor Payments         Councillor Payments October 2023         Councillor Payments October 2023           Payments         Mr Kimberley Skoss         Councillor Payments October 2023           Payments         Mr Kimberley Skoss         Councillor Payments October 2023           J17         Mr Perry Fardella         mechanical assistance - 10 & 11 October 2023           J18         Mr Perry Fardella         mechanical assistance - 29 September & 2 October 2023           J18         Mr Robert Taylor         Councillor Payments October 2023           J18         Mr Ryan Gunson         Councillor Payments October 2023           Reimbursement for meals - attendance at AllM Assertive Coctober 2023           Reimbursement to meals - attendance at All Mr Assertive Coctober 2023           Reimbursement toffee Purchases for AquaCentre 10/8/23           Reim	EFT		537	M16922	Manjimup Tyre Mart & Auto Electrical Service	wheel alignment - 1035WA	100.00
INV-5041         McGinty Electrics         dive & inspect foot valves for leaks - Rea Park dam           INV-5041         Middlesex Mill Pty Ltd         supply 30 pieces 220 x 75 x 3.5L Jarrah - timber for bridges           INV-3952         Milentis Plumbing         Replace toilet cistern in office MHCC           request for payment 19/10/23         Miss Tallissa Holling         reimbursement - Working With Children's Check renewal           Councillor Payments October 2023         Councillor Payments October 2023         Councillor Payments October 2023           Fayments         Mr Kim Fardella         mechanical assistance - 10 & 11 October 2023           J17         Mr Perry Fardella         mechanical assistance - 29 September & 2 October 2023           J17         Mr Robert Taylor         Councillor Payments October 2023           Councillor Payments         Councillor Payments October 2023           Councillor Payments October 2023         mechanical assistance - 4 & 9 October 2023           Councillor Payments October 2023         councillor Payments October 2023           Reimb201023         Mr Robert Taylor         Councillor Payments October 2023           Reimb150923         Mr Sean Tysoe         reimbursement for meals - attendance at AlM Assertive Communication training - 16 & 17 October 2023           Reimb201023         Mr Troy Reid         Reimbursement Coffee Purchases for AquaCentre 10/8/23	EFT		1779	INV-6983	McGinty Electrics	depth/volume survey - Collier Street & Rea Park dams	984.50
INV-5041         Middlesex Mill Pty Ltd         supply 30 pieces 220 x 75 x 3.5L Jarrah - timber for bridges           INV-3952         Milentis Plumbing         Replace toilet cistern in office MHCC           request for payment 19/10/23         Miss Talissa Holling         reimbursement - Working With Children's Check renewal           Councillor Payments October 2023         Councillor Payments October 2023         Councillor Payments October 2023           Payments October 2023         Mr Kimberley Skoss         Councillor Payments October 2023           Payments October 2023         Mr Perry Fardella         mechanical assistance - 29 September & 2 October 2023           J17         Mr Perry Fardella         mechanical assistance - 29 September & 2 October 2023           Councillor Payments October 2023         Councillor Payments October 2023           J18         Mr Robert Taylor         Councillor Payments October 2023           Reimb150923         Mr Ryan Gunson         Councillor Payments October 2023           Reimb150923         Mr Ryan Gunson         Communication training - 16 & 17 October 2023           Reimb150923         Mr Troy Reid         Reimbursement Sudy payment - Associate Degree of Engineering - University of SA           request for payment 19-10-         Mr Troy Reid         Reimbursement Coffee Purchases for AquaCentre 10/8/23	EFT		1779	INV-6984	McGinty Electrics	dive & inspect foot valves for leaks - Rea Park dam	385.00
INV-3952         Milentis Plumbing         Replace toilet cistem in office MHCC           request for payment 19/10/23         Miss Talissa Holling         reimbursement - Working With Children's Check renewal           Councillor Payments October 2023         Councillor Payments October 2023         Councillor Payments October 2023           622         Mr Kimberley Skoss         Councillor Payments October 2023           Councillor Payments         Councillor Payments October 2023           J17         Mr Perry Fardella         mechanical assistance - 28 September & 2 October 2023           J18         Mr Robert Taylor         Councillor Payments October 2023           J18         Mr Robert Taylor         Councillor Payments October 2023           Payments         Mr Robert Taylor         Councillor Payments October 2023           Reimb201023         Mr Ryan Gunson         Councillor Payments October 2023           Reimb150923         Mr Ryan Gunson         Communication training - 16 & 17 October 2023           Reimb150923         Mr Troy Reid         Reimbursement study payment - Associate Degree of Engineering - University of SA           request for payment 19-10- payment 19-10- gas and the confidered purchases for AquaCentre 10/8/23         Reimbursement Coffee Purchases for AquaCentre 10/8/23	EFT		806	INV-5041	Middlesex Mill Pty Ltd	supply 30 pieces 220 x 75 x 3.5L Jarrah - timber for bridges	5,313.00
request for payment 19/10/23 Miss Tailissa Holling reimbursement - Working With Children's Check renewal Councillor Payments October 2023  Councillor Payments October 2023  G22 Mr Kim Fardella mechanical assistance - 10 & 11 October 2023  Councillor Payments October 2023  Mr Perry Fardella mechanical assistance - 29 September & 2 October 2023  J18 Mr Perry Fardella mechanical assistance - 29 September & 2 October 2023  J18 Mr Robert Taylor Councillor Payments October 2023  Reimb201023 Mr Ryan Gunson reimbursement for meals - attendance at AIM Assertive Communication training - 16 & 17 October 2023  Reimb150923 Mr Sean Tysoe Reimbursement Coffee Purchases for AquaCentre 10/8/23 & 20/9/23  Reimbursement Coffee Purchases for AquaCentre 10/8/23 23 - Coffee	EFT		789	INV-3952	Milentis Plumbing	Replace toilet cistem in office MHCC	346.50
Councillor Payments     Mr Kenneth Lawrence     Councillor Payments October 2023       622     Mr Kim Fardella     mechanical assistance - 10 & 11 October 2023       622     Mr Kimberley Skoss     Councillor Payments October 2023       Councillor Payments     Councillor Payments October 2023       J17     Mr Perry Fardella     mechanical assistance - 29 September & 2 October 2023       J18     Mr Perry Fardella     mechanical assistance - 4 & 9 October 2023       Councillor Payments     Councillor Payments October 2023       Reimb201023     Mr Robert Taylor     Councillor Payments October 2023       Reimb150923     Mr Ryan Gunson     reimbursement for meals - attendance at AIM Assertive Communication training - 16 & 17 October 2023       Reimb150923     Mr Sean Tysoe     reimbursement study payment - Associate Degree of Engineering - University of SA       request for payment 19-10- Payment 19-10- Mr Troy Reid     Reimbursement Coffee Purchases for AquaCentre 10/8/23       23 - Coffee     Reimbursement Coffee Purchases for AquaCentre 10/8/23	EFT		3046	request for payment 19/10/23	Miss Talissa Holling	reimbursement - Working With Children's Check renewal	87.00
622     Mr Kim Fardella     mechanical assistance - 10 & 11 October 2023       Councillor Payments     Councillor Payments October 2023       J17     Mr Perry Fardella     mechanical assistance - 29 September & 2 October 2023       J18     Mr Perry Fardella     mechanical assistance - 4 & 9 October 2023       Councillor Payments     mechanical assistance - 29 September & 2 October 2023       Councillor Payments October 2023     mechanical assistance - 4 & 9 October 2023       Reimb201023     Mr Ryan Gunson     Councillor Payments October 2023       Reimb150923     reimbursement for meals - attendance at AllM Assertive Communication training - 16 & 17 October 2023       Reimb150923     reimbursement study payment - Associate Degree of Engineering - University of SA Reimbursement Coffee Purchases for AquaCentre 10/8/23       request for payment 19-10- Payment 19-1	EFT		2661	Councillor Payments October 2023	Mr Kenneth Lawrence	Councillor Payments October 2023	1,231.78
Councillor Payments       Mr Kimberley Skoss       Councillor Payments October 2023         J17       Mr Perry Fardella       mechanical assistance - 29 September & 2 October 2023         J18       Mr Perry Fardella       mechanical assistance - 4 & 9 October 2023         Councillor Payments       Mr Robert Taylor       Councillor Payments October 2023         Reimb201023       Mr Ryan Gunson       Communication training - 16 & 17 October 2023         Reimb150923       Mr Sean Tysoe       Engineering - University of SA         request for payment 19-10-       Mr Troy Reid       Reimbursement Coffee Purchases for AquaCentre 10/8/23         23 - Coffee       Ar Troy Reid       Reimbursement Coffee Purchases for AquaCentre 10/8/23	EFT		1922	622	Mr Kim Fardella	mechanical assistance - 10 & 11 October 2023	742.50
J17       Mr Perry Fardella       mechanical assistance - 29 September & 2 October 2023         J18       Mr Perry Fardella       mechanical assistance - 4 & 9 October 2023         Councillor Payments       Councillor Payments October 2023         Payments       Mr Robert Taylor       Councillor Payments October 2023         Reimb201023       Mr Ryan Gunson       reimbursement for meals - attendance at AIM Assertive Communication training - 16 & 17 October 2023         Reimb150923       Mr Sean Tysoe       Engineering - University of SA         request for payment 19-10-       Mr Troy Reid       Reimbursement Coffee Purchases for AquaCentre 10/8/23         23 - Coffee       Reimbursement Coffee Purchases for AquaCentre 10/8/23	EFT		2391	Councillor Payments October 2023	Mr Kimberley Skoss	Councillor Payments October 2023	1,231.78
Councillor Payments Mr Robert Taylor Reimb201023 Reimb201023 Reimb150923 Mr Sean Tysoe Reimb150923 Reimb150923 Reimb150923 Reimb150923 Reimb150923 Reimb201023 Reimb201023 Reimb201023 Reimb201023 Reimb201023 Reimb201023 Reimb201023 Reimb201023 Reimb201023 Reimbursement study payment - Associate Degree of Engineering - University of SA Reimbursement Coffee Purchases for AquaCentre 10/8/23	EFT		1928	J17	Mr Perry Fardella	mechanical assistance - 29 September & 2 October 2023	1,386.00
Councillor Payments Mr Robert Taylor Councillor Payments October 2023  October 2023  Reimb201023  Mr Ryan Gunson reimbursement for meals - attendance at AIM Assertive Communication training - 16 & 17 October 2023  reimbursement study payment - Associate Degree of Engineering - University of SA  request for payment 19-10- Mr Troy Reid & 20/9/23  3 23 - Coffee	EFT		1928	118	Mr Perry Fardella	mechanical assistance - 4 & 9 October 2023	1,782.00
Reimb201023 Mr Ryan Gunson reimbursement for meals - attendance at AIM Assertive Communication training - 16 & 17 October 2023 reimbursement study payment - Associate Degree of Engineering - University of SA Reimbursement Coffee Purchases for AquaCentre 10/8/23 3 - Coffee	FFT		246	Councillor Payments October 2023	Mr Robert Taylor	Councillor Payments October 2023	1,231.78
Reimb150923 Mr Sean Tysoe reimbursement study payment - Associate Degree of Engineering - University of SA request for payment 19-10- Mr Troy Reid & 20/9/23 & Coffee	EFT		3910	Reimb201023	Mr Ryan Gunson	reimbursement for meals - attendance at AIM Assertive Communication training - 16 & 17 October 2023	46.65
request for payment 19-10- Mr Troy Reid & 20/9/23 & 20/9/23 23 - Coffee	EFT		3737	Reimb150923	Mr Sean Tysoe	reimbursement study payment - Associate Degree of Engineering - University of SA	1,059.39
	Ħ		2350	request for payment 19-10- 23 - Coffee	Mr Troy Reid	Reimbursement Coffee Purchases for AquaCentre 10/8/23 & 20/9/23	316.80

135.00	135.00	25.00	29.00	907.50	47.50	1,809.79	420.26	262.66	1,231.78	70.95	43.20	163.13	21.60	1,147.02	1,779.75	12,306.25	241.08	3,000.00	3,000.00	4,000.00
Reimbursement - cancelled lessons during cooling off period	Reimbursement - cancelled lessons during cooling off period	Reimbursement for tube grip stockings & bandages - MR	Reimbursement - Swim School equipment	Home Maintenance 16/10/23- 20/10/23	Reimbursement - over charge on swimming lessons	Councillor Payments October 2023	Parking & expenses recoup WALGA Conference 2023	Manjimup Trail Bike Hub - Presentation at RTRA AGM - Accommodation & Meal	Councillor Payments October 2023	10 x BP4HS spark plugs	4 x 25mm sq tube aluminium - headboard protection for window - 1003WA	$1.45 m \times 150 mm$ gal pipe, $6mm$ plate - steel for ram sensors - GR6	2 x 25mm sq tube aluminium - additional headboard material - 1003WA	$4 \times 45$ kilo gas bottles and diesel	Reimbursement for additional costs to Baysan for Munro House roof construction	Quarterly Assistance Grant Oct- Dec 2023	4 x 1/4" quick couplings - ATV2	Community Grant 2023/2024 - Financial Assistance	Community Grant 2023/2024 - The Beat Goes On - Celebrating 20 years	Community Grant 2023/2024 - Celebrating 20 years Art Support - Spring 2023 & Autumn 2024
Mrs Jennifer Jacob, Mr Steele Jacob	Mrs Karen Church	Mrs Margaret Rice	Mrs Melissa Boydell	Mrs Nicole Campbell	for : 19/10/23 Mrs Shammara Markotis	Ms Denise Jenkins	Ms Denise Jenkins	Ms Evy Apeldoorn	Ms Susan Dawson-Vidovich	Napa Auto Parts	Nev's Steel	Nev's Steel	Nev's Steel	Northcliffe Newsagent & General Store	Northcliffe Pioneer Museum Inc	Northcliffe Visitor Centre	Nutrien Ag Solutions	Pemberton Arts Group Inc	Pemberton Arts Group Inc	Pemberton Arts Group Inc
request for payment 19/10/2023	request for payment 19/10/23	payment request 23/10/2023	request for payment 19/10/23	INV-1402	request for payment 19/10/23	Councillor Payments October 2023	Reimbursement WALGA Conference 2023	payment request 24/10/2023	Councillor Payments October 2023	1850201972	00085259	00085260	00085258	stmt 3/10/23 - September 2023	12	INV-0083B	909753705	161	160	159
3912	3913	3624	2603	1982	2298	244	244	2131	2655	3042	80	80	80	2770	884	177	265	341	341	341
EFT	EFT	EFT	EFT	EFT	EFT	EFT	E	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023
CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294

CP.294	30-10-2023	EFT	1058	56194	Perrella Industrial Supplies	6 x weld on hinges - TK18	175.67
	30-10-2023	EFT	3742	240343365	Prime Industrial Products Pty Ltd	2 x 1.8x1.8m std red frame & curtain kit - ME95	472.87
CP.294	30-10-2023	EFT	3899	309336	Raedan Holdings Pty Ltd	6 boxes of vinyl planks, 7 boxes of carpet tiles, 1 tub eco tack glue carpet tiles, 1 tub of ultrabond vs90 glue for vinyl planks	2,750.00
CP.294	30-10-2023	EFT	344	SAIG11S- 1313336	SAI Global Limited	Renewal of SAI Gobal Subscription 2023	8,660.15
CP.294	30-10-2023	EFT	1350	9013025478	Schweppes Australia Pty Ltd	AquaCentre Cafe Stock	577.46
CP.294	30-10-2023	EFT	283	CF1000090263	Silver Chain Nursing Association	Social support club - HCP - JW	871.30
CP.294	30-10-2023	EFT	3911	4357	Simon Shorthouse Computers	Manjimup SES - Investigate fault on computer/screens	441.00
CP.294	30-10-2023	EFT	924	617022	SOS Office Equipment	Fuji Xerox DPCM215FW MFD - Order black toner, fit. update firmware, clean internals & clean outside of machine.	220.14
CP.294	30-10-2023	EFT	924	617356	SOS Office Equipment	Rental Charge Fuji Xerox AP7C4473 S/N 400690 - 25 October - 24 November 2023	324.89
CP.294	30-10-2023	EFT	924	617357	SOS Office Equipment	MHCC Fuji Xerox x 4 Rental 25 October - 24 November 2023 - A/c SHIRE042	1,624.19
CP.294	30-10-2023	EFT	3613	1929646	Stantec Australia Pty Ltd	design review - Old Vasse Road	1,612.88
CP.294	30-10-2023	EFT	145	181426740 - 2049946977	Synergy	Payment 1814267421 - Electricity Pemberton Transfer Station 09/08/2023 - 12/10/2023	186.49
CP.294	30-10-2023	EFT	145	163478340 - Inv 2061936534	Synergy	Payment 5061444519 - Electricity Manjimup Airport 18/08/2023 - 17/10/2023	726.99
CP.294	30-10-2023	EFT	145	199540840 - 2097894452	Synergy	Payment 5096268117 - Electricity Manjimup Depot 15/08/2023 - 02/10/2023	2,486.62
CP.294	30-10-2023	EFT	145	333447290 - Inv 2089921999	Synergy	Payment 5218915016 - Electricity Unit D, 5 Brockman Street 19/08/2023 - 18/10/2023	1,032.08
CP.294	30-10-2023	EFT	145	589179600 - 2045949572	Synergy	Payment 5891796023 - Woodturners, Volunteer Hub, Sound Shell & Rec Grounds 19/08/2023 - 18/10/2023	340.22
	30-10-2023	EFT	145	709854800 - 2017969130	Synergy	Payment 7098548024 - Electricity Manjimup Community Centre 19/09/2023 - 18/10/2023	1,028.67
CP.294	30-10-2023	EFT	145	811605870 - Inv 2033965540	Synergy	Payment 8116058720 - Electricity Hamlet, Septic Pump & Heritage Park 19/08/2023 - 18/10/2023	751.76
CP.294	30-10-2023	EFT	145	283903870 - 20099666662	Synergy	Payment 5179459717 - Electricity Lions Gazebo & Public Toilets 19/08/2023 - 18/10/2023	145.90
CP.294	30-10-2023	EFT	145	879826190 - 2002001551	Synergy	Payment 8798261924 - Electricity Imperials Recreation Club 19/08/2023 - 18/10/2023	151.91
CP.294	30-10-2023	EFT	145	911234990 - 2093918960	Synergy	Payment 9112349923 - Electricity Walpole Depot 22/08/2023 - 19/10/2023	130.26
CP.294	30-10-2023	EFT	145	239448140 - 2061939166	Synergy	Payment 2394481423 - Electricity Manjimup Refuse & Recycling Centre 12/08/2023 - 19/10/2023	419.76
CP.294	30-10-2023	EFT	145	491025070 - 2005969242	Synergy	Payment 4910250726 - Electricity Walpole Tennis Courts 22/08/2023 - 19/10/2023	116.35

118.59	289.44	1,598.09	290.26	202.04	299.64	467.16	302.87	413.88	1.00	246.00	36.00	380.50	3,288.29	570.00	2,940.00	107.00	25,505.89	58,074.08	770.00	1,287.80	539.00	2,600.00	550.00	6,059.26
Payment 8759024522 - Electricity Walpole Jetty & BBQ 22/08/2023 - 19/10/2023	Payment 9322189921 - Electricity Walpole Family Centre 21/08/2023 - 19/10/2023	Payment 2767650728 - Electricity MISP 23/08/2023 - 20/10/2023	Payment 1303527421 - Electricity Public Toilets Pioneer Park 21/08/2023 - 19/10/2023	Payment 5167317812 - Electricity 20 Arnott Street 23/08/2023 - 20/10/2023	Payment 8850050722 - Electricity Old Infant Health Clinic 19/08/2023 - 20/10/2023	Payment 5180706510 - Electricity Wellness Centre 19/09/23/ - 17/10/2023	Payment 5284927416 - Electricity Pemberton Mill Hall Car Park Public Toilets 24/08/2023 - 23/10/2023	Toll IPEC Freight w/e 22/10/23 - Customer No. 2084261	2 x quick blow fuses - portable traffic lights - TL01	40 x Powercell Ultra 9v batteries - reticulation	1 x 20R8HCB-C1 GP ReCyko 9v rechargeable battery, freight - reticulation controller - Pemberton Oval	1ea x TOP139-6259 3/3 v belt, TOP139-6342 belt, TOP127-4771 v-belt - MW16	pick up & process/recycle 165 x assorted tyres ex MRRC	2 x Yokohama 215/65R16C tyres & disposal - 1035WA	tyre disposal ex Shire of Manjimup Depot	1 x Vitora 185R14C 102/100R tyre & disposal - TR12	Payment for over volume waste receivals - period 01/04/22 to 31/03/23	Manjimup Landfill Site Management Contract - October 2023	fit heavy duty front grill to CAT backhoe - BH13	Meals on Wheels - July 2023	Manjimup SES - Replace 2 Batteries in PC2 SES82	Community Grant 2023/2024 - WNNPA Bioblitz Event 2023	Loader and Operator for tacking of the West Palgarup fire	Loan repayment 226 - 06/11/23
Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Synergy	Team Global Express Pty Ltd	Tools N Trade	Tools N Trade	Tools N Trade	T-Quip	Tyrecycle	Tyrepower Manjimup	Tyrepower Manjimup	Tyrepower Manjimup	Verge Enviro Pty Ltd	Verge Enviro Pty Ltd	W & A Hetherington	WA Country Health Service	Walpole Motors	Walpole-Nornalup National Park Association Incorporated	Waugh's Forest Services	Western Australian Treasury Corporation
875902450 - 2002003028	932218990 - 2049953829	276765070 - 2002003462	130352740 - 2053944449	279420590 - 2057949551	885005070 - 2089925083	293352340 - 2053945863	404551970 - 2021969530	0605-S256166	52525	52552	52646	123789#26	141442	179008	179079	178937	MRRC Contract Over Volume Payment	October 2023	INV-5870	635649	6998H	202304	00003207	226 - 50355
145	145	145	145	145	145	145	145	59	3900	3900	3900	750	2180	121	121	121	3754	3754	264	1322	929	3907	2954	69
EFT	FFI	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	FF	FFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023	30-10-2023
CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294	CP.294

30-10-2023	EFT	69	202 - 49503	Western Australian Treasury Corporation	Loan Repayment 202 - 07/11/2023	13,990.34
	EFT	1773	PI8856339	WesTrac Pty Ltd	1 x 173-2142 replacement front window, 1 x oversize sticker - LD04	1,296.50
30-10-2023	EFT	1773	PI8858974	WesTrac Pty Ltd	freight - LD04	36.20
30-10-2023	EFT	1773	PI8868956	WesTrac Pty Ltd	2 x 476-9049 AS-GA springs - BH13	241.05
30-10-2023	EFT	2493	3031	Willo's Gutter Cleaning & Handyman Service	gutter clean- KD	275.00
30-10-2023	EFT	16	7359	Wiseman Signs	supply & install diamond grade conspic reflective stripes & lettering - 1020WA	1,694.00
30-10-2023	EFT	91	7388	Wiseman Signs	39 x plant asset number stickers	386.10
30-10-2023	EFT	185	4320701604	Wurth Australia Pty Ltd	quantity of workshop consumables - ME99	188.72
30-10-2023	EFT	185	4320709326	Wurth Australia Pty Ltd	50 x 10pk 0879010021 wheel nut indicators - TL01	196.99
30-10-2023	EFT	181	217832	Zipform Pty Ltd	Final Notices 23/24 Quote 88469 - Artwork	2,349.99
					EFT Total	2,042,414.53
				Other Payments (including Direct Debits)	abits)	
	Cheque	Creditor Number	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
03-10-2023	N/A	3245	100001578751	HP Financial Services (Australia) Pty Ltd	HP Financial Services (Australia) Pty Lease 5546295549AUS1 - 01/10/23 to 31/12/23 - Various IT Ltd	3,206.50
03-10-2023	N/A	3245	100001578752	HP Financial Services (Australia) Pty Ltd	HP Financial Services (Australia) Pty Lease 5546295549AUS4 - 01/10/23 to 31/12/23 - Fortinet Ltd	3,047.00
03-10-2023	N/A	2532	1235167	Les Mills Asia Pacific	Contract Fee - Body Pump - 01/10/2023 to 31/10/2023	425.79
06-10-2023	A/N	2955	INV-3932	Aviary Corp Pty Ltd	Subscription Fee - Monthly Licence - September 2023	1,475.76
06-10-2023	N/A	2845	770094	Fleetcare Pty Ltd	Monthly Lease Rental, GPS Access Fee & OBD GPS Dongle - September 2023	778.98
16-10-2023	N/A	3383	TA12341-051	Telair Pty Ltd	Internet Access 1/10/2023 - 31/10/2023	70.668
16-10-2023	N/A	1015	AUSG00544714	SG Fleet Australia Pty Ltd	Lease rental payment - October 23/November 23 - Acc No AUSH0032	3,987.17
16-10-2023	A/N	2605	Stmt 109 - Acc # 141 571 034 0	Wright Express Australia Pty Ltd	September 2023 - Coles card Aqua Centre (MRAC)	113.80
16-10-2023	N/A	2605	Stmt 109	Wright Express Australia Pty Ltd	September 2023 - Cole card MHCC	337.35
20-10-2023	N/A	3640	Lease Payment 12 of 60	Finrent Pty Ltd	Lease Fee - HP DesignJet XL 3600 Multifunction Printer	691.90
20-10-2023	N/A	3617	5400112236 / Contract 009- 0156062-002	Dell Financial Services Pty Ltd	Rental - Optiplex 5000, Latitude 7320/5530/Monitors/Mobile Adapter/Keyboards/Mouse/Dock	4,749.40

	Dell Financial Services Pty Ltd Rental - Optiplex 5000, Latitude 7320/5530/Monitors/Mobile 3,957.83	Dell Financial Services Pty Ltd Rental - Optiplex 5000, Latitude 7320/5530/Monitors/Mobile 3,957.83 Adapter/Keyboards/Mouse/Dock	Corporate card Westpac Banking Corporation Corporate card statement 21/08/2023 to 20/09/2023 3,201.22	Maia Financial Pty Limited Lease contract payment for 01/10/23 to 31/12/23 2,964.46	Other Total 37,751.89	Grand Total 2,098,945.79
210002-002			Corporate card Westpac Bank statement 20/9/23	C41838 Maia Financia		
3617	3617	3617	2610	1948		
N/A	N/A	N/A	N/A	N/A		1
20-10-2023	20-10-2023	20-10-2023	03-10-2023	03-10-2023		
CPT.663	CPT.663	CPT.663	CPT.664	CPT.665		

11/2023 3·09·37 PM

**9.3.1(1)** 

Payment Number Payment Date Card  31404 16/10/2023 MHCC # CS consuconsuconsuconsuconsuconsuconsuconsu	nised transactions -	Itemised transactions - Coles Cards - 1 September 2023 WRIGHT EXPRESS		les Cards - 1 September 2023 – 30 September 2023 - as per Warrant Listing report October 2023 WRIGHT EXPRESS - COLES CARD - SEPTEMBER 2023	ober 2023 )23	
16/10/2023 MHCC # KM 16/10/2023 MRAC #MB 16/10/2023 MRAC #TR		Payment Date	Card	Invoice Description	Inclusive Amount	unt
16/10/2023 MHCC # KM 16/10/2023 MRAC #MB	31404	16/10/2023 M		consumable items - Boronia Club - MHCC	\$	48.30
16/10/2023 MRAC #MB 16/10/2023 MRAC #MB				consumable items - Boronia Club - MHCC	↔	42.89
16/10/2023 MRAC #WB 16/10/2023 MRAC #WB				consumable items - Boronia Club - MHCC	8	11.85
16/10/2023 MHGC # KM 16/10/2023 MRAC #MB				consumable items - Boronia Club - MHCC	\$	45.50
16/10/2023 MHCC # KM 16/10/2023 MRAC #MB 16/10/2023 MRAC #TR				consumable items - Boronia Club - MHCC	₩	82.94
16/10/2023 MHCC # KM 16/10/2023 MRAC #MB				consumable items - Boronia Club - MHCC	↔ €	41.00
16/10/2023 MHCC # KM 16/10/2023 MRAC #MB					<del>&gt;&gt;</del> €	- 020
16/10/2023 MHCC # KM 16/10/2023 MRAC #MB 16/10/2023 MRAC #TR					A	272.48
16/10/2023 MRAC #MB	31404	16/10/2023 M		consumable items - Boronia Club - MHCC	↔	34.90
16/10/2023 MRAC #MB				consumable items - Boronia Club - MHCC	₩	29.97
16/10/2023 MRAC #MB					æ	64.87
16/10/2023 MRAC #MB 16/10/2023 MRAC #TR				MHCC Total purchases	ses \$	337.35
16/10/2023 MRAC #MB 16/10/2023 MRAC #TR						
16/10/2023 MRAC #TR	31403	16/10/2023 M	IRAC #MB	consumable items - Aqua Centre Café	49	12.00
16/10/2023 MRAC #TR				consumable items - Aqua Centre Café	· <del>ເ</del>	15.60
16/10/2023 MRAC #TR				consumable items - Aqua Centre Café	\$	9.60
16/10/2023 MRAC #TR				consumable items - Aqua Centre Café	↔	9.60
16/10/2023 MRAC #TR				consumable items - Aqua Centre Café	↔	52.60
16/10/2023 <b>MRAC</b> #TR				consumable items - Aqua Centre Café	↔	9.60
16/10/2023 <b>MRAC #1</b>				consumable items - Aqua Centre Café	\$	4.80
16/10/2023 MRAC #T					4	113.80
	31403	16/10/2023 M	IRAC #TR		₩	1
				MHCC Total purchases	ses \$	113.80
				Te	Total \$	451.15

Payment Depart			CORPO	JRATE CREDIT CARD - SEPTEMBER 2023		
1/17/2023   CED   Island Autority absorption 229(10.21/10.22   Speciment Autority autority publication 2014 to 2017   Speciment Autority	Payment Number	Payment Date	Card	Invoice Description	Inclus	sive Amount
LOIS - Celling Back to Work workshop - POT: CREDIT	31891	1/11/2023	CEO	Starlink Australia - ongoing monthly subscription 22/9/ to 21/10/23	\$	139.00
Clifis - German Rankinson Coat Management Rawlinson - Port - Coattuc Data   Sankreis				LGIS - Getting Back to Work workshop - P Orr	69	165.50
Rawlinson Cost Managament Rawlinson Cost Guide 2023 - S Markolis \$  Adobe systems - organing monthly subscription - Creative Cloud app 12/9 to 11/10/23 \$  Mestrier - wallb@westriet com au 19/23 to 11/10/23 - \$78.99 \$  Westrier - wallb@westriet com au 19/23 to 11/10/23 - \$78.99 \$  Washer - Impose@westriet com au 19/23 to 11/10/23 - \$78.99 \$  Washer - Tipose@westriet com au 19/23 to 11/10/23 to				LGIS - Getting Back to Work workshop - P Orr - CREDIT	4	165.00
Adobe systems - ongoing monthly subscription - Creative Cloud app 129 to 11/1023 \$  WestnetWallb@westnet.com.au 19023 to 1/1023 - \$89.96 \$  WestnetWallb@westnet.com.au 19023 to 1/1023 - \$79.99 \$  Galley Hotel - Accommodation Bac Clear Clear And Clear Cle				Rawlinson Cost Management - Rawlinson Contruction Cost Guide 2023 - S Markotis	↔	350.00
Water wellbigwestriat.com au 19/23 to 1/10/23 - \$59.95  Waster wild begwestriat.com au 19/23 to 1/10/23 - \$79.99  Galley Hofel - Accommodation SB- C Blee Galley Hofel - Accommodation SB- C Blee Apped Care Indiany Assoc. online raining wounds - J Forenan - not accessible Survey Morkey - ormula subscription reveral Department of Mines - Renwall High risk licence - J Bernett - Dangerous trees Sector Australia - 15 pair castors & freight - J Forenan Moles - Sector Australia - 15 pair castors & freight - J Forenan - Sector Australia - 15 pair castors & freight - J Forenan - Sector Australia - 15 pair castors & freight - J Forenan - Sector Australia - 15 pair castors & freight - J Forenan - Sector Australia - 15 pair castors & freight - J Forenan - Sector Australia - 15 pair castors & freight - J Forenan - Sector Australia - 15 pair castors & freight - J Forenan - Sector Australia - Sector & Sector				Adobe systems - ongoing monthly subscription - Creative Cloud app 12/9 to 11/10/23	4	79.99
1/11/2023   DB   Westnet.com au 1/9/23 to 1/10/23 - \$79.99   \$					s	569.49
### WALCA - roadside Vegitation Management Event - Dangerous frees    Management   Management Event - Style   Management	24004	4 144 19000	0	Washington (1970) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	e	90 08
Aged Care Industry Assoc. online Training - wounds - J Foreman Aged Care Industry Assoc. online Training - wounds - J Foreman Aged Care Industry Assoc. online Training - wounds - J Foreman Aged Care Industry Assoc. online Training - wounds - J Foreman Aged Care Industry Assoc. online Training - wounds - J Foreman Aged Care Industry Assoc. online Training - wounds - J Foreman PDO - ongoing subscription - PDO Connection Survey Monkey - annual subscription renewal Bepartment of Minses - Renewal High risk licence - J Bennett - Dangerous trees Benn Astralia - Is part a crissons & freight - J Foreman WALGA - Roadside Vegitation Warkshop - I Roadsy City of Bunbury - parking Or Training All Lears City of Bunbury - Parking Purply - Multipage and Go Daddy - manifumphorneandcommunitycae au Go Daddy	3 169 1	1/11/2023	OD	Westnet - wallingwestnet.com.au 1/9/23 to 1/10/23 - \$68:35	<b>→</b> ⊌	66.60
Aged Care Industry Assoc - confine training - wounds - J Foreman - not accessible - S				Westifet - Hijpses@westifet.com.ad 1/9/25 to 1/10/25 - \$73:39 Gallary Hotal - Accommodation SB - C Riea	9 <b>6</b> 4	300 00
Aded Care Industry Assoc - online training - wounds - J Foreman - not accessible - S PDQ - organing subscription releval				Aged Care Industry Assoc - online training - wounds - J Foreman	9	254.70
PDQ-ongoing subscription - PDQ Connection  Survey Monkey - amual subscription renewal  Survey Monkey - amual subscription renewal  WALGA - roadside Vegitation Management Event - S Tysoe  Dopartment of Muses - Renewal High risk licence - J Bennett Domybrook Bee Surplies - Bee suit & glowces - N Booth & J Bennett - Dangerous trees Selon Austriale - 15 pair scissors & freight - J Foreman WALGA - Roadside Vegetation Workshop - T Ridley Victoria Sewing Supply - Rubber (t) Scissors City of Bunbury - J Parking of Training - M Leers Alpha Medical Solutions - catheer stap - J Foreman Go Daddy - manifirmuphentiagepark.com Go Daddy - manifirmu				Aged Care Industry Assoc - online training - wounds - J Foreman - not accessible	्र ५	248.00
Survey Monkey - annual subscription renewal  Survey Monkey - annual subscription renewal  (1/11/2023 DWS WALGA - roadside Vegitation Management Event - S Tysoe Department of Mines - Renewal High risk licence - J Bennett Department of Mines - Renewal High risk licence - J Bennett Department of Mines - Renewal High risk licence - J Bennett Department of Mines - Renewal High risk licence - J Bennett Department of Mines - Renewal High risk licence - J Bennett Selon Australia - 15 pair scissors & frequent WALGA - Readside Vegetation Workshop - T Ridley WALGA - Readside Vegetation Workshop - T Ridley City of Burbury - parking Volt Talling - M Leers Alpha Medical Solutions - catheter strap - J Foreman Go Daddy - manifmup handragepark.com Go Daddy -				PDQ - ongoing subscription - PDQ Connection	€9	309.22
1/11/2023 DWS WALGA - roadside Vegitation Management Event - S Tysoe  Department of Mines - Renewal High risk licence - J Bennett - Dangerous trees  Seton Australia - 15 pair scissors & freight - J Foreman WALGA - Roadside Vegetation Workshop is a Store of the Stor				Survey Monkey - annual subscription renewal	\$	852.84
1/11/2023 DWS WALGA - roadside Vegitation Management Event - S Tysoe Department of Mines - Renewal High risk licence - J Bennett Domytrook Bee Surgies - Bee surgies - Beode & Selon Australia - To pair scissors & Selon Australia - To pair scissors & Siegon - Australia - To pair scissors & Siegon - Australia - To pair scissors & Siegon - Siegon					S	1,638.70
Department of Mines - Renewal High risk licence - J Bennett - Dangerous trees  Department of Mines - Renewal High risk licence - J Bennett - Dangerous trees  Seton Australia - 15 pair soissors & freight - J Forenan WALGA - Roadside Vegetation Workshop - T Ridor Clyrofia Sewing Supply - Rubber tips osserors Clyrofia Sewing C Training - M Leers Aphra Medical Solutions - cathefer strap - J Forenan Go Daddy - manijmupheritagepark com au G	31891	1/11/2023	DWS	WALGA - roadside Vegitation Management Event - S Tysoe	49	99.50
Donnybrook Bee Surplies - Bee suit & gloves - N Booth & J Bennett - Dangerous trees Seton Australia - 15 pair scissors & freight - J Foreman WALCA - Roadside Vegetation Workshop - T Ridley WALCA - Roadside Vegetation Workshop - T Ridley Victoria Sewing Sulpply - Rubber tip scissors City of Bunbury - parking for Training - M Leers Apha Medical Solutions - entailer strap - J Foreman Go Daddy - manijmuupheritagepark.au Go Daddy - manijmuupheritagepark.com Go Daddy - manijmuupheritagepark.co				Department of Mines - Renewal High risk licence - J Bennett	69	44.00
Seton Australia - 15 pair scissors & freight - J Foreman WALGA - Roadside vegetation Workshop - T Ridley Victoria Sewing Supply - Rubber tip scissors Victoria Sewing Supply - Rubber tip scissors Sty of Bunbury - parking for Training - M Leers Apha Medical Solutions - catheter strap - J Foreman Go Daddy - manipimuphentagepark au Go Daddy - manipimuphentagepark com au Total paid to Weetpac \$  Total paid to Weetpac \$  \$  Total paid to Weetpac \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$				Donnybrook Bee Surplies - Bee suit & gloves - N Booth & J Bennett - Dangerous trees	₩	170.00
WALGA - Roadside Vegetation Workshop - T Ridley  Victoria Sewing Supply - Rubber tip scissors  City of Bunbury - parking - M Leers  City of Bunbury - parking - M Leers  Apha Medical Solutions - catheter strap - J Foreman  Go Daddy - manijmupheritagepark au  Go Daddy - manijmupheritagepark com au  So Daddy - manijmupheritagepark com au  Go Daddy - manijmupheritagepark com au  Total paid to Westpac  Soleo - reoccuring monthly debit for MHCC communications system  Total paid to Westpac  Soleo - reoccuring monthly debit for MHCC communications system				Seton Australia - 15 pair scissors & freight - J Foreman	\$	140.86
Victoria Sewing Supply - Rubber tip scissors  City of Bunbury - parking for Training - M Leers  Apha Medical Solutions - catheter strap - J Foreman  Go Daddy - manjimupheritagepark au  Go Daddy - manjimupheritagepark com  Go Daddy -				WALGA - Roadside Vegetation Workshop - T Ridley	\$	199.00
City of Bunbury - parking for Training - M Leers Alpha Medical Solutions - catheter strap - J Foreman Go Daddy - manijimupheritagepark.com.au  Soleo - reoccuring monthly debit for MHCC communications system  1/11/2023 DCS Zoleo - reoccuring monthly debit for MHCC communications system  Soleo - reoccuring monthly debit for MHCC communications system  Total paid to Westpac S				Victoria Sewing Supply - Rubber tip scissors	\$	22.50
Alpha Medical Solutions - catheter strap - J Foreman  Go Daddy - manifimupheritagepark.au  Go Daddy - manifimupheritagepark.com.au  Go Daddy - manifimupheritagepark.com.au  Go Daddy - manifimupheritagepark.com.au  S Go Daddy - manifimupheritagepark.com.au  Total paid to Westpac S S S S S S S S S S S S S S S S S S S				City of Bunbury - parking for Training - M Leers	\$	10.00
Go Daddy - manjimupheritagepark.au  Go Daddy - manjimupheritagepark.com  Soleo - reoccuring monthly debit for MHCC communications system  Total paid to Westpac  Total paid to Westpac				Alpha Medical Solutions - catheter strap - J Foreman	€9	95.50
Go Daddy - manijmuphomeandcommunitycare.au  Go Daddy - manijmupheritagepark.com  Go Daddy - manijmupheritagepark.com.au  Go Daddy - manijmupheritagepark.com.au  Soleo - reoccuring monthly debit for MHCC communications system  Total paid to Westpac  Total paid to Westpac				Go Daddy - manjimupheritagepark.au	\$	21.94
Go Daddy - manjimupheritagepark.com  Go Daddy - manjimupheritagepark.com.au  Go Daddy - manjimupheritagepark.com.au  So Daddy - manjimupheritagepark.com.au  Soleo - reoccuring monthly debit for MHCC communications system  Total paid to Westpac				Go Daddy - manjimuphomeandcommunitycare.au	69	21.95
Go Daddy - manjimupheritagepark.com.au  So Daddy - manjimupheritagepark.com.au  So Daddy - manjimupheritagepark.com.au  Soleo - reoccuring monthly debit for MHCC communications system  Total paid to Westpac Soleo Sol				Go Daddy - manjimup.au	69	21.95
Go Daddy - manijmupheritagepark.com.au  1/11/2023 DCS Zoleo - reoccuring monthly debit for MHCC communications system  Total paid to Westpac S 3.			and the second s	Go Daddy - manjimupheritagepark.com	<b>69</b> (	69.94
1/11/2023 DCS Zoleo - reoccuring monthly debit for MHCC communications system \$  Total paid to Westpac \$ 3.				Go Daddy - manjimupheritagepark.com.au	₩.	43.89
1/11/2023 DCS Zoleo - reoccuring monthly debit for MHCC communications system \$  \$  Total paid to Westpac \$ 3.					4	961 03
1/11/2023 DCS Zoleo - reoccuring monthly debit for MHCC communications system \$\frac{\strace}{\strace}\$\$  Total paid to Westpac \$\frac{\strace}{\strace}\$						
3,2	31891	1/11/2023	SOG	Zoleo - reoccuring monthly debit for MHCC communications system	€9	32.00
					6	32.00
				O.W. of bine leter	3 ocutach	2 204 22
				ו טומו וישוח וט איפט	vestpac &	3,501.62

Payment Date Creditor Invoice No Invoice Description (Number 2009) 2009/2023 City & Regional Fuel 744009 September fuel purchases: UA2295 September fuel purchases: 103WA 2899 September fuel purchases: 103WA 2890 September fuel purcha	SEPTEMBER 2023	
30/09/2023 City & Regional Fuel 744009	Invoice Description	Inclusive Amount
		371 66
September fuel purchases:		\$ 422.83
September fuel purchases:		
September fuel purchases:	2	\$ 429.25
September fuel purchases:		\$ 207.48
September fuel purchases:		\$ 39.22
September fuel purchases:	September fuel purchases: 1012WA	\$ 109.40
September fuel purchases:	September fuel purchases: 1034WA	\$ 524.33
September fuel purchases:	September fuel purchases: 1029WA	
September fuel purchases:	September fuel purchases: 1008WA	\$ 258.90
September fuel purchases:	September fuel purchases: 1032WA	
September fuel purchases:	September fuel purchases: 1035 WA	\$ 722.18
September fuel purchases:	September fuel purchases: 1HQE251	
September fuel purchases:	September fuel purchases: 1001WA	
September fuel purchases:	September fuel purchases: 1002WA	
September fuel purchases:	September fuel purchases: 1HWG911	
September fuel purchases:	September fuel purchases: 1021WA	
September fuel purchases:		\$ 91.03
September fuel purchases:		\$ 246.95
September fuel purchases:		\$ 84.30
September fuel purchases:	September fuel purchases: 1028WA	\$ 136.35
September fuel purchases:	September fuel purchases: 1030WA	\$ 342.48
September fuel purchases: September fuel purchases: September fuel purchases:	September fuel purchases: MHCC LAWNMOWER	\$ 250.48
September fuel purchases: September fuel purchases:	September fuel purchases: 1014WA	\$ 240.84
September fuel purchases:	September fuel purchases: 1013WA	\$ 133.57
	September fuel purchases: 1026WA	\$ 312.71
		\$ 7,691.33

**9.3.1(1)** 

Itemised transac	tions - Ampol Car	ds - 1 September 2	023 - 30 September 202	ltemised transactions - Ampol Cards - 1 September 2023 - 30 September 2023 - as per Warrant Listing report October 2023		
		AMPO	L FUEL CARDS	AMPOL FUEL CARDS - SEPTEMBER 2023	Test in	
Payment Number	Payment Date	Creditor	Invoice No	Invoice Description	Inclus	Inclusive Amount
31405	10/10/2023	Ampol Australia	302151719 Fuel pu	302151719 Fuel purchases - 1000WA - September 2023	89	248.55
			Fuel pr	Fuel purchases - 1001WA PEHO - September 2023	↔	395.10
			Fuel pr	Fuel purchases - 1002WA MWS - September 2023	s	120.45
			Fuel pr	Fuel purchases - 1006WA CEO - September 2023	\$	519.93
			Fuel pr	Fuel purchases - 1012WA - September 2023	\$	145.69
			Fuel pr	Fuel purchases - 1013WA MPG - September 2023	↔	78.686
			Fuel pr	Fuel purchases - 1014WA MTS - September 2023	\$	163.63
			Fuel pr	Fuel purchases - 1028WA - September 2023	\$	112.95
			Fuel pr	Fuel purchases - 1030WA MBS - September 2023	<del>\$</del>	637.11
			Fuel pr	Fuel purchases - 1EZY788 Walpole SES - September 2023	€9	73.06
					89	3,406.34

**9.3.1(1)** 

Payment Date	Invoice Description	
		Inclusive Amount
	PPE 10/10/2023	469,065.63
25/10/2023 PPE 2	PPE 24/10/2023	415,748.17
		\$ 884,813.80



(Period Ending 30 September 2023)

# MANJIMUP

Statement of Financial Activity - September 2023

# **Table of Contents** Page 3 **General Comment** Statement of Financial Activity by Type 4 Statement of Comprehensive Income by Type 5 **Statement of Financial Position** 6 **Operating Items comments** 7-13 **Net Current Asset Position** 14 15 **Capital comments Debtors comments** 16 Cash – Municipal, Unexpended Loans and Reserves 16-17 **Description of Income/Expenditure Categories** 18

### **General Comment**

The financial performance for the Shire of Manjimup to the 30 September 2023 is a projected profit of \$30,151.

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

There have been no significant issues identified in the September 2023 accounts. One moderate item as stated in the August 2023 monthly report is the overpayment of the 2024 Financial Assistance Grant.

In September 2023 Shire officers received advice from the Department of Local Government, Sport and Cultural Industries (DLGSCI) of an overpayment in the 2023/24 Financial Assistance Grant (FAG) allocations. Correspondence advised Shire officers that a miscalculation had occurred, and the Shire of Manjimup received \$145,143 too much and this overpayment will be deducted from next year's FAG payment.

Based on the original "Final" advice from DLGSCI the total FAG has been fully allocated. As the Shire is in receipt of the funding, the 2023/24 budget will not be affected, and it is important to note that projects that utilised the additional funds were one off projects and a 2024/25 budget adjustment to remove the \$145,143 overpayment can be achieved without affecting ongoing services.

The 2024/25 budget will have a cash funding shortfall of \$145,143. To ameliorate this issue, it is proposed to use Interest Received to cover the shortfall. Interest Received has a conservative budget and to the end of September 2023 is \$81,455 ahead of budget. It is proposed that any additional funding from Interest Received remains unallocated and carried forward into the 2024/25 budget to cover the short payment.

A positive area to emerge to the 30 September 2023 is Planning Fees. At present Planning fees actuals are \$47,775 of a year to date budget of \$18,750. Whilst too early in the year to project an excess in income, it shows a high degree of positive economic activity in the Shire.

Other than the aforementioned grants, no other major discrepancies have come to light in the first quarter after adopting the 2023/24 budget, and with appropriate adjustments for the grant shortfalls, and with sound financial management going forward by all departments, Council should be in a neutral or minor surplus position at the 30 June 2024.

\*\*\*

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

OPERATING ACTIVITIES Revenue from operating activities	Actuals to 30 Sept 2023 \$	YTD Budget to 30 Sept 2023 \$	2023/24 Budget \$	Projection to 30 June 2024 \$	Variance (Surp) / Def \$
General rates	(11,323,092)	(11,306,027)	(11,366,027)		0
Grants, subsidies and contributions	(1,401,504)	(1,254,002)	(3,416,008)		(73,106)
Fees and charges	(3,018,718)	(2,826,050)	(5,683,458)		(140,000)
Service charges	0	0	0		
Interest revenue	(197,798)	(81,242)	(324,969)	(504,969)	(180,000)
Other revenue	(156,869)	(255,267)	(1,021,068)		0
Profit on asset disposals	0	(98,079)	(392,315)	(392,315)	0
•	(16,097,982)	(15,820,667)	(22,203,845)		(393,106)
Expenditure from operating activities	. , , ,	. , , ,			. , ,
Employee costs	2,969,583	3,191,121	13,169,704	13,309,704	140,000
Materials and contracts	2,906,395	2,605,632	8,822,526		73,106
Utility charges	159,414	152,717	610,869		18,000
Depreciation	2,383,998	2,361,748	9,446,992		0
Finance costs	62,959	107,878	431,513		0
Insurance	441,883	406,237	812,474		0
Other expenditure	420,164	132,266	529,062		0
Loss on asset disposals	0	14,696	58,782		0
	9,344,396	8,972,294	33,881,922		231,106
Non-cash amounts excluded from operating activities	(2,410,481)	(2,342,813)	(9,371,250)	(9,371,250)	0
Amount attributable to operating activities	(9,164,067)	(9,191,186)	2,306,827	2,144,827	(162,000)
INVESTING ACTIVITIES					
Inflows from investing activities					
Capital grants, subsidies and contributions	(2,030,443)	(2,599,921)	(10,399,685)	(10,399,685)	0
Proceeds from disposal of assets	(108,990)	(228,125)	(912,500)	(912,500)	0
Proceeds from financial assets at amortised cost - self supporting loans	0	(14,082)	(56,329)		0
Outflows from investing activities		(2,842,129)	(11,368,514)	(11,368,514)	0
Payments for property, plant and equipment	793,187	1,271,578	5,086,310	5,218,159	131,849
Payments for construction of infrastructure	671,586	3,642,399	14,569,597		0
Payments for financial assets at amortised cost - self supporting loans	0,1,550	0	635,000		0
To provide the state of the sta	1,464,773	4,913,977	20,290,907		131,849
Non-cash amounts excluded from investing activities	0	0	0	0	0
Amount attributable to investing activities	1,464,773	2,071,848	8,922,393		131,849
FINANCING ACTIVITIES					
Inflows from financing activities					
Proceeds from new borrowings	0	0	(6,135,000)	(6,135,000)	0
Transfers from reserve accounts	(599,213)	(794,045)	(3,176,179)	(3,176,179)	0
Outflows from the catalate	(599,213)	(794,045)	(9,311,179)	(9,311,179)	0
Outflows from financing activities			740 500	740.500	
Demonstrate of the second second				710,520	0
Repayment of borrowings	149,680	177,630	710,520	,	
Payments for principal portion of lease liabilities	21,653	30,750	123,000	123,000	0
	21,653 352,027	30,750 1,226,933	123,000 4,907,730	123,000 4,907,730	0
Payments for principal portion of lease liabilities	21,653	30,750	123,000	123,000 4,907,730 5,741,250	0
Payments for principal portion of lease liabilities Transfers to reserve accounts  Amount attributable to financing activities	21,653 352,027 523,360	30,750 1,226,933 1,435,313	123,000 4,907,730 5,741,250	123,000 4,907,730 5,741,250	0 0 0
Payments for principal portion of lease liabilities Transfers to reserve accounts  Amount attributable to financing activities  MOVEMENT IN SURPLUS OR DEFICIT	21,653 352,027 523,360 (75,853)	30,750 1,226,933 1,435,313 <b>641,268</b>	123,000 4,907,730 5,741,250 (3,569,929)	123,000 4,907,730 5,741,250 (3,569,929)	0 0 0 0
Payments for principal portion of lease liabilities Transfers to reserve accounts  Amount attributable to financing activities  MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year	21,653 352,027 523,360 (75,853)	30,750 1,226,933 1,435,313 <b>641,268</b> (7,659,291)	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291)	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291)	0 0 0 0
Payments for principal portion of lease liabilities Transfers to reserve accounts  Amount attributable to financing activities  MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year Amount attributable to operating activities	21,653 352,027 523,360 (75,853) (7,659,291) (9,164,067)	30,750 1,226,933 1,435,313 <b>641,268</b> (7,659,291) (9,191,186)	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291) 2,306,827	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291) 2,144,827	0 0 0 0 0 (162,000)
Payments for principal portion of lease liabilities Transfers to reserve accounts  Amount attributable to financing activities  MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year Amount attributable to operating activities Amount attributable to investing activities	21,653 352,027 523,360 (75,853) (7,659,291) (9,164,067) 1,464,773	30,750 1,226,933 1,435,313 641,268 (7,659,291) (9,191,186) 2,071,848	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291) 2,306,827 8,922,393	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291) 2,144,827 9,054,242	0 0 0 0 (162,000) 131,849
Payments for principal portion of lease liabilities Transfers to reserve accounts  Amount attributable to financing activities  MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year Amount attributable to operating activities	21,653 352,027 523,360 (75,853) (7,659,291) (9,164,067)	30,750 1,226,933 1,435,313 <b>641,268</b> (7,659,291) (9,191,186)	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291) 2,306,827	123,000 4,907,730 5,741,250 (3,569,929) (7,659,291) 2,144,827 9,054,242 (3,569,929)	0 0 0 0 0 (162,000)

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

	Actuals	YTD Budget	2023/24	Projection	Variance
	to 30 Sept 2023	to 30 Sept 2023	Budget	to 30 June 2024	(Surp) / Def
	\$	\$	\$	\$	\$
Revenue					
Rates	(11,323,092)	(11,306,027)	(11,366,027)	(11,366,027)	0
Grants, subsidies and contributions	(1,401,504)	(1,254,002)	(3,416,008)	(3,489,114)	(73,106)
Fees and charges	(3,018,718)	(2,826,050)	(5,683,458)	(5,823,458)	(140,000)
Service charges	0	0	0	0	0
Interest revenue	(197,798)	(81,242)	(324,969)	(504,969)	(180,000)
Other revenue	(156,869)	(255,267)	(1,021,068)	(1,021,068)	0
	(16,097,982)	(15,722,588)	(21,811,530)	(22,204,636)	(393,106)
Expenses					
Employee costs	2,969,583	3,191,121	13,169,704	13,309,704	140,000
Materials and contracts	2,906,395	2,605,632	8,822,526	8,895,632	73,106
Utility charges	159,414	152,717	610,869	628,869	18,000
Depreciation	2,383,998	2,361,748	9,446,992	9,446,992	0
Finance costs	62,959	107,878	431,513	431,513	0
Insurance	441,883	406,237	812,474	812,474	0
Other expenditure	420,164	132,266	529,062	529,062	0
	9,344,396	8,957,598	33,823,140	34,054,246	231,106
	(6,753,585)	(6,764,990)	12,011,610	11,849,610	(162,000)
Capital grants, subsidies and contributions	(2,030,443)	(2,599,921)	(10,399,685)	(10,399,685)	0
Profit on asset disposals	(2,030,443)	(2,399,921)	392,315		0
Loss on asset disposals	0	14,696	(58,782)		0
Loss on asset disposais	(2,030,443)	(2,683,305)	(10,066,152)	, , ,	0
	(2,030,443)	(2,063,303)	(10,000,132)	(10,066,132)	Ü
Net result for the period	(8,784,028)	(9,448,295)	1,945,458	1,783,458	(162,000)
Other comprehensive income					
Items that will not be reclassified subsequently to profit or loss					
Changes in asset revaluation surplus	0	0	0	0	0
Total other comprehensive income for the period		0	0	0	0
·					
Total comprehensive income for the period	(8,784,028)	(9,448,295)	1,945,458	1,783,458	(162,000)

# Shire of Manjimup

Statement of Financial Position			ACTUAL 2023/2024 \$	ACTUAL 2022/2023 \$
Current Assets			a a	•
Cash and cash equivalents			22,646,428	17,831,529
Trade and other receivables			5,650,781	1,258,828
Inventories			246,705	226,768
Other assets			582,854	791,794
Tax Assets  Total Current Assets			107,201 <b>29,233,969</b>	95,485 <b>20,204,404</b>
Non-Current Assets			29,233,909	20,204,404
Other receivables			447,435	445,186
Property, plant & equipment			66,569,234	66,625,128
Infrastructure			296,447,755	297,420,075
Total Non-Current Assets		·	363,464,424	364,490,389
TOTAL ASSETS			392,698,393	384,694,793
Current Lightlities				
Current Liabilities Trade and other payables			3,591,544	4,227,124
Provisions			2,250,586	2,224,103
Current Portion of Long Term Borrowings			489,101	660,434
Total Current Liabilities		•	6,331,231	7,111,661
Non-Current Liabilities				
Long term borrowings			4,729,126	4,729,126
Provisions			184,474	184,474
Total Non-Current Liabilities			4,913,599	4,913,599
TOTAL LIABILITIES			11,244,830	12,025,260
NET ASSETS			381,453,566	372,669,537
Equity				
Accumulated losses			(10,815,401)	(19,846,615)
Reserves - Cash Backed			6,722,835	6,970,021
Reserves - Asset Revaluation			385,546,132	385,546,132
TOTAL EQUITY			381,453,566	372,669,537
	Accumulated	Reserves Cash	Asset Revaluation	
	Losses	Backed	Reserves	Total Equity
Statement of Changes in Equity	\$	\$	\$	\$
Balance as at 1 July 2022	(20,570,392)	6,610,349	320,580,198	306,620,153
Comprehensive Income	(,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,	,,
- Net Result	1,083,449	_	_	1,083,449
- Change on Revaluation of Non-Current Assets	1,000,110		64,965,934	64,965,934
- Adjustment due to Accounting Std Changes	-	-	-	-
Total Other Comprehensive Income	1,083,449	-	-	1,083,449
Tranfers from/(to) Reserves	(359,672)	359,672		
Balance as at 30 June 2023	(19,846,615)	6,970,021	385,546,132	372,669,537
Dalation as at 50 battle 2020	(10,040,010)	0,010,021	000,040,102	012,000,001
Comprehensive Income				
- Net Result	8,784,028	-	-	8,784,028
- Change on Revaluation of Non-Current Assets	-	-	-	-
- Adjustment due to Accounting Std Changes	-	-	-	-
Total Other Comprehensive Income				
Total Other Comprehensive Income	-	-	-	-
Tranfers from/(to) Reserves	247,186	(247,186)		
Polones as at 20 Santon-bar 2002			20E EAC 420	204 452 500
Balance as at 30 September 2023	(10,815,401)	6,722,835	385,546,132	381,453,566

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# **Operating Items**

## Operating Income/Expenditure

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

### **Operating Revenue**

1. Rates as at 30 September 2023, is projected to be on budget.

Administration & Finance	
No significant variations	

**2. Grants, subsidies and contributions** as at 30 September 2023, is projected to be \$73,106 ahead of budget.

Administration & Finance		
Financial Assistance Grant - General Purpose	(\$0)	In the July 2023 report, the anticipated General Purpose Grant as per advice from the Grants Commission for the 2023/24 financial year had increased by \$131,849 over the adopted budget. On the 11 September 2023 Shire Officers received advice that the Shire had actually been overpaid by \$145,143 and this amount would be deducted from the 2024/25 payment.
Financial Assistance Grant - Roads	(\$73,106)	Higher than budgeted grant. This funding is directly related to road maintenance and as such will see a budget adjustment to contractors for road maintenance.

3. Fees and charges as at 30 September 2023 is projected to be on budget.

Business Directorate		
No significant variations		
Development and Regulation	n Directorate	•
No significant variations		
Community Services Director	orate	
Home Care Package Income	(\$140,000)	To date the Manjimup Home & Community Care service has provided more services to clients than budgeted. At present a conservative projection of \$140,000 has been applied with this extra income offset with salary costs to provide the service.
Works and Services Directo	rate	
No significant variation		

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# **4. Interest Revenue** as at 30 September 2023 is projected to be on budget.

Business Directorate		
Bank Interest Received	(\$180,000)	To the end of September 2023 interest received was already \$116,556 ahead of budget so a conservative estimate of \$180,000 is factored in and if this additional revenue is unallocated at 30 June 2024 it can be carried forward to fund the 2024/25 shortfall in the Shire's General Purpose Grant list above.

# **5. Other Revenue** as at 30 September 2023 is projected to be on budget.

Office of CEO
No significant variations
Business Directorate
No significant variations
Development and Regulation Directorate
No significant variations
Community Services Directorate
No significant variation
Works and Services Directorate
No significant variation

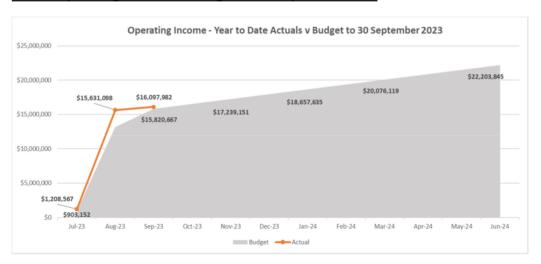
## **6. Profit on asset disposal** as at 30 September 2023 is projected to be on budget.

Office of CEO
No significant variations
Business Directorate
No significant variations
Development and Regulation Directorate
No significant variations
Community Services Directorate
No significant variation
Works and Services Directorate
No significant variation

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Statement of Financial Activity - September 2023

# Actual Operating Income to budget to 30 September 2023



After the raising of Rates in August 2023, September saw a return to normal levels. Whilst slightly ahead of budget there are no significant items to report other than increased use of Manjimup Home and Community Care services with an increase to Home Care Packages.

...

# **Operating Expenditure**

## **7. Employee Costs** as at 30 September 2023 is projected to be on budget.

Office of CEO		
No significant variations		
Business Directorate		
No significant variations		
Development and Regulatio	n Directorate	
Wages	(\$0)	There are expected savings within this Directorate due the Director of Development and Regulation (DDR) filling the position of Interim CEO. Back filling has occurred for the DDR position by various officers so there is expected to be some savings within those individual department budgets. The current projection is at zero at this early stage, however the extent of the savings should be more apparent as part of the December review.
Community Services Direct	orate	
Wages	(\$140,000)	To date the Manjimup Home & Community Care service has provided more services to clients than budgeted. At present a conservative projection of \$140,000 has been applied with extra income offset with salary costs to provide the service.
Works and Services Directo	rate	
No significant variation		

# **8. Materials and contracts** as at 30 September 2023 is projected to be on budget.

Office of CEO		
No significant variations		
Business Directorate		
No significant variations		
Development and Regulatio	n Directora	te
No significant variations		
Community Services Direct	orate	
No significant variation		
Works and Services Directo	rate	
Road Maintenance	\$73,106	Due to the distribution of the extra Financial Assistance Grants for roads, Road Maintenance via Contractors has been increased by \$73,106 as the funding is directly related to asset preservation.

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Statement of Financial Activity - September 2023

## 9. Utility Charges as at 30 September 2023 is projected to be on budget.

# No significant variations Development and Regulation Directorate No significant variations Community Services Directorate No significant variation Works and Services Directorate No significant variation

# **10. Depreciation** as at 30 September 2023 is projected to be on budget.

Office of CEO
No significant variations
Business Directorate
No significant variations
Development and Regulation Directorate
No significant variations
Community Services Directorate
No significant variation
Works and Services Directorate
No significant variation

# 11. Finance Costs as at 30 September 2023 is projected to be on budget.

Office of CEO
No significant variations
Business Directorate
No significant variations
Development and Regulation Directorate
No significant variations
Community Services Directorate

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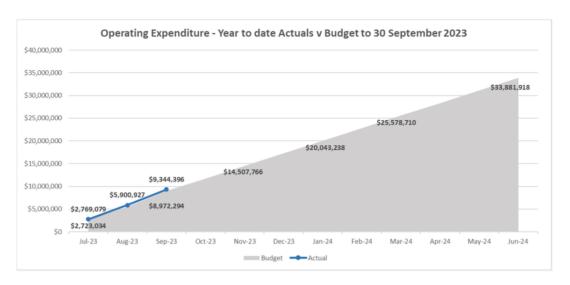
Statement of Financial Activity - September 2023

No significant variation
Works and Services Directorate
No significant variation
<b>12. Insurance Costs</b> as at 30 September 2023 is projected to on budget.
Office of CEO
No significant variations
Business Directorate
No significant variations
Development and Regulation Directorate
No significant variations
Community Services Directorate
No significant variation
Works and Services Directorate
No significant variation
13. Other Expenditure as at 30 September 2023 is projected to on budget.
Office of CEO
No significant variations
Business Directorate
No significant variations
Development and Regulation Directorate
No significant variations
Community Services Directorate
No significant variation
·
No significant variation

**14.** Loss on asset disposals as at 30 September 2023 is projected to on budget.

Office of CEO
No significant variations
Business Directorate
No significant variations
Development and Regulation Directorate
No significant variations
Community Services Directorate
No significant variation
Works and Services Directorate
No significant variation

### Actual Operating Expenditure to budget to 30 September 2023



Overall operating expenditure is ahead of budget, however this is reflective of the level of Capital Works completed to date. At present the Works area is focusing on road maintenance which has put road maintenance accounts ahead the September 2023 budget, but this will come back into line when construction works are underway in the coming months

•••

# Net Current Asset Position as at 30 September 2023

Current Assets	
Cash and cash equivalents	22,646,428
Trade and other receivables	5,650,781
Inventories	246,705
Other assets	582,854
Tax Assets	107,021
Total Current Assets	29,233,969
Current Liabilities	
Trade and other payables	3,591,544
Provisions	2,250,586
Current Portion of Long Term	
Borrowings	489,101
Total Current Liabilities	6,331,231
Total Net Current Assets	22,902,738

. . .

## Capital

### Infrastructure

No significant variances to date.

### **Light Vehicles**

No significant variances to date.

### Plant & Equipment

In September 2023 the Works Department took delivery of a new Caterpillar 444 Backhoe and Case 695SV Backhoe and both purchases were within budget.

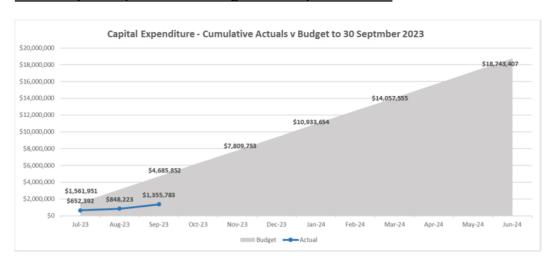
### **Furniture & Equipment**

No significant variances to date.

### Land & Buildings

No significant variances to date.

### Actual Capital Expenditure to budget to 30 September 2023



Capital expenditure year to date, is following the Shire's typical annual spending profile. With much improved weather and contractors appointed to carry out major works, capital expenditure is expected to accelerate from October through to April 2024.

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### **Debtors**

Debtors owing as at 30 September 2023 are \$5,650,781 compared to \$5,101,522 at the same time last year.

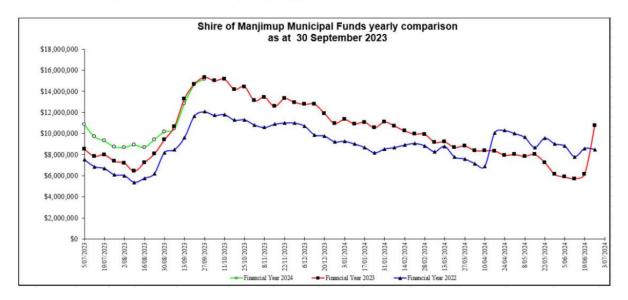
Sundry Debtors as at 30 September 2023 are \$295,361 up \$88,850 at the same time last year. This moderate variance is the movement of Infringement Debtors from \$8,050 to \$35,056 at the 30 September 2023. Those Infringements are held at Fines and Enforcements until paid by the Infringe.

Rates Debtors as at 30 September 2023 are \$5,355,420 up \$460,226 on the same time last year. The 2023/24 budget saw an additional \$783,218 raised in rates on the previous financial year and as rates payments were not due until September this variance is expected.

### Cash

As at the 30 September 2023 the Shire held \$22,027,186 cash in municipal, unspent loan funds and in reserve.

Municipal \$ 15,156,944 Unspent Loan Funds \$ 320,831 Reserve \$ 6,549,411



	Cheque	AquaCentre	Maxi	Investment	Total
Municipal Account	353,766	1,028	5,802,150	9,000,000	15,156,9
	353,766	1,028	5,802,150	9,000,000	15,156,5
Reserve Accounts			1,549,411	5,000,000	1,093,857 6,549,4
Unspent Loan Accounts			320,831		320,8
Total Council Funds	353,766	1,028	7,672,392	14,000,000	22,027,1
Trust funds	39,650				39,6

...

# **Explanation for Income and Expense Categories**

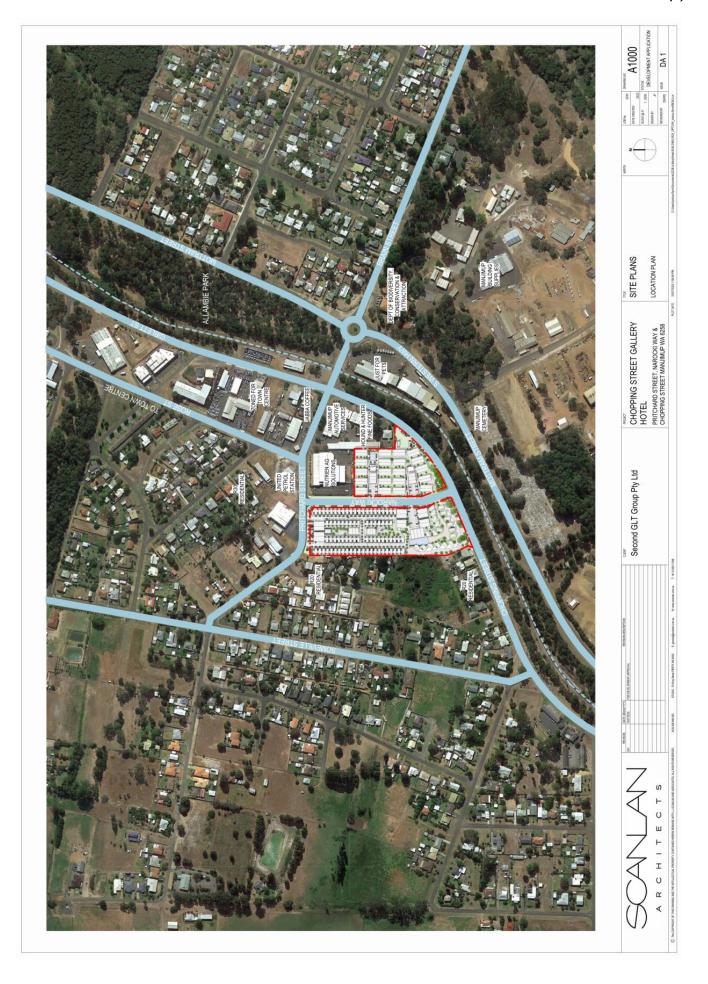
REVENUE	EXPENDITURE
RATES All rates levied under the Local Government Act 1995.	EMPLOYEE COSTS  All costs associate with the employment of a person
Includes general, differential, specific area rates,	such as salaries, wages, allowances, benefits such as
minimum rates, interim rates, back rates, ex-gratia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

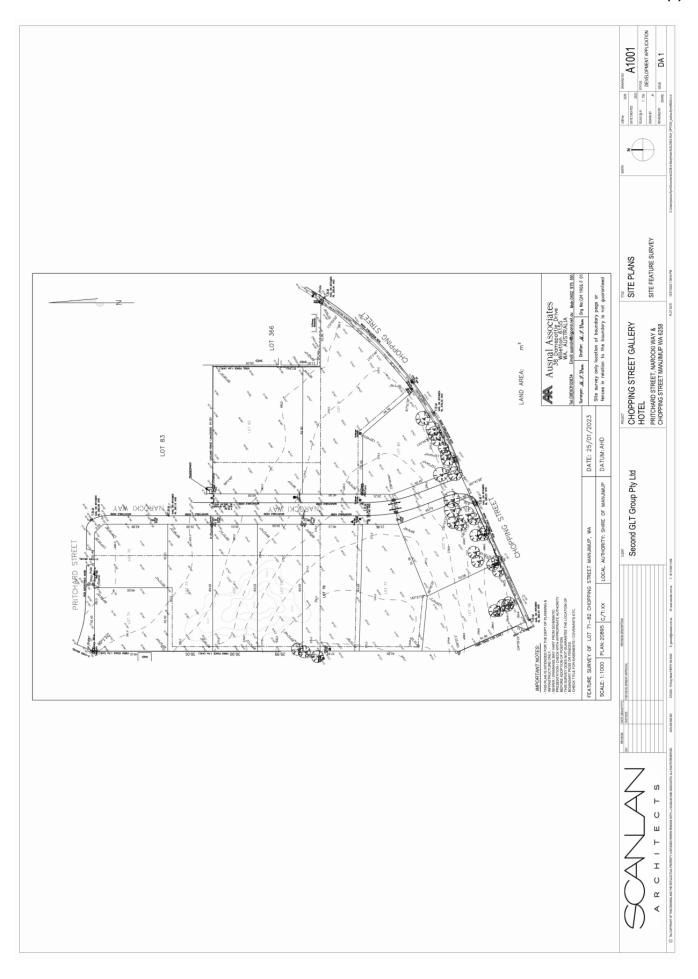
3/11/2023

September 2023 Budget Adjustments

						Source of Funds	spu	
	Budget Adjustments - September 2023	State of Comprehensive	J	Council Resolution	Budget Offset	C/Fwd Def/(Surp) Loan Funds	Loan Funds	Reserve
		Income Item				7,659,291		
Administration	Administration Grant - Financial Assistance Grant General Purpose	>	(131,849)	28-Sep-23	131,849			
Comm Svces	Refurbishment of Whim	z	16,480	28-Sep-23	(16,480)			
Build Svces	5D Brockman Street Project	z	115,369	28-Sep-23	(115,369)			
	Allocate extra funding to projects as adopted by Council 28/9/2023 agenda item 9.3.1							
Administration	Administration General Purpose Unallocated Line	>	(70,000)	27-Jul-23	70,000			
Comm Svces	Pemberton Colocation Project - Floor	>	70,000	27-Jul-23	(70,000)			
				Net Changes				'
				Total C/Fwo	Total C/Fwd Deficit / (Surplus)	7,659,291		
		dO	Operating					
		State	Statement (Net					
	Budget Adjustment Control	•	Profit)					
	Adopted Budget - Change in Net Assets 1/7/23		1,278,392					
	September review amendments		(131,849)					
	December review amendments		•					
	March review amendments		•					
	June review amendments		•					
	Amended Budget - Change in Net Assets		1,146,543					

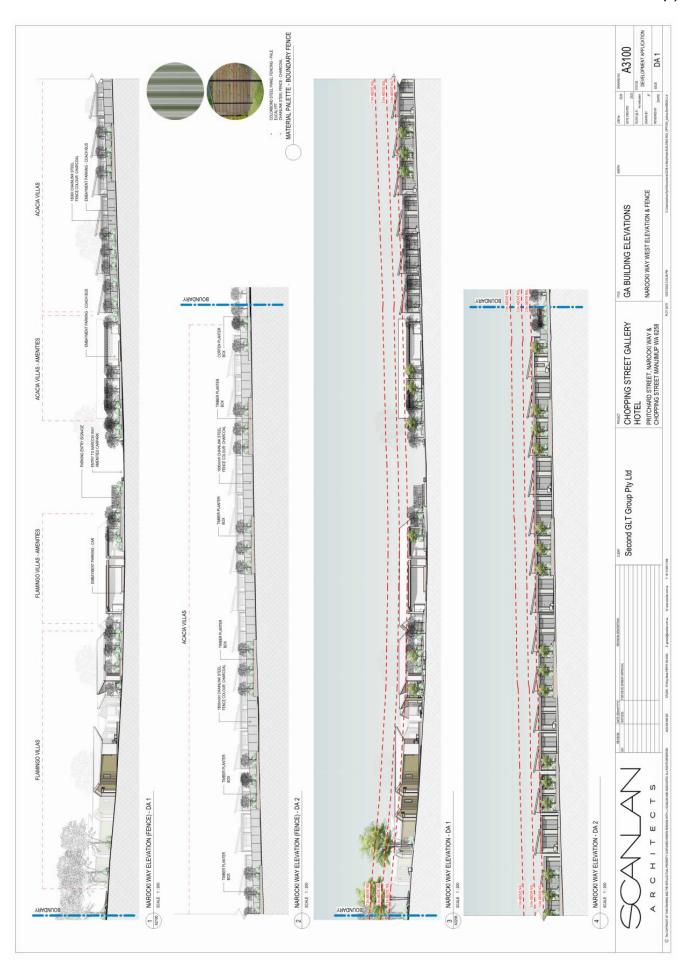


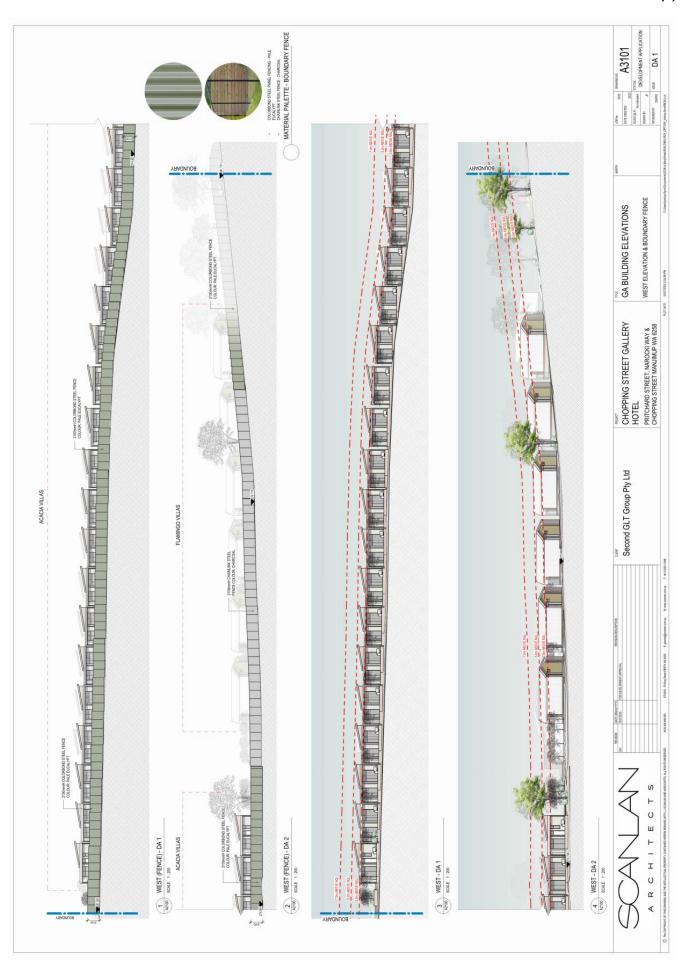


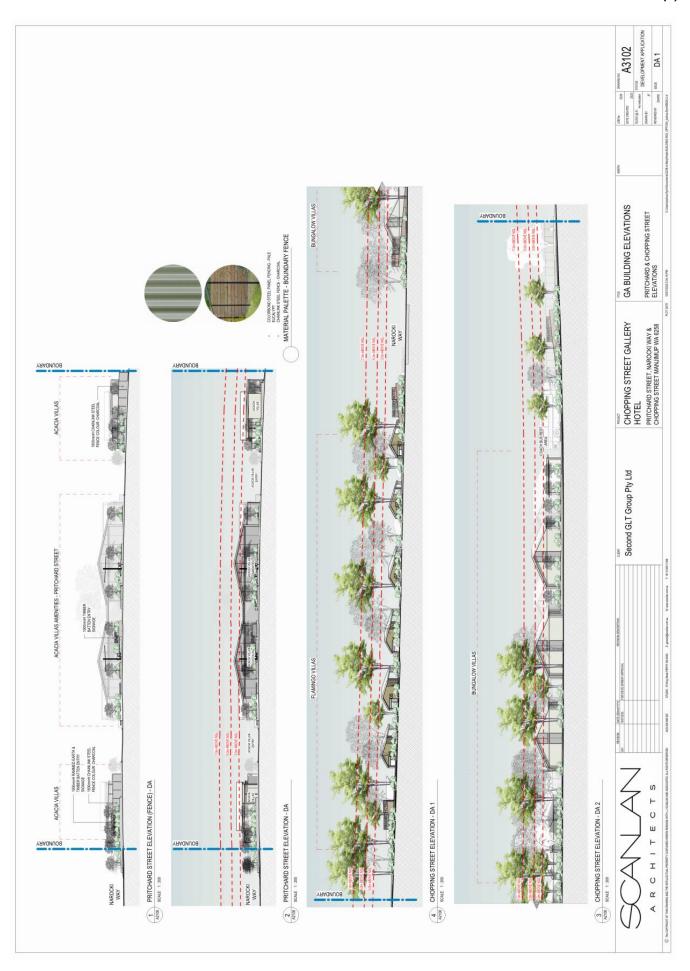


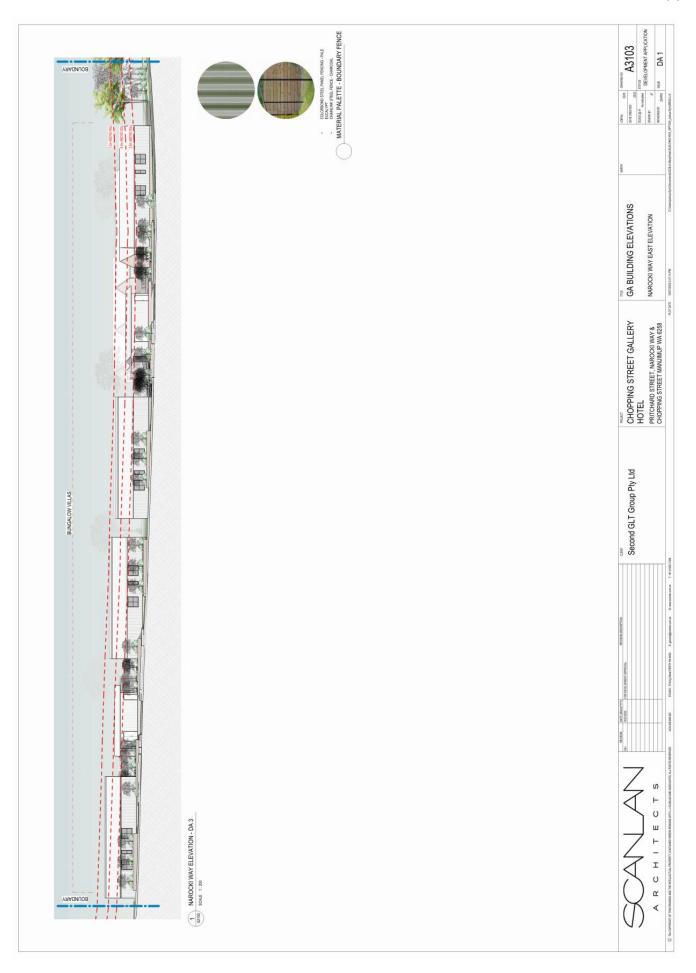


















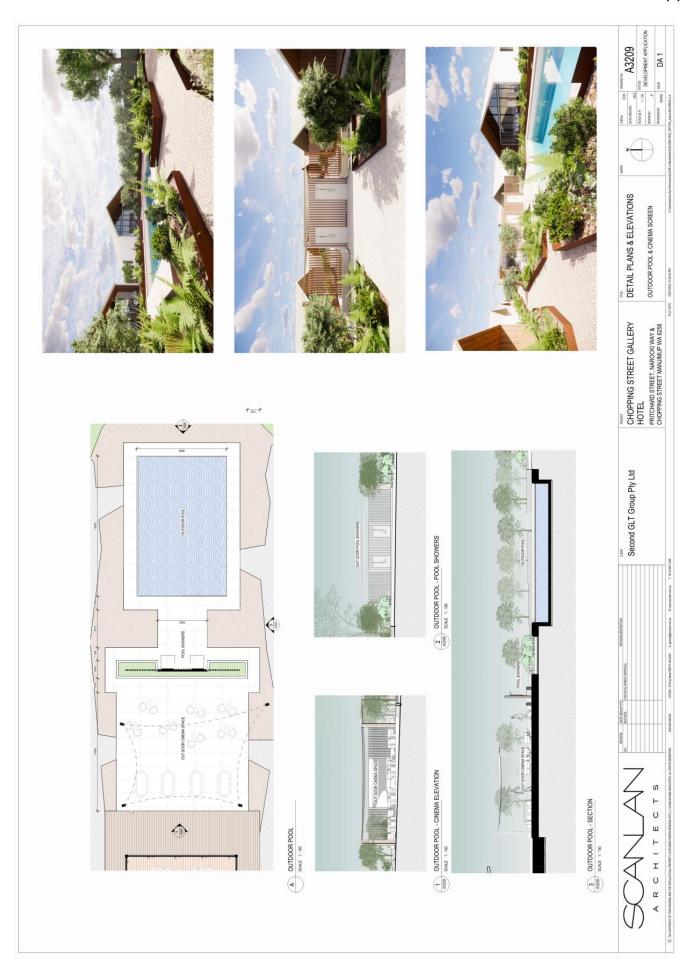




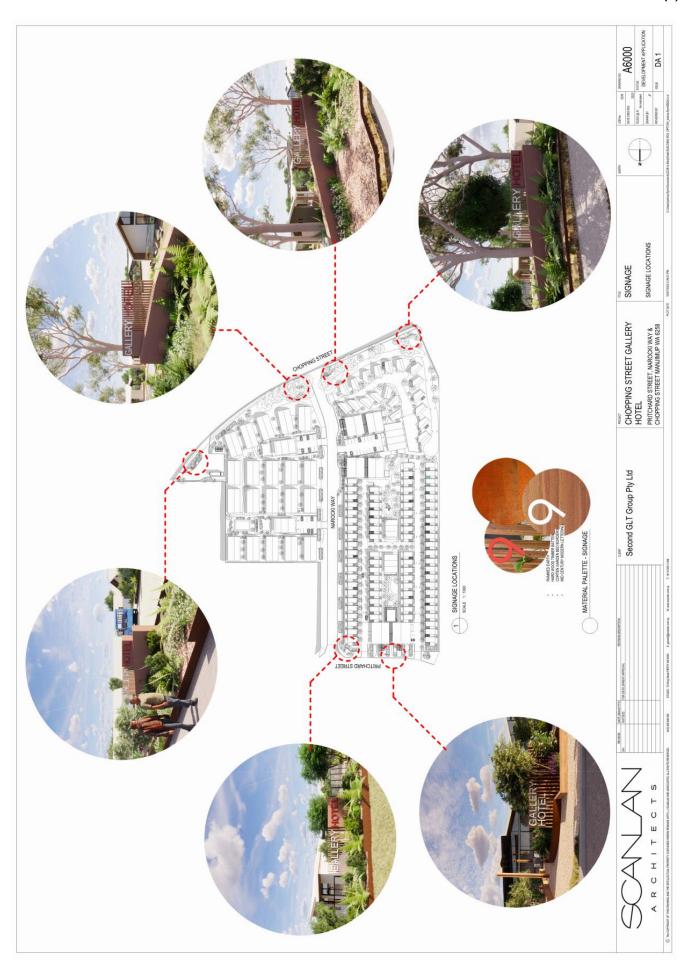
















# SCHEDULE OF SUBMISSIONS DA23/100

Government Agencies  Tourism WA  Water Corporation	å	Name/Address	Summary of Submission	Officer Comment	Council's Recommendation
Tourism WA Water Corporation		Government Agencies			
Water Corporation	<u> </u> -	Tourism WA	(i) Proposed size and design is a great significance to Manjimup and is	Noted.	Appropriate conditions are recommended to address these
Water Corporation			supported. (ii) The intensive development is	Loto!N	comments.
Water Corporation			suitable for worker accommodation	Noted.	
			and appears adaptable for visitor		
Water Corporation			usage if this were to occur.		
Water Corporation			(iii) Visitation has returned to pre-COVID	Noted.	
Water Corporation			levels within the Shire with demand		
Water Corporation			from the business sector.		
Water Corporation			(iv) Plans identify food kiosks rather than	Comments supported and	
Water Corporation			a restaurant and limited rooms with	advice provided to applicant.	
Water Corporation			kitchen facilities. With limited off-site		
Water Corporation			early morning/late night food		
Water Corporation			provisions available in Manjimup the		
Water Corporation			onsite amenities seem inadequate to		
Water Corporation			service in excess of 180 guests.		
Water Corporation			(v) The common user areas are	Comments supported and	
Water Corporation			commended however consider end	conditions for end of trip	
Water Corporation			of trip facilities (bike racks and drying	facilities recommended.	
Water Corporation			rooms) would appeal to users of the		
Water Corporation			various trails in the area.		
the applicant will need to obtain	2.	Water Corporation	(i) The land is serviceable by sewer and	Noted.	Condition to be imposed requiring
			the applicant will need to obtain		the connection to reticulated sewer.
			access through Lot 800 to construct.		

		This service would need to be extended across Narocki Way. (ii) Reticulated water is available.	Noted.	
က်	Department of Water and Environmental Regulation	(i) Located is Donnelly River Water Reserve Public Drinking Water Source Area (Priority Not Assigned), land use is acceptable.  (ii) Risk of flooding occurring upstream if stormwater flows are not adequately conveyed downstream post development. Stormwater management required.  (iii) Should planning approval be granted and the intention to retain vegetation be altered, removal of vegetation would be exempt from requiring a clearing permit.	Noted. Stormwater and ground water management is a matter for consideration. Noted.	Condition to be imposed prior to building permit issue for stormwater management plan and design.
	Private			
<del>4</del>	V Baker	(i) Not supportive of short stay or workers accommodation. Comments made regarding need for more permanent housing.	Noted. The land use has been determined as appropriate for the Town Centre Zone through the Local Planning Strategy and Local Planning Scheme.	Supported.
5.	I & D Grbavac Stokeys Gym	(i) Supportive of tourist accommodation (ii) Not supportive of the inclusion of a gymnasium with the existing local businesses providing this service.	Noted Business competition is not a valid planning matter for consideration.	Supported.

9.	R Hearn	(i) Site survey drawing is incorrect showing fibro fence to western boundary. Photo on page 21 shows Colorbond as existing.	is incorrect (i) Noted. Proposal is to to western replace existing fence ge 21 shows with 2.1m Colorbond where indicated.	
		(ii) Fill has been brought to site however plans refer to natural ground level	(ii) Detailed design for levels may be submitted later	Finished Floor levels to be provided as part of the Building Permit
		being maintained, request for revised plans with proposed levels to be	than those required for planning approval.	assessment.
		readvertised.	Should plans be received that affect	
			neighbours, further	
		(iii) No information on stormwater	(iii) Stormwater	Condition to be imposed prior to
		management and impact on groundwater.	management is a	building permit issue for stormwater
		(iv) How will this proposal integrate with	v) Depending	
		the land to the west that is owned by	proposed development	
		the same group of companies. As	of the adjoining land,	
		this is Residential zoned land how		
		will this be integrated?	may be required.	
		(v) Request for appropriate noise and (v dust conditions.	(v) Noted.	
7.		(i) Concerns regarding the noise and	Noted. A veterinary clinic is	Appropriate conditions are
	Manjimup Vet	sometimes odour that is generated	not a land use which	recommended to address these
		from the veterinary clinic and the	generates noise attenuation	concerns.
		24hr potential impact on tourists	buffers.	
		staying at the development.		
		(ii) Concerns that the construction noise	The construction noise will	
		and location of the bus parking will	need to comply with	

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Protection ations		will tie the recommended to address these on back to the concerns.  yed, to vary ill require series
Environmental Protection (Noise) Regulations requirements.	Existing street network has been designed for the amount of traffic expected. It is not possible to assess the potential for crime to occur as a result of this proposal.  This proposal will be connected to sewer and will need to manage its own stormwater, any concerns about damage to private infrastructure should be documented.  Any proposed amendments which are generally not in accordance with the approval, will require further consideration of the Shire, prior to construction.	Noted.  Any approval will tie the accommodation back to the land use approved, to vary the land use will require further consideration of the
disturb sensitive patients at the clinic.	(iii) Concerns that the increase in traffic may impede clients accessing the clinic.  (iv) Concerns that the guests may cause a safety concern to the female staff working after hours at the clinic.  (v) Concerns that the clinics septics and leach drains will be impacted by the construction and the effect the proposal will have on the wider drainage and waste water systems.  (vi) General concerns regarding the delivery of the visual concept of the design.	Objects to the proposal.  (i) Questions what style of accommodation will actually be constructed given the building layout.
		L & E Hunt

	Shire.	
(ii) Will the hotel have a liquor license, if	The applicant will need to	
so who will be accessing it?	apply for a liquor license	
	through the Department of	
	Local Government Sport	
	and Cultural Industries.	
(iii) Comments relating to the fill that has	The matter is being	
been unloaded on site.	addressed with the	
	landowner.	
(iv) Questions regarding how much fill	Finished floor levels will be	
will be added or taken away to alter	considered during building	
the contours.	permit assessment.	
(v) Questions regarding the remnant	DWER has advised the	
bushland and protected animals on	vegetation to be cleared is	
the property.	unlikely to be native to the	
	area.	
(vi) Statement made regarding the status	The landowner is required to	
of the site as a likely Aboriginal site	undertake their own due	
as it is the headwaters of Ringbark	diligence.	
Creek.		
(vii) Requests for details on	A stormwater management	
stormwater runoff and the additional	plan that addresses post	
quantity being diverted to the	development flows will be	
watercourse.	required as part of building	
	permit assessment.	
(viii) Concerns of traffic increase and	The local roads have been	
the local road capacity. Also the	designed to withstand the	
locations of driveways in proximity of	expected additional traffic	
intersections.	volumes.	
(ix) Concerns relating to noise	The business will need to	
(ix)Concerns relating to noise	The business will need to	

100

		generation from outdoor facilities and operate to comply with the	operate to comply with the	
		amount of people the	Environmental Protection	
		accommodation can cater for.	(Noise) Regulations 1997.	
		(x) Questions regarding the proposed	Given the lot falls within a	
		chain link fence and level of privacy.	Commercial area of the	
		Claims it will look like a prison.	Shire, the proposed fence is	
			in keeping with the Fencing	
			Local Law 2012.	
		(xi) Concerns regarding the capacity of	The Water Corporation has	
		the town services such as water,	been consulted with on the	
		sewerage and drainage.	proposal, and a stormwater	
			management plan should	
			prepared and assessed as	
			part of the Building Permit	
			Process.	
9.	J Ewart	No Objections subject to:	The Shire will be reviewing	Condition regarding stormwater
		No additional impact of flooding on their	the stormwater design for	management to be imposed.
		property.	the proposal during the	
			building permit process.	

### **Jocelyn Baister**

From: Ross MacCulloch <Ross.MacCulloch@westernaustralia.com>

Sent: Tuesday, 12 September 2023 3:10 PM

To: Info

Subject: [External] ADVICE REQUESTED DA23/100: Lot 71-82, Narocki way - Chopping Street

MANJIMUP

Attachments: LGA Visitor Factsheet 2022 - Manjimup.pdf

Dear Ms Toni Signal,

Tourism Western Australia (Tourism WA) would like to thank you for forwarding a request for advice regarding the above preposed tourism development, and we have the following comments:

- The preposed Gallery Hotel size (number of rooms) and design will be of great significance to the Town of Manjimup and is supported by Tourism WA as our South West Tourism Destination Management Plan has highlighted the need for additional tourism accommodation throughout the region as a priority.
- Tourism WA is mindful that the design documents provided by Scanlan Architects identify an intensive
  development on this site, which would be suitable for worker accommodation, which we assume is the
  focus of the development, However the design seems to be adaptable for visitor usage only if this were to
  occur.
- Tourism WA notes that visitation to the Shire has returned to pre-COVID levels of demand with large growth from the business sector. (As per the attached "Overnight Visitor Factsheet 2022".) Therefore, there is an identified requirement for more tourism accommodation.
- It is noted that the Scanlan Architects plans identify a food Kiosk on-site rather than a restaurant and only limited rooms are designed with any kitchen amenities. Tourism WA is of the opinion that this omission again indicates that this development is designed for worker accommodation.

  In a regional town where there is often very limited off-site early morning or late night food provision available, we have identified this omission as a management issue needing to be addressed as suitable customer service provision is important to the travelling public. The onsite amenities identified in the plans seem inadequate to service in excess of 180 guests.
- Tourism WA commends the provision of common user areas such as: the swimming pools, gym and outdoor
  cinema, however, would recommend the addition of 'end of trip facilities' (drying rooms and bike racks) as
  we feel this accommodation will appeal to users of the Bibbulmun and Munda Biddi trails along with the
  local mountain biking and hiking trails in the area.)

Once again Tourism WA thanks you for this opportunity to provide feedback, very best regards Ross

### Ross MacCulloch Planning Manager







Level 10, 1 William Street PERTH WA 6000

GPO Box X2261 PERTH WA 6847

Tel: +61 8 9262 1833 Mob: 0438 916 951

Tourism WA Corporate Visit westernaustralia.com

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Tourism Western Australia acknowledges Aboriginal peoples as the traditional custodians of Western Australia and pay our respects to Elders past and present. We celebrate the diversity of Aboriginal West Australians and honour their

Development Services

629 Newcastle Street Leederville WA 6007

PO Box 100 T (08) 9420 2099 Leederville WA 6902 F (08) 9420 3193

T (08) 9420 2099



Your Ref: DA23/100 P52602 TP103/2023

DEV402087 Our Ref: Enquiries: **Daniel Lawrence** Direct Tel: 9420 3257

Email: land.planning@watercorporation.com.au

15 September 2023

Chief Executive Officer Shire Of Manjimup PO BOX 1 MANJIMUP WA 6258

## Re: Lot 71-82, Narocki Way, Chopping St, Manjimup

Thank you for your letter dated 30 August. We offer the following comments regarding this proposal.

### Wastewater

The subject land is serviceable by our wastewater network, however connection will require an extension from the location shown on the included plan (Access Chamber No 0563). The applicant will need to negotiate access with the owners of Lot 800 to construct the sewer.

The if the lots on the east and west side of Narocki Way are to remain separate, the sewer will need to be extended through to Narocki Way. Any building in proximity to the sewer must comply with our requirements for Building Near Sewer and meet minimum set back requirements.

Reticulated water supply is available to the subject land via water mains in Narocki Way and Pritchard St.

The developer is expected to provide all water and sewerage reticulation if required. A contribution for Water, Sewerage and Drainage headworks will also be required.

The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.

Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact the Enquiries Officer.

**Daniel Lawrence** Senior Planner **Development Services** 

watercorporation.com.au

ABN 28 003 434 917

### **Jocelyn Baister**

From: Daniel Wong <daniel.wong@dwer.wa.gov.au>

Sent: Thursday, 12 October 2023 2:39 PM

To: Info

Cc: Jocelyn Baister

Subject: [External] Proposed Motel and Tourist Resort at Lot 71-82 Narocki Way Chopping

Street Manjimup ( DWER ref: PA 058527 , DWERT920-2~76 ; Shire ref: DA23/100

P52602 TP 103/2023)

12th October 2023

Our Reference: PA 058527, DWERT920-2~76

Your Reference: DA23/100 P52602 TP 103/2023

To: Shire of Manjimup

From: Department of Water and Environmental Regulation

Attention: Ms T M Signal

RE: Proposed Motel and Tourist Resort at Lot 71-82 Narocki Way Chopping Street Manjimup

Dear Ms Signal,

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

This proposal includes accommodation and communal buildings, with landscaped areas.

### PDWSA

The proposal is located within the Donnelly River Water Reserve Public Drinking Water Source Area (PDWSA), and due to its 'Priority Not Assigned' status and 'Town Centre' (urban) zoning, is a nominal Priority 3 (P3) Area as per Figure 1 of our Water Quality Protection Note 25 'Land use compatibility tables for public drinking water source areas' (August 2021).

P3 areas are defined and managed to manage water quality contamination risks so that the drinking water source is maintained for as long as possible.

Table 2 of WQPN 25 stipulates that hotels and tourist developments are an acceptable landuse in P3 areas subject to Condition 1 which requires sewage disposal to be in accordance with the Government sewerage policy (GSP). Our GIS shows the proposed development is adjacent to reticulated sewerage service, to which we understand this development will connect to in compliance with the GSP 2019.

### Stormwater management and high groundwater

This development would result in an increase in stormwater volumes from an increase in impermeable surfaces. In addition, as the degraded waterway will be built over (Screenshot 1), there is a risk of flooding occurring upstream if stormwater flows are not adequately conveyed downstream post development.

Our imagery shows that the southern portion of the development to have darkened areas which is indicative of a high watertable. This may have implications for stormwater and groundwater management – such as, but not

limited to the capability of the land for attenuating stormwater (e.g. suitability for soakwells for on-site stormwater infiltration) and maintaining a suitable vertical distance from the building to the highest groundwater.

DWER advises that the highest groundwater occurs between August to early October (late winter to early spring) depending upon rainfall.

An appropriate level of detail should be provided by the proponent to the satisfaction of the Shire, in consultation with its engineers in order to mitigate the risk of potential flooding and high groundwater to building infrastructure/proposed landuse. Stormwater should be managed in accordance with the *Decision process for stormwater management in WA* (DWER 2017) and the *Stormwater Management Manual for Western Australia* (DoW 2004–2007).

### **Contaminated Sites**

Land at Lots 71-82 on Deposited Plan 20895 (the site), lies adjacent to land comprising a railway reserve which was classified under the CS Act as remediated for restricted use on 18 June 2020 (DWER ref: DMO 5816)

The classification of the adjacent railway reserve was based on soil and groundwater investigations undertaken in association with a nearby former timber processing centre located to approximately 170 m the south-east of the subject site. The investigations between 2004 and 2019 found that a hydrocarbon plume (such as from diesel, oil and creosote) had migrated beneath the railway reserve, however the extent of contamination was delineated and demonstrated to have stabilised at a distance of approximately 300 m to the south-west, and cross-hydraulic gradient, of the subject site.

Review of available historical aerial photographs does not suggest that the subject site has been used for potentially contaminating activities.

Based on available information, and consistent with historical advice from the department, the site is considered suitable for the proposed motel and tourist resort development. Therefore, the department has no objection to the proposed development of the site and recommends that the approval should not include a contamination condition.

The site is not located within an area that is mapped as having a risk of encountering acid sulfate soils. The department therefore advises that no specific comment is required in relation to acid sulfate soil management during development.

### Native vegetation

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).

### Vegetation located outside of Lots 78, 79 & 80

Based on the information provided, the vegetation located **outside** of Lots 78, 79 & 80 do not appear to be 'native vegetation' (Screenshot 1 & 2). Please note 'native vegetation' is defined as "indigenous aquatic or terrestrial vegetation, and includes dead vegetation unless that dead vegetation is of a class declared by regulation to be excluded from this definition but does not include vegetation in a plantation". **It does not appear that the removal of this vegetation would require a clearing permit under the EP Act**.

Lots 78, 79 & 80

DWER notes the trees (which appear to be native vegetation) located at the southern boundary within Lots 78, 79 & 80 are intended to be retained (Screenshots 2 & 3).

In the unlikely event there is any clearing of native vegetation proposed, the following is advised:

Based on the information provided, should development approval be issued, the proposal is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 1 of the Clearing Regulations.

### Note that this exemption does not apply prior to development approval being issued.

Please also note that that clearing for a building/structure, combined with other exempt clearing activities on the property, must not exceed five hectares in a financial year.

If the proposed clearing for the BPZ/APZ is considered by the Shire to be appropriate, and clearing of native vegetation for this purpose is specified within the Development Approval, it is likely to be exempt under Regulation 5, Item 1.

If the proposed clearing for the BPZ/APZ is in accordance with the Shire's Firebreak and Fuel Hazard Reduction Notice, it is likely to be exempt under Schedule 6, Clause 10 (clearing in accordance with section 33 of the Bush Fires Act 1954 (BF Act), after the building/structure has been erected.

Please note that the guide to exemptions does not reflect the correct schedule location for the above BF Act exemption, given the change was made recently as part of the EP Act amendments. Please refer to Schedule 6, Clause 10 of the EP Act for the details relating to this exemption.

If further clarification is required, please contact the Department's Native Vegetation Regulation section by email (<a href="mailto:admin.nvp@dwer.wa.gov.au">admin.nvp@dwer.wa.gov.au</a>) or by telephone (6364 7098).

### General

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 the undersigned.

Thank you.

Yours sincerely,

# Daniel Wong

Environmental Officer Department of Water and Environmental Regulation Planning Advice South West Region

Email: <u>daniel.wong@dwer.wa.gov.au</u>

Phone: 08 9726 4113 Fax: 08 9726 4100

Postal: PO Box 261, Bunbury, WA 6231 Location: 71 McCombe Road, Bunbury, WA 6230



Screenshot 1: Drainage line to Ringbark Brook

108 **9.5.1(2)** 



Screenshot 2: Southern portion of development area

109 **9.5.1(2)** 



Screenshot 3: Trees to be retained

**9.5.1(2)** 

### **Jocelyn Baister**

From:

Sent: Saturday, 2 September 2023 9:24 AM

To: Info

Subject: [External] Submission re developments

**Attachments:** FB\_IMG\_1693617335582.jpg

I'm supportive of accommodation if used for housing all year round local residents not a mining camp or staff of any kind. Can't seem to get WA councils on board with allowing groups of mates to have their own micro villages anywhere on their own accrages. Can't even have 3 small dwellings or tiny homes so until that happens these developments should be restricted!

Make changes so people can help each other more easily with housing and accommodation options instead of all the restrictions and red tape.

This email has been scanned for spam and viruses by Proofpoint Essentials. Click <u>here</u> to report this email as spam.

111 **9.5.1(2)** 

The Chief Executive Officer Shire of Manjimup PO Box 1 MANJIMUP WA 6258

Via email: info@manjimup.wa.gov.au

RE: Lots 71 – 82 Narocki Way, Pritchard and Chopping Streets, Manjimup Proposal: Application DA 23/100

We write as very concerned business owners within the Shire of Manjimup regarding the proposed "tourist" centre including 98 villas and 20 bungalows and also to include a gymnasium.

Visitors to our town should be encouraged to use local facilities. There are already three (3) existing fitness facilities located within the Shire of Manjimup being Fitlife 24/7, The Manjimup Regional Aqua Centre and ourselves, Stokeys Fitness 24/7, as well as The Movement Wellness Hub which incorporates yoga and Pilates.

The proposal to put another gym facility only 25m away from ours, doesn't make sense.

If the clientele of this proposed tourist centre is totally contained within their own facility, what would they be contributing towards local business. We can't see how this would benefit the town.

Each and every client we have and maintain is important to us. Just so that you are aware, our cost breakdown is as follows:

Flexi Membership \$18.90 per week direct debit. Out if this comes the GST 10% and 7% to EFC (our independent collection agency) This means:

Flexi Membership \$18.90

Less 10% GST \$1.89

Less EFC \$1.72 \$ 3.61

\$15.29 per week

@ 24 Hr access/ 7 days a week this means we get \$2.18 per day with which to run our business, including keeping up to date with insurance, training, renewing equipment, business outgoings and of course having to pay all rates and taxes associated therewith and at the end of that try to maintain a wage. If we get a casual visit, at a cost of \$15 per person we are left with \$13.50 to add to the mix. Even though the proposed gym is not huge, the clientele per person is worth a possible \$15 to us per workout. Walkin clients are a critical and essential part of our business.

The allocated gym space would be far better utilised as extra rooms whilst allowing the clients to utilise a fully equipped gym just 25m away.

On this basis we would like to register as business owners and neighbours a very strong NO to allow the proposal in its current state. We have no issue with a tourist centre however feel that the space allocated for a gymnasium would be better put to use as an extra room(s) or creche allowing the parents to have a "date night", or attend a local fitness centre or restaurant. The proposal minus the gymnasium would be a definite bonus to the town.

A slight restructure by eliminating the gym, we would be more than happy for an additional Tourist Resort to go ahead.

Please acknowledge receipt of this letter.

Regards,

Ivan & Derrise Grbavac Proprietors Stokeys Fitness 24/7 112 **9.5.1(2)** 

Chief Executive Officer

Manjimup Shire

Ref: DA23/100 P52602

## Submission re proposed "Gallery Hotel" Motel and Tourist Resort, Chopping and Pritchard Streets and Narocki Way

While cited as being a "Motel and Tourist Resort Development", a mining camp is still a mining camp despite what you name it, this camp coming with all its mine worker class structures built into it.

### Specific comments:

- 1. To me a significant misrepresentation of the existing "features" as shown on the plans (see pages 3, 4 and 5), the fence between my property at 42 Chopping Street as a "1.7m fibro fence". It hasn't been this for the last 10 years. On their subsequent pages they show the fibro fence replaced (as presumably supplied by them) with a "Pale Eucalypt Colourbond" fence. This already exists. I replaced the asbestos fence 10 years ago. Even their own photo on page 21 shows the existing fence as a Colourbond fence. Either a deliberate deception or significant error drawing into question the veracity of the rest of the document, its content and its intent.
- 2. I note that all elevations provided in the document are referenced in relation to "natural ground level" (NGL) as surveyed. It is already apparent with some 800 to 1000 tonnes of fill delivered to site prior to planning approvals being granted, that they have no intention of following submitted plans when building relative to natural ground levels. I believe plans should be resubmitted with full information on intended/necessary fill levels being shown, this for public review and comment prior to any approvals being given to commence work on site.
- 3. Site water, storm water and runoff drainage management. No information is provided on the plans as to how water, primarily their own runoff, but also existing shallow groundwater and ponded winter surface water will be managed, both on and off site. What works will be undertaken to mitigate likely impacts on adjacent and downstream properties and infrastructure. Given the heart of the development and the location of the "outdoor swimming pool", food kiosk and car park sit in the seasonally inundated basin, this fed primarily by groundwater seepage, it would seam to be a significant omission. As this groundwater has its origins in the industrial area, the cemetery and from adjacent roads and properties, it won't go away. In fact, it will probably be exacerbated by the extensive conversion of open soil and transpiring vegetation to hard surfaces in the form of roofs and paved surfaces within the site.
- 4. Clearly this isn't the whole development. How they intend to integrate the residential (R20) land they own (that between the end of Devon Street and the laneway behind the properties on Chopping Street), into the "hotel" residential accommodation should be addressed. They obviously intend to develop this R20 area, giving future occupants access to the "hotel's" facilities and mine site bus transfer points. At this stage plans show them installing a "temporary" chain link fence across the boundary line to the adjoining "hotel".

Other comments could be made, but these seem the most pertinent. I hope that when approvals are given, appropriate dust and noise conditions are enforced as it is likely to be a significant source of both for a long period of time.

Roger Hearn

42 Chopping St, Manjimup

18/09/2023

### MANJIMUP VETERINARY CLINIC

12 Chopping Street Manjimup, Phone: 08 9771 2199 Fax: 9777 1976 A/hrs: 0438 712 199 Email: admin@manjimupvet.com.au

### **BLACKWOOD VETERINARY CENTRE**

31 Roe Street Bridgetown, Phone: 08 9761 1905 Fax: 9761 2361 A/hrs: 0438 712 199

Dr S.J. Wright BVSc BSc (Vet) And Associates



19th September, 2023

Re: Comment on Development Proposal App DA23/100

113

To Whom It May Concern,

As the owner of the business and property at 12 Chopping St, Manjimup I would like to raise some concerns that I have for the development proposal at Lot 71-82 Narocki Way – Chopping Street, Manjimup.

The business we have is a well-established Veterinary Clinic and Hospital. This was purpose built some thirty odd years ago with some extensions completed 3 years ago. All of this has complied with council regulations. This business serves not only Manjimup but the surrounding area for some 100km radius caring for the community's pets and livestock.

### 1. Noise and smell.

During a typical day we can easily have 20-30 pets come and go through our clinic. Some of these are hospitalized only for the day for surgeries but we also have animals hospitalized overnight that require 24-hour care. At times during the day, we may hold animals in our outdoor run. My main concern is that these animals can often vocalise at all hours of the day and night. I imagine that this may well disturb patrons of a motel and tourist resort and could become the source of complaint by these patrons. I also note that our veterinary clinic location is not mentioned on any of the proposal diagrams. I wonder if the proposed business is even aware that we are here.

I do not wish to be a source of anxiety to the proposed business. Nor do I want my employees or myself to be faced with any awkwardness in neighbourly relations. I need to have some sort of assurance and legal recognition that our business will not be affected by any such complaints at any time in the future. We have not to date had any complaints from the community and I would like to maintain this status. I also propose that if some sort of sound proofing is required it will not be our responsibility or at our cost, but that of the proposal applicants.

I also would like to point out that we accommodate both small and large animal clients. We have on occasions had to treat cattle and horses in our area at the back of the building. We have also at times performed post mortems for sheep farmers and the like. There are often very unpleasant odours associated with any of these activities and this may also be a source of discomfort for patrons (not to mention that visually this might be distressing as well).

Noise is also something that will affect our patients and clients. The construction required to build the proposed facility will most certainly negatively affect our clients and patients. As will the proposed bus parking area that will be right alongside us. We have hospitalized patients that are recovering from surgery and unwell patients requiring rest and minimal stimulation. As you can

imagine a dog having seizures is not going to go well with construction noise or buses in the background.

### 2. Traffic.

I have no doubt that with the current demand for accommodation for various workers in this area that a majority of the patrons will likely be workers of some description. There is some concern that the level of traffic that will be associated with this may impede both our regular and emergency clients. It is most important that our emergency clients are not impeded in any way.

### 3. Safety.

Branching on from this, a majority of my staff are female and there is a requirement with our afterhours duty that we need to access our own facility at late hours of the night. Some of my employees have already shown some apprehension that the population of the resort may make them feel uncomfortable and possibly even unsafe.

### 4. Drainage.

On a more structural level the proposal appears to come right up to our southern boundary with a fence. Council does not have us on deep sewerage at our site and the leach drains are on that southern boundary. Currently the system works well for us. I have concerns that the level of construction required by the proposed business may well alter the current drainage situation for us and also for the industrial businesses around us.

This brings me to the broader question of whether the current drainage and sewer systems of Manjimup will be able to cope with the effluent and waste water of the proposal when fully occupied.

### 5. Aesthetics.

I have taken note of another motel under construction at the other end of town in Giblett – Rose St opposite Manjimup Tyre Mart. My understanding is that this proposal was put forward as a multilevel five-star motel. This is certainly not what we are faced with in reality at this point. I have some concerns that while the proposal here looks appealing on the surface, this too may potentially end up an eye-sore.

In conclusion I am very aware that Manjimup is in need of accommodation options and fully understand the need for something like this proposal. My main concern is obviously that the location of a holiday and tourist resort should not be next door to light industrial business and a Veterinary Clinic.

Kindest regards,
Samantha Wright (Gleeson)

Principle Veterinarian Manjimup Veterinary Clinic

9.5.1(2)

Chief Executive Officer Shire of Manjimup 37 -39 Rose Street Manjimup WA 6258

### To Whom It May Concern

115

This is in regard to the

DEVELOPMENT PROPOSAL LOT 71-82 Narocki Way - Chopping Street MANJIMUP

I wish to object to the proposed development on the following grounds:

- Is it a Hotel, Motel or a Workers Camp/Backpackers Hostel. Its development application indicates to me it is most likely a Workers Camp/backpackers hostel. This is based on the building layouts.
- 2 If it is a hotel will it have a liquor licence and who will be able to access the accommodation.
- Why has development already commenced on site by the dumping of fill on the site. This occurred prior to the presentation of the proposal being presented to the council for public submission.
- 4 How much fill or earthworks will be required and what affect will it have on the natural ground level as it was before the dumping of fill began pre development application. As indicated on the plans it states NGL. I can assume this means Natural Ground Level. How much more fill will be added or taken away to alter the contour of the site.
- What will happen to the remnant bushland on the site which is home to resident animals which include Phascogales, Mardo and Bandicoots which are protected and a priority listed species in Western Australia.
- It is likely an Aboriginal site as it is the headwaters to Ringbark Creek which later flows into the Donnelly River. The site is moist for the whole of the year. Spring water runs out the ground most of the year.
- Where will the site water run-off go. At present water from the site runs to the middle of the block due to the natural ground levels. At present it goes to the adjoining vacant block and will end up in the waterway that eventually crosses Ipsen Street which floods after heavy rains now causing traffic hazards to drivers. With the extra amount of water runoff from the buildings and hardstand it may lead to flooding downstream on a much more frequent basis.
  - Based on the drawing supplied by the council the buildings will cover approximately 12,600 square metres. This area does not include carparks, roadways, pathways or any other outdoor facilities. Based on BOM statistics in 2022 rainfall in Manjimup was 806.2mm. this means the rainfall collected from the roof area for the year would be 101,581,200 litres. Where is this amount of water going to end up. This does not include the runoff from all the others areas. With the other areas included it could increase the amount to almost double that amount of water approximately 203,000,400 litres.

- age

Can the local roads cope with the increased traffic movements. The extra driveways of the development are very close to intersections that at present are busy at particular time of the day. This could lead to traffic incidents and or accidents. Some of the roads are already in a very poor condition. Based on the drawings provided there is parking that indicates 137 car bays and 4 bus parking bays plus bus embayment parking. These numbers do not include the workers vehicles movements required to operate the facility.

116

- With a potential minimum of 178 people onsite but a possibility of up to 430 people based on 2 or 3 people sharing a room. These numbers don't include the workers required to operate such a facility. As this complex has several outdoor facilities what is being planned in regard to noise disturbance for the local residence.
- What privacy will the local residents have with a chain link fence. It will look like a prison complex.
- 11 Will the towns water, sewerage and drainage cope with all this additional use.

I do have concerns with development on such a large scale on a vulnerable site.

### Regards

Laurie and Ethel Hunt



117 **9.5.1(2)** 

11<sup>th</sup> September, 2023

Dear sir,

Development proposal Lot 71-82 Narocki way chopping street Manjimup

Further to your letter dated 30August regarding the above proposal I wish to advise I have no objections to the above development, provided it does not further impact on water flooding through my property at 18 somerville street. The property between my property and the proposed development has recently been cleared and since then water has continuously poured through my property. The result is I have been flooded for the last 4-6 weeks and my property is totally water logged. The Shire were called out once to clear the water which was about to flood through my shed etc.

I would be interested to hear if the Shire are aware of the flooding caused by clearing the adjoining property to mine, we had previously been informed by the shire that property would never be cleared as it had ..natural springs.. on it which fed the Manjmup Brook which flows through my property.

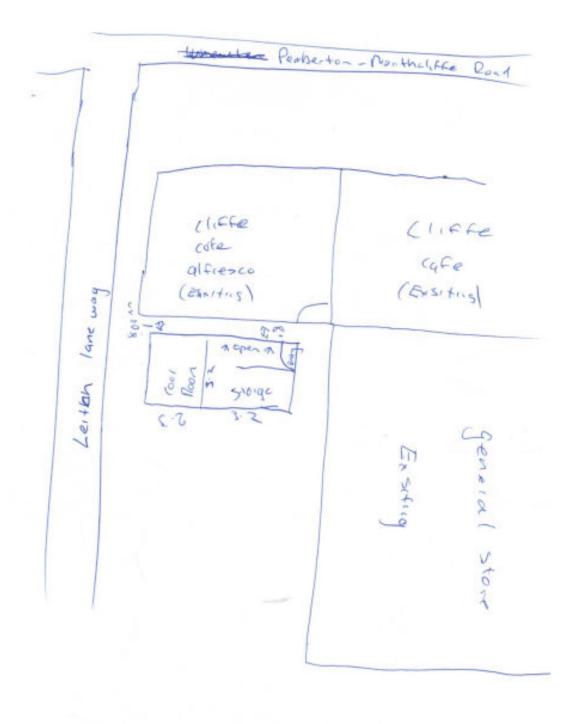
I look forward to hearing from you regarding the above water/flooding issues.

Yours sincerely,

(Mrs) Jillian Ewart

0442700440

**9.5.2(1)** 



**9.5.2(1)** 



**9.5.2(1)** 



121 **9.5.3(1)** 

At SmashaStrawb we are looking to do "pick your own". This will entail the public come to the farm, picking their own fruit and taking it away in wholesale form. All fruit that is packed for retail will be taken to the markets or to Woolworths and Coles.

We wish to run this every weekend during the strawberry season (mid October to May). We would estimate that at any given time there would be 30 people at the farm during this.

I would like to emphasize that we will not be packing and selling to the public. This will only be available in wholesale quantities.

Kind Regards

Sam Vellios

Farm Manager SmashaStrawb

### How will the visitors be managed onsite?

Our signage will have notice of our open closed status and correct direction of entry. We have a dual lane hardstand gravel driveway of 250m which leads to a 60-bay carpark. All hardstand gravel (bitumen this year) We have allocated disabled car park.

From the carpark, fencing and signs will direct customers to our payment area. From payment they will be directed to our strawberry crop (not always the same place). We will have an appropriate number of staff onsite to manage customers.

Site plan attached (page 9-10).

### what hours do you anticipate that the site will be open to the public?

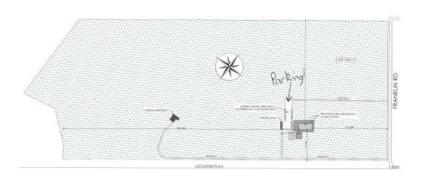
At this stage we will open based on demand. Saturday and Sunday 900-1400. If we are forced to be treated as "retail" we will open as much as demand and retail trading hours allow.

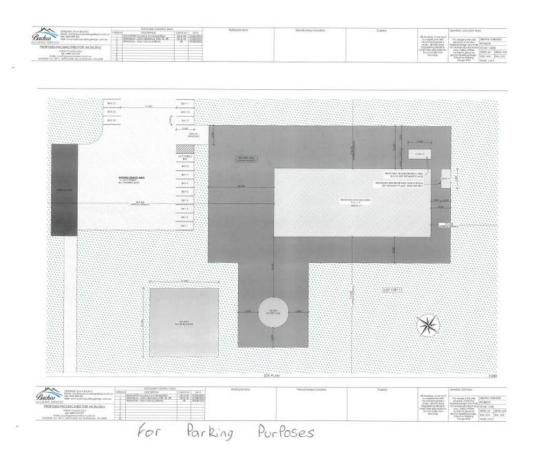
### Carparking and amenities for the public to use where are they located?

The relationship of the proposed pick your own fruit and packing shed, I assume picking won't be occurring when the packing shed is in operation, however as you mentioned the public will use the toilets and parking area of the packing shed, can you clarify how this will be managed?

Carparking is supplied and toilets will be hiring toilets until proposed toilet block is installed. Why would the assumption that pick your own and the packing shed be at different times? From our point of view there is absolutely no issue with both running at the same time. We have parking for employees elsewhere – there's 150 acres here and most of our employees come via bus. Pick your own and our commercial operations can run separated at the same time. Site plan attached(page 9-10).

Paul Da Silva Managing Director Grower Connect Pty Ltd T/AS SMASHASTRAWB 122 **9.5.3(1)** 





123 **9.5.3(2)** 

### **Brian Robinson**

From: Sent:

Monday, 9 October 2023 11:09 AM

To:

Subject:

[External] DEVELOPMENT PROPOSAL - LOT 10911, 322 FRANKLIN ROAD, SMITH

**BROOK** 

To: Chief Executive Officer

Regarding development proposal at the above location, we do not have an objection to proposed 'Pick Your Own'

Operation. We are only concerned about the extra use of Franklin Road because at times during the Spring/Summer Period, the road can become very poor (soft patches and corregations). Also dust becomes an issue as well. Ideally road could be bitumised and thus solve all problems.

We wish Paul all the best.

This email has been scanned for spam and viruses by Proofpoint Essentials. Click here to report this email as spam.

124 **9.5.3(2)** 

### **Brian Robinson**

From: Lily Simpson <a href="mailto:simpson@dbca.wa.gov.au">simpson@dbca.wa.gov.au</a>

Sent: Thursday, 12 October 2023 9:40 AM

To: Info

Subject: [External] DA23/139 P52461

Attn: Mrs K Brown

Good morning

Thank you for your letter regarding a 'Pick your own fruit' proposal at Lot 10911, 322 Franklin Road, Smithbrook.

Parks and Wildlife Service has no comments or objections to 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** 



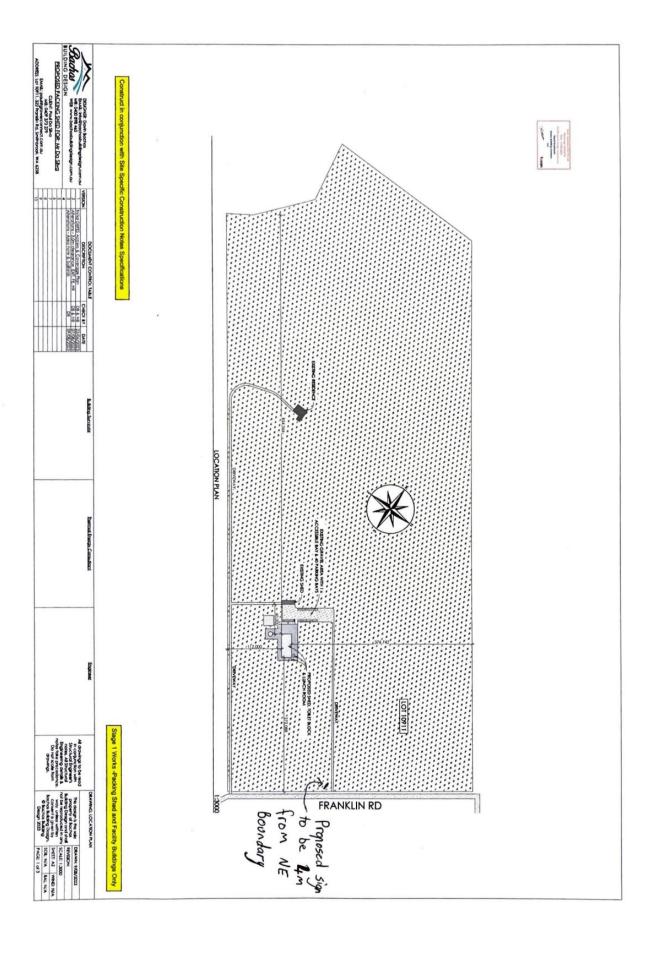
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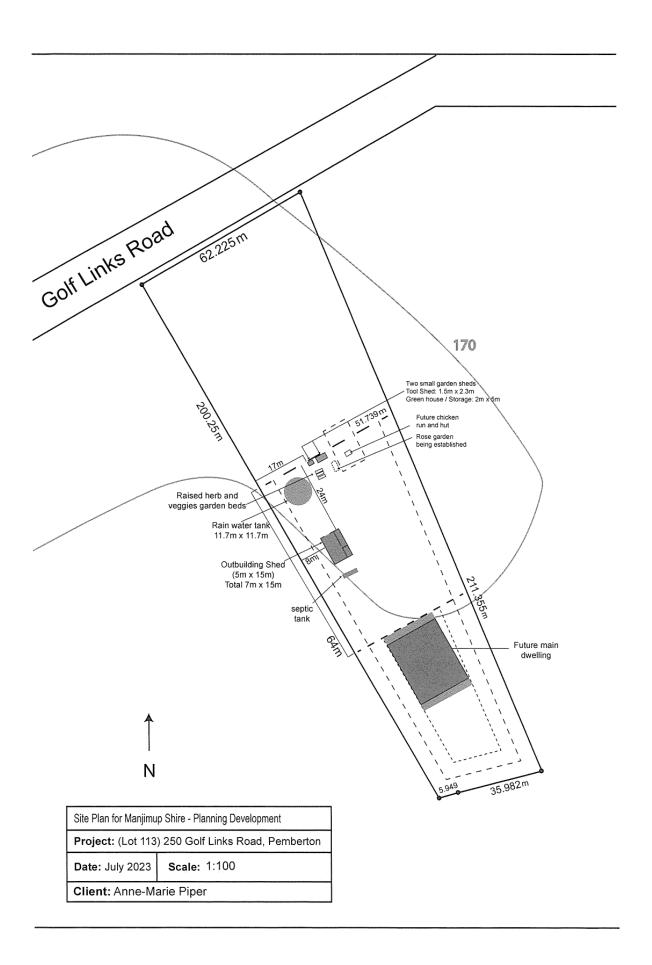
125 **9.5.4(1)** 



126 **9.5.4(1)** 



127 **9.5.5(1)** 



128 **9.5.5(1)** 



1770mm height



2550mm height

**9.5.6(1)** 

### Cat Management Plan

Lot 29, Jacksonii Avenue

- The cat, when or if permitted to return will live at the above mentioned residence inside the house. The downstairs bedrooms and laundry will not be opened for said cat.
- The applicant will be allocating upstairs sitting area for food, water and biscuits always and a wet meal once a day.
- A litter tray will be in an alfresco area, which there is two, one upstairs, one downstairs.
- Alfresco area provides a semi outdoors area which the breeze blows through shade cloth blinds. The applicant has tried a harness and lead in the past, risk is too high for an escape, and the applicant does not think the cat would enjoy it in any event.
- The applicants house is escape proof for the cat and will be managed with the practice of entry and exit via the laundry. The laundry has an internal door and a door to the outside. Similar to that of sally port or an airlock system. The front door of the house is key locked and won't be used in the event of guests and visitors, there are a few combinations of isolating areas inside the home without risk of a visitor compromising the management plan.
- Applicants are always home with the cat.

# SCHEDULE OF SUBMISSIONS DA23/93

N <sub>o</sub>	Name/Address	Summary of Submission	Officer Comment	Council's Recommendation
	Government Agencies			
<del>-</del>	Department of Biodiversity Conservation	(i) No Objection	Noted	Not applicable
	Private			
23	R Fry	(ii) Strongly Object.  (ii) Cats have not been allowed in the estate since it was created.  (iii) Cat Local Law amendment prohibited Tingleview Estate for keeping cats (iv) Owners have illegally kept the cat and not successfully contained the cat within the house;  (v) Unwelcome precedence will be set.	Noted     The purpose of the application is to allow for an administrative correction with the registration of a single cat.  The owners are given the opportunity to comply.	Recommended conditions of approval mean that if the Cat is found to wander, the approval can be revoked and the owners penalised.
ဗ	R Skesteris	(i) Object to Variation  (ii) Boronia Ridge resident;  (iii) Not confidence in management of cats protecting wildlife;  (iv) Supported the Local Law;  (v) Local law should not be watered down.	Noted As above.	As above.
4	S Dreher	(ii) Object strongly to proposal (ii) Set a bad precedence (iii) Owners known to let cats roam (iv) Local Law changed to prohibit cats	Noted As above.	As above.

		(v) Smell can attract feral cats (vi) Historic damage from applicant cats		
.5	T Dreher	(ii) Strongly Objects to application.  (ii) Question how was application possible?  (iii) States advertising should have gone to all residents of Tingleview;  (iv) Local law should not be changed to allow exceptions;  (v) Comments made regarding the keeping of the cats at the property to	• Noted The purpose of the application is to allow for an administrative correction with the registration of a single cat. The owners are able to make application to vary Scheme and are given	As above.
Ö	M Filby	Member of the South Coast     Environment Group.     Cats have not place in Australian environment.     No confidence in the success of management plan.	Noted     Noted     The purpose of the application is to allow for an administrative correction with the registration of a single cat.  The owners are given the opportunity to comply.	As above.
7.	J Cernohous	(i) Late submission (ii) Does not support cats in Tingleview	As above.	As above

### **Jocelyn Baister**

From:Lily Simpson <lily.simpson@dbca.wa.gov.au>Sent:Wednesday, 30 August 2023 11:44 AMTo:Toni.Signal@manjimup.wa.gov.au

Subject: RE: [External] Referral Letter - Lot 29 Jacksonii Avenue WALPOLE

Hi Toni

Parks and Wildlife has no objections to this proposal.

Kind regards

Lil

From: MANJ-412-Warren Admin <warren.admin@dbca.wa.gov.au>

**Sent:** Wednesday, August 30, 2023 10:49 AM **To:** Lily Simpson < lily.simpson@dbca.wa.gov.au>

Subject: FW: Referral Letter - Lot 29 Jacksonii Avenue WALPOLE

Hi Lil,

Please see below email and attachment for your records.

Kind regards,
Jess Watt
Clerical Officer
Warren Region
Parks and Wildlife Service
Department of Biodiversity, Conservation and Attractions
Locked Bag 2
Manjimup 6258
9771 7988

jess.watt@dbca.wa.gov.au



Department of Biodiversity, Conservation and Attractions





From: Toni Signal < Toni.Signal@manjimup.wa.gov.au >

Sent: Wednesday, August 30, 2023 10:18 AM

To: MANJ-412-Warren Admin < warren.admin@dbca.wa.gov.au > Subject: RE: Referral Letter - Lot 29 Jacksonii Avenue WALPOLE

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

Please find attached a referral letter in regards to Lot 29 Jacksonii Avenue WALPOLE - approval to keep cats.

Thank you.

### **Jocelyn Baister**

From: Rachel Fry

Sent: Wednesday, 6 September 2023 4:18 PM

To: Info

Subject: [External] Cats at Tingleview estate

To: The Chief Executive Officer

I am a long term resident of Tingleview Estate, Walpole, residing at 234 Jacksonii Avenue.

I understand the Shire of Manjimup has received an application to keep a cat on the property at Lot 29, 90 Jacksonii Avenue.

Cats have been disallowed on the estate since it's inception, due to the proximity of the National Park. The depredations of cats on native fauna is well known.

In addition, an amendment to the Cat Local Law came into effect 14/4/2023 specifically citing the entire Tingleview Estate as an area where cats are **absolutely prohibited**.

I understand the cat in question was previously illegally kept on the premises at 90 Jacksonii Avenue and not always successfully confined to the house.

I strongly object to the application to keep a cat anywhere on Tingleview Estate under any conditions. This area is a haven for small native animals and birds that are so vulnerable to cats.

If this application is granted it will set an unwelcome precedent. Someone's cat sometime will inevitably escape and wreak havoc on the native flora and fauna.

I respectfully request that the council refuse this application.

Yours sincerely,

Rachel Fry

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### **Jocelyn Baister**

From:

Sent: Monday, 11 September 2023 9:28 AM

To: In

Subject: [External] Cat Approval Request Lot 29/90 Jackson Tingle View Estate

Chief Executive Officer Manjimup Shire

It has come to my attention that there is an application for approval to keep a cat/s in Tingle View Estate in Walpole.

I am a resident in the Boronia Ridge Estate. It was made very clear when we purchased and developed the property that it was subject to a cat exclusion by-law. I m also aware that the Tingle View Estate is also subject to that by-law.

Since we have lived here we have observed the presence of both tame and feral cats in the area. There is also anecdotal reports of of cats being resident in the area contrary to the by-law.

Our residential lot also has an abundance of native wildlife, which includes birds and mammals of variety of sizes. We see these on a daily basis. It is well known the damage cats both feral and pets can do. It is clear that no matter how well managed cats are, they are still getting out and into the environment.

I strongly support the intent of the by-law and object to any loosening and exceptions being made. There is already incremental erosion of the by-law which will only get worse no matter how good the intentions.

I understand the applicants have been subject to breaches of the by-law as reported in the Walpole Weekly recently.

The cat exclusion by-law was established for sound environmental reasons and should not be watered down or exceptions being made

I would request my objection to this and any other application to keep cats in Boronia Ridge and Tingle View Estate be noted.

Regards

Robert Skesteris

Walpole

This email has been scanned for spam and viruses by Proofpoint Essentials. Click  $\underline{\text{here}}$  to report this email as spam.

### Jocelyn Baister

From: Stefan Dreher

Sent: Monday, 11 September 2023 12:36 PM

To: Info

Subject: [External] To the CEO Objection to development proposal DA23/93 P51902 TP

91/2023

**Attachments:** 20220524\_112646.jpg; 1000007327.jpg; 1000007328.jpg

To the CEO,

I am objecting to the proposal in the strongest possible terms for the following reasons:

- -The proposal would set a bad precedent.
- -The proponents cannot be trusted to keep the cats indoors, as they have proven time and time again, letting their unregistered cats roam on our property.
- -They have blatantly lied to shire rangers in the past, about not having cats at their property, leading to a court case and a hefty fine.
- -The proposal would lead to more people asking to keep cats, with all the unacceptable risks of roaming cats in the estate.

It would also lead to people from other cat free zones, like Boronia Ridge and Kaba Grove wanting to keep cats.

- -It would be unfair to families in the past, who have sold up and left the estate because they couldn't keep cats.
- -The shire went to great expense to change the cat law of Tingle view, that was left out of the cat law, why water it down now?
- -Kitty litter smell outdoors attracts feral cats!
- -These people have arrived in 2020 and have immediately let up to four unregistred cats roam around on our property, doing their business in our vegetable garden, chasing our chickens, killing our native birds etc etc.

Absolute disregard for wildlife and neighbours was demonstrated.

After apparently some cats started disappearing, they accused us of having killed them. Soon after, they started a harassment campaign.

It involved verbal abuse, interfering with security equipment, noise and light harassment erecting signs and so on.

At the same time a drawing done with cat excrement of eyes watching us, appeared on our shade cloth.

Eyes watching us was also a recurring theme in their campaign.

The police have been involved numerous times, and a Misdemeanour Restraining Order was granted by the Albany court against Grant Potter.

Even shire rangers won't go his property without the police, because of his very aggressive manner.

It would be extraordinary to say the least, if such appalling antisocial behaviour was rewarded by approving this proposal.

best regards

Stefan Dreher

Walpole

### **Jocelyn Baister**

From: Theres Dreher

Sent: Monday, 11 September 2023 12:45 PM

To: Info

**Subject:** [External] DA23/93 P51902 TP 91/2023

To the CEO,

I'm objecting in the strongest possible way to the application of the owners of Lot 29 90 Jacksonii Avenue Walpole to keep cats.

How is this application even possible?

This letter should have been sent to all the Tingleview residents not only to the immediate neighbours. All of them are impacted by roaming cats, since cats travel many kilometres to hunt.

Tingleview is in an environmentally sensitive area, surrounded by National Parks. The very law that made this development possible, should not be changed to suit some self-entitled individuals.

The applicants should not be rewarded with the granting of their application, because they behaved in an unacceptable antisocial manner towards us and cannot be trusted to stick to the rules.

They put a sign up at our fence line, accusing us of killing seven of their roaming cats and injuring one.

After losing all those cats they still had three left.

All of them were kept illegally in a cat prohibited area and none of them were registered.

They ignored multiple requests by the shire to get rid of the cats.

Then the shire sent out a letter and gave them 30 days to rehome them.

The applicant then lied to shire about having rehomed their cats.

We then caught one of their cats on our property in a trap and it was handed over to the shire.

The applicant then took the shire to court, lost the case and had to pay a hefty fine.

If this application is being granted, then taking them to court, would have been irrelevant and a waste of ratepayer's money.

I dare say that it wouldn't surprise me, if the cat that went to York, was already back in Walpole.

It would also be interesting to find out about a third cat, a tabby, that also lived at the applicant's address. According to the Ranger,

the applicant wanted to register it in Denmark. Did that ever happen or is it still at their property?

Regards

Theres Dreher

w	al	po	k	Э

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10-9-23		
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### **Jocelyn Baister**

From: Jan Cernohous

Sent: Friday, 22 September 2023 1:46 PM

To: Info

Subject: [External] Cats.... Dev Proposal...RefDA23-93, P51902, TP91/2023

Dear Ms TM Signal

My name is Jan Cernohous Been away on holidays and hence the late submission ... I own and occupy 119 Jacksonii Ave , Walpole WA 6398

Been here for 28 years

Seen and trapped enough cats on my property over the years to know

That cat owners cant be trusted to do what is proposed ....it isolated here and out of sight, means regulations here mean little to some ..to do as they please ...

Have seen a cat take wild baby ducks around my dam..

I know my immediate neighbours are anti cat, especially as we back on to National Park

With wild pigs, kookaburras, rabbits adding cats isnt the right direction

Thankyou

Jan Cernohous

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**9.5.7(1)** 

## Retrospective Development Application – Cool storage, Various Associated Buildings, and Workers Accommodation

Lot 100 (No. 122) Etherington Road, Beedelup



142 **9.5.7(1)** 

### DOCUMENT CONTROL

Control Version	DATE	Status	Distribution	Comment
А	13.03.23	Draft	Internal	Development Application Report.
В	17.04.23	Draft	Client	Development Application Report.
С				

Prepared for: Karragullen Cool Storage

Prepared by: JS

Reviewed by: CP

Date: 13.03.23

Job No & Name: 22902 – Karragullen Cool Storage

Version: A

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### PERTH & FORRESTDALE

Level 1, 252 Fitzgerald Street, Perth T: 08 9228 9291 15/2 Hensbrook Loop, Forrestdale T: 08 9495 1947

PO Box 316, Kelmscott WA 6991 E: metro@harleydykstra.com.au

Albany Bunbury Busselton Forrestdale Perth www.harleydykstra.com.au



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143 9.5.7(1)

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Albany

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Bunbury Busselton Forrestdale Perth

ABN 77 503 764 248 www.harleydykstra.com.au





#### 1 INTRODUCTION

This report has been prepared by Harley Dykstra in support of a retrospective development application for an existing Cool Storage Facility, Workers Accommodation and associated buildings at Lot 100 Etherington Road, Beedelup (the subject land). The existing use comprises of an orchard which grows over 100 ha of apples, pears, and avocados, that is accompanied by various structures and workers accommodation. The site has been utilised as an orchard for many years, as evidenced by available aerial imagery.

The Shire identified compliance issues that culminated in a site visit and a subsequent letter to the owner dated 22<sup>nd</sup> of June 2021. This retrospective development application is in response to the identified compliance issues.

The subject site has five development approvals on record, however one has since expired. Approval was granted in the 1990's for an aquaculture marron farm, change of use staff dwelling to farm stay and rural industry shed extension. Approval was granted in 2006 for a Producers License.

The Shire has created a plan of the buildings on site, dated the 5<sup>th</sup> of August 2021, which we have labelled our buildings in accordance with.

This report provides details of the site, the existing development and a planning assessment that addresses all relevant statutory compliance, policy requirements and planning merit considerations. It also supported by a Bushfire Management Plan that details the impact of the use on the surrounding environment and a Site and Soil Evaluation which provides advice on onsite effluent disposal.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



# 2 SUBJECT LAND

## 2.1 Land Ownership Details

A summary of the land particulars is provided in **Table 1** and a copy of the Certificate of Title is included in **Appendix A**.

Lot No.	House No.	Plan / Diagram	Volume	Folio	Registered Proprietor	Lot Area
100	122	416520	4000	441	Mecca Holdings Pty Ltd & Red Moon Property Holdings Pty Ltd <i>of</i> 42 Rokewood Way, Karragullen	430.5509ha

TABLE 1 - SUMMARY OF LAND

## 2.2 Location and Context

Lot 100 (No. 122) Etherington Road (the subject land) has frontage and vehicular access to Etherington Road and is 430.5509ha in size.

A Location Plan of the subject land is included below, which also highlights the zoning of the surrounding area under the Shire of Manjimup Local Planning Scheme No. 4 (LPS No. 4).

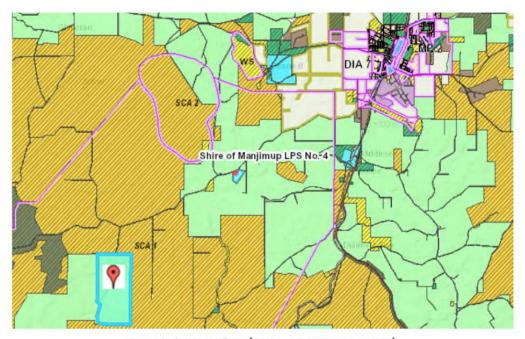


FIGURE 1 - LOCATION PLAN (SUBJECT SITE OUTLINED IN BLUE)

Retrospective Development Application Lot 100 Etherington Road, Beedelup



The subject site currently accommodates a large orchard with cool storage facilities, minor outbuildings associated with the site operations, a holding dam and workers accommodation with water closet and a communal kitchen. The site is generally flat, with hills to the west of the site. A dam occupies the north eastern corner of the site, with native vegetation along the southern portion of the site. The subject site is surrounded by forest to the north, east and west, with Mountford Wines and Tangletoe Cidery further to the south. A large portion of land further to the west is deemed national park and other conservation reserves. An Aerial Photograph (Figure 2) has been provided below to show the site within its immediate context.



FIGURE 2 - AERIAL PHOTOGRAPH (SUBJECT SITE OUTLINED IN RED)

Retrospective Development Application Lot 100 Etherington Road, Beedelup



#### 3 PROPOSED DEVELOPMENT

#### 3.1 Overview

This Development Application seeks retrospective approval for an orchard that produces avocados, pears, stone fruit and apples, associated outbuildings including the large packing / storage shed, workers accommodation an associated water closet and kitchen facilities and any other infrastructure on the site that is incidental to the use. The existing development incorporates the following key elements:

- The use of approximately 100ha of the site for fruit growing and harvesting;
- A large cool storage shed central to the southern portion of the site;
- Two types of workers accommodation (dongas) located in in the northern portion of the site, which include a water closet block and kitchen / dining area;
- · A chemical storage shed, workshop and office; and
- A large earthmoving shed in the north western portion.

Development Plans, which include Site Plans, Floor Plans and Elevations of each structure are attached at **Appendix B**. Further details of each structure are provided below.

## 3.2 Details of Activity

Casuarina Valley Orchard is located 22km from the town of Manjimup, with 100ha designated to the growing of stone fruit, apples, and avocados. This is just one of the six orchards which is owned by the Casotti Group. The growing and cultivation process at the subject orchard occurs annually, in cyclical fashion. Generally, harvesting for avocados occurs in October/November/December, pears occurs in January/February/March, stone fruit occurs in December/January/February/March and apples occurs in February/March/April/May. Harvesting hours are generally Monday to Friday from 7am to 4pm. As this work is seasonal and in an isolated location, onsite workers accommodation is provided by the operator.

## 3.3 Retrospective Development Details

## 3.3.1 Packing and Cool Storage Shed

A large packing and Cool Storage Shed, identified on the site plan at **Appendix B**, consists of thirteen cool rooms, six storerooms and one fertilizer storage space. These are referred to as T, S, R and Q. This shed is designed in a way that allows road train and forklift access and has an overall total floor area of 5934.464m<sup>2</sup>. The central portion is primarily used for cool storage with eight cool rooms. There is also an office and a lunchroom, with extra space for general storage.

The western portion of the shed is used for storage purposes, with a further two cool rooms. Fruit is not stored on site for long but requires refrigerated storage whilst it is.

The eastern portion of the shed is similar to the western portion as it consists of further storage with three cool rooms. A large fertilizer storage facility is located adjacent to this shed.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



The fruit is produced onsite and then is sent to Karragullen Cool Storage or Bluemoon Packing facility for grading and packing. The fruit is transported to these two destinations via haulage vehicles, whereupon it is placed in cool storage until it is graded and then packaged.

#### 3.3.2 Various Outbuildings

In order to effectively operate the orchard, various outbuildings in the form of a large earthmoving storage shed, an office, a shed and a workshop are located on the subject site.

#### **Earthmoving Storage Shed**

The earthmoving storage shed (D) has a total area of 5,142m<sup>2</sup>. This is equipped with a storage room, office and tearoom. The machinery stored in this shed consists of forklifts, dump trucks and old cars.

It is understood that the storage shed is leased to Southern Earthmovers, who are using it to store chemicals. A site visit revealed that chemicals are not being stored on bunding, with evidence of historical spills throughout the shed. It is required that the Client undertake a detailed review of the chemicals to determine appropriate storage requirements. Further, the addition of handstand is required for the area used for the washdown of vehicles to prevent leaching of potentially contaminated water into water ways.

Further information in relation to appropriate storage requirements can be found in the advice note attached at **Appendix C.** 

### **Office**

The site has one office building (P), with an area of 101.939m<sup>2</sup> consisting of two separate office areas inside. This also includes a veranda, deck, tearoom, and WC. There is a blue metal base carpark adjacent.

# **Chemical Store Shed**

A 58.85m² chemical storage shed (O) is located on the site. This is located adjacent to the cool storage sheds.

### **Shed**

An old machinery shed (N) is located north of the of the cool storage facilities, with a total area of 336.319m<sup>2</sup>. This also includes a storage shed located adjacent with an area of 336.319m<sup>2</sup>.

## <u>Workshop</u>

This 709.698m<sup>2</sup> structure (F) consists of two workshops, separated by a mezzanine level. This also includes an office, parts store and tyres store. Adjacent to the back of the building, adjoined by a flat roof cover, is two water closets with a laundry. There is also a storeroom and tyre pumping station outside the workshop.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



#### 3.3.3 Dwellings

There are nine staff dwellings on the subject site. Two are located in the northern portion, as demonstrated in **Appendix B**, with the remaining seven located in the eastern portion of the site. Six of the dwellings consist of three bedrooms, two have two bedrooms and one has one bedroom. Each dwelling is fitted with its own cooking, laundry and bathroom facilities.

## 3.3.4 Workers Accommodation, WC and Kitchen/Dining

The retrospective workers accommodation has been developed in the form of dongas, with a communal kitchen and dining area, covered by a roofed structure. This development is referred to as E on the site plan at **Appendix B**. A handful of the dongas have ensuites, however, the majority utilize the communal shower and toilet block. Adjacent to the shelter there is a worker's courtyard, rotary clothesline and a gravel parking area. These dongas have the capacity to house up to 36 workers. There are four different types, differentiated into 'Donga type 1' with ensuite, 'Donga type 1' without ensuite, 'Donga type 2' with ensuite and 'Donga type 2' without ensuite. Further details are provided in the following sections.

The Client is hoping to increase the number of seasonal workers in the dongas up to 50, resulting in the addition of two dongas. The indicative location of this has been labelled on the site plan at **Appendix B.** 

## **Workers Accommodation Shelter**

A 993.873m<sup>2</sup> workers accommodation shelter provides cover for four donga blocks, a WC block, a shower block and a kitchen/dining block. The shelter has an open recreation area in the middle, with an outdoor cooking area for the workers to utilise.

### Workers Donga

There are four types of dongas on the site, two types have an ensuite and two are without. A communal water closest and shower block is provided.

There is one block of the 'Donga type 1' with an ensuite, which has four rooms. This is located outside the shelter, on the northern portion, and has a veranda deck which provides access for the occupants. This block occupies a total area of 70.686m<sup>2</sup>.

There are three blocks of 'Donga type 1' without ensuites. These are located adjacent to each other in the northern portion of the shelter. Each block contains five bedrooms, with a total floor area of 36.406m² per donga. This style of workers accommodation is the most common and preferred option on the site.

There are two blocks of 'Donga type 2' with ensuites. These two blocks have been recently placed on site but are not yet connected to services. This will occur prior to their use. They are located outside of the workers shelter, on the southern end, with verandas. Each block has a total area of 70.686m<sup>2</sup>.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



There is one 'Donga type 2' without an ensuite on the site. This is located on the edge of the worker's shelter. This block has five bedrooms with a total area of 35.363m<sup>2</sup>.

There is also a donga located amongst the residential dwellings. This structure has four bedrooms, each with its own ensuite.

#### Worker's Shower and WC Block

A donga shower block is located central to the worker's shelter. This consists of two sections, with six shower cubicles for females and six for males. This has a total area of 35.877m<sup>2</sup>.

The workers WC block is located directly behind the shower block. Once again, this consists of separate sections for females and males, with a total area of 32.490m<sup>2</sup>. The female section contains six toilets and four sinks. The male section contains three toilets and five sinks, with a large urinal.

### Workers Kitchen/ dining

A large multipurpose building is located within the eastern portion of the worker's shelter. This serves as the kitchen, dining and living area for the workers. The space consists of two kitchens, with a storeroom and cool room separating the two. Adjacent to kitchen 1 is the dining area, with the living area adjacent to kitchen 2. This building has a total area of 115.931m<sup>2</sup>.

#### 3.3.5 Amenities

A clothes drying area for the workers is located behind the donga WC block, with a laundry adjacent.

The middle of the shelter contains an opening in the roof which provides an open recreation area with outdoor cooking facilities. There is also a worker's courtyard adjacent to the eastern wall of the shelter.

Informal gravel parking is provided at the front of the shelter.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



Plates 1-7 depict the current building types on the subject site.



PLATE 1 - COOL STORAGE SHED

Retrospective Development Application Lot 100 Etherington Road, Beedelup





PLATE 2 - EARTHMOVING SHED



PLATE 3 - OFFICE

Retrospective Development Application Lot 100 Etherington Road, Beedelup

9 | P a g e





PLATE 4 - SHED



PLATE 5 - WORKSHOP

Retrospective Development Application Lot 100 Etherington Road, Beedelup





PLATE 6 - EXAMPLE OF STAFF DWELLING

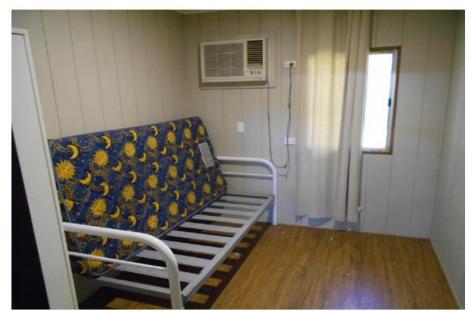


PLATE 7 - INSIDE A WORKERS DONGA

Retrospective Development Application Lot 100 Etherington Road, Beedelup



## 3.4 Operating Hours

The operating hours of the farm will generally occur between the hours of 7am and 4pm each day but will vary in regard to the days of operation. Typically, throughout most of the year, activities onsite will occur between these hours 5 days per week (Monday – Friday), however, during the busiest period (i.e. the picking and packaging stage), operations may occur 7 days per week and with expanded operating hours.

### 3.5 Traffic Volumes and Vehicle Parking

Traffic volumes will vary with the intensity of the various stages of the annual cycle, as described above, however, there is an average of 4 truck movements per week, including during the peak period of intensity / activity.

In addition to this, staff will attend site each day. However, most of the staff live onsite in the nine staff accommodation that are provided. During the peak season, approximately 40 seasonal works are brought to the site. As there is onsite accommodation provided for these seasonal workers, vehicle movements to and from the site will be low on weekdays. It is expected that workers vehicle movements in the peak season will be as high as 1 minibus, 1 van and 5 vehicles per day (in and out). Vehicle movements outside of the peak periods are much lower, going to as low as 2 workers vehicle movements per day (in and out) given staff numbers will be at a minimum.

Vehicle parking will occur informally, but generally adjacent to the workers accommodation, marked on the Development Site Plan (refer to **Appendix B**) which is constructed to a hardstand standard. There is a blue metal car park adjacent to the office. It is noted that because there will not be any retail customers attending site, because there is a substantial area suitable for the parking of up to 30 vehicles, and the fact that parking requirements fluctuate significantly depending on the seasonal workforce, there is no need for a more formalised parking arrangement.

As previously mentioned, the earthmoving shed is being leased to Southern Earthmovers. This generates approximately 2 truck movements and 20 vehicle movements per day (in and out). It is anticipated that this lease will end when construction of the neighbouring dam is completed.

# 3.6 Effluent Disposal

A Site and Soil Evaluation (SSE) has been prepared by Accendo Australia in support of the Development Application and is attached at **Appendix D**. The report outlines the findings from a site visit undertaken on the 21<sup>st</sup> of December 2022, which determined the suitability of the subject site for onsite effluent disposal and provided appropriate locations for these systems, in accordance with the relevant regulations and guidelines.

The report outlines that the estimated total effluent production at the subject site is 17,812 L/day, which has been used to inform the suitability of the existing systems. The existing dwellings are currently serviced by two septic tanks and two leach drains, however, to ensure compliance with the guidelines, an extra leach drain is required. Further, an addition of a secondary treatment

Retrospective Development Application Lot 100 Etherington Road, Beedelup



- · The use of secondary treatment systems with nutrient reduction capabilities;
- Prepare the soil, especially in areas of compacted soil, by deep ripping, shallow cultivation and the application of gypsum (if required);
- Promote the formation of biological pores and increase evapotranspiration through the establishment of vigorous vegetation on the application areas;
- Place soil of good permeability around absorption trenches, or around ETA beds and trenches (if these systems are used);
- · Reduce flow of wastewater using water-saving devices;
- Install systems when soils are dry or slightly moist;
- Use interceptor bunds and drains downslope of application area to divert run-off and seepage into a holding dam (if required);
- Avoid heavy equipment on application area when soils are moist or wet; and
- Avoid smearing the sides and bottoms of trenches and beds during installation.

Further detail surrounding the particulars of the current effluent systems can be found in the report at **Appendix D**.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



#### 4 PLANNING FRAMEWORK AND RATIONAL

## 4.1 Shire of Manjimup Local Planning Scheme No. 4

The subject site is zoned Priority Agriculture under the Shire of Manjimup Local Planning Scheme No. 4 (TPS No. 4), as is other land directly to the west of the subject site. Land to the north, east and is zoned State Forest and other Forest Reserves.

The purpose of the Priority Agriculture zone is as follows:

"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. To provide for intensive agricultural and horticultural production; including market gardens, orchards and vineyard enterprises."

The current land use of the subject site is an orchard, and therefore fits the above-mentioned objectives of the zone.

The current land use of an orchard fits the definition of "Agriculture – Intensive" within LPS No. 4 given it involves the production of fruit. Noting that this use could also be defined as "Horticultural Pursuit." The Agricultural Intensive land use is defined as:

"Means premises used for trade or commercial purposes, including outbuildings and earthworks, associated with the following:

- (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;
- (b) the establishment and operation of plant or fruit nurseries, and;
- (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms).

This land use is considered to be a "P" use within the Priority Agriculture zone. This means that the current use of the site is permitted by the scheme, provided the use complies with the relevant development standards and the requirements of the scheme.

The proposed land use is also compatible with nearby land uses. A vast majority of the surrounding locality is used for growing fruit or reserved, given it is State Forest. Other land uses in the locality include forest. As such, the proposed use can be considered consistent with the current amenity of the locality.

As part of the operations of the orchard, storage facilities are located on site. This best fits the definition of 'Industry -Rural' within LPS 4 given it involves storage. This land use is defined as:

(a) an industry handling, treating, processing or packing rural products; or

Retrospective Development Application Lot 100 Etherington Road, Beedelup



(b) a workshop servicing plant or equipment used for rural purposes.

This land use is considered to be and "A" use within the Priority Agriculture Zone. This means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.6.

This use is compatible with nearby land uses. Amenity is preserved in the area by the fact that the site is isolated. As such, the proposed use can be considered consistent with the current amenity of the locality.

Worker's accommodation and various associated outbuildings are also present on the site. This best fits the definition of 'Rural Worker's Accommodation.' It is defined as:

"Rural workers' accommodation" means a building located on a rural landholding which is used for short stay, sleeping quarters for seasonal, temporary or migratory workers working on that landholding and is to be incidental to the agricultural use of that land;

This land use is considered to be an "A" use within the Priority Agriculture Zone. This means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.6.

Given that workers accommodation is a necessary typical facility located at orchards in the area, and given it helps to reduce daily vehicle movements to and from the site, it should be viewed favourably.

#### 4.2 Special Control Area 1

The subject site is also located within Special Control Area 1 (SCA1), the Lefroy Brook Catchment Area.

The general purpose of the Special Control Area in each case, is to guide development and subdivision in an orderly manner:

- where provisions apply in addition to the provisions applying to the underlying zone or reserve and any general provisions of the Scheme;
- (ii) in accordance with and consistent with the limitations of existing infrastructure;
- (iii) to support the natural resource management provisions of this Scheme;
- (iv) to support the general land use allocations indicated in the local government's policies for each area;
- (v) to address public health and safety requirements; and
- (vi) in relation to Structure Plan areas, to provide for the prerequisite preparation of structure plans to guide future subdivision and development in a given locality for a specific use(s).

Retrospective development on the subject site ensures that the abovementioned points are adhered to, with vi not applying to this site. An orchard represents a land use which enables the natural amenity of the area to be retained.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



## 4.3 Bushfire Management

Given the site is located within a Bushfire Prone Area, as designated by the Department of Fire and Emergency Services, a Bushfire Management Plan (BMP) and Bushfire Emergency Plan (BEP) has been prepared in support of the Development Application and is attached at **Appendix E and F** respectively.

The BMP demonstrates compliance with the requirements of SPP 3.7. In summary, the existing buildings must be surrounded by an asset protection zone (APZ) to ensure that compliance is met with BAL-29 standards.

### 4.4 Traffic Management

Access to the site is derived by Etherington Road. This road is made of gravel, however it is maintained to a standard which enables safe access for vehicles servicing the orchard.

The impact of traffic along Etherington Road on other residents or businesses in the area is low given there is no other development between the site and Seven Day Road.

Retrospective Development Application Lot 100 Etherington Road, Beedelup



#### 5 CONCLUSION

This Development Application has provided the relevant details and rationale in support of a retrospective development application for the existing infrastructure at the orchard on Lot 100 Etherington Road, Beedelup.

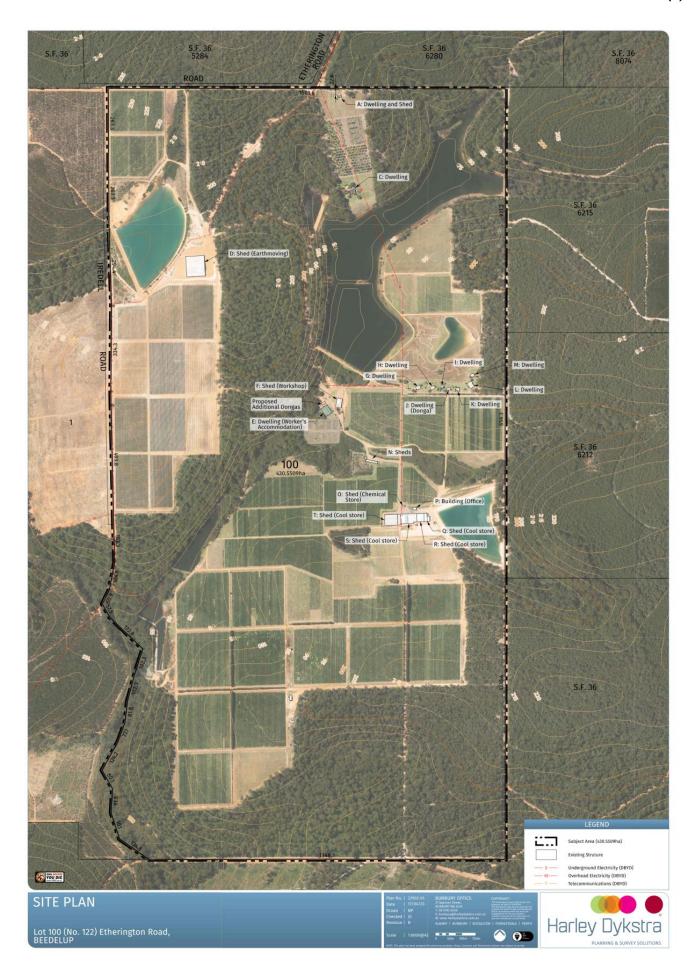
This proposal would ultimately allow for the existing landowner to continue operating their orchard to the general extent of existing development.

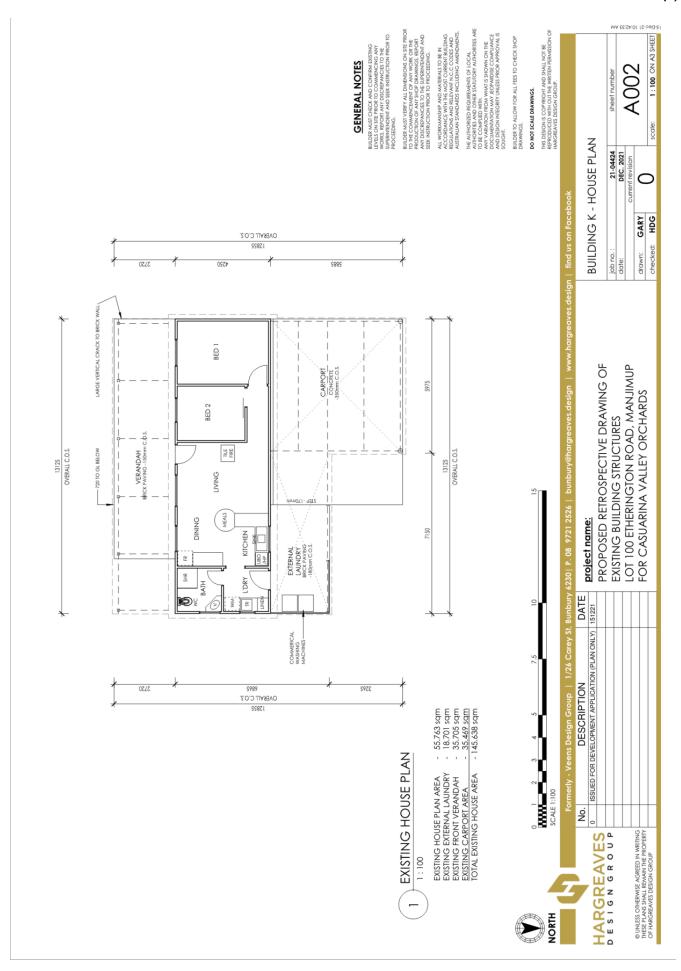
This submission illustrates that the proposal is consistent with the Priority Agriculture zoning and the other relevant town planning requirements. Furthermore, the amenity impact on the surrounding rural area is considered to be negligible and manageable to an appropriate standard that preserves the existing amenity of this rural locality.

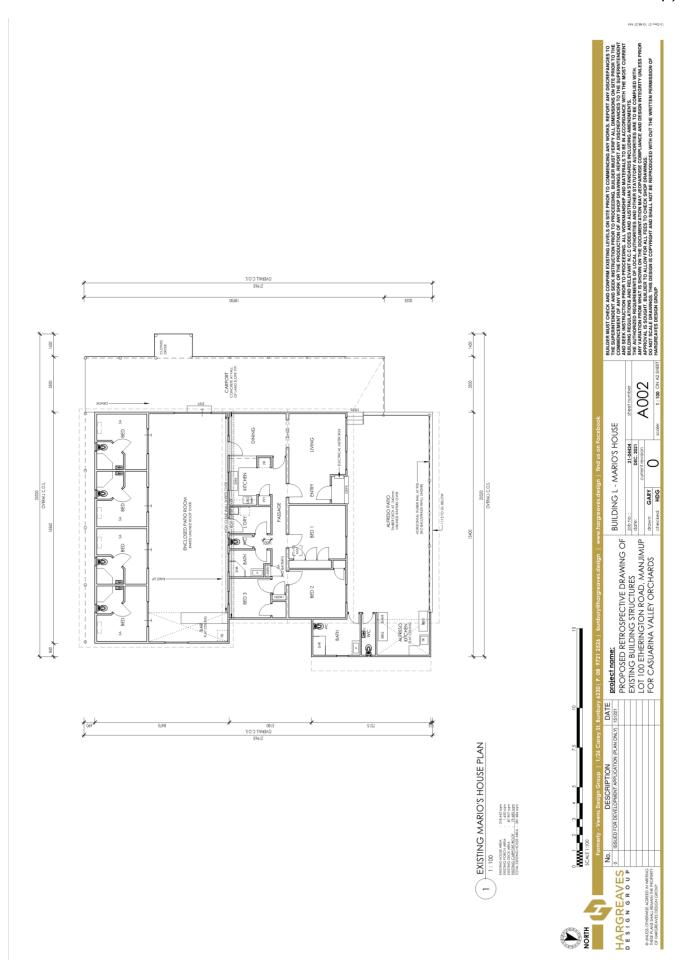
On the basis of the supporting rationale detailed within this report, it is respectfully requested that the proposed orchard is considered favourably.

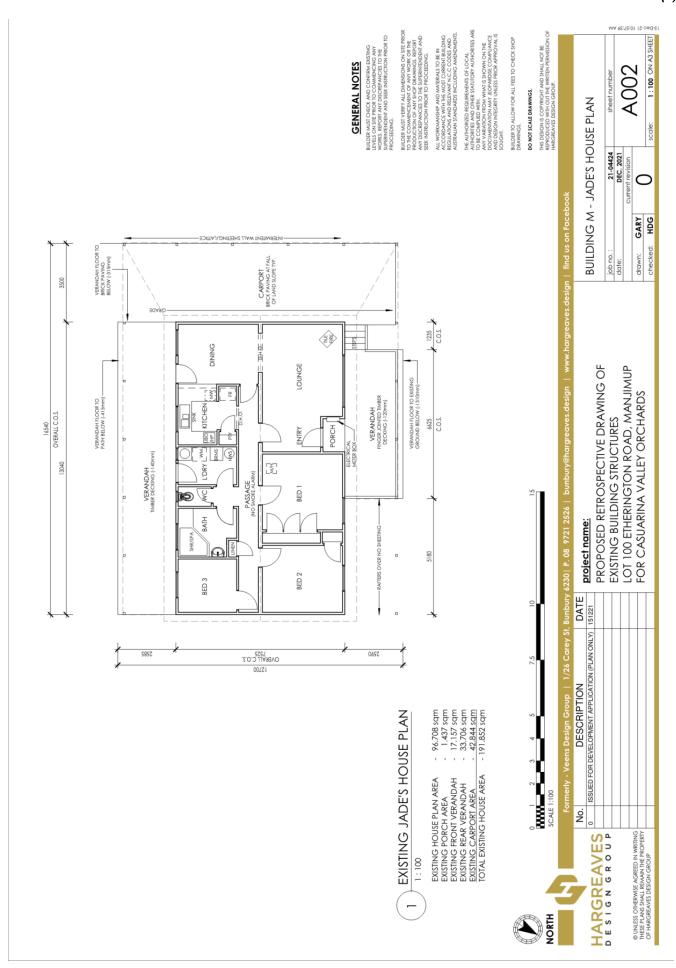
Should any further information be required to facilitate the assessment of the application, Harley Dykstra can make the necessary arrangements to ensure that this information is made available.

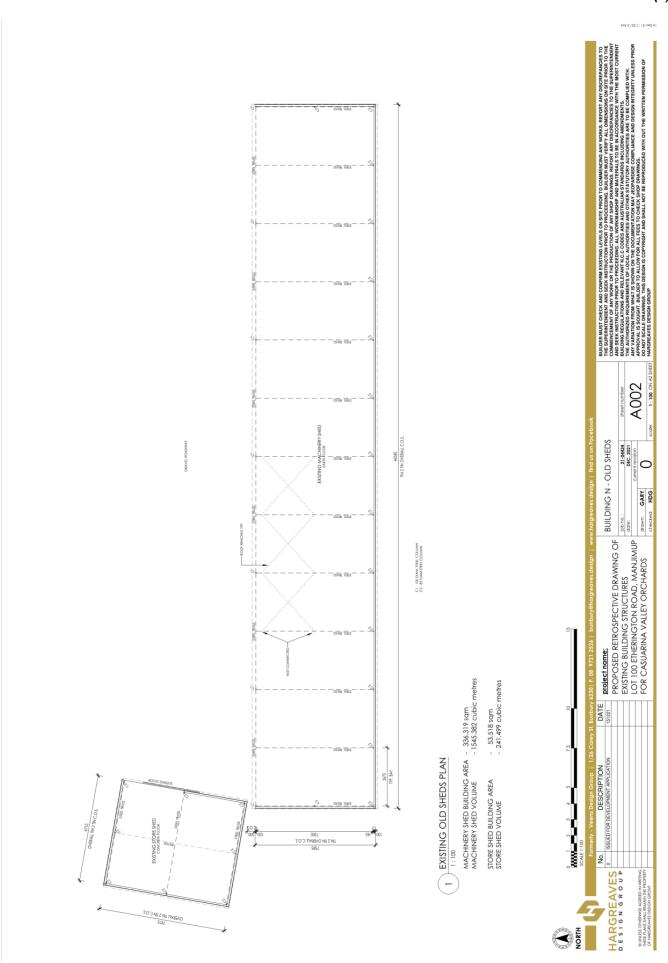
Retrospective Development Application Lot 100 Etherington Road, Beedelup

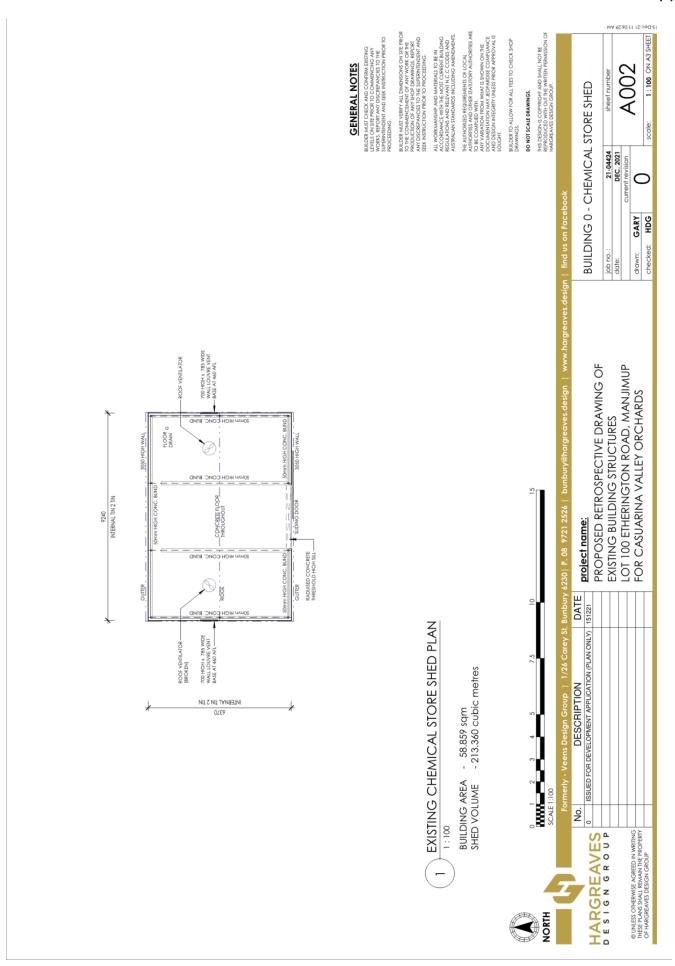


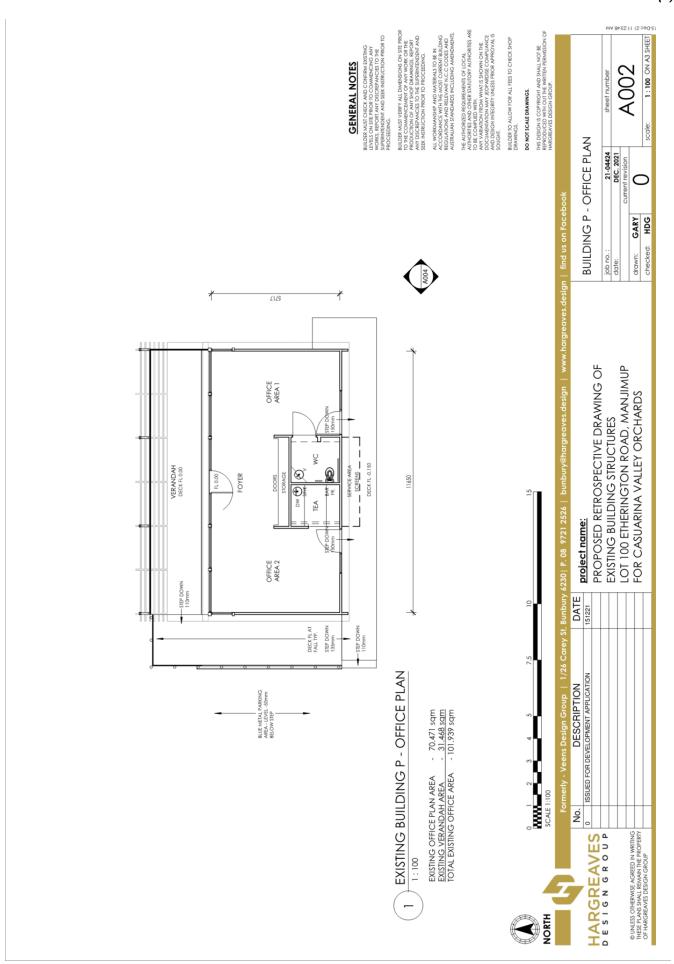


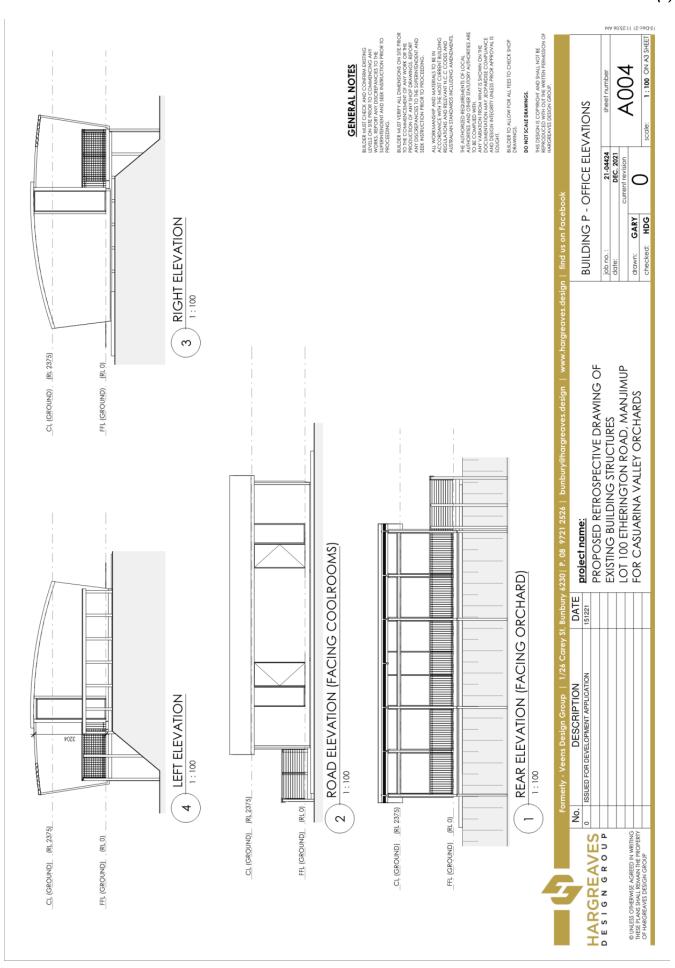


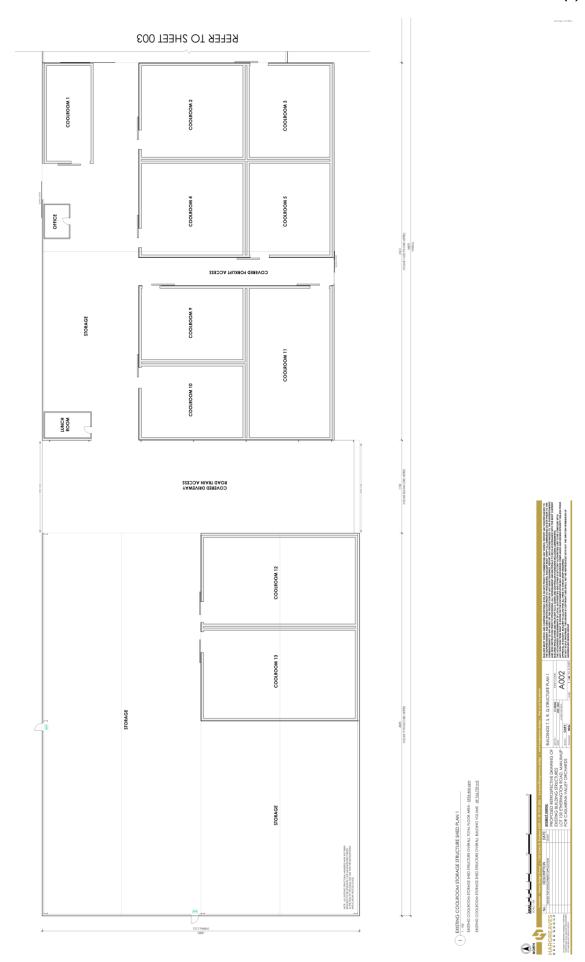


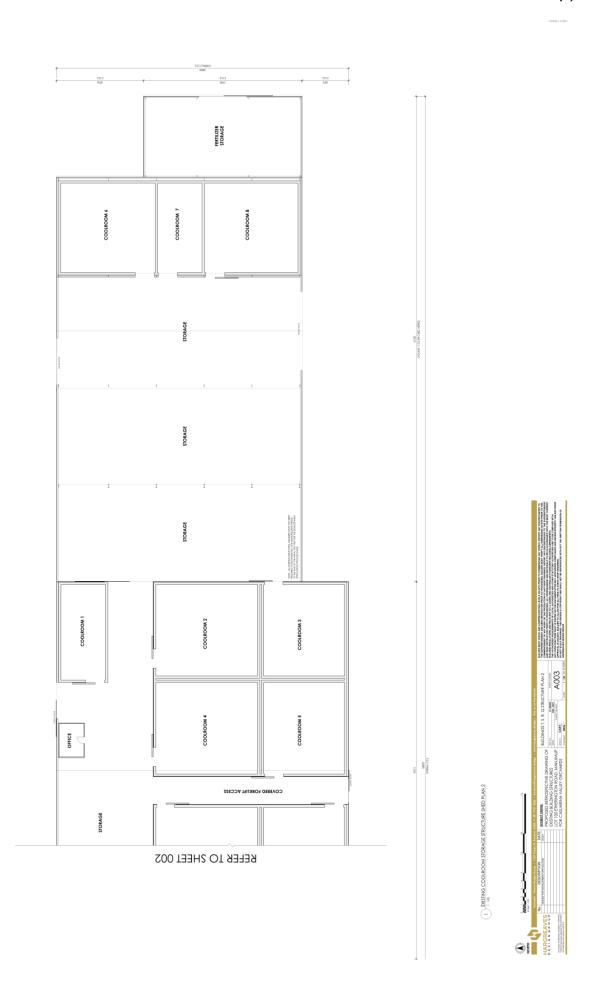


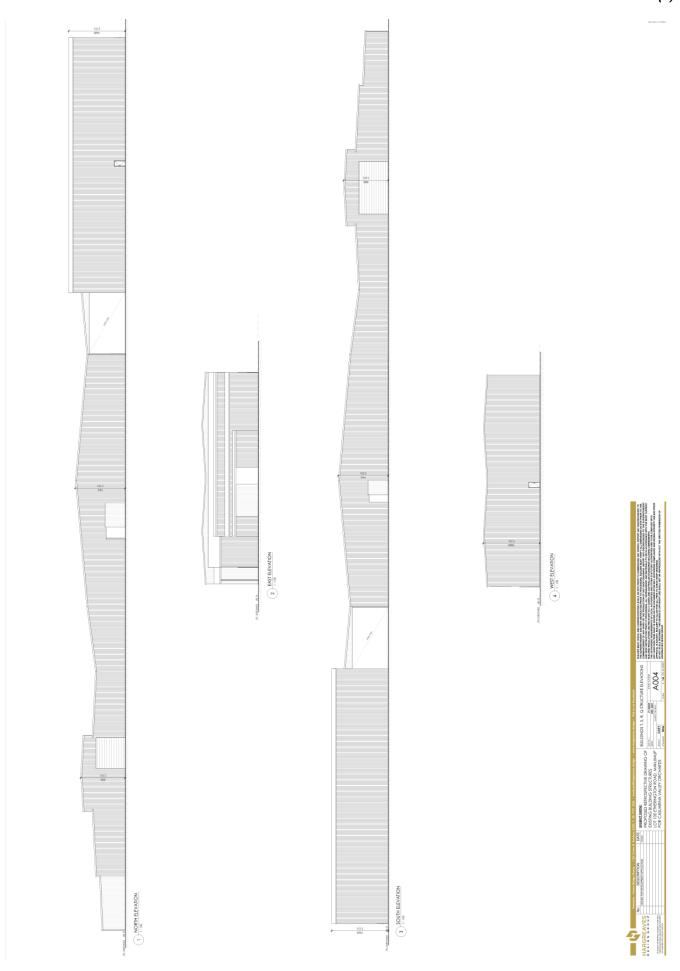








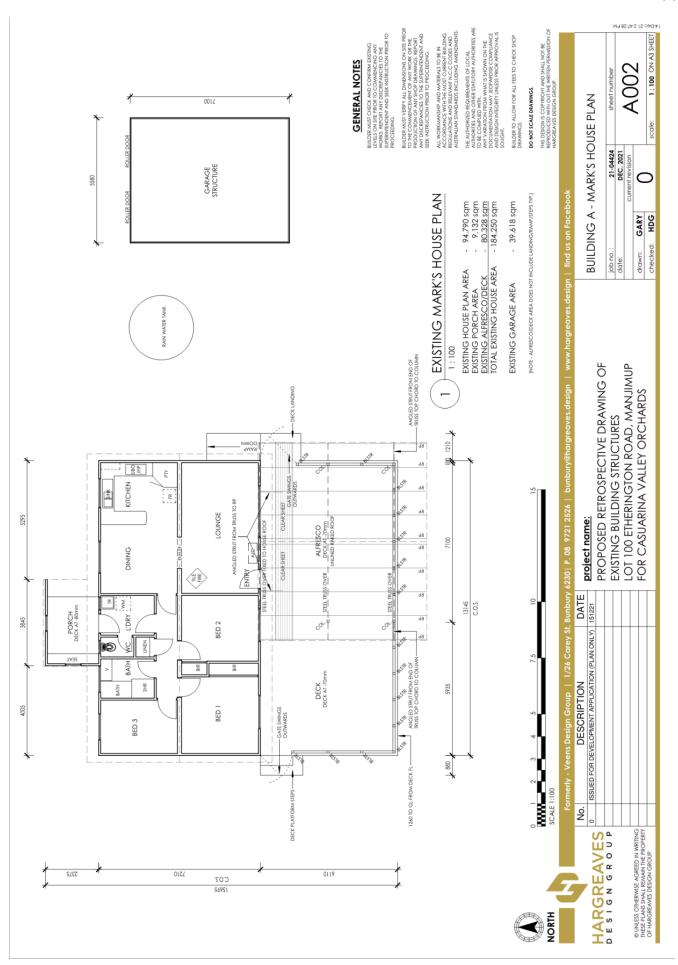


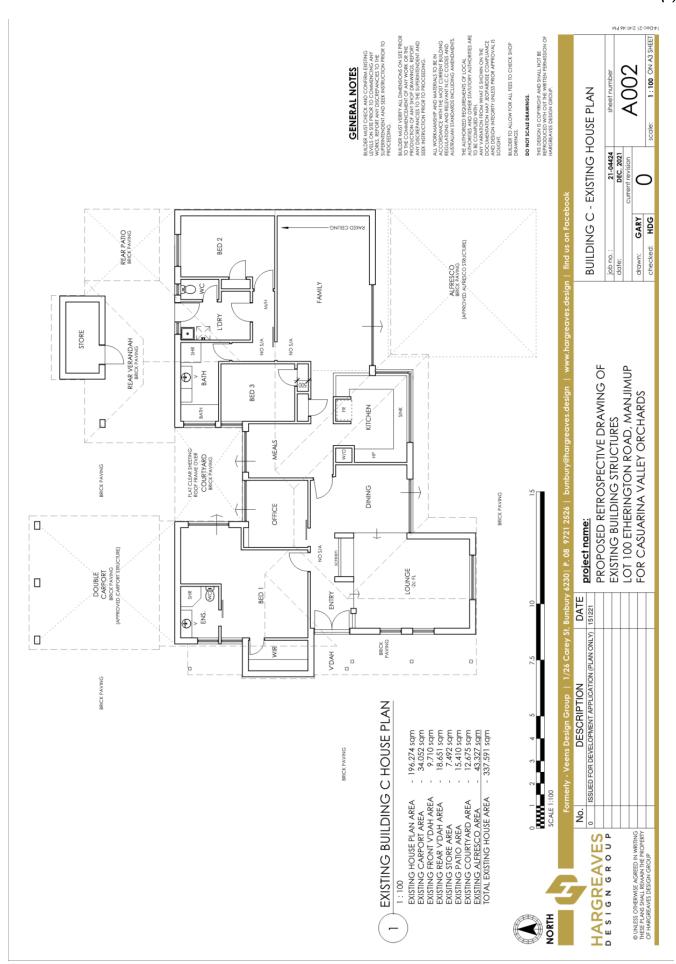


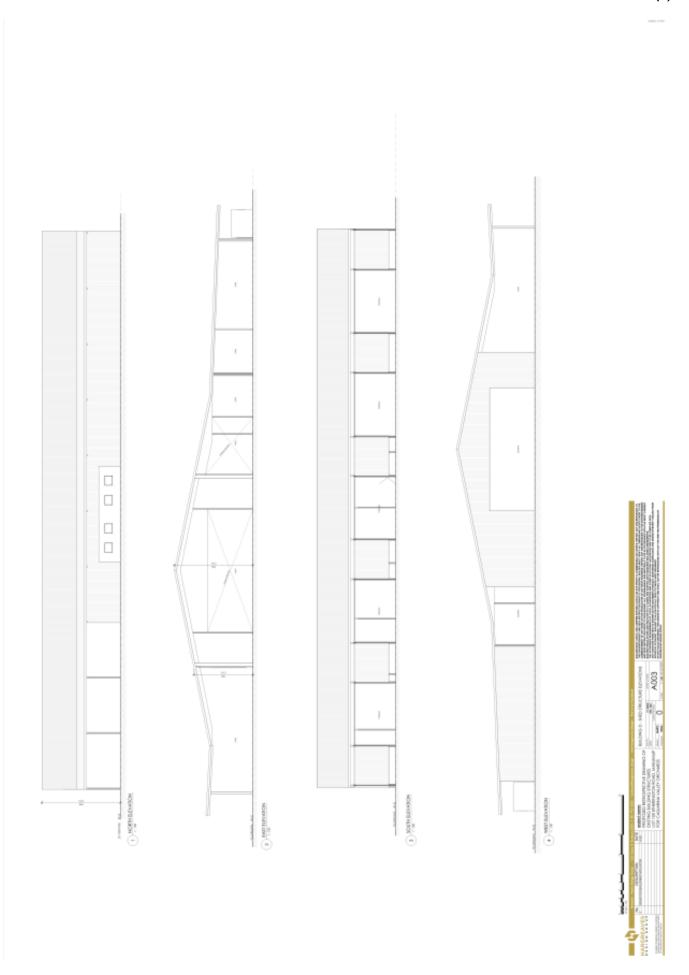
A001 21-04424 DEC. 2021 Brit revision **EXISTING SITE PLAN** PROPOSED RETROSPECTIVE DRAWING OF EXISTING BUILDING STRUCTURES ICOT 100F ETHERINGTON ROAD, MANIMUP FOR CASUARINA VALLEY ORCHARDS DATE HARGREAVES SUEDFORDERLORDER NPLOZION
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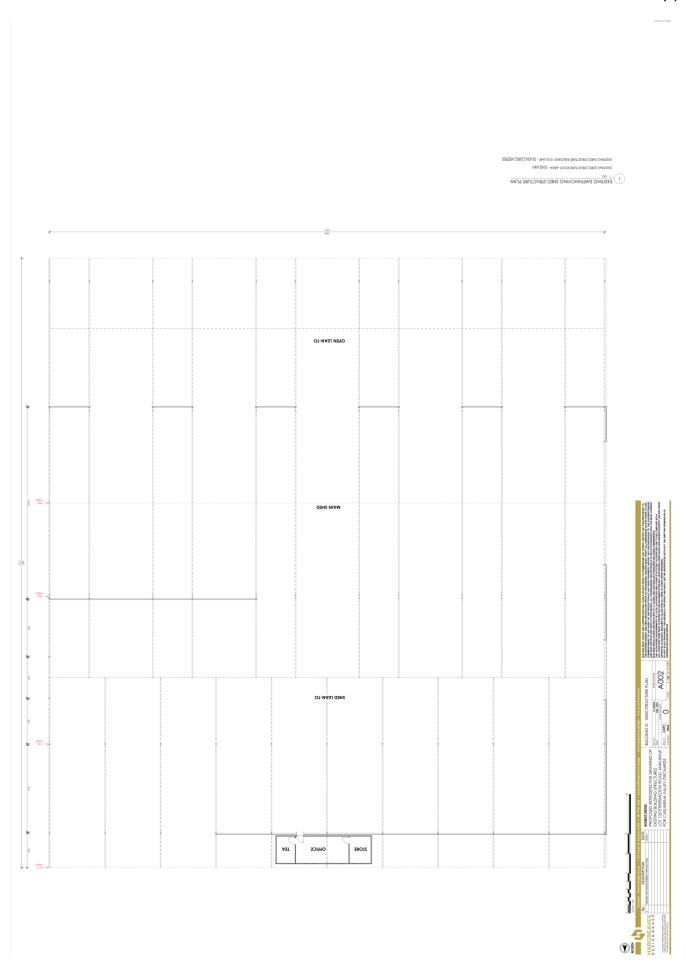


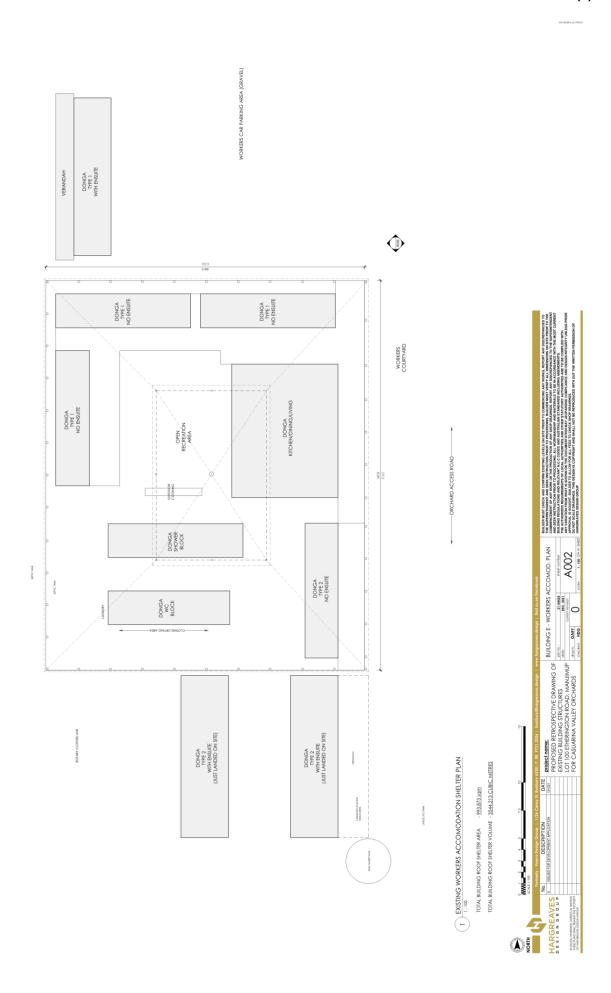
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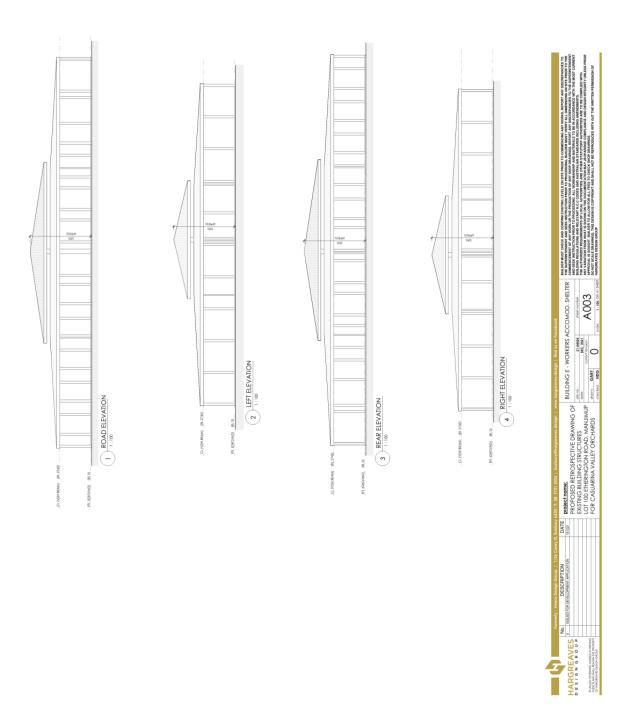


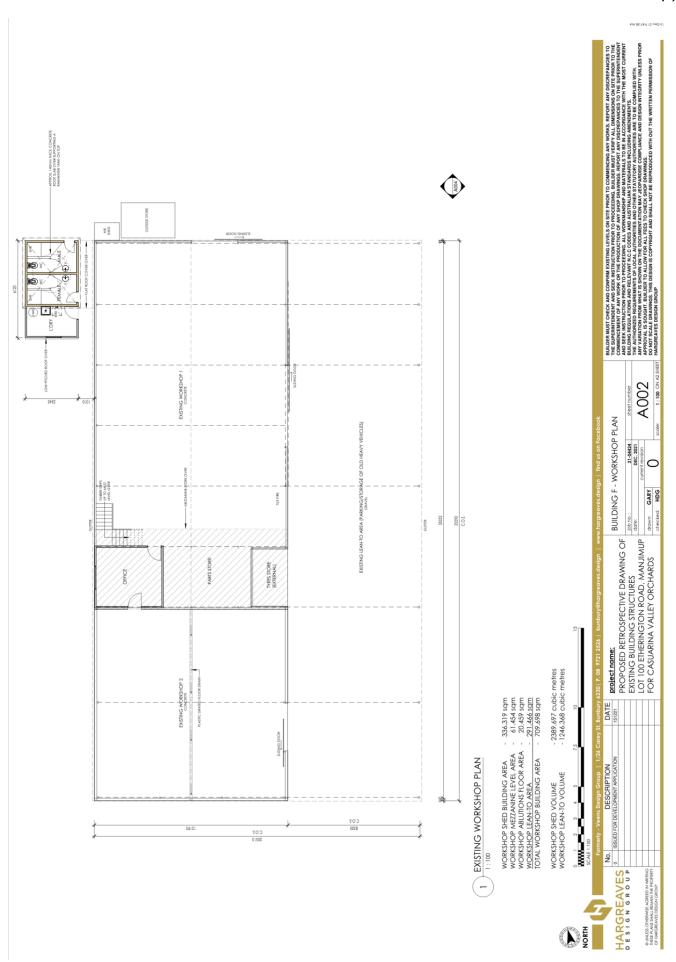


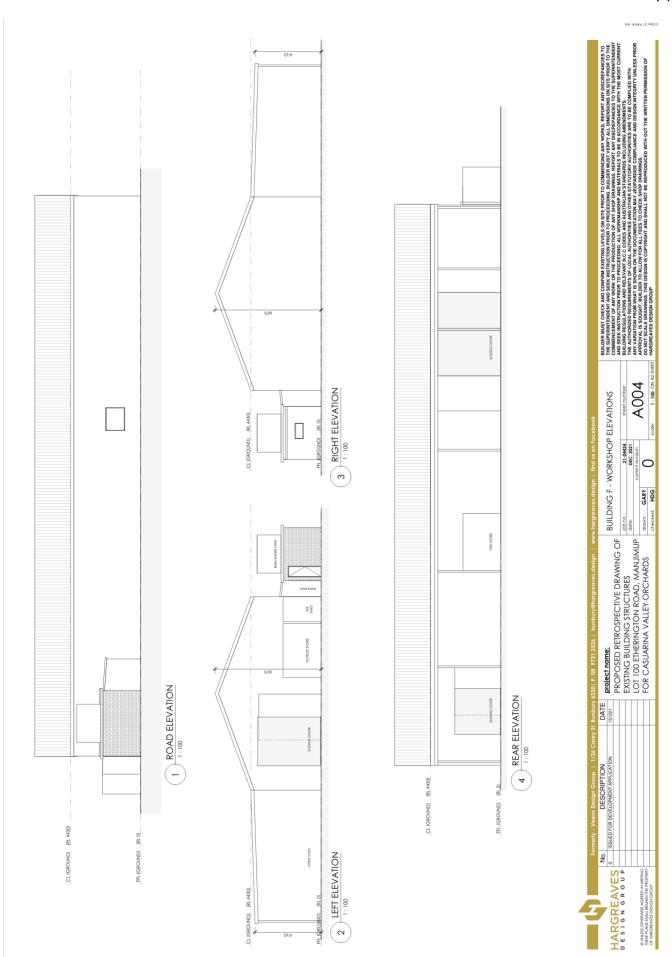


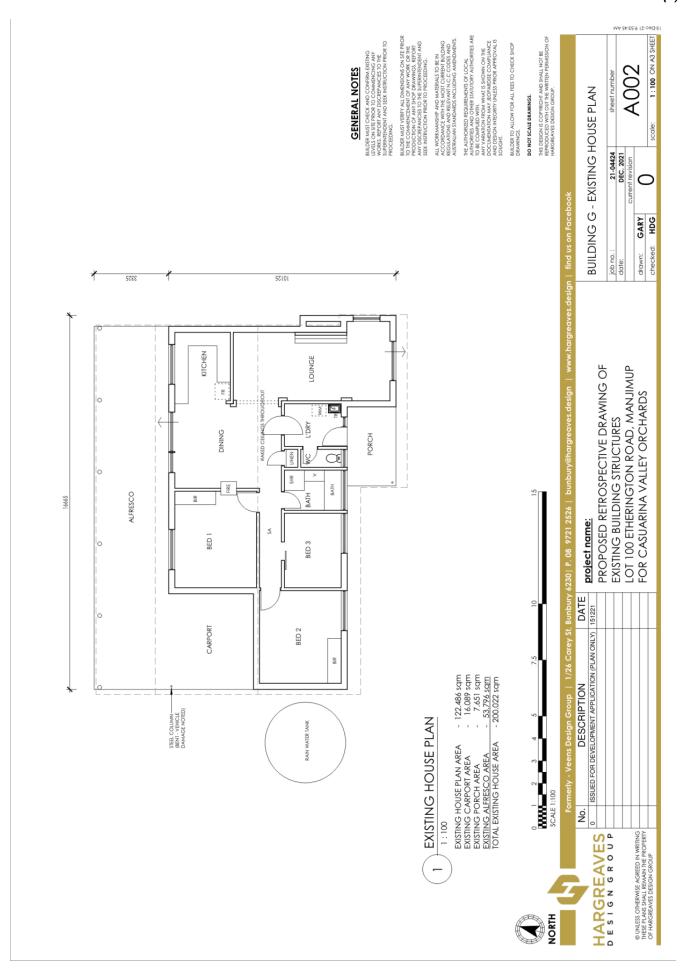


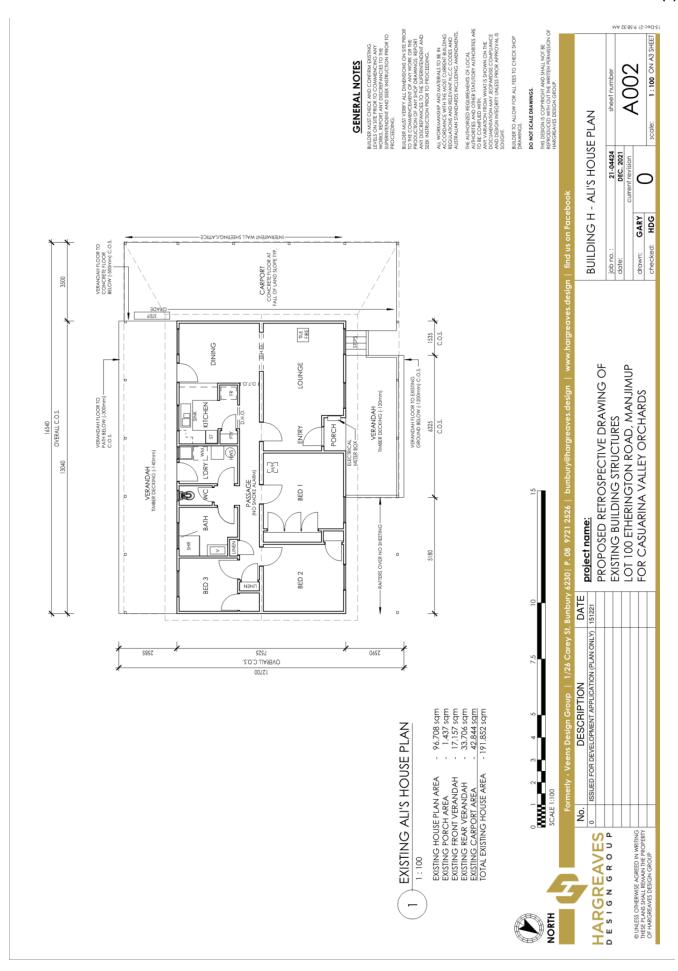
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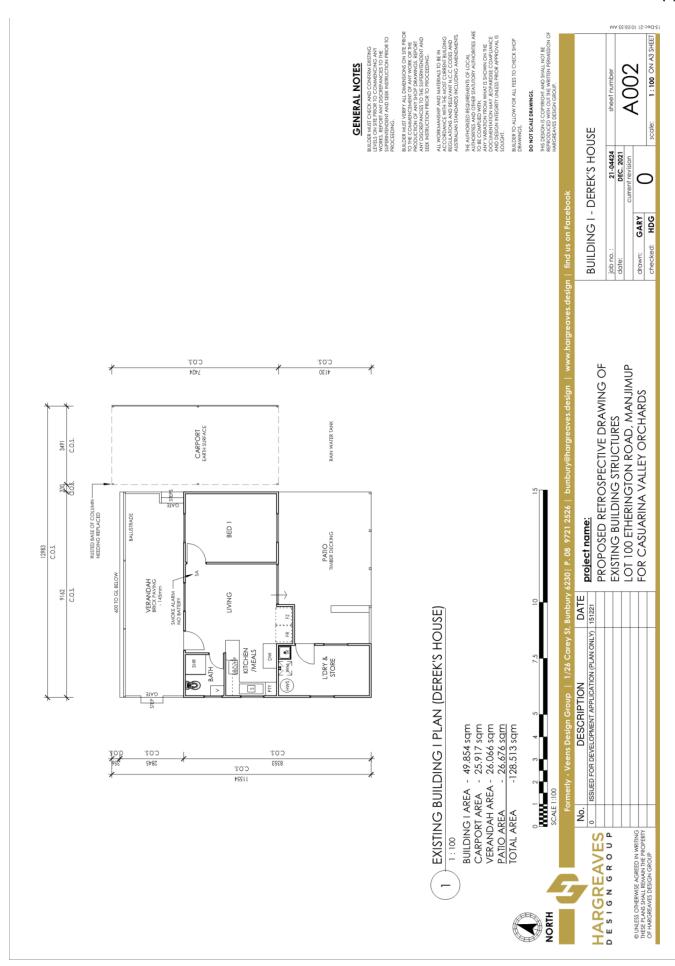


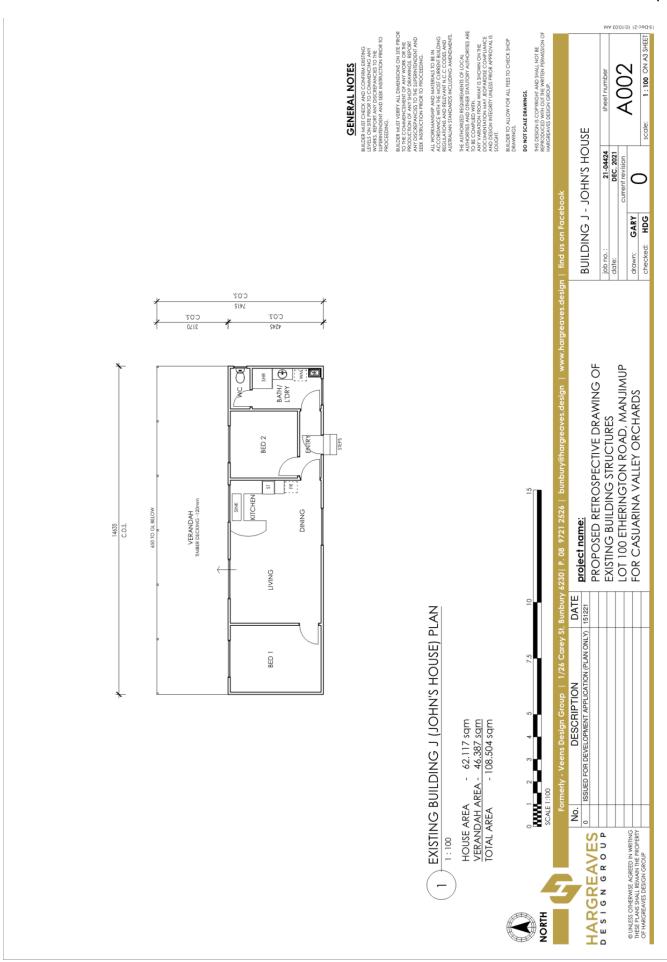


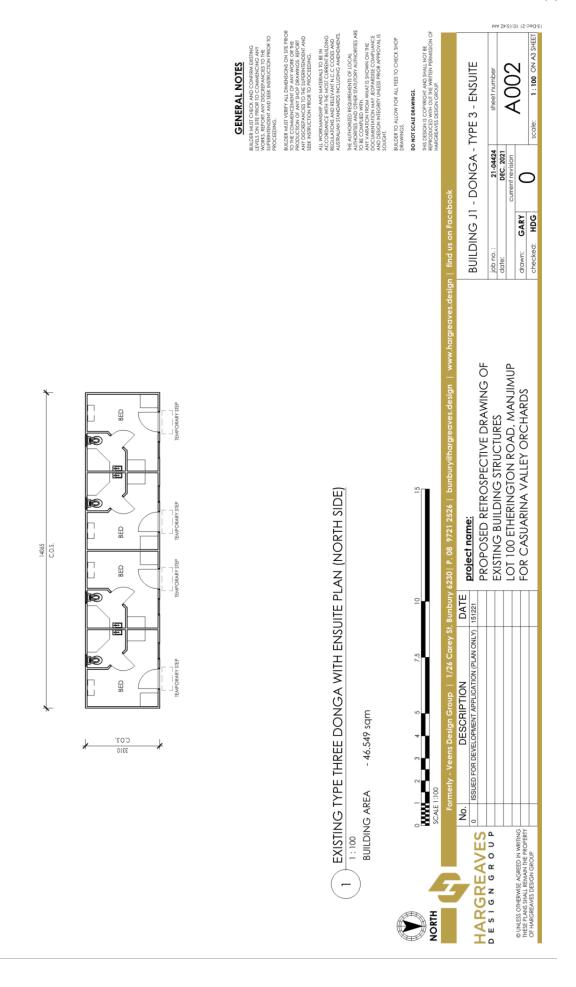












#### **Jocelyn Baister**

From: Lily Simpson

Sent: Thursday, 10 August 2023 3:37 PM

To: Info

Subject: [External] DA23/76 P58097

#### Good afternoon Jocelyn

Thank you for your letter regarding retrospective industry – rural, rural workers accommodation and several dwellings on Lot 100, 122 Etherington Road, Beedelup.

Parks and Wildlife has no objection to this proposal although noting that Building A has been retrospectively placed within DBCA's preferred setback distance of 100m. All fire protection requirements must be provided on the property itself and not place impositions upon the management of adjoining department-managed lands.

If you have any further enquiries, please contact Peter Bamess on 97717 988.

#### Regards

Lil

#### Lily Simpson

Personal Assistant to Tim Foley A/Regional Manager, Warren Region Parks and Wildlife Service Phone:

Email:



Department of Biodiversity, Conservation and Attractions





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#### **Jocelyn Baister**

From: Daniel Wong

Sent: Wednesday, 9 August 2023 3:58 PM

To: Info

Subject: [External] Retrospective Orchard Workers Accommodation and associated

structures at Lot 100 Etherington Road Beedelup ( DWER ref: PA 057587,

DWERT920-2~72; Shire ref: DA23/76 P58097 TP 84/2023)

Attachments: WQPN 25\_Land use compatibility tables for public drinking water source areas\_Aug

2021.pdf; WQPN-68-Mechanical-equipment-wash-down.pdf; WQPN 56\_Tanks for fuel and chemical storage near sensitive water resources \_Dec 2018.pdf; WQPN 10 Contaminant spills 2020.pdf; WQPN 6 \_\_ Vegetation buffers to sensitive water

resources.pdf

9th August 2023

Our Reference: PA 057587, DWERT920-2~72

Your Reference: DA23/76 P58097 TP 84/2023

To: Shire of Manjimup

From: Department of Water and Environmental Regulation

Attention: Jocelyn Baister

# RE: Retrospective Orchard Workers Accommodation and associated structures at Lot 100 Etherington Road Beedelup

Dear Jocelyn,

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

This Development Application seeks:

- retrospective approval for an orchard workers accommodation (with ablution facilities and kitchen facilities), associated outbuildings, a chemical storage shed and earthmoving shed.
- · the expansion of the seasonal workers dongas capacity to 50 people, resulting in the addition of two dongas

To support this proposal, the following documents were prepared:

- Retrospective Development Application Cool storage, Various Associated Buildings, and Workers
   Accommodation Lot 100 (No. 122) Etherington Road, Beedelup (by Harley Dykstra, Rev B, dated:
   17/4/2023) (to be referred to as the Application Document)
- Site And Soil Evaluation Lots 1 & 100 Etherington Road, Beedelup (by accendo Australia, Version V1, dated: 13 March 2023) (to be referred to as the SSE) (contained in Appendix D of the Application Document)
- Advice Note by accendo Australia (by Phoebe Norman, Environmental Consultant) (contained in Appendix C
  of the Application Document)

The Department has identified that the proposal has the potential for impact on the environment and water resources. Key issues and recommendations are provided below, and these matters should be addressed.

- Issue 1: Prescribed Premises and the Environmental Protection Regulations 1987
- Advice 1: If a secondary sewage treatment system with a maximum design capacity greater than 20 m³/day is proposed, the premises would be considered a Category 85 prescribed premises under the regulations which would require a works approval prior to construction and subsequent registration to authorise emissions and discharges from the system
- Issue 2: Potential nutrient and pathogen impacts due to non-compliance with WQPN 25
- Advice 2: The Shire is advised:
  - a) for the workers accommodation:
    - consistent with the SSE recommendations and WQPN 25, secondary treatment systems with nutrient removal be utilised instead of conventional septic systems
    - the proponent locate the sewage disposal point to achieve the 100 metres separation distance to the waterway/dams
  - b) for the dwellings/existing ablution facilities: where feasible and appropriate, the developments be upgraded and connected to a single system with secondary treatment with nutrient removal
  - c) further detail be provided regarding the proposed sewage disposal system and disposal location/s to the satisfaction of the Shire, in consultation with its Environmental Health Officer, and Department of Health (as appropriate)
  - d) DWER supports the SSE recommendation that surface irrigation <u>not</u> be adopted on the basis of minimising spray drift and the protection of surface water quality
- Issue 3: Separation to groundwater
- Advice 3: The Shire is advised:
  - o a) the highest groundwater be determined to inform any proposed sewage disposal systems
  - o b) groundwater measurements should be taken between August to early October (late winter to early spring depending upon rainfall) to capture the highest groundwater
  - c) refusal at shallow depths (~1.4m) for groundwater measurements indicates soil amendments and mounding is required to ensure the 2m vertical separation distance can be met to achieve compliance with WQPN 25
- Issue 4: Machinery washdown area and stormwater management
- Advice 4: The Shire is advised:
  - a) control measures such as, but not limited to bunding be in place to ensure stormwater from the machinery washdown area and other potentially contaminating activities do not enter drainage lines, waterways or the dam.
  - b) where appropriate, wash down areas and associated drainage facilities should have a minimum vegetated separation distance from water bodies as described in our WQPN 6
     Vegetated buffers to sensitive water resources (Feb 2006)
  - c) stormwater management be consistent with DWER's WQPN 68 Mechanical equipment wash down (September 2013)
- Issue 5: Chemicals Earthmoving shed and chemical store

- Advice 5: To mitigate the risk of chemicals to the PDWSA:
  - a) fuel and chemical tanks should be managed in accordance with WQPN 56 Tanks for fuel and chemical storage near sensitive water resources (Dec 2018), adopting measures such as but not limited to ensuring tank storage to 5000L or less, bunding and storage over impervious hardstand surfaces
  - b) handling and use of chemicals and fuels should be in accordance with WQPN no. 65: Toxic
    and hazardous substances (April 2015), and following Australian Standards (Home |
    Standards Australia) as appropriate
  - c) an emergency response plan be in place and guided by WQPN 10 Contaminant spills emergency response plan
  - d) high risk activities such as but not limited to mechanical repairs should occur over an impervious hardstand surface, away from waterways, drainage lines and waterbodies, where spills can be fully contained consistent with WQPN 10
- Issue 6: Clearing of native vegetation may be subject to the Environmental Protection Act 1986 (EP Act)
- Advice 6: The proponent is to obtain Developmental Approval prior to clearing to ensure the clearing is
  exempt under the EP Act and clearing to be in accordance with the Shire's Firebreak and Fuel Hazard
  Reduction notice
- Issue 7: The proposal is subject to the Country Areas Water Supply Act 1947 (CAWS Act) where clearing restrictions apply
- Advice 7: The proponent is advised to contact the DWER at <u>CAWSA@dwer.wa.gov.au</u> regarding a licence to clear under the CAWS Act <u>prior</u> to development/clearing works being undertaken

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 that the applicant determines that a works approval or licence application is required under Part V of the *Environmental Protection Act 1986* (EP Act), the advice provided in this communication does not prejudice and must not be considered to infer the outcome of the EP Act licence and works approval process.

More detail pertaining to the above issues are provided in Table 1 and Table 2 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: Phone: Fax:

Postal: Location:

ltem No.	Reviewer comment/advice				
	Issue 1: Prescribed Premises and the Environmental Protection Regulations 1987				
	Advice 1: If a secondary sewage treatment system with a maximum design capacity greater than 20 m³/day is proposed, the premises would be considered a Category 85 prescribed premises under the regulations — which would require a works approval prior to construction and subsequent registration to authorise emissions and discharges from the system				
	<b>Discussion 1:</b> The Department of Water and Environmental Regulation (DWER) regulates emissions and discharges from the construction and operation of prescribed premises through a works approval and licensing process, under Part V, Division 3 of the <i>Environmental Protection Act 1986</i> (EP Act).				
	The categories of prescribed premises are outlined in Schedule 1 of the Environmental Protection Regulations 1987.				
	The EP Act requires a works approval to be obtained before constructing a prescribed premises and makes it an offence to cause an emission or discharge from an existing prescribed premises unless they are the holder of a works approval or licence (or registration) and the emission is in accordance with any conditions to which the licence or works approval is subject.				
	The provided development application request was reviewed in relation to works approval and licence requirements under Part V Division 3 of the EP Act.				
	Based on the information provided, the proposed operations were considered as per Schedule 1 of the Environmental Protection Regulations 1987 for the following category:				
	Category Category description  Sewage facility: premises —  (a) on which sewage is treated (excluding septic tanks); or  (b) from which treated sewage is discharged onto land or into waters  Production or design capacity  More than 20 but less than 100 m³ per day				
	The information provided indicates that the proposal is unlikely to cause the premises to be considered a prescribed premises due to the following reasons:				
	<ul> <li>The supporting documentation provided by Harley Dykstra for the Development Application includes a Site and Soil Evaluation by Accendo Australia which states that most dwellings on the premises are serviced by individual septic tanks and leach drains. An upgrade to these systems is recommended, as well as the use of secondary treatment systems for the proposed extension to workers' accommodation.</li> </ul>				
	<ul> <li>Category 85 excludes septic tanks and it's not clear if the recommendation to use a secondary treatment system has been adopted. The documentation does not include any plans or details of a secondary treatment system to be installed at the property, so it has been assumed that this is not occurring.</li> </ul>				
	<ul> <li>The estimated total effluent production is 17,812 L/day (appx. 17.8 m³), which will be disposed of via septic systems.</li> </ul>				

The construction and installation of onsite effluent disposal systems requires approval from the Department of Health in accordance with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste)*Regulations 1974.

If the applicant does propose to install a secondary treatment system and that system will have a maximum design capacity greater than 20 m³/day, then the premises would be considered a Category 85 prescribed premises. If this is the case, a works approval is required to be obtained before constructing the system and following construction the premises would require a registration to authorise emissions and discharges from the system.

The application will need to demonstrate compliance with the *Environmental Protection (Noise) Regulations* 1997 and the *Environmental Protection (Unauthorised Discharges) Regulations* 2004, irrespective of whether the premises is prescribed or not.

Note that this advice is provided based on the information provided. Should this information change, the works approval and/or licensing requirements may also change. Applicants are encouraged to contact DWER at the above contact details to clarify requirements, should there be changes to information.

2 Issue 2: Potential nutrient and pathogen impacts due to non-compliance with WQPN 25

#### Advice 2: The Shire is advised:

- a) for the workers accommodation:
  - consistent with the SSE recommendations and WQPN 25, secondary treatment systems with nutrient removal be utilised instead of conventional septic systems
  - the proponent locate the sewage disposal point to achieve the 100 metres separation distance to the waterway/dams
- b) for the dwellings/existing ablution facilities: where *feasible and appropriate*, the developments be upgraded and connected to a single system with secondary treatment with nutrient removal
- c) further detail be provided regarding the proposed sewage disposal system and disposal location/s
  to the satisfaction of the Shire, in consultation with its Environmental Health Officer, and Department
  of Health (as appropriate)
- d) DWER supports the SSE recommendation that surface irrigation <u>not</u> be adopted on the basis of minimising spray drift and the protection of surface water quality

### Discussion 2:

#### WQPN 25 requirements

The proposal is located within the Lefroy Brook Public Drinking Water Source Area, and due to its 'Priority Not Assigned' status and priority agriculture zoning, is a nominal P2 Area. P2 areas are defined and managed to maintain or improve the quality of the drinking water source with the objective of risk minimisation.

The workforce accommodation landuse would be considered 'Compatible, with conditions' as per Table 2 of DWER's Water quality protection note no. 25 'Land use compatibility tables for public drinking water source areas' (August 2021) (WQPN 25).

The above conditions are conditions 2, 9, 11, 13, 16, 24, 28 (WQPN 25 attached).

Condition 2 is particularly relevant to this proposal, which covers, but is not limited to the following statements below:

- secondary treatment systems with nutrient removal are required
- effluent disposal systems are to have a 100 metres separation distance to all waterways

Water quality and compliance with WQPN 25

For the worker accommodation, no details have been provided in this referral regarding the location of the sewage disposal point of the proposed wastewater treatment system, the intended type of wastewater treatment system or its capacity (see Issue 1). Sections 4.2 and 4.3 of the SSE recommends the use of secondary treatment systems with nutrient reduction capabilities for the workers accommodation, to which DWER supports.

For the current dwellings, the SSE states that these are serviced by septic tanks and leach drain systems. Sections 5.2 and 5.3 of the SSE considers septic tank and leach drain systems to be suitable for all existing dwellings. This is on the basis of Department of Health's considerations, which focuses on hydraulics but not nutrients.

#### The SSE states:

- "There are currently seven dams within the subject site and a watercourse mapped in the south
  western corner. At least 50 m separation from all dams and the watercourse is currently achieved from
  existing systems. The proposed LAA for the worker's accommodation will require a suitable buffer to
  any existing drainage channels."
- "Given the proximity of the workers' accommodation and orchards to the LAA, surface irrigation is not recommended as spray drift may impact the worker's and product."

DWER notes that there has been **no mention** in the SSE regarding achieving **compliance** with DWER's Water quality protection note no. 25 'Land use compatibility tables for public drinking water source areas' (August 2021) (WQPN 25).

In the event there is an insufficient separation distance (<100m) between the proposed sewage disposal point and the waterway, particularly with the larger number of people (and the proposed expansion to 50 people), there is an increased risk of contamination of the waterway and PDWSA. Nutrients and pathogens can be mobilised into the waterway during major storm events via sheet flow impacting downstream users.

The existing buildings utilising septic tank and leach drain systems would also be non-complaint with WQPN 25, which requires secondary treatment systems.

In view of this situation, the above (Advice 2) is recommended.

#### Issue 3: Separation to groundwater

#### Advice 3: The Shire is advised:

- · a) the highest groundwater be determined to inform any proposed sewage disposal systems
- b) groundwater measurements should be taken between August to early October (late winter to early spring depending upon rainfall) to capture the highest groundwater
- c) refusal at shallow depths (~1.4m) for groundwater measurements indicates soil amendments and mounding is required to ensure the 2m vertical separation distance can be met to achieve compliance with WQPN 25

#### Discussion 3:

The following statements are noted in the SSE:

"Site geotechnical investigations were undertaken during December, however due to refusal of the hand auger at shallow depths, groundwater depth was not able to be determined. Water in the drainage channel adjacent to the existing workers' accommodation anecdotally peaks at approximately 1.4 m below the ground level during the winter period (pers. com. Dave Stewart). It can therefore be assumed that the separation to groundwater within the proposed land application area for the workers' accommodation peaks at approximately 1.4 m BGL. Therefore, it is reasonable to assume the separation to groundwater is not currently sufficient

to ensure, compliance with this requirement. As the LAA is comprised of fill, further fill can be imported to ensure this if required."

Furthermore, Condition 2 of WQPN 25 states that a 2 m vertical clearance from the highest known groundwater level is required – to which this 2m separation is stated in the SSE.

The maximum groundwater is an important consideration to ensure the 2 m vertical clearance to the sewage disposal point can be met.

DWER advises that an insufficient separation to groundwater (and insufficient soil profile thickness below 2m) will result in a reduced attenuation of contaminants and increased risk to the PDWSA.

As such, the above advice is recommended.

Issue 4: Machinery washdown area and stormwater management

#### Advice 4: The Shire is advised:

- a) control measures such as, but not limited to bunding be in place to ensure stormwater from the
  machinery washdown area and other potentially contaminating activities do not enter drainage lines,
  waterways or the dam.
- b) where appropriate, wash down areas and associated drainage facilities should have a minimum vegetated separation distance from water bodies as described in our WQPN 6 Vegetated buffers to sensitive water resources (Feb 2006)
- c) stormwater management be consistent with DWER's WQPN 68 Mechanical equipment wash down (September 2013)

#### Discussion 4: The Application Document states:

"Similarly, the machinery washdown area did not appear to have any mechanism for the containment of potentially contaminated water from the machinery during washdown (refer to Plate 5). Refuelling and chemical use should be undertaken within a hardstand area. Given the size of the shed, the costs associated with the construction of the hardstand and the risk of contamination, the construction of hardstand throughout the entire shed is not recommended."

It is <u>assumed</u> the machinery washdown area is located in the vicinity of the earthmoving shed – noting the exact location has not been provided in the referral (see Screenshot 1 and Plate 5 below).

DWER advises that measures should be taken, such as utilizing bunding and other appropriate measures to ensure that contaminants (hydrocarbons and silt) does not enter the dam/drainage channels/waterways, consistent with our WQPN 68 – Mechanical equipment wash down (September 2013).

In addition, wash down areas and associated drainage facilities should have a minimum vegetated separation distance from water bodies as described in our WQPN 6 Vegetated buffers to sensitive water resources (Feb 2006).

To ensure protection of the PDWSA, it is important that the above measures are taken (as appropriate) to ensure contaminants do not enter the waterway/dams.

**Issue 5:** Chemicals - Earthmoving shed and chemical store

#### Advice 5: To mitigate the risk of chemicals to the PDWSA:

 a) fuel and chemical tanks should be managed in accordance with WQPN 56 – Tanks for fuel and chemical storage near sensitive water resources (Dec 2018), adopting measures such as but not limited to ensuring tank storage to 5000L or less, bunding and storage over impervious hardstand surfaces

- b) handling and use of chemicals and fuels should be in accordance with WQPN no. 65: Toxic and hazardous substances (April 2015), and following Australian Standards (Home | Standards Australia) as appropriate
- c) an emergency response plan be in place and guided by WQPN 10 Contaminant spills emergency response plan
- d) high risk activities such as but not limited to mechanical repairs should occur over an impervious hardstand surface, away from waterways, drainage lines and waterbodies, where spills can be fully contained consistent with WQPN 10

#### Discussion 5:

A risk assessment conducted by accendo Australia was carried out, to which the following has been noted:

- Evidence of historical spills within the storage shed
- Location of chemical storage outdoors and within 30 m of the dam used for irrigation of the fruit
- No measures have been in place to contain chemical spills for the earthmoving shed and chemical store
- Chemicals being stored on bare ground
- No mechanism in place for containing contaminated stormwater from the washdown area (Issue 4)

Table 2 below is an extract (from Appendix C) of this risk assessment for your convenience.

DWER concurs with the recommendations of this risk assessment which requires:

- Bunding and other appropriate means are to be implemented as appropriate to ensure chemical spills are fully contained
- Chemicals are to be stored over an impervious hardstand surface
- Refuelling and chemical use should be undertaken within a hardstand bunded area

In addition to the above, DWER advises:

- Fuel and chemical tanks be managed in accordance with Table 1 of WQPN 56 Tanks for fuel and chemical storage near sensitive water resources (Dec 2018)
- Handling and use of chemicals and fuels should be in accordance with WQPN no. 65: Toxic and hazardous substances (April 2015), and following Australian Standards (Home | Standards Australia)
- An emergency response plan be in place and guided by WQPN 10 Contaminant spills emergency response plan
- 6 Issue 6: Clearing of native vegetation may be subject to the Environmental Protection Act 1986 (EP Act)

**Advice 6:** The proponent is to obtain Developmental Approval prior to clearing to ensure the clearing is exempt under the EP Act and clearing to be in accordance with the Shire's Firebreak and Fuel Hazard Reduction notice

**Discussion 6:** 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, should development approval be issued, the proposal is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 1 of the Clearing Regulations.

Note that this exemption does not apply **prior** to development approval being issued.

Please also note that that clearing for a building/structure, combined with other exempt clearing activities on the property, must not exceed five hectares in a financial year.

If the proposed clearing for the [BPZ/APZ] is considered by the Shire to be appropriate, and clearing of native vegetation for this purpose is specified within the Development Approval, it is likely to be exempt under Regulation 5, Item 1.

If the proposed clearing for the [BPZ/APZ] is in accordance with the Shire's Firebreak and Fuel Hazard Reduction Notice, it is likely to be exempt under Schedule 6, Clause 10 (clearing in accordance with section 33 of the Bush Fires Act 1954 (BF Act), after the [building/structure] has been erected.

Please note that the guide to exemptions does not reflect the correct schedule location for the above BF Act exemption, given the change was made recently as part of the EP Act amendments. Please refer to Schedule 6, Clause 10 of the EP Act for the details relating to this exemption.

If further clarification is required, please contact the Department's Native Vegetation Regulation section by email (<a href="mailto:admin.nvp@dwer.wa.gov.au">admin.nvp@dwer.wa.gov.au</a>) or by telephone (6364 7098).

7 **Issue 7:** The proposal is subject to the *Country Areas Water Supply Act 1947* (CAWS Act) where clearing restrictions apply

**Advice 7:** The proponent is advised to contact the DWER at <a href="mailto:CAWSA@dwer.wa.gov.au">CAWSA@dwer.wa.gov.au</a> regarding a licence to clear under the CAWS Act <a href="mailto:prior">prior</a> to development/clearing works being undertaken

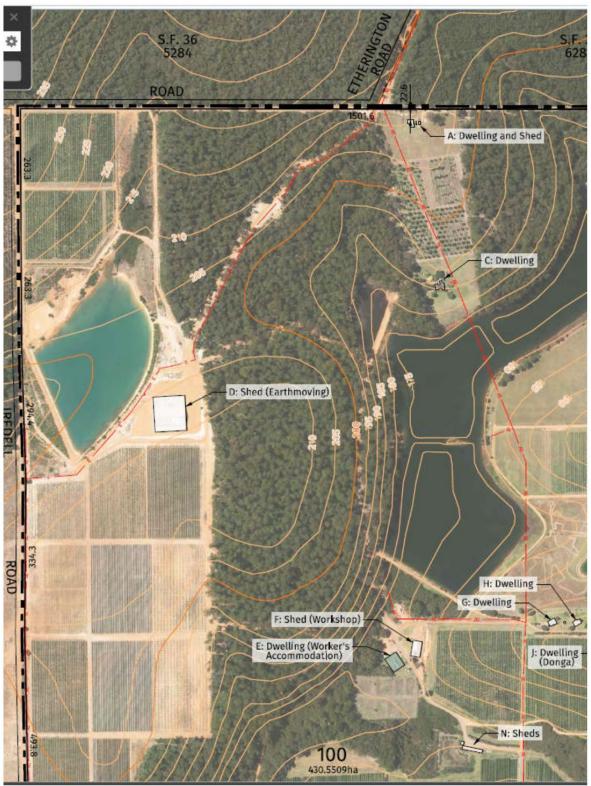
**Discussion 7:** Part IIA of the *Country Areas Water Supply Act 1947* and the *Country Areas Water Supply (Clearing Licence) Regulations 1981* are designed to protect water resources from increased salinity by reducing land clearing in the catchment.

The subject land is within the 1 September 1978 Country Areas Water Supply Act 1947 (CAWS Act) gazetted Warren River Water Reserve clearing-controlled land.

The catchment has however been subject to CAWS Act native vegetation clearing controls since December 1978 to prevent salinisation of water resources.

The DWER notes that the proposed development application may involve the clearing of native vegetation for the proposed building APZ/BPZ.

If the clearing purpose is exempt from the requirement for an *Environmental Protection Act 1986* (EP Act) or is deemed of very low environmental risk such that it may proceed through the referral process and not require a clearing permit, then a licence is required to clear vegetation under Part IIA of the *Country Areas Water Supply Act 1947*.



Screenshot 1: Proposed and existing developments

Table 2. Estimated daily effluent production.

Building	Usage	(L/person/day)	Estimated total effluent production L/day
Dwellings (x9)	Between 3-14 per dwelling	120	8,188
Workers' Accommodation	50 people	180	9,000
Office	1 person, 3 days/week	18*	18
Shed (earthmoving)	Max 10 people	30	300
Workshop	1 person / week	6*	6
GP shed	20 people per day, 50% of the time	30	300
Total			17,812

<sup>\*</sup> office/workshop usage averaged over the 5 day working week

Screenshot 2: Table 2 of SSE (pg. 79 of PDF)

Table 2: Statements quoted from Appendix C of Appendix C of the Application Document

The Shire should note the following statements:

- "Following a review of the storage of chemicals located within the storage shed, it was
  evident that bunding of hydrocarbon chemicals was absent, with evidence of historical
  spills within the shed (refer to Plates 1 and 2). The storage of chemicals on pallets both
  within and outside of the shed, within 30 m of the dam used for irrigation of the fruit trees
  throughout the property, was also observed (refer to Plates 3 and 4)."
- "Given the proximity of the shed to the dam, the risk associated with a chemical spill and the likelihood of the chemical reaching the waterway is considered moderate. It should be noted that a review of the type of chemicals stored at site was not undertaken, only a visual assessment. It is therefore, recommended that a review of the chemicals and their associated material safety data sheets (MSDS) should be undertaken to determine appropriate storage requirements. Where required, measures should be implemented to ensure the containment of any spills as far as reasonably practicable."
- "Similarly, the machinery washdown area did not appear to have any mechanism for the containment of potentially contaminated water from the machinery during washdown (refer to Plate 5). Refuelling and chemical use should be undertaken within a hardstand area. Given the size of the shed, the costs associated with the construction of the hardstand and the risk of contamination, the construction of hardstand throughout the entire shed is not recommended."

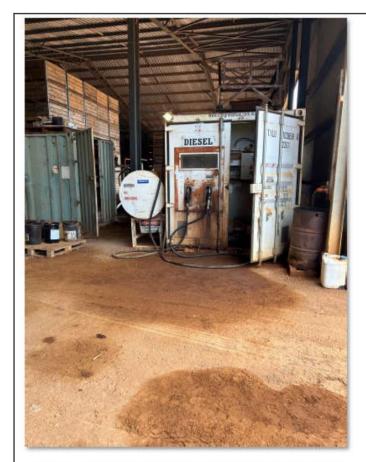


Plate 1. Hydrocarbon storage within the machinery shed



Plate 2. Hydrocarbon spills within machinery shed.



Plate 3. Storage of chemical within machinery shed.



Plate 4. Storage of chemicals near dam.



Plate 5. Machinery washdown area.



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#### 





Our Ref: D30247 Your Ref: DA23/76

Jocelyn Baister Shire of Manjimup info@manjimup.wa.gov.au

Dear Ms Baister

RE: POTENTIAL VULNERABLE LAND USE - LOT 100, STREET NUMBER 122 ETHERINGTON ROAD, BEEDELUP - RETROSPECTIVE PROPOSAL FOR COOL STORAGE FACILITY, WORKERS ACCOMODATION AND ASSOCIATED BUILDINGS - DEVELOPMENT APPLICATION

I refer to your email dated 19 July 2023 regarding the submission of a Bushfire Management Plan (BMP) (Version 1.0), prepared by Bushfire Prone Planning and dated 18 August 2022, for the above development application. The BMP is accompanied by a report Lot 100 (No. 122) Etherington Road, Beedelup Retrospective Development Application – Cool storage, Various Associated Buildings, and Workers Accommodation from the proponent dated 17 April 2023 for the above development application (DA).

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 acknowledge that the site is currently operating, however the proposal seeks a retrospective approval for the expansion of the use and several buildings.
- The Shire has requested comment on if the current use should be considered as a 'Vulnerable Land Use'. The Guidelines note that the Decision Maker must determine if a proposal should be considered as vulnerable. DFES notes that as the workers accommodation may bring workers to site that are not familiar with the location and therefore may be less able to respond in an emergency (given the lack of familiarity with the area). The Decision Maker should consider this when determining if the use should be classified as Vulnerable.
- 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) (ii) Preparation of a BAL contour map

Issue	Assessment	Action
Vegetation	Evidence to support the exclusion of multiple areas	Modification to
Exclusion	throughout most of the assessment area as managed	the BMP is
	to low threat in accordance with AS3959 is required.	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

	Specifically:	
	<ul> <li>Each individual assessment area has included excluded areas (such as grassed areas, garden areas, stands of trees and orchards), however no evidence is provided to confirm the management of these areas.</li> <li>Large parts of several areas have been excluded without clear photographs being provided to validate the exclusion for the overall area (e.g. Dwellings G-M provide no photos of vegetation near the existing buildings).</li> <li>A landscape management plan should be provided where relevant to ensure that grass and garden areas are managed to a low threat state, and confirmation provided that all grasses within the orchard areas will be maintained to low threat.</li> <li>DFES notes that it is unclear if the netting and wooden posts located within the APZ areas of orchard would constitute a fuel source, and impact the effectiveness of the APZ.</li> <li>If the above issues are not addressed, the vegetation should be classified as per AS3959, or the resultant BAL ratings may be inaccurate.</li> </ul>	
Vegetation Exclusion	Buildings E and F - Evidence to support the exclusion of area 3 as managed to low threat in accordance with AS3959 is required.  No photos are provided for this area.	Modification to the BMP is required.
Vegetation classification	Dwelling G-M and Donga Vegetation area 1 cannot be substantiated as Class G Grassland with the limited information and photographic evidence available. Photo ID 1 details an area of canopy cover greater than 10% which should not be excluded from the classification. If the vegetation in this area is classified as Class A Forest or Class B Woodland it is likely that the APZ requirements for some buildings will be altered.  The BMP should detail specifically how the Class G Grassland classification was derived as opposed to Class A Forest or Class B Woodland.  If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.	Modification to the BMP is required.
Vegetation classification	Sheds N Vegetation area 2 cannot be substantiated as Class D Scrub with the limited information and photographic evidence available. Photos do not	Modification to the BMP is required.

Vegetation classification	include the use of height sticks, and the BMP does not include a maximum height of the subject vegetation.  The BMP should detail specifically how the Class D Scrub classification was derived as opposed to Class A Forest or Class B Woodland.  If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.  Sheds N Vegetation area 1 cannot be substantiated as upslope/flat, as a 5m drop is present over a 130m distance in this area. DFES notes that an incorrect slope assessment in this area will impact the required APZ width.	Modification to the BMP is required.
Vegetation Management	Several vegetation areas require modification to meet the APZ standard, however the BMP notes that Local Government approval is required prior to any modification of the vegetation within the area. The Shire should ensure that this modification will be supported prior to the approval of the BMP to ensure that the outcomes proposed by the APZs can be achieved. If the Shire will not support the required modification, the BMP should be updated to clearly detail the achievable APZ, and the resultant BAL rating.	Comment Only.  Decision maker to ensure proposed vegetation modification is supported prior to determination of application.
Landscape Management Plan	The BMP has identified that a significant amount of vegetation throughout the site will need to be modified to achieve an APZ compliant with Schedule 1: Standards for Asset Protection Zones contained in the Guidelines.  The BMP has noted that an APZ may have been implemented previously but has now revegetated therefore a Landscape Management Plan should be prepared to remove ambiguity for the landowner and to provide a compliance mechanism for the Shire.	Modification to the BMP is required.
Administrative Errors	The BMP includes multiple administrative errors. Due to the length of the BMP, the below list is not exhaustive:  • A 42m APZ has been detailed for multiple buildings, however no comment has been provided to confirm why 42m is required (noting that the Method 2 calculations in the BMP details a 63.2m APZ to achieve 10Kwm²).  • Areas have been mislabelled in the Vegetation classification table for 'Sheds N' and 'Office, Sheds and Cold Store'.  • Northern House has not measured the closest portion of Area 2 to the site, leading to a BAL	Modification to the BMP is required.

	output on BAL-Low which should be changed to BAL-19.  Buildings O-S are noted as BAL-FZ in the outputs on Table 3.2 which does not appear accurate.	
BAL Contour Map	A BAL Contour Map is a scale map of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after development is complete. A BAL Contour Map is required to be prepared in accordance with the methodology detailed in Appendix 3 of the Guidelines.  DFES notes that an assessment of the overall site including all vegetation within the site and the 150m buffer would provide a clearer indication of the risk to a landscape scale bushfire given the broad areas covered by extreme risk vegetation both within and surrounding the site.	Modification to the BMP is required.
Method 2	DFES has validated the calculations provided for the Method 2, however the BMP does not include transects to support the inputs for this site, or clearly detail the required APZ on the submitted maps. This information should be provided to allow DFES to validate the Method 2 for this site.	Modification to the BMP is required.

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

Element	Assessment	Action
Location,	Intent – does not comply	Does not comply.
and Siting & Design	The BMP should not ignore the site context and the serious threat of bushfire to people, property and infrastructure at this location. DFES acknowledges that portions of the site have existing approval, and that all buildings have the potential to be located in areas of BAL-29 or below, however the risk created by the broader landscape cannot be ignored in consideration of any development approval.	
	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:	
	There are vast tracts of bushfire prone vegetation within 150 metres of the site boundary which represents an extreme bushfire risk.	
	<ul> <li>Due to the extreme bushfire prone vegetation on multiple aspects, catastrophic bushfire behaviour is likely, and a bushfire could develop rapidly and</li> </ul>	

grow to a significant size, resulting in the loss of life, property and infrastructure.

The site would present significant complexities for response and may not reasonably and realistically be able to be defended in the event of a bushfire emergency.

The topography, type and extent of bushfire prone vegetation may result in landscape-scale destruction as it interacts with the bushfire hazard on and close to the site. DFES understands that some elements of the site already have planning approval, however careful consideration of the above comments should be undertaken when considering any intensification of the use of the site.

#### A1.1 & A2.1 - not demonstrated

The BAL ratings cannot be validated for the reasons outlined in the above table.

Modification to the BMP required.

#### Vehicular Access

#### A3.1 & 3.2a - not demonstrated

The BMP states that compliance has been achieved, however no evidence has been provided demonstrating that the existing roads servicing the site comply with the relevant standards. A review of roads indicates that gravel roads are presently bounded on one side by power poles, and on the other side by existing vegetation. It is not clear whether sufficient horizontal clearance is provided, which may impact compliance with Vehicular Access requirements.

Additionally, the BMP does not provide a clear map indicating the second access route away from the site to allow the Decision Maker to validate this route. The BMP should be updated to clearly indicate the proposed routes and detail how they comply with all relevant requirements of the Guidelines. DFES notes that logging roads to the south of site may not comply with the requirements of A3.1 and A3.2a.

Modification to the BMP is required.

Please demonstrate compliance or provide substantiated evidence of a performance principle-based solution.

#### A3.6 - not demonstrated

The BMP states that passing bays are not required as the internal driveway is a loop network. It is unclear how this demonstrates compliance as this is not listed in the Guidelines as an Acceptable Solution. The BMP should be updated to clearly detail how the development can comply with the requirements of A3.6 of the Guidelines.

Modification to the BMP is required.

Please demonstrate compliance or provide substantiated evidence of a performance principle-based solution.

14/-4	A 4 2 m a 4 dama a maturata d	Madification to the
Water	A4.2 – not demonstrated It has not been demonstrated that there is sufficient water dedicated for firefighting purposes. The BMP states that	Modification to the BMP is required.
	'A dedicated static water supply (dam/watercourse) is available within the subject lot, providing a permanent water supply that can be drafted from for firefighting purposes. It is accessible via existing access tracks and suitable turnaround areas that can accommodate a 3.4 type fire appliance. In addition, standpipes and associated pump stations are located across the site, providing additional options for firefighting purposes. Where required - These should include suitable couplings and fittings to protect any onsite assets. '	Please demonstrate compliance or provide substantiated evidence of a performance principle-based solution.
	The use of water solely sourced from a private dam is generally not accepted to be a reliable dedicated supply. Any performance principle-based solution proposing to use the dam must be justified by a water quality and hydrology report prepared in accordance with DFES Guideline GL-06 Acceptable Sources of Water Supply For Fire Hydrant/Sprinkler Systems (Bores, Dams, Rivers, Lakes and Seawater).  Water tanks dedicated for fire-fighting purposes and adjacent hard-standing should be located in areas of	
	BAL-29 or below and be accessible to a type 3.4 appliance.	

# 3. Policy Measure 6.6.1 Vulnerable and High-Risk land uses

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

# **Built Environment Branch (BEB) Comments:**

BEB Advises that a full submission will be required including details of fire safety systems for larger buildings. For specific details, please contact DFES BEB Branch on 9482 1771.

#### Recommendation - Not compliant with Acceptable Solutions, Not compliant with Intent

The development application is not compliant as it does not meet the intent of Element 1: Location. The proposed development is intensifying land use in a bushfire prone area that is surrounded by an area of extreme bushfire hazard.

Further, the development design has not demonstrated compliance to -

Element 1: Location,

Element 2: Siting and Design, Element 3: Vehicular Access, and

Element 4: Water.

If you require further information, please contact Senior Land Use Planner – Michael Ball on telephone number 9395 9819.

Yours sincerely

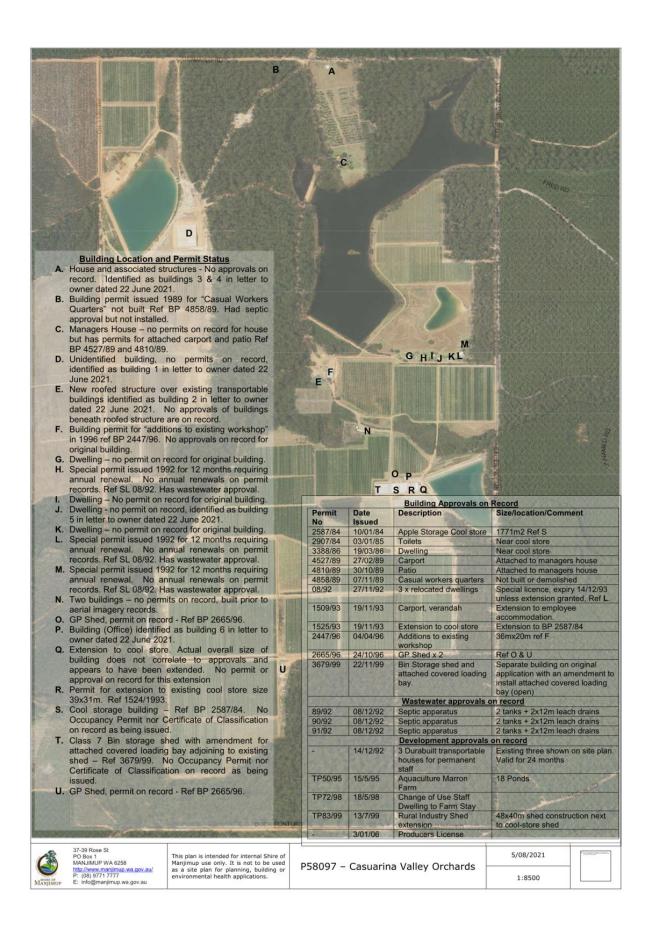
Naomi Mynott

**DIRECTOR LAND USE PLANNING** 

1 September 2023

CC Jocelyn.baister@manjimup.wa.gov.au

**9.5.7(3)** 



**9.5.8(1)** 



**9.5.8(1)** 



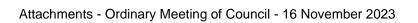


# **MANAGEMENT PLAN**

Property and Permit Holder Details		
Holiday House Address	301 Hill Brook Road CROWEA	
Holiday House Permit Holder (i.e. Property Owner)	Leslie Richard Bennett	
Permit Holder's Residential Address (i.e. Not a PO Box)	301 Hill Brook Road CROWEA	
Permit Holder's Postal Address (If not same as residential address)		
Permit Holder's Daytime Contact Number(s)		
Permit Holder's Email		

Local Manager's Details		
Name of Manager	Heyscape Pty Ltd	
Residential Address (i.e. Not a PO Box)	1/21 Jacquard Way Port Kennedy WA 6172	
Postal Address (If not same as residential address)	as above	
Day Time Contact Number		
All-Hours Contact Number (To be made available to guests)		

Management Details	
Number of Guest Bedrooms (Attach scaled floor plan showing areas available to guests and any areas not accessible).	1 room per cabin. Please refer to plans for layout
Maximum number of guests able to be accommodated at the premises.	Family cabin can accomedate 4 guests and Premium cabin can accomedate 2. Max number of guests at this location will either be 4 (2x2 person cabins) or 6 (1xFamily and 1 x Premium)
Will pets be accommodated? If so, please provide details of how these will be secured.	No pets
Location and number of car parking spaces available to guests inside the property.	Please refer to Site Plan
How is water supplied to the premises? If an on-site water supply is provided, provide details of type and capacity.	Heyscape will source local water from a Water Carrier to be transported to cabins and stored in approx 10,000L Water tank on an AD-HOC basis.
Detail the method of guest booking.	Directly through Heyscape Website or Air BnB





Detail the method of key collection / drop off.	Keys will be kept in a lockbox located at the cabin. Instructions are provided to the guests via email and text prior to their arrival
Detail the cleaning and servicing arrangements.	Local Contractor for Cleaning. Cleaner will have access to our booking system and clean cabins after guest checkout. Maintenance will be completed by Heyscape on a Scheduled Maintenance Plan every 4-6 weeks. Or as required for reactive maintenance. We are based in the metro area and visit all properties. Where required, engage local tradespeople for repairs eg Plumbers and Electricians
Detail rubbish disposal arrangements.	Guests are requested to take their rubbish with them on departure. This is noted in the Guest Handbook within the cabin and also by text on the morning of departure.
Will signage be displayed at the property? If so, provide details, including location, size and design.	Signage is generally displayed on the private property with directions and then a HEYSCAPE sign on the entrance gate

Other Comments on Management			
Please refer to the Operational Management Plan for further information			



# **EMERGENCY PLAN**

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

Property Details			
Legal property address This is the formal property street address and locality as shown on the Certificate of Title.	301 Hill Brook Road CROWEA		
Nearest road intersection	Hill Brook Road and Charlie Road		
Local Government Area	Shire of Manjimup		
Land line telephone number If a land/fixed telephone is connected to the premises.	NA		
Is there mobile phone / data coverage available. If so, which telcos?	Telstra coverage		

Emergency Contacts and Information			
National Emergency Service Number Police, Ambulance, Fire	000		
State Emergency Service Assistance Non-emergency	132 500		
Emergency Information Phone and Website	1300 657 209 www.dfes.wa.gov.au		
Radio frequency of the official local emergency radio broadcaster i.e. ABC Local Radio	ABC Local Radio		
Nearest Emergency Muster Point / Evacuation Centre Include route map if required.	Either Pemberton Sports Club OR Manjimup Regional Aqua Centre		

Nearest Hospital Information (24hr Emergencies)		
Name	Warren Health Service (Manjimup Hospital)	
Address	16 Hospital Avenue MANJIMUP WA 6258	
Distance from Holiday House	44km	
Telephone Number	(08) 9776 4000	

Bush Fire Brigade Information (if outside of a Townsite or settlement)			
Name of local brigade	Northcliffe Bush Fire Brigade		
Name of local fire control officer	Colin Griffiths		
Phone number for local fire control officer 0427 529 518			





Site Specific Emergency Matters			
Any Site Specific Emergency Situations that	at may occur that guests should b	oe made aware of?	
		Flooding	
		House Fire	
		Bush Fire	
		Snakes	
		Mosquitos	
		Other	
		20	
Other Matters			



Our ref: 301 Hill Brook Road, Crowea - DA1

Building, Planning and Land Projects

Shire of Manjimup

PO Box 1

MANJIMUP WA 6258

Via E-Mail: info@manjimup.wa.gov.au

To whom it may concern,

# APPLICATION FOR DEVELOPMENT APPROVAL Heyscape ACN 641 407 472

301 HILL BROOK ROAD (LOT 12404), CROWEA
PROPOSED HOLIDAY ACCOMMODATION 'low impact tourist accommodation – short-stay' (2 X
TINY CABINS)

#### Introduction

Heyscape supply and operate holiday accommodation cabins in Western Australia on large lots with the purpose of providing the opportunity for people to be immersed in nature, typically for short 2-4 day breaks. We provide our guests with quality accommodation away from the city in a location where they can unplug and reconnect with nature.

The business model provides local landowners with an opportunity to monetise underutilised land on their property.

Heyscape also works to promote the Shire, through its advertising model, as a beautiful tourist destination to Perth locals and visitors alike and encourages guests to participate in the local economy by advertising local businesses and services.

# **Proposal**



This application is for 2 Tiny Cabins at 301 Hill Brook Road Crowea, (lot 12404), an expansive 260 acre property in Crowea, a neighbouring suburb to the town of Manjimup.

In response to the planning requirements, the following is submitted in support of the application and structured as follows:

- 1. Regional Context
- 2. Local Context
- 3. Site features & Existing Development
- 4. Proposal Overview
- 5. Planning Framework
- 6. Services
- 7. Access & Parking
- 8. Bushfire Management

# 1. Regional Context

The subject site is located approximately 43 km South (by road) from the Manjimup Town Centre, 40 km South of Manjimup Airport, and 18 km North of the Northcliffe Town Centre. Access is gained via Hill Brook Road and Bill Jones Road.

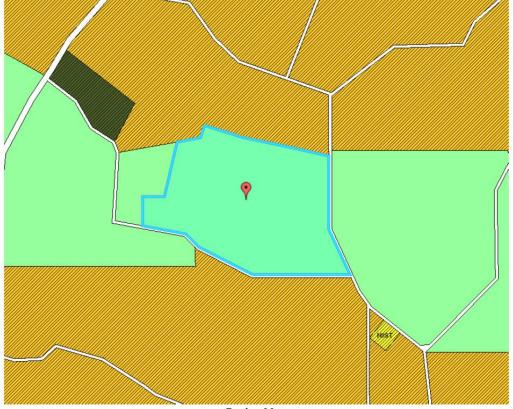
Manjimup has a high number of diverse tourist attractions, from exploring the natural environment and experiencing the delights of the Manjimup Farmers Market and tasting a truffle to seeing the Manjimup 15,000, one of Australia's most prestigious motocross events. The site therefore has good access to these attractions and therefore a suitable site for tourist accommodation.

#### 2. Local Context

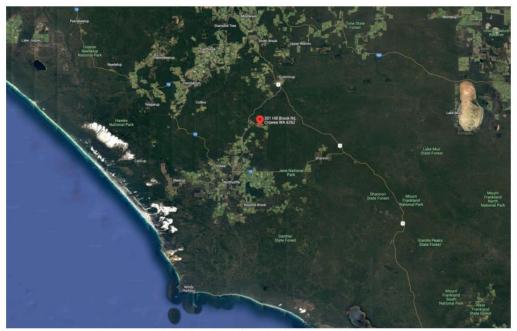
The site is within the Shire of Manjimup Local Government Area. The subject site is located entirely in the Manjimup locality. The site is zoned <u>Priority Agriculture</u> under the Shire of Manjimup's Local Planning Scheme No.4, noting the following within the focus area:

	Local Scheme Zones					
Direction	Zoning					
North Abuts a <u>State Forest Reserve</u>						
South	Opposite a <u>State Forest Reserve</u>					
East	Opposite a Priority Agriculture Zoning					
West	Opposite a <u>Priority Agriculture Zoning</u>					









Aerial location of subject site (Drop Pin)

# 3. Site Features & Existing Development

Subject Site				
Lot No.	Address	Landowner	Area	
1	301 Hill Brook Road, Crowea	Leslie Richard Bennett	260 Acres	

The Subject Site features the following:

- Large Land Holding Within close proximity (18 km) to the Town of Northcliffe and (45 km) from Windy Harbour.
- **Topography** Located in a near level olive plantation. Altitude ranging from 125 m to 158 m above sea level.
- Roads Located 3.2km from the corner of Wheatley Coast Road and Hill Brook Road. Hill Brook Road is unsealed whilst Wheatley Coast Road is sealed..
- Area Has an area of approx 260 acres, large enough to facilitate the existing development and the proposal without significantly impacting neighbouring properties.
- Existing Development 1 homestead, various sheds and water tanks. No changes to existing structures.

# 4. Proposal Overview



This application proposes 2 'Holiday Accommodation' 'low impact tourist accommodation – short-stay' cabins which will incorporate modern architecture with natural materials.

We have 2 styles of cabin:

They can be fitted out as either a family style cabin (2 adults 2 children) or a Premium 2-person cabin. All possess a bathroom, open plan living area and kitchen adjacent to the sleeping area. Cabins will also have a small deck area to enjoy outdoor dining equipped with an enclosed gas barbecue.



Family Cabin ASHLEIGH in Nunile - Toodyay

The proposed development is considered to be low-impact on the existing landscape with the following features:

- Tourist Accommodation 2 x tiny homes / tiny cabins / caravans, 3m x 8m (24m²)
- Services & Amenities gas, power, water supply, hot water, shower, toilet, air-conditioning, and kitchenette
- Deck and Stairs freestanding structure, approx. 3m x 8m (24m²)
- Access unsealed tracks, proposed footpaths
- Car Parking ample informal parking at cabins or within very close proximity
- Existing Vegetation no clearing of vegetation required
- Visual impact tiny cabin on a large site, with a modern look. Dark exterior in line with Landscape Value Special Control Area guidelines
- Signage pylon signs, site specific advertising



- Guests Approx. 2-4 persons per cabin
- Staffing landowners + 1 local cleaner
- Operations 24 hours a day, 7 days a week
- Lease initial term of 3 years with option to continue up to 10 years and possibility of extension



Inside of Family Cabin - Nunile (Toodyay)

# 5. Planning Framework

The "Holiday Accommodation: Low impact Tourist Accommodation - Short Stay" Use on Planning Scheme Text 4 for a Priority Agriculture zoning is classed 'A'. 'A' means that " the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.6", (Discretionary) and does not present a barrier to approval; and an analysis of the zone objective is considered below and found to be compliant.





Image 1: Site plan with 2 proposed cabins



S/Clause	Objectives	Response	Complies?
(a)	require the protection of the rural infrastructure and land resource;	Heyscape have an eco- friendly approach - protection of the land is our priority	Yes
(b)	require planning to avoid the introduction of land uses and subdivision not related to agriculture including rural residential proposals;	We are solely a short stay accommodation provider - no residential development.	Yes
(c)	to permit low impact tourist accommodation – short stay proposals where relevant provided that any impact from any such land uses or development is contained on-site;	Our cabins are very low impact, we use tank water and barely disturb the land.	Yes
(d)	support the improvement of resource and investment security for agricultural and allied industry production;	N/A	
(e)	require protection and enhancement of bio-diversity of these areas;	N/A	
(f)	encourage value-adding opportunities to agricultural products at source;	N/A	N/A
(g)	support a wide variety of productive agricultural and rural activities; and	N/A	N/A
(h)	support subdivision; where it provides for boundary adjustments, realignments, farm restructuring and new lot creation which promotes effective land management practices, environmental and landscape enhancement and infrastructure provision.	N/A	N/A



#### 6. Services

The cabins are designed to be energy and water efficient holiday accommodation units that focus on providing guests with the opportunity to connect to the natural environment. They have a very small ecological footprint and virtually no impact on the environment. The design of the cabins will integrate well with, and compliment, the natural amenity of the area by featuring natural building materials such as timber.

The cabins will have access to a suitable water and electricity supply and adequate facilities for the disposal of wastewater and effluent. The Cabins are not connected to mains water or power. We have solar power which will charge the batteries during the day and water is delivered tank water. Guests will be encouraged to embrace the minimalist lifestyle associated with a connection to the natural environment.

The cabin's wastewater will be generated from the kitchen sink, shower, and hand basin. Given that effluent disposal will be waterless, the only wastewater generated by the proposed development will be greywater.

The cabins will be equipped with a waterless toilet. The toilet will be of the list certified to Australian and New Zealand Standard 1546.2:2008 and approved by the W.A. Department of Health (refer to Appendix F) for continuous use in Western Australia for up to 4 people, part time usage.

Further servicing details are included in the Wastewater Management System Design Proposal provided.

# 7. Access and Parking

Access is gained via Hill Brook Road for site 1 and Bill Jones Road for Site 2. Both accessways will be unsealed gravel driveways. Suitable driveways and designated parking areas will be constructed on the property, for each cabin, as per Site Plan above.

Vehicle movements to and from the site will be minimal and consistent with the rural amenity of the area.

With regard to traffic, vehicle movements is less than 10 trips in peak hour, is classed as 'low impact', and therefore no transport information is required in accordance with the Transport Impact Assessment Guidelines 2016.



# 8. Bushfire Management

This property is partially within a Bushfire Prone Area. Our placement of the cabins is still outside of the Bushfire Prone Area but we have completed a Bushfire Management Plan and Bushfire Emergency Plan. This is due the close proximity of State Forest and following advice from our Bushfire Consultants. Please find the Bushfire Management Plan (BMP) and Bushfire Emergency Plan (BEP) included with our submission.

Our team at Heyscape are very heavily focussed on fire prevention and bushfire safety and adhere strictly to the BMP and BEP for maintenance and emergency procedures and are aware of our responsibilities as the Developer and Occupier.

We monitor the DFES websites and have constant real time alerts sent to our mobile devices and displayed on an LCD monitor during office hours and operate under an "Early Evacuation" strategy to eliminate the risks to our guests. We also adhere to vehicle movement bans and will not operate on days where there is catastrophic fire danger.

# Conclusion

This application for Development Approval is being proposed to gain approval from the Shire of Manjimup for the use of LOT 12404 (No.301 Hill Brook Road, Crowea) for 2 'Holiday Accommodation' tiny cabins.

The site is zoned <u>Priority Agriculture</u> under the Shire of Manjimup's Local Planning Scheme No. 4. We believe that this proposal falls under the acceptable, discretionary, land use category of 'Holiday Accommodation – low impact tourist accommodation – short-stay ' and therefore seek approval as such.

holiday accommodation										
- bed & breakfast	P	Α	X	Α	Α	Α	Α	Α	Х	Р
- cabin	D	Х	Х	Α	Х	Α	Α	Х	Х	Р
- camping area	D	Х	Х	Α	Х	Х	Α	Х	Х	Р
- caravan park	D	Х	Х	Α	Х	Х	Α	Χ	Х	Р
- chalet	D	Х	Х	Α	Х	Α	Α	Х	Х	Р
- eco-tourist facility	D	Х	Х	Α	Х	Α	Α	Х	Х	D
- guesthouse	D	Х	Х	Α	Х	Α	Α	Х	Х	Р
- holiday house	Р	Α	Х	Α	Α	Α	Α	Х	Х	Р
- hotel	D	Х	Х	Х	Х	Х	Х	Χ	Х	Α
- motel	D	Х	Х	Α	Х	Х	Х	Х	Х	D
<ul> <li>low impact tourist accommodation – short-stay</li> </ul>	D	х	А	Α	Х	А	Α	Х	Х	D
- tourist resort	Α	Х	Х	Х	Х	Х	Х	Χ	Х	Α

Α	Α	D	Α
X	Х	D	Х
X	Α	Р	Χ
Χ	Α	Р	Х
X	A X	D	Х
Χ	Х	D	Χ
Х	Α	Х	Х
Α	Α	Х	Α
Χ	X	Χ	Χ
Χ	Х	Х	Х
Х	Х	Α	Х
Х	Х	Х	Х

The Site is well placed for tourist accommodation with ample tourist attractions within a short drive.



In view of the attributes described in this report, the supporting plans and technical information, it is respectfully requested that the City of Manjimup favourably consider this application. A building application will be lodged with the Council's Building Services following approval of this proposal.

I trust all the information submitted is satisfactory, however, please do not hesitate to contact the undersigned should you require any additional information to facilitate approval of this application in a timely manner.

#### Annexures-

- Certificate of Title
- Indicative Floor plans & Elevations
- Site Plans
- Bushfire Management Plan
- Bushfire Emergency Plan
- Soil Soil Evaluation
- Wastewater Report
- Operational Management Plan

Head of Heyscape Pierre Sauvignon 0420 482 231 pierre@heyscape.com.au

Operations Assistant Kerrie Van Eldik 0417 935 016 kerrie@heyscape.com.au



# **Operational Management Plan**

Lot 12404, No.301 Hill Brook Road Crowea

#### **Purpose**

The purpose of this document is to outline the responsibilities and process for Heyscape to mobilise, maintain and operate tiny cabins on land privately owned at **Lot 12404**, **No.301 Hill Brook Road Crowea**.

#### **Overview**

This location has identified 2 potential sites that have been deemed suitable for Heyscape cabins through a selection process that begins with a desktop assessment that is followed by multiple site visits to determine factors such as, safe accessibility (2wd), natural beauty of the area, the sites meet requirements of the Bushfire Management Plan (BMP) & Bushfire Emergency Plan (BEP), proximity to nearby towns and distance between cabins to allow the feeling of seclusion. Installation of cabins can be carried out with minimal impact on the natural environment.

#### **Targeted Market**

At Heyscape we offer cosy, secluded tiny cabins, stylishly appointed with knockout views. The perfect place for guests to relieve from the stresses of modern life. Heyscape is for those who love the feeling of being amidst nature and escaping the digital world, but also love a comfortable bed and the blinds drawn to ensure they get a great sleep in. Our typical market is young professionals in the 25-45 year old age bracket.

# **Length Of Stay Of Occupiers**

Our average length of booking is currently sitting at 2.1 nights. We have a minimum 2 nights stay.



# **Amenities**

We have 2 styles of cabin.

We select the style based on the target market and each cabin can be fitted out as either a family style cabin (2 adults 2 children) or a Premium 2 person cabin or Disability access cabin, and possesses a bathroom, open plan living area and kitchen adjacent to the sleeping area with a Queen size bed as a minimum.

- Cabins have a deck area to enjoy outdoor dining equipped with enclosed gas barbecue.
- Our Cabins are equipped with sufficient bedding including pillows, sheets, towels, a mini fridge
  and kitchen stocked with cutlery, crockery and cooking utensils.
- Cabins are off-grid and solar-powered.
- 10KL Potable tank water is provided.

All amenities are contained within the cabin area and there is no further need for any external amenities such as toilets blocks or cooking facilities.

# **Day to Day Operations**

Heyscape employs local contractors for day to day operations such as cleaning, potable water cartage, reactive maintenance (i.e. plumbers, electricians, handypersons) and scheduled maintenance (i.e. weed and grass management for APZ). Heyscape team members attend each cabin on a regular schedule to inspect and complete routine and reactive maintenance.

#### **Environmental Impact And Sustainability**

Heyscape has a strong commitment to the natural environment. Our cabins are designed to be energy and water efficient holiday accommodation units that focus on providing guests with the opportunity to connect with nature. They have a very small ecological footprint and virtually no impact on the environment. The design of the cabins is to integrate well with, and compliment, the natural amenity of the area. We strive to educate our guests on environmentally conscious day to day living such as consuming less to minimise waste, taking short showers, being conscious of power usage and leaving no trace when in the outdoors.

Our cabins are not connected to mains water or power. We utilise solar power which will charge our batteries during the day, 45kg gas bottles for cooking and potable tank water is provided. Water provision is managed by Heyscape.

The cabin has a small sink in the kitchenette. As the water from the kitchen sink is filtered and processed it is important to make sure that NO food scraps, fats or oils are washed down the sink. This is broadcast to our guests. Biodegradable, all natural cleaning products and bathroom products are provided to our guests and cleaners to use. This greatly helps the performances of our greywater system and reduces the need for maintenance. Guests are provided with an information booklet about this.



#### **Environmental Impact and Sustainability cont.**

Systems on site, such as the effluent disposal system, are environmentally friendly using a composting cassette type system. This system is maintained on a regular basis by Heyscape.

The proposed development seeks to preserve the natural landscape including existing trees, where possible, to retain the natural beauty of the location.

#### **Waste Management**

We ask our guests to be conscious of their waste even before they stay with us in the form of only bringing what they need. Our guests are encouraged to take home the rubbish they generate upon leaving the property. As a secondary measure, our cleaning contractor can remove any rubbish left behind and dispose of this.

The cabins will be equipped with a waterless toilet. The toilet will be of the list certified to Australian and New Zealand Standard 1546.2:2008 and approved by the W.A. Department of Health (refer to Appendix F) for continuous use in Western Australia for up to 4 people, part time usage. Guests of the cabins will be informed on how to use the toilets with a wall note and digital information sent at the time of booking and prior to the guests arrival at the cabin. The waterless toilets will be installed according to the manufacturer's requirements and all plumbing will be carried out by a licensed plumber and maintained by Heyscape.

The cabin's wastewater is generated from the kitchen sink, shower, and hand basin. Given that effluent disposal will be waterless, the only wastewater generated by the proposed development will be greywater.

Measurements taken from similar developments in the City of Busselton indicate that greywater generation at our cabins is approximately 18L per person per day. The allowance for this proposal is 40L per person per day to provide a safety buffer. The proposed greywater apparatus complies with the Health (Treatment of Sewages and Disposal of Effluent and Liquid Waste) Regulations 1974 and will be installed in accordance with the manufacturers plans that will accompany the eventual building permit application and AS/NZS1547:2012.

After its installation, the system will be appropriately maintained by Heyscape under the guidance of Eco Wastewater Solutions and managed in a manner similar to the effluent disposal system as described above.



#### **Risk Management**

A Bushfire Emergency Plan is available and completed by Bushfire Prone Planning. A Bushfire Emergency Information Poster is provided to guests and displayed in Cabins.

Heyscape constantly monitors the Department of Fire and Emergency Services and receives alerts for areas in which cabins are located.

The proposed cabins will be situated in grassland/pasture areas and the creation of Asset Protection Zones around these sites will require the removal of minimal native vegetation. Our Cabins are constructed to a BAL-29 standard and will be subject to a corresponding BAL rating of BAL-29 through the implementation of the asset protection zones and positioning of the cabin to ensure the minimum setback distances from classifiable vegetation types is able to be maintained.

For this location, Hill Brook Road provides two-way access to the location via a sealed public road that is always available to the public and emergency services. Access to the cabins on the property are via unsealed two wheeled drive trafficable driveways through large areas of privately owned pasture.

We have had our independent contractor, Bushfire Prone Planning, complete a Bushfire Management Plan (BMP) and Bushfire Emergency Plan (BEP) that will form part of this application.

Our team at Heyscape are very heavily focussed on fire prevention and bushfire safety and adhere strictly to the BMP and BEP for maintenance and emergency procedures.



	LANDOWNER/OCCUPIER - ONGOING MANAGEMENT
No.	Management Actions
1	Maintain the 'Required' Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy:  The minimum required dimensions established in this BMP (see B1.1); and  The standards established by the Guidelines DPLH, 2021 v1.4, Schedule 1, or as varied by the local government through their annually issued firebreak / hazard reduction notice when the variations have been endorsed by the WAPC and DFES as per s4.5.3 of the Guidelines.
2	Comply with the Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice issued under s33 of the Bush Fires Act 1954. Check the notice annually for any changes.
3	As a vulnerable tourism land use for which open air campfires (contained in a firepit) are a part of site operations, enforce the use restrictions established by s25 of the Bush Fires Act 1954 and ensure the required vegetation clearances are maintained.
4	Maintain vehicular access routes within the lot to comply with the technical requirements referenced in the BMP and the relevant local government's annual firebreak / hazard reduction notice.
5	Maintain the signposted pedestrian paths to the designated onsite shelter building to be clear of combustible materials including accumulated vegetation debris and readily flammable plant species.
6	Maintain the static firefighting water supply tank and associated pipes/fittings/pump and vehicle hardstand in good working condition.
	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.
7	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). 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).
	As an additional bushfire protection measure, other classes of buildings may also be required to comply with these construction requirements when established by the relevant authority or if identified as an additional bushfire protection measure within the BMP. The BMP may also establish that construction requirements to be applied will be those corresponding to a specified higher BAL rating. When applicable, these requirements will be identified in Section 5.7.
	Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with:
	<ul> <li>The bushfire resistant construction requirements of the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), as established by the Building Regulations 2012 (WA Building Act 2011); and</li> </ul>
	Any additional bushfire protection measures this Bushfire Management Plan has established are to be implemented.
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.

# **Traffic Management**



Access to the cabins would be obtained from either Hill Brook Road or Bill Jones Road.

Guests are to drive on designated tracks only and to keep speed to under 20km/h. Each cabin has a designated parking area, which is usually no more than about a minute's walk to the cabin. Signage on site and detailed map provided to guests prior to arrival.

Simple gate rules apply. If guests pass through a gate that is open, leave it open. If driving through a gate that is closed, ensure they close it behind you. This is to ensure the landowner's land & livestock are protected.

#### **Health Risk Management**

The health and safety of our guests is always of the utmost importance. First Aid Kits and Fire Extinguishers are provided in each cabin. Guests are made aware of the potential risks of being in the bush and on a working farm prior to their visit in our guest handbook for each location. Guests can call Heyscape 24/7 as we always have a staff member on call. If there are any issues or emergencies, we can then take appropriate action.

Bushfire Emergency Evacuation Plans are to be placed in each cabin.

Heyscape will have a maintenance schedule in place for this location based on occupancy rates together with industry standards and manufacturer specifications. This includes, but not limited to, the composting toilet, water supply and quality, pest control, plumbing, electrical, solar panels and batteries and ensuring the cabins are in proper working order.

Our Cleaners can also advise us of any issues, if applicable, when visiting the cabins that require attention. Appropriate action is then undertaken by Heyscape or a third party contractor.

# **Severe Weather Management**

Heyscape monitors the Department of Fire and Emergency Services and receives alerts for areas in which cabins are located. Cabins and fittings are built/installed and Engineer Certified to the same standard as residential dwellings.

In the event of a severe weather warning, guests are notified and appropriate action taken and guests advised to leave if all parties deem this necessary.

Guests can call Heyscape at all times if there are any issues or emergencies. We can then take appropriate action to rectify the situation. We may personally visit the property, ask the landowner to assist or call appropriate authorities.

# **Issues and Complaints Management**



Responsible for overseeing all Heyscape operations: Head of Heyscape - Pierre Sauvignon 0420 482 231

Email: pierre@heyscape.com.au

Responsible for construction, installation and maintenance of cabins:

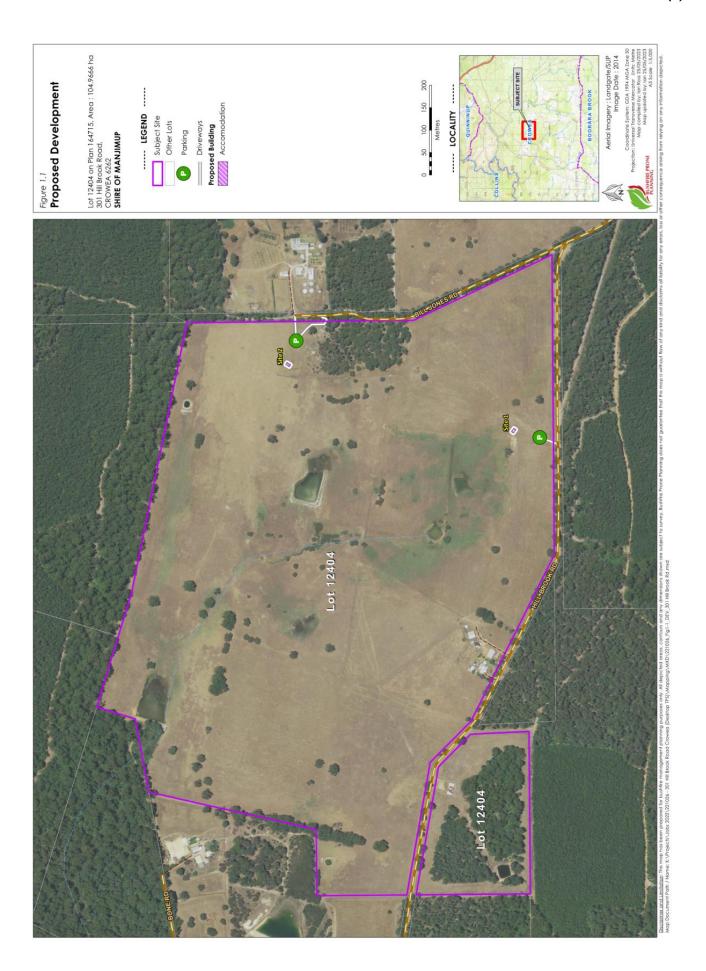
Cabin Manager - Mitch Spencer 0422 056 813

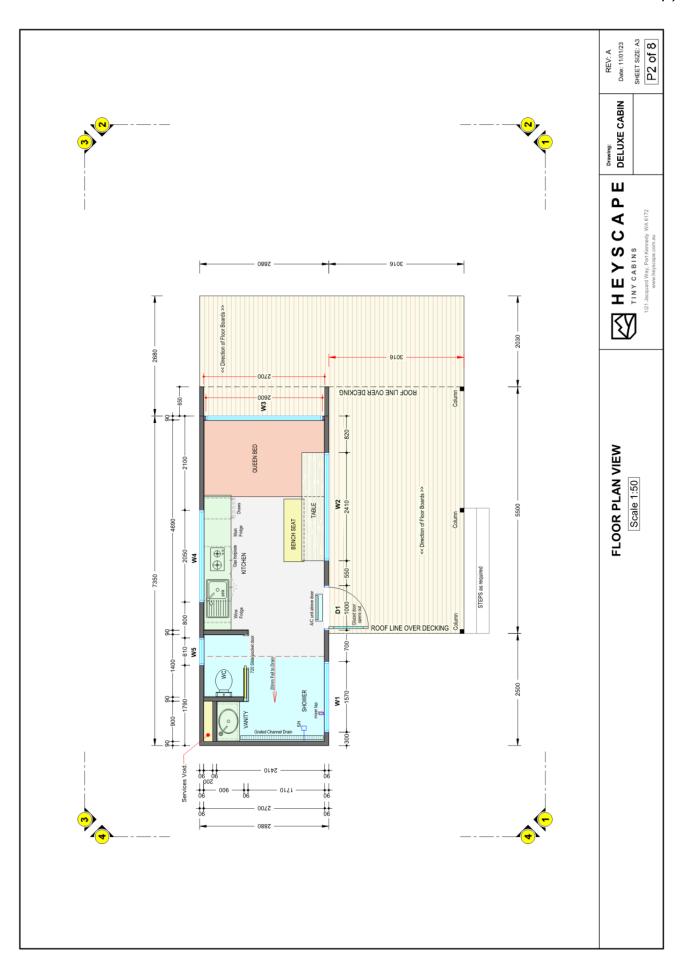
Email: mitch@heyscape.com.au

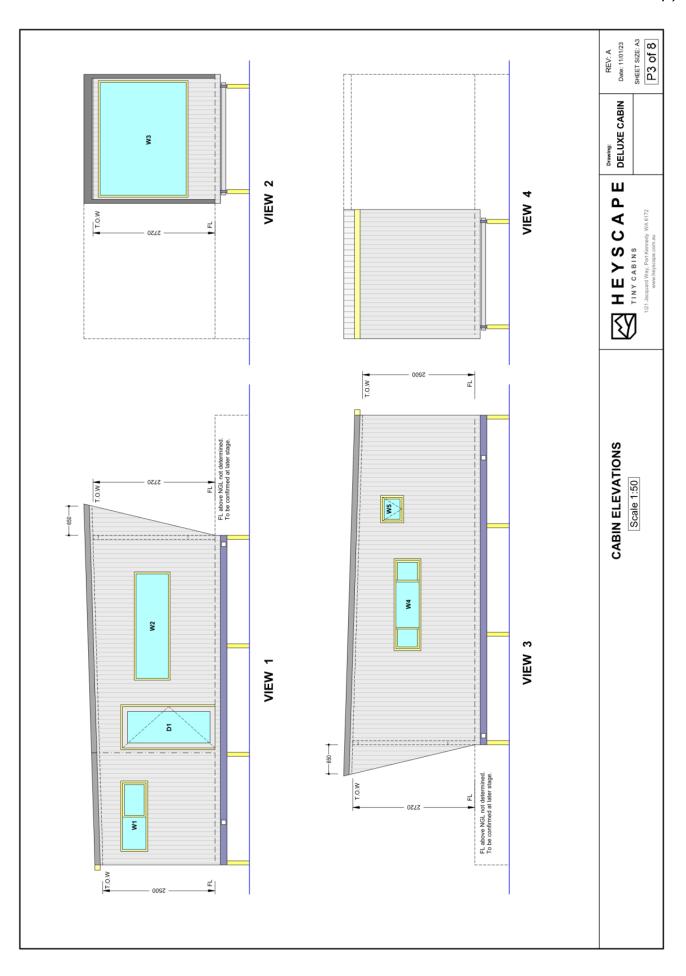
For Guests with an issue or Complaint:

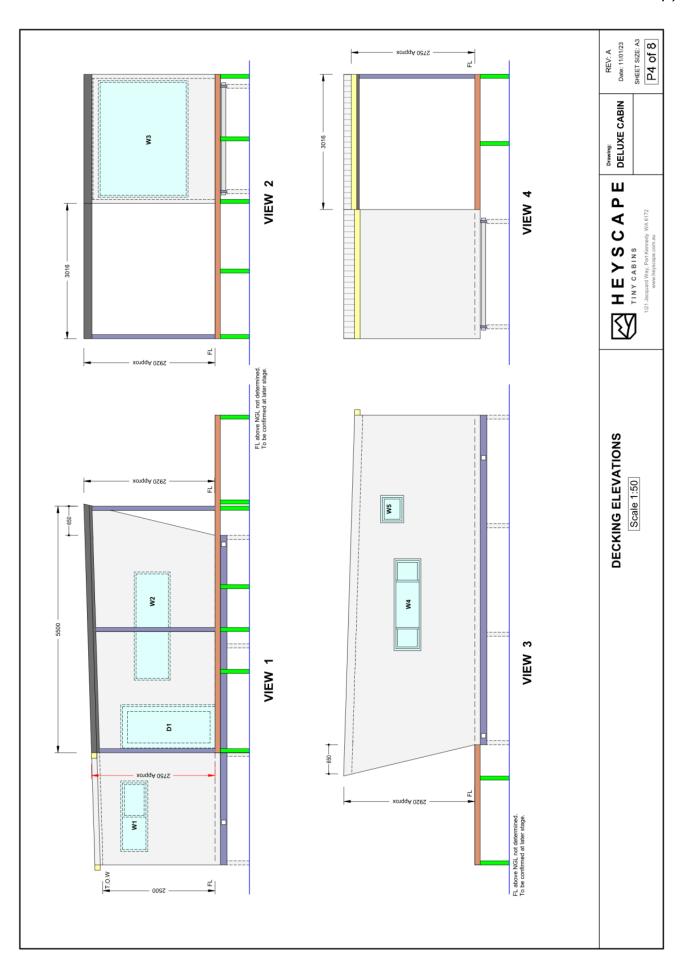
**Guest Experience Team** 

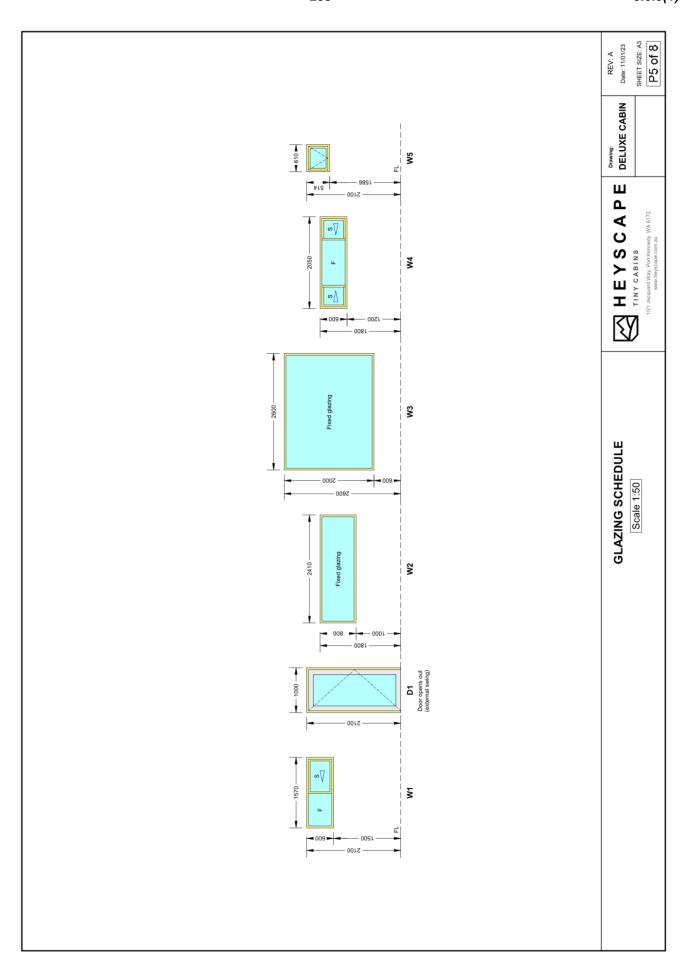
Heyscape 24hr Mobile: 0418 955 165 Email: hello@heyscape.com.au

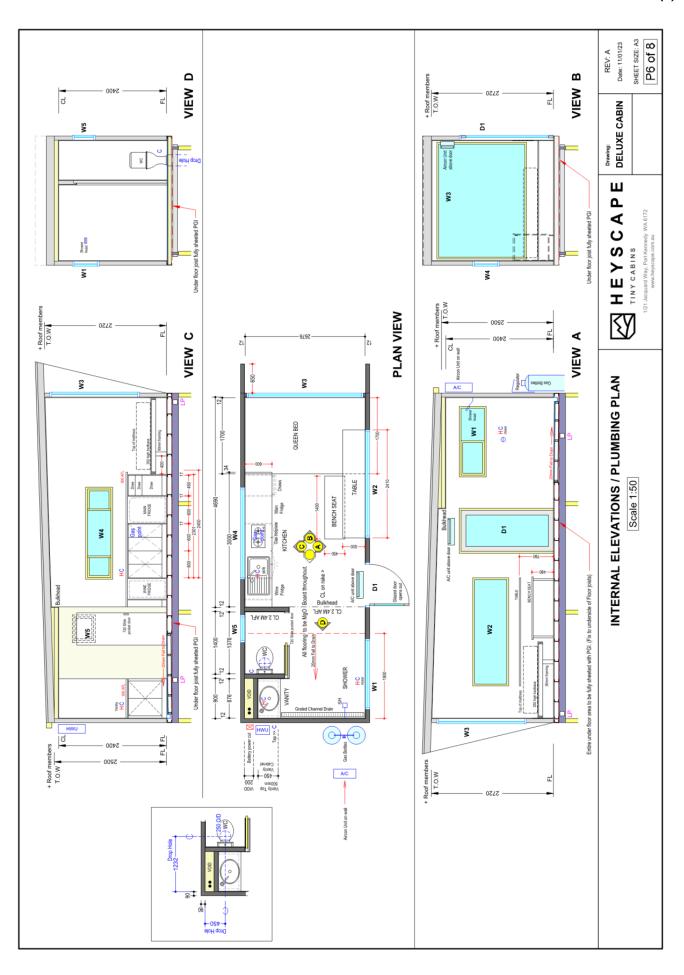


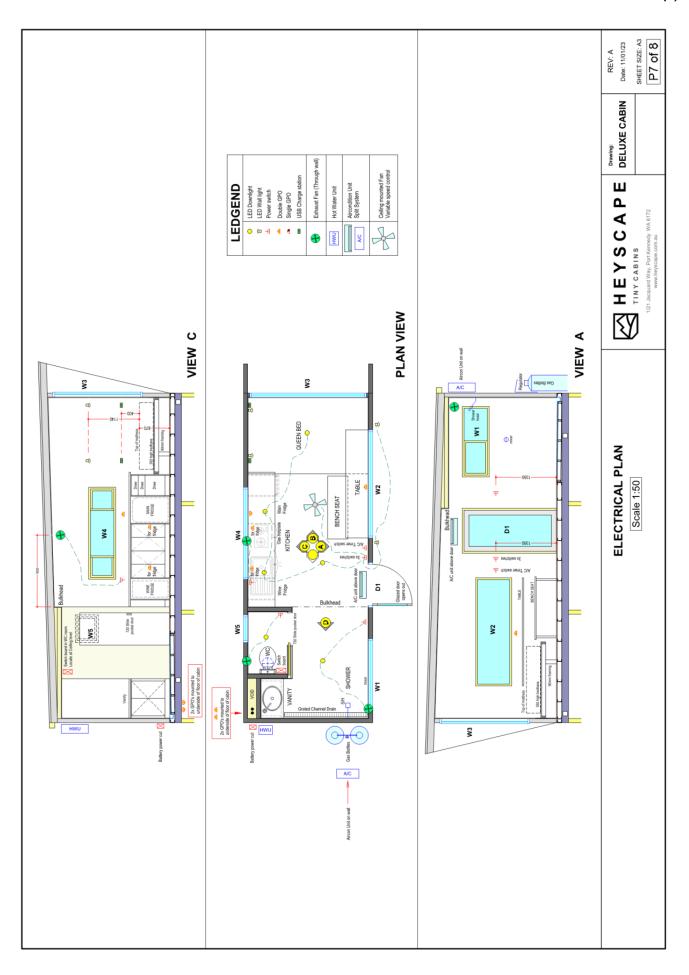


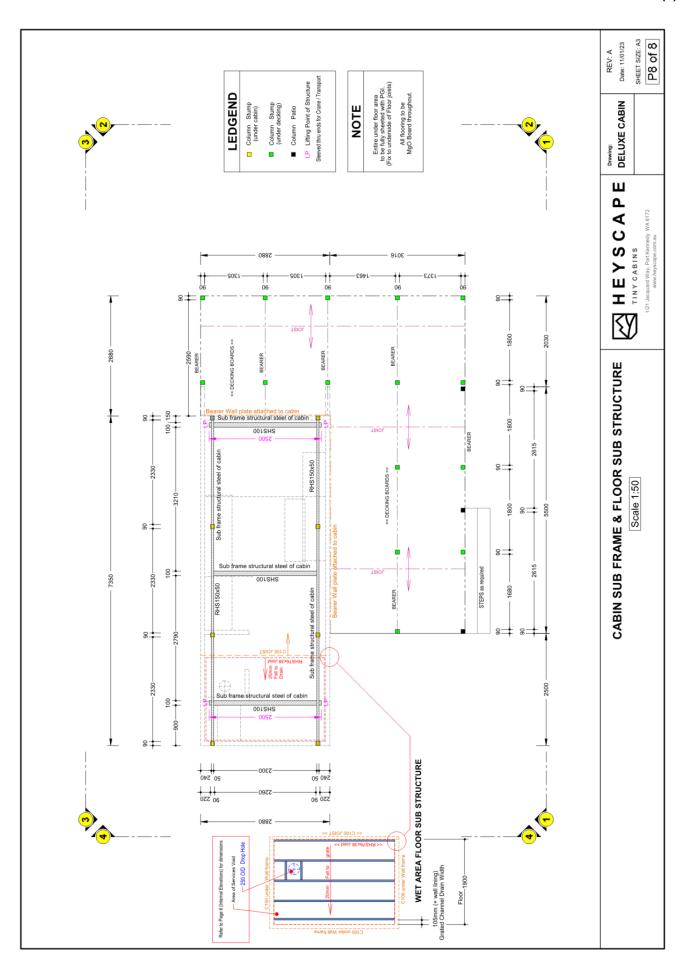
















Busn	Tire ivianagen	nent Pla	in Cove	rsne	eet	
	panying Bushfire Managemer Australia under the Bushfire F		•			
Bushfire Management Pla	n and Site Details					
Site Address / Plan Reference:	Lot 12404 on Plan 164715, 301 Hill	brook Road				
Suburb: Crowea			Sta	ite: WA	1	<b>P/code</b> : 6262
Local government area: Shire	of Manjimup					
Description of the planning pro	posal: Inclusion of short stay accon	nmodation				
BMP Plan / Reference Number:	: 221026	Version: v1.0		Date o	of Issue:	12/05/2023
Client / Business Name: Heyso	ape					
Reason for referral to DFE	s				Yes	No
Has the BAL been calculated method 1 has been used to c	by a method other than method alculate the BAL)?	1 as outlined in AS	3959 (tick no if A	S3959	×	
	tection criteria elements been ad otable solutions have been used					
s the proposal any of the fo	llowing special development typ	es (see SPP 3.7 fo	r definitions)?			
Unavoidable development (ir	n BAL-40 or BAL-FZ)					$\boxtimes$
Strategic planning proposal (i	including rezoning applications)					$\boxtimes$
Minor development (in BAL-4	10 or BAL-FZ)					$\boxtimes$
High risk land-use						$\boxtimes$
Vulnerable land-use						
above listed classifications (I	ial development type as listed al E.g. considered vulnerable land- land use as it is a tourism developm g. local government or the WAF are ticked "Yes".	use as the develop ent with occupants v	oment is for accor with a lesser capacit	<b>nmodatio</b> y to respor	n of the	elderly, etc.)
BPAD Accredited Practitio	ner Details and Declaration					
Name Kathy Nastov	Accred Level 3	itation Level	Accreditation No. BPAD27794		Accreditat 01/08/202	tion Expiry 23
Company Bushfire Prone Planning			Contact No. 64771144			
I declare that the informatio	n provided within this bushfire	management plan		<b>ny knowl</b> o 12/05/202		e and correct
	/ /					



# Bushfire Management Plan (BMP)



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

301 Hillbrook Road, Crowea

Shire of Manjimup

Development Application - Vulnerable Tourism Land Use

12 May 2023

Job Reference No: 221026

#### BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING

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

LEVEL 1, 159-161 JAMES STREET GUILDFORD WA 6055

PO BOX 388 GUILDFORD WA 6935

08 6477 1144 | admin@bushfireprone.com.au



#### **DOCUMENT CONTROL**

	PREPARATION					
Co-Author:	Louise Stokes (BPAD Level 1 No. 51589)	Blan				
Author:	Kathy Nastov (BPAD Level 3 No. 27794)					
	VERSION HISTORY					
Version	Status/Details	Date				
1.0	Original	12 May 2023				
-	Select					
BMP (Master) Template v9.15	MP (Master) Template v9.15					

	DISTRIBUTION				
	Destination	Version	No.	Hard	Electronic
Person	Email	version	Copies	Сору	Сору
Heyscape	joe@heyscape.com.au	1.0	1		$\boxtimes$

**Limitations:** The protection measures that will be implemented based on information presented in this Bushfire Management Plan are minimum requirements and they do not guarantee that buildings or infrastructure will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating.

This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required protection measures (including bushfire resistant construction) and any other required or recommended measures, will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.

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.

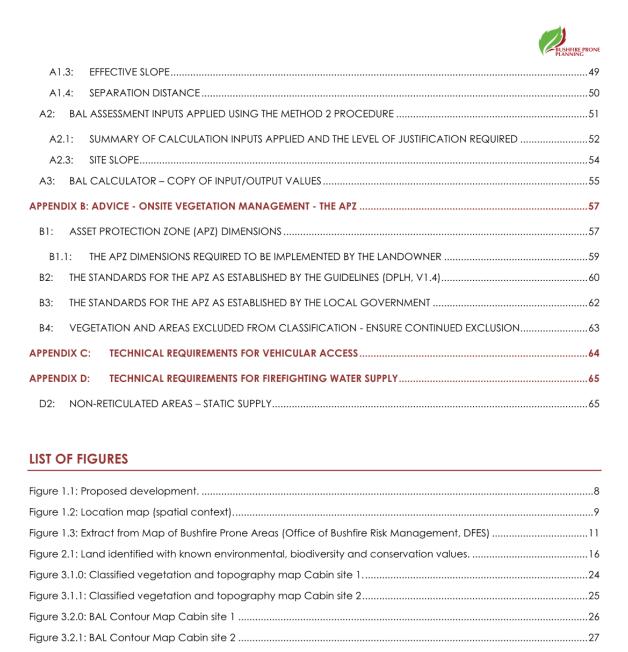
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#### **SUMMARY STATEMENTS**

# 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 <u>land use planning</u>. They do not encompass all available bushfire protection measures as many are not directly relevant to the planning approval stage. For example:

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

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

- The requirements of the bushfire protection criteria which consist of:
  - Element 1: Location (addresses threat levels).
  - Element 2: Siting and Design of Development (addresses exposure levels of buildings).
  - Element 3: Vehicular Access (addresses exposure and vulnerability levels of persons).
  - Element 4: Water (addresses vulnerability levels of buildings).
  - Element 5: Vulnerable Tourism Land Uses (addresses exposure and vulnerability as per Elements 1-4 but in use specific ways and with additional considerations of persons exposure and vulnerability).
- The requirement to develop Bushfire Emergency Plans / Information for 'vulnerable' land uses for persons
  to prepare, respond and recover from a bushfire event (this addresses vulnerability levels).
- The requirement to assess bushfire risk and incorporate relevant protection measures into the site emergency plans for 'high risk' land uses (this addresses threat, exposure and vulnerability levels).
- Compliance of the Proposed Development or Use with SPP 3.7 Requirements

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



THE	PROPOSED DEVELOPMENT/USE – BUSHFIRE PLANNING COMPLIANCE SUMMARY	
	Environmental Considerations	Assessment Outcome
	ed environmental, biodiversity and conservation values limit the full application fire protection measures?	No
	ed environmental, biodiversity and conservation values need to be managed on and maintenance of the bushfire protection measures - but not limit their	No
	Required Bushfire Protection Measures	
The Ac	cceptable Solutions of the Bushfire Protection Criteria (Guidelines)	Assessment Outcome
Element	The Acceptable Solutions	
	A5.7a Siting and design – APZ – caravan park	N/A
	A5.7b Siting and design – APZ – certain accommodation	N/A
	A5.7c Siting and design – APZ – all other accommodation	Fully Compliant
	A5.7d Siting and design – APZ – landscape management	N/A
	A5.7e Siting and design – onsite shelter – pedestrian paths	Fully Compliant
	A5.7f Siting and design – onsite shelter – exposure to hazard	Fully Compliant
	A5.7g Siting and design – onsite shelter – construction requirements.	Fully Compliant
	A5.8.1a Vehicular access – internal access/private driveway - availability	Fully Compliant
Other Short Term Accommodation	A5.8.1b Vehicular access – internal access/private driveway – tech. req.	Fully Compliant
	A5.8.1c Vehicular access – signage	Fully Compliant
	A5.8.2a Vehicular access – multiple access routes	Fully Compliant
	A5.8.2b Vehicular access – no-through roads – maximum length	Partly Compliant
	A5.8.2c Vehicular access – EAW – alternative access option	N/A
	A5.8.2d Vehicular access – public roads - technical requirements	Fully Compliant
	A5.8.2e Vehicular access – access limitations - onsite shelter option	Fully Compliant
	A5.9a Provision of water - reticulated	N/A
	A5.9b Provision of water – non-reticulated	Fully Compliant



Other 'Bushfire Planning' Documents to Be Produced  This necessity for additional documents is determined by the proposed development/use type and the requirements established by SPP 3.7 and the associated Guidelines (as amended).  They may be produced concurrently or subsequent to the BMP. Relevant actions will be identified within Section 6 'Responsibilities for Implementation of Bushfire Protection Measures.				
<b>Bushfire Emergency Plan:</b> An operational document presenting prevent, prepare, respond and recover procedures and associated actions. As necessary, supporting information to justify determinations is included.	Yes			
Summary Statement: The proposal is a Vulnerable Land Use 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 operational use.				
<b>Bushfire Emergency Information (Poster):</b> As a concise response information poster for certain vulnerable land uses.	Yes			
iummary Statement: The Bushfire Emergency Information Poster will be displayed in each cabin.				



# PROPOSAL DETAILS AND THE BUSHFIRE MANAGEMENT PLAN

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

nt Application
Road, Crowea
ctares
g(s)
use)
ourism Land Use
and development is a land use that is categorised as a accommodation (other than B&B/Holiday House) notel, serviced apartments, tourist development abins and chalets), holiday accommodation and rk (which incorporates camping grounds).  The development is a serviced apartments, tourist development abins and chalets), holiday accommodation and rk (which incorporates camping grounds).  The development is a land use involves visitors who are written that surroundings and/or where they present challenges.  The would benefit from a Bushfire Emergency Plan to be safety of occupants in a bushfire event
1

# Description of the Proposed Development/Use

This Bushfire Management Plan has been prepared for Heyscape, who propose to locate two tiny cabins on 301 Hillbrook Road in Crowea, within the Shire of Manjimup. This is a working cattle farm, value adding with a nature based eco-tourism/agri-tourism experience.

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.

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.

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.



# Development and management of potential bushfire hazard issues:

301 Hillbrook Road is rural property south east of the Pemberton townsite, with Northcliffe and Quinninup as the nearest residential communities.

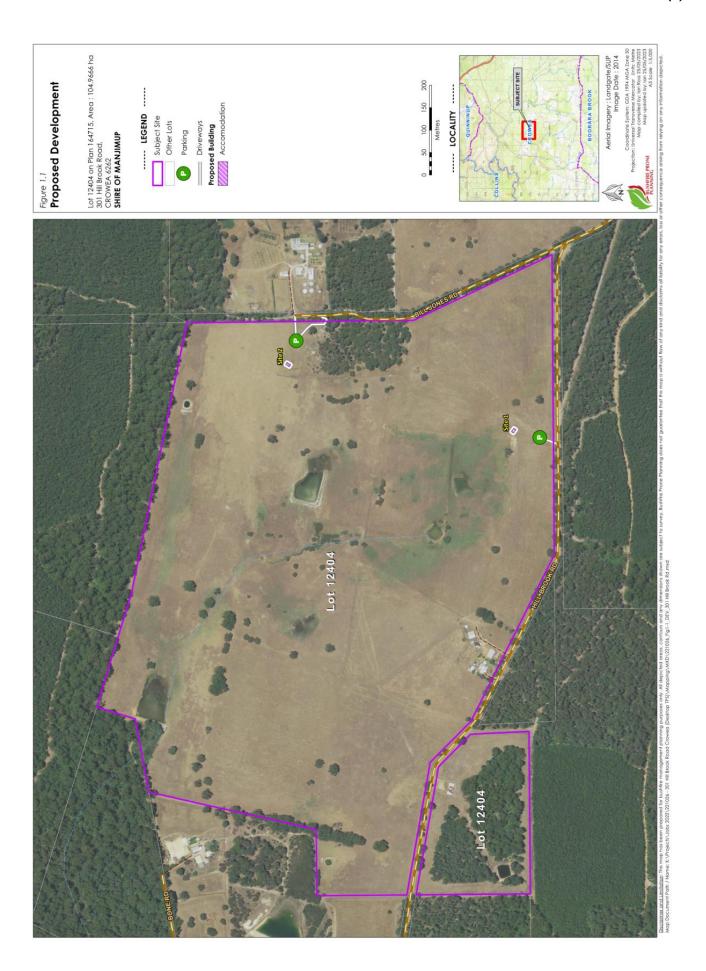
Areas of cleared farmland adjoin the west and east boundaries of the subject lot. Forest type vegetation are located to the north and south.

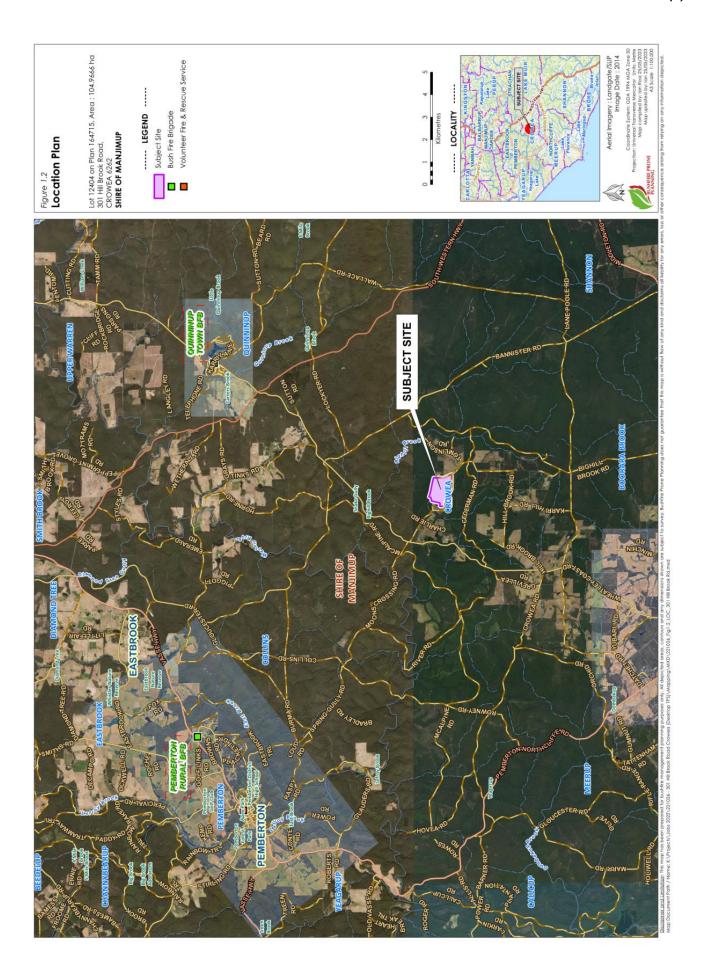
Further afield, large areas of native forest vegetation surround the properties.

A BAL-29 rating can be achieved for the proposed Short Stay Accommodation buildings once the necessary Asset Protection Zone is installed. Cabin site 2 can achieve a 10kw/m2 APZ with the measurements provided in table format within this document. Mapping illustrates the size of the APZ.

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.

The greatest bushfire effect on the proposed short stay accommodations from vegetation external to the subject lot will be ember attack and this should be considered with respect to the proposed shelter in place building.





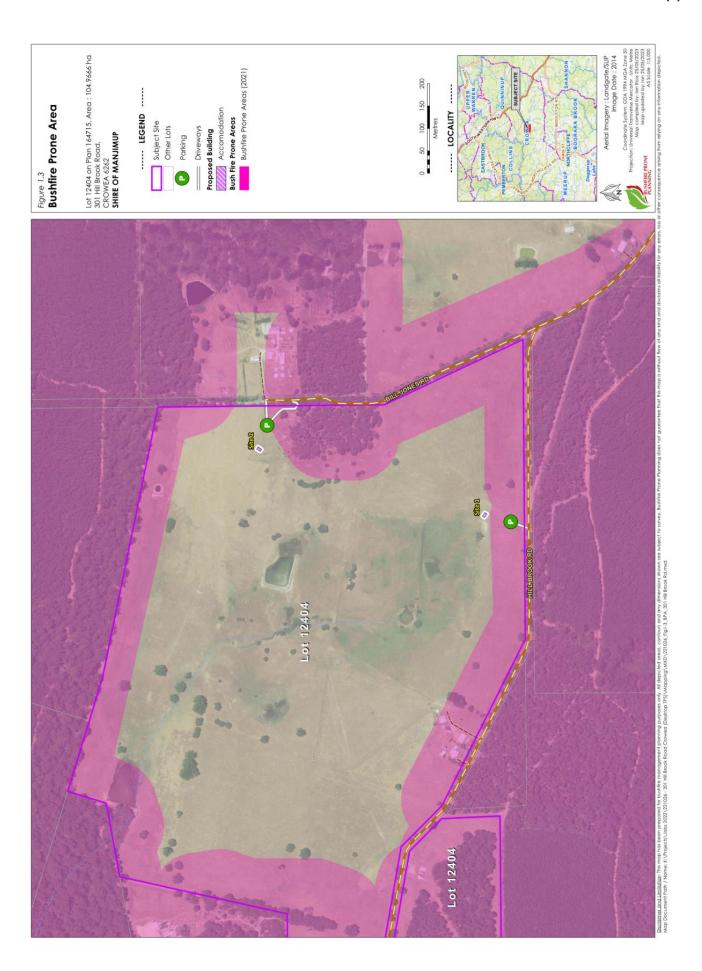


#### WHERE SPP 3.7 AND THE GUIDELINES ARE TO APPLY - DESIGNATED BUSHFIRE PRONE AREAS

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:	Heyscape
Bushfire Prone Planning commissioned to produce the BMP by:	Heyscape
Purpose of the BMP:	To assess the proposal's ability to meet all relevant requirements established by State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7), the associated 'Guidelines and any relevant Position Statements; and accompany the development application.
BMP to be submitted to:	Shire of Manjimup

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

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

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

Document	Relevant	Copy Provided by Proponent / Developer	Title
Structure Plan	No	No	-
Bushfire Management Plan	No	No	-
Bushfire Emergency Plan or Information	Yes	No	221026 301 Hillbrook Road Crowea Bushfire Emergency Plan
Bushfire Risk Assessment and Management Report	No	No	-
Environmental Asset or Vegetation Survey	No	No	-
Landscaping and Revegetation Plan	No	No	-
Land Management Agreement	No	No	-



# 2 ENVIRONMENTAL CONSIDERATIONS - 'DESKTOP' ASSESSMENT

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

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

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

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

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

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

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

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



# 2.1 Existing Vegetation on Private Land

# 2.1.1 Declared Environmentally Sensitive Areas (ESA)

Table 2.1: Identification of relevant ESA.

IDE	NTIFICATION	OF RELEVANT E	NVIRONMENT	ALLY SENS	ITIVE AREAS	;	
		Influence on Bushfire Threat			ation Source( tion of Releve	s) Applied to ant Vegetation	
ESA Class	Relevant to Proposal	Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	Further Action Required
Wetlands and their 50m Buffer (Ramsar, conservation category and nationally important)	No	N/A	DBCA-010 and 011, 019, 040, 043, 044	х			None
Bush Forever	No	N/A	DPLH-022, SPP 2.8	х			None
Threatened and Priority Flora + 50m Continuous Buffer	No	No	DBCA-036	Restricted Scale of Data			Confirm with relevant agency
Threatened Ecological Community	No	No	DBCA-038	Available (security)			Confirm with relevant agency
Heritage Areas National / World	No	No	Relevant register or mapping	х			Confirm with relevant agency
Environmental Protection (Western Swamp Tortoise) Policy 2002	No	No	DWER-062	Х			None

# DESCRIPTION OF THE IDENTIFIED ENVIRONMENTALLY SENSITIVE AREAS:

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

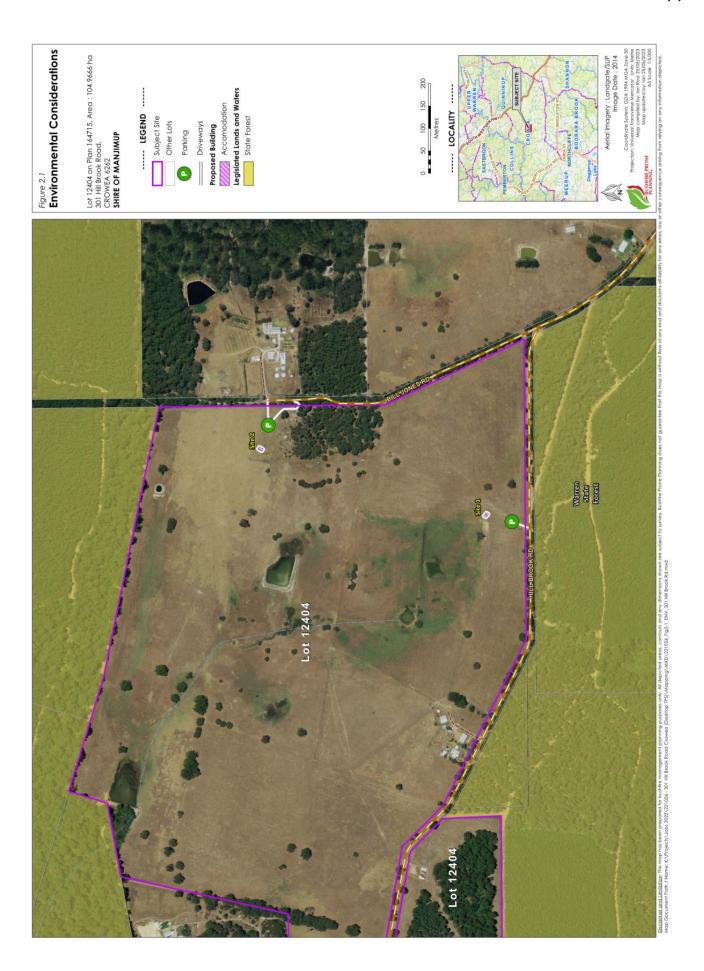


# 2.2 Other Protected Vegetation on Public Land

	IDENTIFICATI	ON OF PROTEC	TED VEGETA	TION ON	PUBLIC LAND		
		Influence on Bushfire				(s) Applied to ant Vegetation	
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	Further Action Required
Legislated Lands (tenure includes national park/reserve, conservation park, crown reserve and state forest)	No	No	DBCA-011	х			N/A
Conservation Covenants	No	No	DPIRD-023	Only Available to Govt.			N/A
National World Heritage Areas	No	No	-				N/A
Designated Public Open Space	No	No	-				N/A

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

	IDENTI	FICATION OF LO	CALLY SIGNIF	ICANT CON	SERVATION A	REAS	
Land with		Influence on Bushfire Threat			ation Source(s tion of Relevo	ant Vegetation	5 11
Environmental, Biodiversity and Conservation Values	Relevant to Proposal	Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	Further Action Required
Native Vegetation / Remnant Vegetation	No	N/A					N/A
Riparian Zones / Foreshore Areas	No	N/A					N/A
Habitat Vegetation and Wildlife Corridors	No	N/A					N/A





# 3. BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT

# BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS

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

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

#### **DETERMINED BAL RATINGS**

A BAL Certificate <u>can</u> 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
- 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., Rcodes, 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 <u>cannot</u> 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

- 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 <u>determined</u> and <u>indicative</u> 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 <u>determined</u> BAL rating and the BAL Certificate is required for a building permit to be issued an <u>indicative</u> BAL rating is not acceptable.



# 3.1 BAL Assessment Summary (Contour Map Format)

#### INTERPRETATION OF THE BAL CONTOUR MAP

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 revegetation 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.

#### 3.1.1 BAL Determination Methodology and Location of Data and Results

		LO	CATION OF D	ATA & RESULTS	
BAL Deter		Locatio	n of the Site A	sssessment Data	Location of the Results
		Classified	Calcula	tion Input Variables	
AS 3959:2018	Applied to Assessment	Vegetation and Topography Map(s)	Summary Data	Detailed Data with Explanatory and Supporting Information	Assessed Bushfire Attack Levels and/or Radiant Heat Levels
Method 1 (Simplified)	Yes	Figure 3.1	Table 3.2	Appendix A1	Table 3.2 / BAL Contour Map
Method 2 (Detailed)	Yes	Figure 3.1	Table 3.2	Appendix A2	

Reasons for the Application of the Method 2 Procedure

1. To identify the potential bushfire impact on a specific building element.

Identification of the specific issues associated with the site and/or proposed development that have necessitated the use of the Method 2 procedure:

The proposed onsite shelter building can achieve a 10 kW/m<sup>2</sup> Asset Protection Zone. The onsite shelter building is to be constructed/ modified to the satisfaction of the Shire of Manjimup.



# 3.1.2 BAL Ratings Derived from the Contour Map

Table 3.1: Indicative and determined BAL(s) for future buildings/structures on the proposed lots.

BUSHFIRE ATTACK L	EVEL FOR FUTURE BUILDINGS / STRUCTUR	ES ON STATED LOT 1
Lot No.	Future Buildin	gs / Structure
LOT NO.	Indicative BAL <sup>2</sup>	Determined BAL <sup>2</sup>
Cabin 1	BAL-12.5	Not Determined
Cabin 2	BAL-12.5	Not Determined

 $<sup>^{</sup>m 1}$  The assessment data used to derive the BAL ratings is sourced from Table 3.1 and Figure 3.2 'BAL Contour Map'.

 $<sup>^{2}</sup>$  Refer to the start of Section 3 for an explanation of indicative versus determined BAL ratings.



# 3.1.3 Site Assessment Data Applied to 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 Vegetation Map
The relevant vegetation will be all 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).	Figure No 3.1.0 and 3.1.1
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.	
Supporting Assessment Details: This approach is applied to indicate the achievable bushfire attack le	vels within the

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:

Any classified vegetation within 301 Hillbrook Road, Crowea can potentially be managed or removed by the landowner to meet asset protection zone standards.



Table 3.2: The calculation inputs applied to determining the site specific separation distances corresponding to levels of potential radiant heat transfer (including BAL's).

	CABIN I SUMMARY OF CALCULATION INFUT VARIABLES AFFLIED TO THE DETERMINATION OF SEFARATION DISTANCES CORRESPONDING TO RADIANT HEAT LEVELS TO	COLATION	N INPUI VARIABLES AF	PLIED IO IHE D	EIEKMINAIIO	N OF SEPA	KAIION DISI	ANCES CORR	ESPONDING	IO KADIANI	HEAI LEVELS	
Applic	Applied BAL Determination Method			METH	METHOD 1 - SIMPLIFIED PROCEDURE (AS 3959:2018 CLAUSE 2.2)	FIED PROC	SEDURE (AS 3	3959:2018 CL/	NUSE 2.2)			
			The Calculation Variables Corresponding to the BAL Determination Method Applied	iables Correspo	onding to the	BAL Deter	mination Me	ethod Applied	75			
	Methods 1 and 2		Method 1					Method 2				
			Effective Slope	edo	3		Flame	Elevation	Flame	Fireline	Flame	Modified
	vegeration Classification	Ē	Applied Range	Measured	sire slope	<u> </u>	Temp.	Receiver	Width	Intensity	Length	view Factor
Area	Class		degree range	degrees	degrees	GFDI	$\checkmark$	metres	metres	kW/m	metres	% Reduction
_	(A) Forest	80	Upslope or flat 0	flat 0	1			1				
2	(G) Grassland	80	Upslope or flat 0	flat 0	ı		,	ı	1	,	,	
3	(G) Grassland	08	Downslope >0-5	d/slope 4.4	-		-	ı	-	-	-	-
	:						-					

Where the values are stated as 'default' these are either the values stated in AS 3959:2018, Table B1 or the values calculated as intermediate or final outputs through application of 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. the equations of the AS 3959:2018 BAL determination methodology. They are not values derived by the assessor.



# CABIN 2 SUMMARY OF CALCULATION INPUT VARIABLES APPLIED TO THE DETERMINATION OF SEPARATION DISTANCES CORRESPONDING TO RADIANT HEAT LEVELS

Appli	Applied BAL Determination Method			METH	10D 2 - DETA	ILED PROC	EDURE (AS 3	METHOD 2 - DETAILED PROCEDURE (AS 3959:2018 APPENDIX B)	ENDIX B)			
			The Calculation Variables Corresponding to the BAL Determination Method Applied	ables Correspo	onding to the	BAL Defe	rmination Me	ethod Applied	70			
	Methods 1 and 2		Method 1					Method 2				
			Effective Slope	ope	13 0 13	į	Flame	Elevation	Flame	Fireline	Flame	Modified
	Vegeration Classification	ē	Applied Range	Measured	sire slope	o P	Temp.	Receiver	Width	Intensity	Length	view Factor
Area	Class		degree range	degrees	degrees	GFDI	¥	metres	metres	kw/m	metres	% Reduction
_	(A) Forest	-	Upslope or flat 0	flat 0	0	80	1200 K	Default	100m	Default	19.8m	Default
2	(G) Grassland	-	Upslope or flat 0	flat 0	0	110	1200 K	Default	100m	Default	6.87m	Default
က	(G) Grassland	-	Downslope >0-5	d/slope 2.2	2.2	110	1200 K	Default	100m	Default	7.41m	Default
1 All c	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.	the deter	mination of the classi	fications and v	alues stated	in this tabl	e and any a	ssociated just	lification, is p	oresented in ,	Appendix A.	

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Where the values are stated as 'default' these are either the values stated in AS 3959;2018, Table B1 or the values calculated as intermediate or final outputs through application of

the equations of the AS 3959:2018 BAL determination methodology. They are not values derived by the assessor,



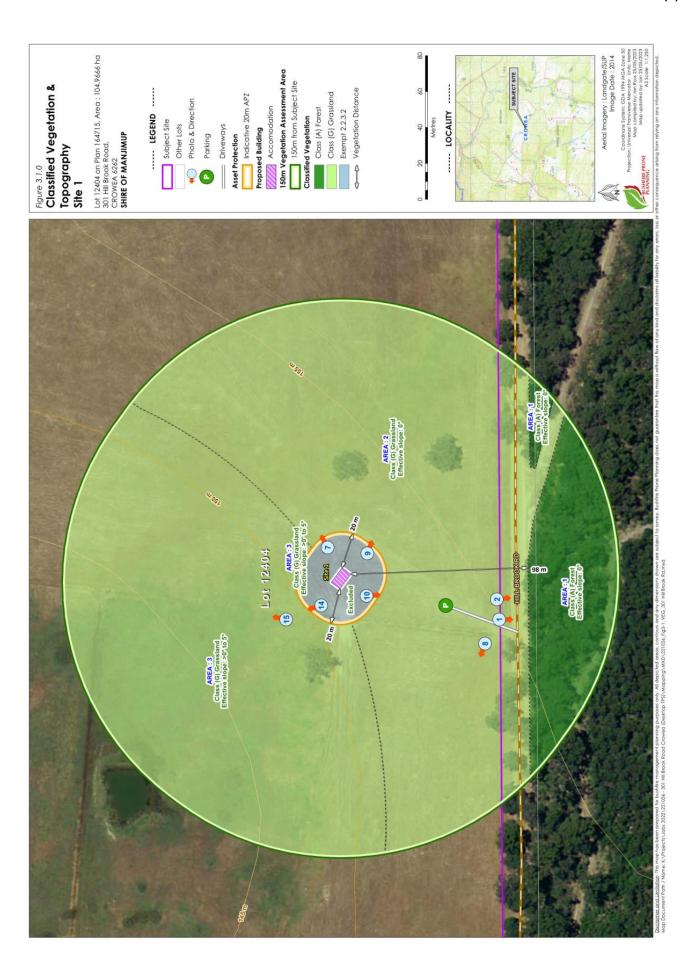
Table 3.3: Vegetation separation distances corresponding to the radiant heat levels illustrated as BAL contours in Figure 3.2.

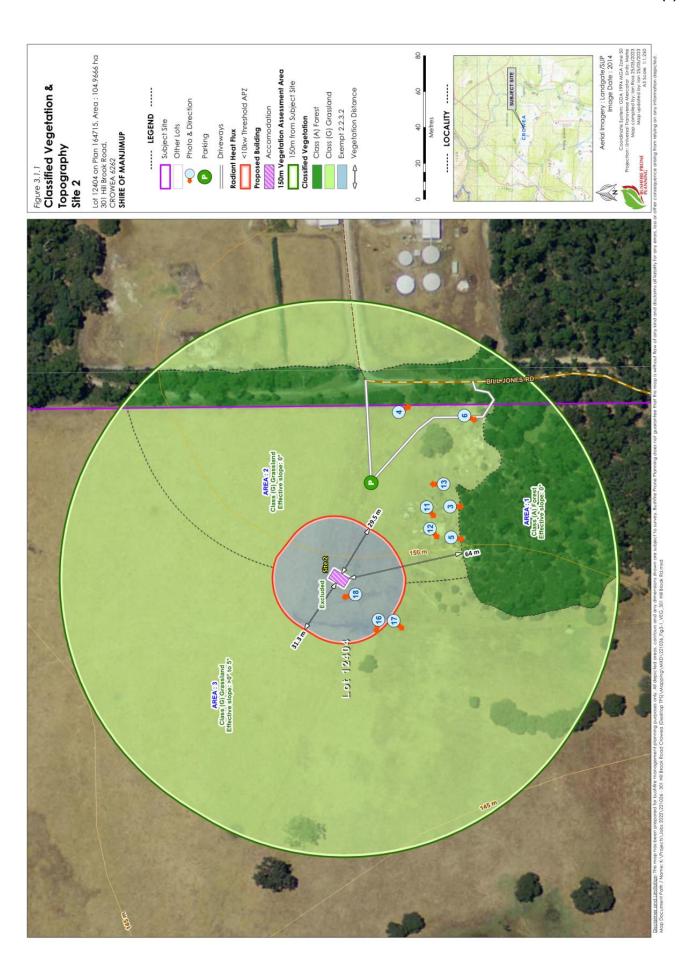
			Sepa	ıration Distances	Corresponding to	Separation Distances Corresponding to Stated Level of Radiant Heat (metres)	Radiant Heat (me	etres)	
	Vegetation Classification			Bushfire Attack Level	tack Level			Maximum Radiant Heat Flux	ant Heat Flux
Area	Class	BAL-FZ	BAL-40	BAL-29	BAL-19	BAL12.5	BAL-LOW	10 kW/m²	2 kW/m²
_	(A) Forest	<16	16-<21	21-<31	31-<42	42-<100	>100	^	ı
2	(G) Grassland	9>	8>-9	8-<12	12-<17	17-<50	>50	٨	
n	(G) Grassland	<i>L&gt;</i>	7-<9	9-<14	14-<20	20-<50	>50	^	ı

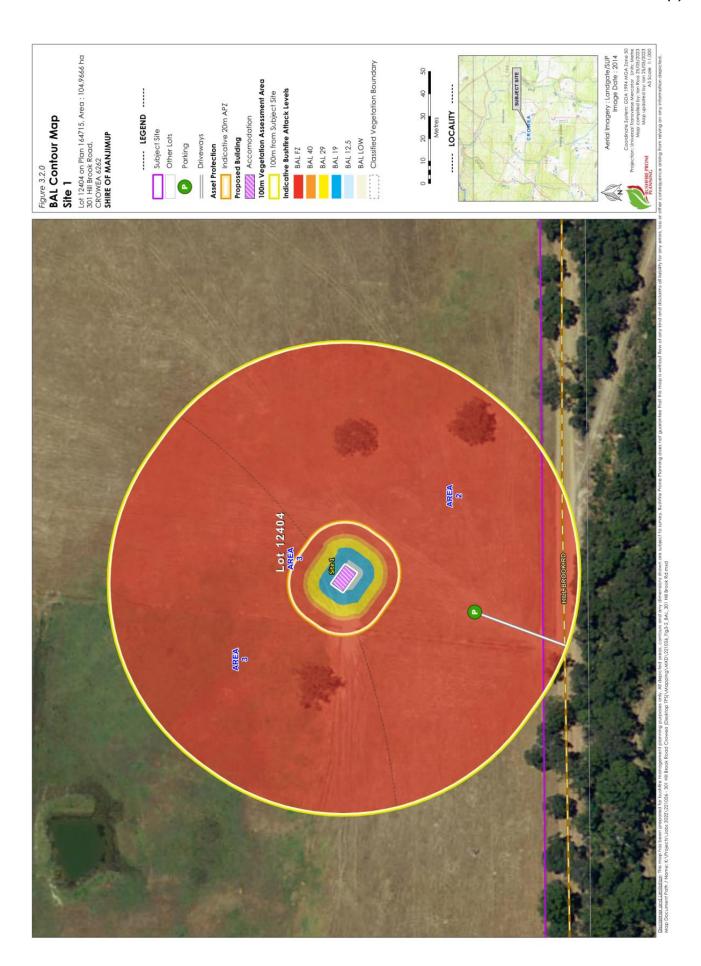
1 All calculation input variables are presented in Table 3.2. A copy of radiant heat calculator output for each area of classified vegetation are presented in Appendix A3.

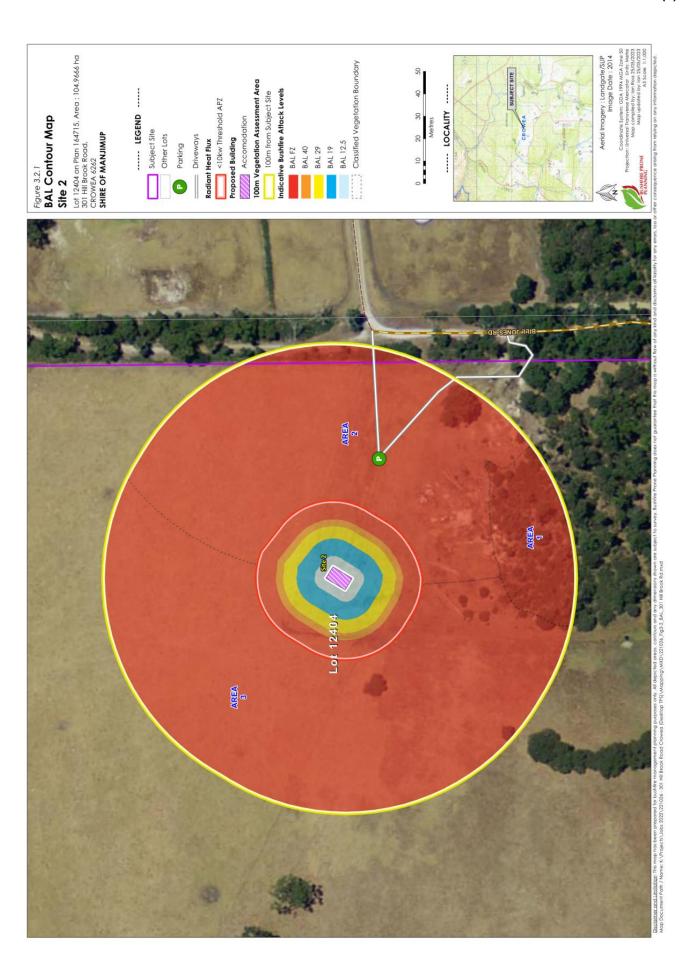
			Sepo	ıration Distances	Separation Distances Corresponding to Stated Level of Radiant Heat (metres)	Stated Level of	Radiant Heat (m	etres)	
	Vegetation Classification			Bushfire Attack Level	tack Level			Maximum Rac	Maximum Radiant Heat Flux
Area	Class	BAL-FZ	BAL-40	BAL-29	BAL-19	BAL12.5	BAL-LOW	10 kW/m²	2 kW/m²
_	(A) Forest	,		1	1	1	1	63.2m	1
2	(G) Grassland	,	,	ı	,	,	,	29.5m	'
8	(G) Grassland	1	,	-	,	,		31.3m	,

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#### 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 <u>strategic planning</u> proposals. At the strategic planning stage there will typically be insufficient proposed development detail to enable all required assessments, including the assessment against the bushfire protection criteria.

#### **Strategic Planning Proposals**

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

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

#### **All Other Planning Proposals**

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

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

Is the proposed development a strategic planning proposal?	No



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

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

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

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

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

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

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

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

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

# **5.2Local Government Variations to Apply**

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

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

None known or



# 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.				rty	
Proposed Develo	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).					t
Element Compliance Statement  The proposed development/use achieves the intent of this element by being fully compliant with all applicable acceptable solutions.			У			
Pathway Applied to Provide an Alternative Solution						
	Acce	eptable Solutions - Assessme	nt Statements			
(Guidelines) and a Department of	All details of acceptable solution requirements are established in the Guidelines for Planning in Bushfire Prone Areas, DPLH v1.4 (Guidelines) and apply the guidance established by the 'Bushfire Management Plan Guidance for the Dampier Peninsula' (WA Department of Planning, Lands and Heritage, 2021 Rev B) as relevant. These documents are available at <a href="https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas.">https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas.</a>				la' (WA	
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).						
Solution Compon	Solution Component Check Box Legend			ant		
	A5.7 Siting and Design					
A5.7a Asset prote	ection zone (APZ) – car	avan park only	Applicable:	No	Compliant:	No
A5.7b Asset prote	ection zone (APZ) – cert	ain accommodation	Applicable:	No	Compliant:	No
A5.7c Asset prote	A5.7c Asset protection zone (APZ) – all other accommodation Applicable: Yes Compliant: Yes		Yes			

# 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' API is not necessarily the size of the API that must be physically implemented and maintained by a landowner. Rather, its sole purpose is to identify if an acceptable solution for planning approval can be met.

#### THE 'REQUIRED' APZ DIMENSIONS

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

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

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

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

	<b>APZ Width:</b> 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/m².
	<b>Restriction on Building Location:</b> It has been identified that the current developable portion of a lot(s) provides for a future building location that will result in that building being subject to a BA-40 or BAL-FZ rating. Consequently, it may be considered necessary to impose the condition that a restrictive covenant to the benefit of the local government pursuant to section 129BA of the Transfer of Land Act 1893, is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of that portion of land (refer to Code F3 of Model Subdivision Conditions Schedule, WAPC June 2021 and Guidelines s5.3.2).
☑ □ □	<b>APZ Location:</b> The required dimensions for a 'Planning BAL-29' APZ can be contained solely within the boundaries of the lot(s) on which the existing or future building(s) is situated.
	<b>APZ Location:</b> The required dimensions for a 'Planning BAL-29' APZ can be partly established within the boundaries of the lot(s) on which the 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 vecondition.	getation ma	naged	in a minimo	al fuel
□ □ ∅	APZ Location: It can be justified that any adjoining (offsite) land will:  If non-vegetated, remain in this condition in perpetuity;  If vegetated, be low threat vegetation or vegetation perpetuity.	and/or			
	<b>APZ Management:</b> The area of land (within each lot bound 'Landowner' APZ dimensions (refer to Appendix B, Part B1), co with the requirements of the Guidelines Schedule 1 'Standar Appendix B).	in and will be	manag	ged in accor	dance
	<b>Subdivision Staging:</b> There are undeveloped future stages of vegetation, that have been taken into consideration for their ability to establish a 'Planning BAL-29 APZ' on adjoining development of the stables of the stables of the stables of the stages o	potentially '	tempor	ary' impact (	on the
	<b>Firebreak/Hazard Reduction Notice:</b> Any additional requirem government's annual notice to install firebreaks and manage Bushfires Act 1954), can and will be complied with.				
each buildir - Ren - Tree - No - No - Shru of sl - The	Assessment Details: The Shire of Manjimup's Firebreak and Fuel Hang an Asset Protection Zone of 20m is achieved. This includes: move all flammable material within (20) metres of any dwelling or a trunks to be free of branches to a height of (2) metres. It trees are to overhang the dwelling. It tall shrub over (1) metre in height or live standing tree is to be lowelling. It is are not to be located under trees, are not to be planted in concubs should be separated by at least (5) metres. Shire of Manjimup permits the clearing of live standing trees in landowner obtaining a clearing permit from the Department of assecontact the Shire of Manjimup for assistance.	cated within clumps greate the Building of Water and	(2) metr r than 5 Protecti Environ	res from any p im2 in area, c ion Zone sub mental Regu	part of clumps ject to ulation.
	protection zone (APZ) – landscape management	Applicable:	No	Compliant:	No
	To comply with acceptable solution A5.8.2e (lack of vehicular shelter area or building, with the required signage, can and will	, ,	Yes destrian	paths to an	Yes
Supporting a	Assessment Details: The onsite shelter can comply with the tea	chnical requir	rements	for the ped	estrian
A5.7f Onsite	shelter – exposure to the bushfire hazard	Applicable:	Yes	Compliant:	Yes
	To comply with acceptable solution A5.8.2e (lack of vehicular a suitable onsite shelter can and will be provided that will redu (through the shielding provided by the building).	•	_		



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. 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. Supporting Assessment Details: As the no-through road is longer than 200m, a suitable onsite shelter building is required. The shelter should be constructed in accordance with the ABCB Handbook - Design and Construction of Community Bushfire Refuges. A5.7g Onsite shelter – bushfire construction requirements Applicable: Compliant: To comply with acceptable solution A5.8.2e (lack of vehicular access), the building(s) provided as an  $\square$ onsite shelter can and will be designed and constructed in accordance with the National Construction Code and the ABCB Community Shelter Handbook. Supporting Assessment Details: Ensure onsite shelter is retrofitted/renovated to the satisfaction of the Shire of Manjimup. The onsite shelter must be used as a last resort. Safe and early evacuation is the primary message for guests. The onsite shelter would require a Building Assessment to ensure it complies with the National Construction Code. Further elements of the Acceptance Criteria from the ABCB Handbook – Design and Construction of Bushfire Refuges must also be complied with: Separation distance between shelter and adjacent buildings and structures should be greater than 10 Separation distance between shelter and car parking areas and lot boundaries should be greater than 10 Separation distance to other significant combustible materials. Separation from adjacent minor hazards. A reticulated lawn which surrounds the building and can be considered a non-combustible barrier. Radiant heat flux on exposed building elements to be a maximum of 10kW/m² from combination of all sources. Maintain a minimum 10 metre separation from all combustible sources. Main access doorways to be automatic opening when the building is operating as a shelter. Not relevant as this is not a community bushfire shelter. Access to the building is to be unlocked when visitors onsite. Surface of pathways leading from carpark areas and adjacent buildings must be non-combustible. Unobstructed width of pathways leading from carpark areas and adjacent buildings to be a minimum of 1 metre.

- Pathways used to hold people unable to be safely accommodated within the shelter should have a
  maximum radiant heat flux exposure of 1kW/m2. Not relevant. The maximum persons onsite will be less than
  10 and can be comfortably accommodated within the shelter building.
- Duration of occupancy should be a minimum of 60 minutes. Ember attack is the main threat to the shelter building. Windows and doors should have a maximum 2mm aperture metal screens. All gaps in the external cladding should be filled or screened with a maximum 2mm aperture metal screen.
- Floor area should be large enough to allow a minimum 1 square metre floor space per person. Volume of internal space to be a minimum of 1.2cubic metres per person.
- Interior air temperature to be a maximum 45 degrees Celsius. A refrigerated air conditioning system should be installed in the building and coupled to a backup generator.
- Interior surfaces temperature should be a maximum of 60 degrees Celsius for readily accessible surfaces. A
  refrigerated air conditioning system should be installed in the building and coupled to a backup generator.
- Interior air toxicity. Materials used in the construction of the shelter should not unduly influence the tenable



environment with the shelter during occupation.

- Ventilation. Natural ventilation must be provided by openings such as doors or other devices that, when
  open, have an aggregate open area of not less tan 5% of the floor area of the shelter.
- Structural design. Must be in accordance with Volume One of the BCA. All loads and actions to which the shelter may reasonably be subjected must be considered, as necessary, for a building having an Importance Level not less than 3 as per BCA Volume One Table B1.2a.
- A permanent external sign to be installed adopting the relevant requirements of ABCB Handbook page 14.
- A permanent internal sign to be installed in the cottage and onsite shelter adopting the relevant requirements of ABCB Handbook page 15.
- · Viewing opening or window.
- Hose reels. Coverage of the perimeter of the shelter for a distance of 10m perpendicular to the perimeter. A
  non-combustible water tank connected to a pump with sufficient back-up power to supply water to hose
  reels. Water tank capacity to be determined by the appropriate authority.
- Sanitary facilities to be supplied for occupants. Portable facilities can be considered including sealable buckets.
- Diesel powered generator and diesel fuel storage. Generator capacity, diesel fuel storage capacity and location to be determined by the appropriate authority.
- Maintenance of fire safety and other essential design components. To be maintained in accordance with the regulations applicable in the state in which it is located. To be maintained by landowner.

	A5.8 Vehicular Access				
	A5.8.1 Vehicular Access for All Propo	sals			
A5.8.1a Inte	rnal access/private driveway - availability	Applicable:	Yes	Compliant:	Yes
	The internal vehicular access/private driveway can provide and staff in the event of a bushfire.	emergency ac	ccess/e	gress for all p	atrons
	It is possible to provide at least two internal access/egress poin	ts to the public	c road r	network.	
	<b>Assessment Details:</b> If required by the Local Government two site 2 these would be onto Bill James Road.	vo internal dri	veways	can be act	nieved
A5.8.1b Inte	rnal access/private driveway - technical requirements	Applicable:	Yes	Compliant:	Yes
	The internal vehicular access/private driveway length is requirements need to be met.	no greater t	han 70	m. No tec	chnica
	The technical construction requirements for widths, clears (Guidelines, Table 6. Refer also to Appendix C in this BMP), can		, -		curves
	Passing bays can and will be installed every 200m with a radditional trafficable width of 2m.	ninimum lengt	h of 20	m and a mi	nimum
	The turnaround area requirements (Guidelines, Figure 28, and and will be complied with.	within 30m of t	he hab	itable buildin	g) can
	Assessment Details: The technical requirements for the private dovernment a second driveway access can be installed for Cabi				red by



A5.8.1c Sign	age	Applicable:	Yes	Compliant:	Yes
	The required information to inform the actions of those person prominently displayed within the site.	s onsite in the	event	of a bushfire	will be
	This information will include evacuation routes and distance an will be established by the Bushfire Emergency Plan (or Informat the proposed use.				
Supporting A	Assessment Details: The Bushfire Poster can be displayed in each	cabin.			
	A5.8.2 Vehicular Access for Short Term Accommodation Outside	e a Residentia	l Built-o	ut Area	
A5.8.2a Mul	tiple access routes	Applicable:	Yes	Compliant:	Yes
	Two-way public road access is provided in two different dired destinations.	ections to at I	east tw	o different su	uitable
Pemberton	Assessment Details: Hillbrook Road to the west meets Wheatle and Manjimup (via the South Western Highway) in one direction Road to the south, which connects to Northcliffe or the South Road to the South, which connects to Northcliffe or the South Road to the South, which connects to Northcliffe or the South Road to the Western Road to the Western Road to the South Road to the Western Road to the South Roa	on. In the oth	er direc	tion Hillbrook	Road
A5.8.2b No-	through roads – maximum length	Applicable:	Yes	Compliant:	Partly
	The no-through public road for the proposed development is and the adjoining classified vegetation (excluding the road rest Hazard Level (Guidelines, Table 3).	-			_
	The no-through public road for the proposed development unavoidable and the adjoining classified vegetation (exclude Moderate Bushfire Hazard Level (Guidelines, Table 3).	_			
	The no-through public road is unavoidable and the adjoining or reserve) is categorised a Low Bushfire Hazard Level (Guideline prone. Consequently, there is no limit on its length.				
For Cabin si Road is 637	Assessment Details: Site one fully complies with the Acceptable site 2 the proposed development cannot comply with the requirm long with extreme vegetation along the verges. However, as with the requirements of "Siting and Design" above is an acceptance.	ement for no- provision of a	n onsite		
A5.8.2c Eme	ergency access way – alternative access option	Applicable:	No	Compliant:	No
A5.8.2d Pub	lic roads - technical requirements	Applicable:	Yes	Compliant:	Yes
	The technical construction requirements of vertical clearance 6. Refer also to Appendix C in this BMP), can and will be compli	•	capacity	y (Guidelines	, Table
	All other applicable technical requirements of trafficable widt be in "accordance with the class of road as specified in the Neighbourhoods, Ausroad Standards and/or any applicable s	PWEA Subd	ivision (	Guidelines, Liv	/eable



	(Guidelines, Table 6 and sE3.1. Refer also to Appendix C in this BMP) The assessment conducted for the bushfire management plan proposed development can and will comply with the requirements. However, the applicable class of road, the associated techn proposal compliance, will need to be confirmed with the relevon Roads WA.	indicates ical requi	rement	ts and subse	quent
	A traversable verge is available adjacent to classified vegetation (C	Guidelines,	E3.1),	as recommer	nded.
Supporting A	Assessment Details: The technical requirements for public roads can be	oe achieve	ed		
A5.8.2e Acc	ess limitations - onsite shelter option Ap	plicable:	Yes	Compliant:	Yes
	The access requirements of two-way access, restricted no-through (established by A8.5.2a, A8.5.2b and A8.5.2c) cannot be achieved protection measure of an onsite shelter to be provided in lieu of actions.	ed. The C	Guidelir	nes provide f	or the
	The capacity of the proposed development is no greater than 100 g	guests and	l staff c	at any one tim	ne.
	An onsite shelter can and will be provided that complies with the bushfire hazard, building requirements and pedestrian paths (e. A5.7e, A5.7f and A5.7g in 'Siting and Design').				
roads How	Assessment Details: The proposed development cannot comply vever, provision of an onsite shelter building in accordance with the acceptable solution.				
	A5.9 Provision of Water for Firefighting Purpose	es			
A5.9a Retic	ulated supply Ap	plicable:	No	Compliant:	No
A5.9b Non-	reticulated supply Ap	plicable:	Yes	Compliant:	Yes
	A static water supply (tank) for firefighting purposes will be installed water supply that is required for drinking and other domestic purpos		ot that	is additional	to any
	The technical requirements (location, volumes, design, materials, $\mu$ the Guidelines (Schedule 2 and E4) and/or the relevant local gov with.	•	_		
firefighting p Guidelines f	Assessment Details: A minimum water supply of 10,000 litres per habit ourposes only. Water tank(s) are to comply with the technical requi or Planning in Bushfire Prone Areas v1.4 (See Attachment 3). formation contained in Appendix D for the firefighting water suts.	rements st	ated ir	n Schedule 2	of the



# 6. BUSHFIRE PROTECTION MEASURES - RESPONSIBILITY FOR IMPLEMENTATION CHECKLIST

# 6.1 Developer / Landowner Responsibilities – Prior to Occupancy / Operation

	DEVELOPER/LANDOWNER RESPONSIBILITIES – PRIOR TO OCCUPANCY/OPERATION
No.	Implementation Actions
	The local government may condition a development application approval with a requirement for the landowner/proponent to register a notification onto the certificate of title and deposited plan (with the required wording stated by the local government).
	This will be done pursuant to Section 70A Transfer of Land Act 1893 (as amended) as per 'Factors affecting use and enjoyment of land, notification on title'.
1	This is to notify owners and prospective purchasers of the land that:
	<ol> <li>The land is in a designated bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner;</li> </ol>
	<ol><li>The land is subject to a Bushfire Management Plan that establishes certain protection measures to manage bushfire risk that are to be implemented and continue to be applied at the owners cost; and</li></ol>
	3. That additional planning and building requirements may apply to development on this land.
	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.
	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.
2	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.
	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).
	Prior to occupancy/operation establish the 'Required' Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy:
	The minimum required dimensions established in this BMP (see B1.1); and
3	<ul> <li>The standards established by the Guidelines DPLH, 2021 v1.4, Schedule 1, or as varied by the local government through their annually issued firebreak / hazard reduction notice when the variations have been endorsed by the WAPC and DFES as per s4.5.3 of the Guidelines.</li> </ul>
	If native vegetation is required to be modified or removed, ensure that approval has been received from the relevant authority (refer to the applicable local government for advice).
4	Prior to occupancy, a copy of the Bushfire Emergency Plan (BEP) must be provided to the landowner, and they 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. The 'Pre-Season Preparation Procedure' instructions must be complied with.
5	Prior to occupancy, ensure the designated onsite shelter building has been designed and constructed in accordance with the acceptable solutions A5.7f and 5.7g detailed in the BMP.
6	Prior to occupancy, ensure the designated onsite shelter area is identified and meets the requirements for separation from bushfire prone vegetation established by the acceptable solutions A5.7f or 5.10d detailed in the BMP
7	Prior to occupancy, construct the private driveways and battle-axe legs to comply with the technical requirements referenced in the BMP.
8	Prior to occupancy, the signposted pedestrian paths to the designated onsite shelter building are to be installed. The requirement is established by the relevant acceptable solution A5.7e in the BMP.
9	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 through acceptable solution A5.10b in the BMP.
10	Prior to occupancy, install the required firefighting static water supply to comply with the technical requirements stated in the BMP.
11	Prior to occupancy, for the 'vulnerable' land use, there is an outstanding obligation, created by this Bushfire Management Plan, for a Bushfire Emergency Plan for proposed occupants to be developed and approved.
12	Prior to occupancy, signage must be prominently displayed within the site that informs the actions of those persons onsite in the event of a bushfire. This will include evacuation route information, site procedures – as per the instructions within the Bushfire Emergency Plan developed for the site and use.
13	Prior to occupancy, all actions contained within the 'Pre-Season Preparation Procedure' established by the Bushfire Emergency Plan, must be completed.



# 6.2Landowner / Occupier Responsibilities – Ongoing Management

	LANDOWNER/OCCUPIER – ONGOING MANAGEMENT
No.	Management Actions
	Maintain the 'Required' Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy:
1	The minimum required dimensions established in this BMP (see B1.1); and
	The standards established by the Guidelines DPLH, 2021 v1.4, Schedule 1, or as varied by the local government through their annually issued firebreak / hazard reduction notice when the variations have been endorsed by the WAPC and DFES as per s4.5.3 of the Guidelines.
2	Comply with the Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice issued under s33 of the Bush Fires Act 1954. Check the notice annually for any changes.
3	As a vulnerable tourism land use for which open air campfires (contained in a firepit) are a part of site operations, enforce the use restrictions established by s25 of the Bush Fires Act 1954 and ensure the required vegetation clearances are maintained.
4	Maintain vehicular access routes within the lot to comply with the technical requirements referenced in the BMP and the relevant local government's annual firebreak / hazard reduction notice.
5	Maintain the signposted pedestrian paths to the designated onsite shelter building to be clear of combustible materials including accumulated vegetation debris and readily flammable plant species.
6	Maintain the static firefighting water supply tank and associated pipes/fittings/pump and vehicle hardstand in good working condition.
	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.
7	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). 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).
	As an additional bushfire protection measure, other classes of buildings may also be required to comply with these construction requirements when established by the relevant authority or if identified as an additional bushfire protection measure within the BMP. The BMP may also establish that construction requirements to be applied will be those corresponding to a specified higher BAL rating. When applicable, these requirements will be identified in Section 5.7.



Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with:

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- The bushfire resistant construction requirements of the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), as established by the Building Regulations 2012 (WA Building Act 2011); and
- Any additional bushfire protection measures this Bushfire Management Plan has established are to be implemented.

Annually review the Bushfire Emergency Plan and complete all actions contained within the 'Pre-Season Preparation Procedure' at the appropriate times of the year.



# 6.3Local Government Responsibilities – Ongoing Management

	LOCAL GOVERNMENT – ONGOING MANAGEMENT								
No.	Management Actions								
	Monitor landowner compliance with the annual Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice and with any bushfire protection measures that are:								
1	Established by this BMP;								
	Are required to be maintained by the landowner/occupier; and								
	Are relevant to local government operations.								
2	Ensure the onsite shelter is constructed/retro-fitted to the Building Code.								



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

#### A1: BAL Assessment Inputs Common to the Method 1 and Method 2 Procedures

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

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

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

				Method 1	Applied FDI:	80
Relevant Jurisdiction:	WA	Region:	Whole State	Method 2	Applied FFDI:	80
					Applied GFDI:	110

#### A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION

#### Vegetation Types and Classification

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

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

## **Modified Vegetation**

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

#### The Influence of Ground Slope

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

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



				VEGETATIO	N AREA	.1			
Classification	A. FOREST								
Types Identified	C	Open forest A-03							
Exclusion Clause	N/A	100 MCC 100 CONTROL (100 CONTROL 100 CONTR							
Effective Slope	Measu	easured flat 0 degrees Applied Range (Method 1) Upslope or flat 0 d						flat 0 degrees	
Foliage Cover (all layers)		:	>90%	Shrub/Heath He	eight	Up to 6m	Tr	ee Height	Up to 30m
Dominant & Sub-Do Layers (species as relevant)	Site 1:Eucalypt vegetation primarily Redgum, Jarrah and Marri trees to height of 10-20m with 70-90% vegetation cover.  Site 2: Redgums, Peppermints, Jarrah, Banksias to a height of 10m with 70% cover								
Understorey:		Site	1 : Karri wo	ıttle, native bush	es, falle	en logs, branches c	and	native grass	∋s
Additional Justifica	ıtion:	Not I	Required.						
Post Development Assumptions:		Not /	Applicabl	e					
		學學	45 , 116 11 31 13 Jan 20:	-122.9m 1811- 23 11 2429 am				34:31:44: 116:11 13 Jan	31, 122-7m, 174* 2023 11, 24 15 am
	PHO	TO ID:	: 1		PHOTO ID: 2				
38/31/27, 116/11/39, h18.2m, 231 13/3an 2023 11.46/30 am					34°31'27', 116°11'41', 120.5m, 183° 13 Jan 2023 11'49'49 an				
		34°31	27, 116-11'39 13 Jan 20:	118.2m, 231 23.11.46.30 am				34'3127',116'11 13 Jan	'41', 120.5m', 183' 2023 11:49:49 am





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Classification Types Identified			VEGET	ATION A	VEGETATION AREA 2								
Types Identified	Classification G. GRASSLAND												
			G. (	GRASSLA	ND								
	Sc	wn po	asture G-26										
Exclusion Clause	N/A												
Effective Slope	Measu	red	flat 0 degrees	Ap	plied Range (Met	nod 1)	Upslope o	r flat 0 degrees					
Foliage Cover (all	layers)		Shrub/Hed	ıth Heigh	t		Tree Height						
Dominant & Sub-E Layers (species a: relevant)		Sown	pasture for cattle. G	rass hei	ght to 20cms.								
Understorey:		Not A	pplicable										
Additional Justific	ation:	Not R	equired.										
Post Development Assumptions:  Once the APZ is developed an Excluded area will be created around the cabin site.					ne cabin site.								
	PUO	*	41, 116 11 31, 119 4m, 92 13 Jan 2023 11 09 57 am					1:30 , 130 3m , 289 2023 11 23:45 am					
	PHO	TO ID:	7 42_116_1131_119.9m, 62_13_Jan 2023.11.09.05.sm			PHOT	GO ID: 8	121, 1193m, 111					

PHOTO ID: 9







PHOTO ID: 11

PHOTO ID:12



PHOTO ID: 13



				VEGETATIO	N ARI	A 3			
Classification				G. GRA	SSLAN	D			
Types Identified	Sc	wn po	asture G-2	26					
Exclusion Clause	N/A								
Effective Slope	Measu	red	d/slope	e 4.4 degrees	App	lied Range (Metho	d 1)	Downslope	e >0-5 degrees
Foliage Cover (all	layers)			Shrub/Heath H	eight		Tr	ree Height	
Dominant & Sub-D Layers (species as relevant)		Sowr	n pasture f	for cattle. Grass	heigh	t to 20cms.			
Understorey:		Not A	Applicable	Э					
Additional Justifica	ation:	Not R	Required.						
Post Development Assumptions:		When		is developed	here	will be an exclude	d are	ea created	surrounding the
		-34'3	141, 11611131 13 Jan 202	1, 119 4m, 92 3 11:09 57 am				34'31'44' 116'11 13 Jan	'30, 130 3m, 289' 2023 1123'45 am
	PHO1	O ID:	14			Ph	ОТО	D: 15	
		-34'31'	26, 416 11/38 13 Jan 202	,118.4m,270° 3.11.43.38.am				34'31'26' 116'11 13 Jan	<sup>4</sup> 37, 1188m, 269 2023 11.44,53 om
	PHO1	O ID:	16			PH	ОТО	ID: 17	





PHOTO ID: 18



### A1.3: EFFECTIVE SLOPE

### Measuring

Effective slope refers to the slope "under the classified vegetation which <u>most significantly influences</u> 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.,  $0^0$ ,  $5^0$ ,  $10^0$ ,  $15^0$  or  $20^0$ ).

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 3.2 of this Bushfire Management Plan. When their derivation requires additional explanation and justification, this is provided below.



### A1.4: SEPARATION DISTANCE

### Measuring

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

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

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

### Measured Separation Distance as a Calculation Input

If a separation distance can be measured because the location of the building/structure relative to the edge of the relevant classified vegetation is known, this figure can be entered into the BAL calculation. The result is a <a href="mailto:determined">determined</a> 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 <u>indicative</u> and require later confirmation (via a Compliance Report) of the building/structure actual location relative to the vegetation to establish the determined BAL rating.

### Separation Distance as a Calculation Output

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

- When the separation distance cannot be measured because the exact location of the exposed element (i.e., the building, structure or area), relative to classified vegetation, is yet to be determined.
  - In this scenario, the required information is the identification of building locations onsite that will correspond to each BAL rating. That is, <u>indicative BAL</u> 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 <u>determined</u> 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

For the subject development/use the applicable separation distances values are derived from calculations applying the assessed site data. They are an output value, not an input value and therefore are not presented or justified in this appendix

The derived values are presented in Section 3, Table 3.1 and illustrated as a BAL contour map in Figure 3.2.



### A2: BAL Assessment Inputs Applied Using the Method 2 Procedure

### STATING AND JUSTIFYING THE METHOD 2 CALCULATION INPUT VARIABLES APPLIED

As 3959:2018 Bal Determination Procedures: AS 3959:2018 establishes the official methodology to determine the radiant heat flux (RHF) a receiver (e.g., a building, structure, person or specified location), will potentially be exposed to from a <u>fully developed</u> bushfire within any adjacent classified vegetation. The methodology accounts for the configuration of a specific site and its surrounds.

The model calculations are complex. Consequently, AS 3959:2018 establishes two pathways to apply the methodology - a simplified procedure (Method 1) and a detailed procedure (Method 2).

**Method 1:** This procedure has limitations to both its scope and the degree to which site specific conditions can be applied. However, it requires minimal site assessment inputs and provides a standardised output that is satisfactory for many situations.

A moderate level of justification for some of the assessed inputs applied is required. This will demonstrate how the procedure detailed within AS 3959:2018 for Method 1 (Section 2) has been followed.

**Method 2:** This procedure is used when the site conditions are out of the scope of Method 1 or when it is necessary to produce a more specific result. Higher levels of justification will be required for many of the input variables that are able to be modified using Method 2 (AS 3959:2018 Appendix B).

Section A2.1 below identifies the input variables that have been assessed for the proposed development and indicates the level of justification required for their application. The information contained within this Appendix will provide this justification information to the degree necessary.



### A2.1: SUMMARY OF CALCULATION INPUTS APPLIED AND THE LEVEL OF JUSTIFICATION REQUIRED

	AS 3959:2018 BUSHFIRE ATTACK LEVEL (BAL) DINPUT VARIABLES FOR THE FIRE BEHAVIOUR					
applied to the ass	te specific variables have been assessed and sessment of the proposed development/use.  959 methodology or jurisdiction default thodology calculated variable in the case of		ICATION OF			
EOR or flame ang	le). No justification required.		PROPOSED D			OK IIIL
	ole that either must or can have an assessor quires justification.					
Indicates a variab Requires detailed	ole that can have an assessor value applied. justification.	Using M	1ethod 1	U	sing Method	12
ASSESSOR QUALIFICA	ATION REQUIRED 1	BPAD	Level 1		BPAD Level 3	3
LEVEL OF JUSTIFICATION	ON REQUIRED TO APPLY 2	None	Moderate	None	Moderate	High
	Fire danger index (FDI/FFDI/GFDI)	✓				
	Wind speed					
Fire weather	Ambient temperature					
	Relative humidity	_				
	Vegetation classification <sup>3</sup>	_	✓		<b>✓</b>	
Bushfire Prone	Effective slope	_	<b>✓</b>		✓	
Vegetation and	Understorey and total fuel loads 4					
slope of the land it	Vegetation height	_				
grows on	Fuel age	-				
	Fuel moisture					
Receiver (building)	Site slope				<b>✓</b>	
positioning	Separation distance		<b>✓</b>		✓	
parameters	Elevation of the receiver (EOR).				✓	
	Flame temperature <sup>5</sup>					
Bushfire flame	Flame width					✓
parameters	Flame angle					
	Flame emissivity					
	Heat of combustion					
	T FROM THE FIRE BEHAVIOUR AND RADIATION N					
Rate of Spread - deri	ved from fuel loads, fuel type, fuel height, FDI,	effective slo	pe and win	d speed		
Fire Intensity – derive	d from fuel loads, rate of spread and heat of c	combustion	6			
	d from flame angle and separation distance.					
	red from ambient temperature and relative hu	<u> </u>				
View Factor – deriv receiver and site slop	ed from flame length, flame width, flame be.	angle, sepa	aration disto	ance, e	levation of	
FINAL OUTPUT OF THE	FIRE BEHAVIOUR AND RADIATION MODELS					
Flame Length – deriv Grassland) 6	ved from fuel loads, ROS (for Forest, Woodlan	d) and fire	intensity (fo	r Scrub,	Shrubland,	✓
	nd the Corresponding Bushfire Attack Level perature, transmittance and corresponding to					
TABLE NOTES (see nex	xt page)					
<sup>1</sup> Authority to Use Me	thod 2: Within WA, use of this procedure is rest	tricted to bu	ushfire pract	itioners	who hold th	e BPAD

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Level 3 accreditation as issued by the Fire Protection Association Australia (FPAA) through their Bushfire Planning and Design Accreditation Scheme (BPAD Scheme) that complies with the Western Australian Bushfire Accreditation Framework.

<sup>2</sup> Level of Justification Required in Applying Method 2: AS 3959:2018 Appendix B establishes the detailed procedure for the Method 2 determination of BAL(s) as consisting of 10 steps. When justification is required for an assessed variable value to be applied, the required level of justification can vary. The level definitions used in this table are:

Moderate: Requires the provision of readily available and understood argument and evidence such as when:

- 1. The methodology step requires or allows for an input variable to be a site assessed value; or
- 2. A methodology step requires a jurisdictionally determined value which the relevant authority may change for different land use scenarios: or

**High:** Requires a detailed argument, appropriate evidence and justification when:

- 1. The variable is derived from the methodology step that <u>applies</u> an AS 3959:2018 default value or <u>determines</u> an intermediate output value (i.e. the result of applying a step's equations).
- <sup>3</sup> **Applying a Different Vegetation Classification:** This approach may be justified when certain characteristics of the site's local vegetation complex align with the broad based descriptions of AS 3959:2018, but expert knowledge identifies characteristics that would result in the applied AS 3959 bushfire behaviour model not being properly representative of a fire in the local vegetation. This potential outcome is in part due to the ecological classification of vegetation that is used in AS 3959 rather than a classification more aligned with fuel structure/fire behaviour.

The justification of using a different classification is predicated on the fact that the intent of classifying vegetation in the BAL determination methodology of AS 3959:2018, is to identify the most appropriate fire behaviour model equations to apply.

For example, with respect to contribution to potential fire behaviour, it is often more important to consider vegetation structure rather than canopy cover, yet canopy cover is a key classification factor applied in AS 3959:2018.

Also findings from more recent bushfire behaviour research is not yet incorporated into the current version of the Standard. Certain currently applied bushfire behaviour models within As 3959:2018 are outdated and may under or over predict radiant heat flux and flame length.

4 Modifying Fuel Loads: Potential steady state maximum fuel loads at a specific site for a given vegetation classification may vary significantly (above and below) from those that are to be applied as the default values in AS 3959:2018.

The Standard only provides the single set of ecological descriptors and corresponding fuel loads that are to be applied to vegetation complexes across Australia, hence its accuracy for all situations will be questionable. The relevant authority for a jurisdiction can establish different fuel loads to be applied.

However, fuel loads for the purposes of determining expected fire behaviour have not currently been determined to the degree necessary in WA, which results in the default values both over and underestimating fuel loads for WA vegetation types. WA DFES in providing advice to decision makers, will currently not accept any assessment and subsequent variation of the default fuel loads. If any variation was to be applied in an assessment, it would need to be argued for based on appropriate evidence and the development of a merit based case to the satisfaction of the decision maker.

The one circumstance where Bushfire Prone Planning will reduce fuel loads is in the calculations associated with a short fire run in forest type vegetation – in which the developing fire will not crown. Therefore, most bark and all canopy fuels can justifiably be excluded from total fuel load.

**Note** <sup>5</sup> - **Flame Temperature**: The Guidelines (DPLH 2021, v1.4) Section 5.5.3.1.3 and the relevant acceptable solutions within the bushfire protection criteria, establish that the higher flame temperature of 1200 K is to be applied when determining the availability of suitable onsite sheltering options for tourism vulnerable land uses.

**Note 6 – Fireline Intensity and Flame Length:** These values are determined as intermediate and final outputs of the AS 3959:2018 modelling. Changing these values would not be a valid use of the methodology for a <u>fully developed</u> fire. However, for the circumstance of a developing fire in small patches or corridors of vegetation, there may be justification when an authoritative source is identified to provide an override value.



## A2.3: SITE SLOPE

## SITE SLOPE APPLIED

### MEASURING

Site slope is the 'line of sight' slope (upslope [-] or downslope [+] degrees) between the 'site' and the edge of the relevant area of classified vegetation (AS 3959:2018 clause B5). The 'site' being "the part of the allotment of land on which a building stands or is to be erected" (AS 3959:2018 clause 1.5.30). In other words, it is the slope between the base of the potential bushfire and the base of the receiver in a straight line - irrespective of changes in slope or any other physical obstructions between these

Method 2 allows for the determination of the actual site slope (degrees) and it is independent of effective slope (Method 1 assumes the site slope is the same as the effective slope that is applied when a given range of effective slope is used)

### PURPOSE

Site slope is applied to position the building relative to the modelled bushfire (the radiant heat panel) and affects the calculated 'view factor' for a given (or default height) of the 'elevation of receiver'. This in turn influences the calculated level of radiant heat that will potentially be transferred from the bushfire to the building

### LIMITATIONS

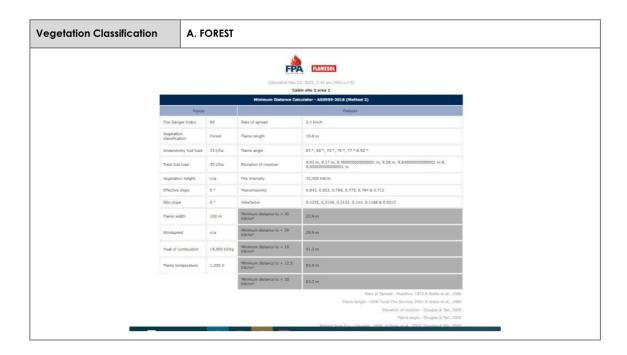
AS 3959:2018 clause B1 limits site slope to 20° but explains that this limitation due to the considered impracticality managing any vegetation to ensure it is low threat vegetation or vegetation managed in a minimal fuel condition in perpetuity on steeper slopes. This is likely to result in an inability to maintain the assessed separation distance between the building and the classified vegetation. Consequently, where the maintenance of vegetation is not a limiting factor, the application of a greater site slope can be justified to position the building relative to the bushfire more accurately.

	Relev	Relevant Vegetation	Assessed / Planned Building Setback Relative Height from Lot Boundary Difference	ling Setback ary	Relative Height Difference	Separation	Site Slope <sup>1</sup>	pe <sub>1</sub>
Relevant Site			Relevant Lot Boundary	Distance	Vegetation	Distance	Measured	Calculated
	Area	Class		metres	metres	metres	degrees	degrees
	-	(A) Forest	1	-	-	63.2	ı	flat 0
Cabin site 2	2	(G) Grassland	-	-	-	29.5	1	flat 0
	3	(G) Grassland	-	-	-	31.3	ı	d/slope 2.2

1 When it is not possible to measure on site (physical obstructions) the slope is calculated, including through use of relative heights and compiled distances.



### A3: BAL Calculator – Copy of Input/Output Values





### **Vegetation Classification** G. GRASSLAND FPA FLAMESOL Calculated May 22, 2023, 2:44 pm (MDc v.4.9) Cabin site 2 area 2 Outputs Grassland Fire Danger Index 110 14.3 km/h 6.87 m Vegetation classification Grassland Flame length Understorey fuel load 4.5 t/ha Total fuel load Elevation of receiver 3.13 m. 3.26 m. 3.36 m. 3.39 m. 3.4 m & 3.42 m. 0 0 Effective slope Transmissivity 0.881, 0.869, 0.85, 0.828, 0.81599999999999 & 0.75 0 ° Viewfactor 0.4037, 0.2976, 0.1994, 0.1344, 0.1096 & 0.0297 Site slope 100 m Minimum distance to < 40 kW/m² Minimum distance to < 29 kW/m<sup>2</sup> 11.4 m n/a Windspeed Heat of combustion 18,600 kJ/kg Minimum distance to < 19 kW/m² Minimum distance to < 12.5 kW/m² 24.6 m Flame temperature 1,200 K Minimum distance to < 10 kW/m² Elevation of receiver - Douglas & Tan, 2005 Flame angle - Douglas & Tan, 2005 Radiant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan, 2005 **Vegetation Classification** G. GRASSLAND FPA FLAMESOL ed May 22, 2023, 2:35 pm (MDc v.4.9) Cabin site 2 grass downslope Grassland Fire Danger Index 16.64 km/h Understorey fuel load 4.5 t/ha Flame angle 68.2 °, 74.2 °, 80.2 °, 83.2 °, 84.2 ° & 88.2 ° Total fuel load 4.5 t/ha Elevation of receiver 3.09 m, 3.09 m, 2.95 m, 2.67 m, 2.48 m & 0.64 m 2.2 ° 0.879, 0.866, 0.846, 0.824, 0.811000000000001 & 0.747 2.2 \* 0.4056, 0.2993, 0.2001, 0.1352, 0.1099 & 0.0299 Site slope Viewfactor Minimum distance to < 40 kW/m² 100 m 8.9 m Minimum distance to < 29 kW/m<sup>2</sup> 12.1 m Minimum distance to < 19 kW/m² 18 m Heat of combustion 18,600 k3/kg Flame temperature 1,200 K Minimum distance to < 12.5 kW/m² 26.1 m Minimum distance to < 10 kW/m² 31.3 m Rate of Spread - Noble et al. 1980 Flame length - Purton, 1982 Elevation of receiver - Douglas & Tan, 2005 Sant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan. 2005



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

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

This is an area surrounding a habitable building containing low threat fire fuel fuels (including vegetation), or vegetation managed in a minimal fuel condition, no fire fuels or any combination. The primary objectives include:

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

### **B1:** Asset Protection Zone (APZ) Dimensions

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

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

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

An assessment against the Bushfire Protection Criteria is conducted for planning approval purposes. To satisfy 'A2.1: Asset Protection Zone', it must be demonstrated that certain minimum separation distances between the relevant building/structure and different classes of bushfire prone vegetation, either exist or can be created and will remain in perpetuity. These minimum separation distances determine the 'Planning BAL-29' APZ dimensions.

**Dimensions:** The minimum dimensions are those that will ensure the potential radiant heat impact on subject buildings does not exceed 29 kW/m². These dimensions will vary dependent on the vegetation classification, the slope of the land they are growing on and certain other factors specific to the subject site.

Note: For certain purposes associated with vulnerable land uses, the 'Planning BAL-29' APZ may be replaced with dimensions corresponding to radiant heat impact levels of 10 kW/m² and 2 kW/m² and calculated using 1200K flame temperature.

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

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

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



BMP

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

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

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

### THE 'BAL RATING' APZ DIMENSIONS

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

**Dimensions:** The minimum dimensions of the 'BAL Rating' APZ to be established and maintained will be those that correspond to the determined BAL rating for the subject building/structure that has accounted for surrounding vegetation types, the slope of the land they are growing on and certain other factors specific to the subject site and surrounding land.

Establishing the 'BAL Rating' APZ will ensure that the potential radiant heat exposure of the building/structure will be limited to the level that the applied construction requirements are designed to resist when that building/structure is required to be constructed to the standard corresponding to the Determined BAL.

Note: For certain purposes associated with vulnerable land uses, the 'BAL Rating' APZ dimensions may be replaced with dimensions corresponding to the specific radiant heat impact levels of 10 kW/m² and 2 kW/m² and calculated using 1200K flame temperature.

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

### THE 'LOCAL GOVERNMENT' APZ DIMENSIONS

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

### THE 'REQUIRED' APZ DIMENSIONS

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

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

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

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

### BUSHFIRE PRONE

## 81.1: THE APZ DIMENSIONS REQUIRED TO BE IMPLEMENTED BY THE LANDOWNER

	DETER	MINATION OF THE 'R	EQUIRED' AF	PZ DIMENSI	ONS TO B	E IMPLEMEN	ITED AND MA	AINTAINED B	DETERMINATION OF THE 'REQUIRED' APZ DIMENSIONS TO BE IMPLEMENTED AND MAINTAINED BY LANDOWNER WITHIN THEIR LOT	
					Minimum	Required S	Separation E	Distances fro	Minimum Required Separation Distances from Building to Vegetation (metres)	
Relevant Buildings(s)	Vegeto [Re	Vegetation Classification [Refer to Fig 3.1]	Ш	stablished	by the 'B∕	aL Rating' A	Established by the 'BAL Rating' APZ Dimension	د	Established by the "Local Government' APZ Dimension	The 'Required'
			Determined Radiant	d Radiant	Stated	'Indicative	Stated 'Indicative' or 'Conditional' BAL	onal' BAL		APZ Dimensions
	Area	Class	Heat Impact	npact	BAL-29	BAL-19	BAL-12.5	BAL-LOW	riebreak / nazara keducilon nolice	
	-	(A) Forest			21m	31m	42m	100m	20m	21m
Cabin site 1	2	(G) Grassland			8m	12m	17m	50m	20m	20m
	ю	(G) Grassland	BAL-12.5		9m	14m	20m	50m	20m	20m
	-	(A) Forest		10kw/m²	-	-	-	-	20m	63.2m
Cabin site 2	2	(G) Grassland		10kw/m²	1		-	-	20m	29.5m
	ю	(G) Grassland		10kw/m <sup>2</sup>	,	,	-	,	20m	31.3m

Note: The 'Required' APZ Dimension corresponding to each area of vegetation is the greater of the 'BAL Rating' or the 'Firebreak/Hazard Reduction Notice' APZ dimensions - unless a local government maximum distance(s) is established as a result of their environmental assessment of the subject site. The area of the APZ will also be limited to the subject lot boundary unless otherwise justified in this Report/Plan. Final determination of the dimensions will require that any indicative or conditional BAL becomes a 'Determined' BAL.

Comments: The required APZ dimensions are the Method 2 calculation for Cabin site 2 to ensure that the onsite shelter can achieve 10kw/m² radiant heat flux.



### 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.





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### **ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT**

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

a	п	7	

### Fences within the APZ

### REQUIREMENT

 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).

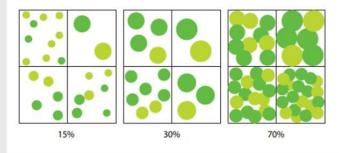
### Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)

- 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).</li>
- 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)

- Trunks at maturity should be a minimum distance of six metres from all elevations of the building.
- · Branches at maturity should not touch or overhang a building or powerline.
- Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation.
- Canopy cover within the APZ should be <15 per cent of the total APZ area.</li>
- Tree canopies at maturity should be at least five metres apart to avoid forming a
  continuous canopy. Stands of existing mature trees with interlocking canopies may
  be treated as an individual canopy provided that the total canopy cover within the
  APZ will not exceed 15 per cent and are not connected to the tree canopy outside
  the APZ.

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> <li>Should not be located under trees or within three metres of buildings.</li> <li>Should not be planted in clumps &gt;5 square metres in area.</li> <li>Clumps should be separated from each other and any exposed window or door by at least 10 metres.</li> </ul>
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul> <li>Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.</li> <li>Can be located within two metres of a structure, but three metres from windows or doors if &gt;100 millimetres in height.</li> </ul>
Grass	<ul> <li>Grass should be maintained at a height of 100 millimetres or less, at all times.</li> <li>Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.</li> </ul>
Defendable space	<ul> <li>Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non- combustible mulches as prescribed above.</li> </ul>
LP Gas Cylinders	<ul> <li>Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building.</li> <li>The pressure relief valve should point away from the house.</li> <li>No flammable material within six metres from the front of the valve.</li> <li>Must sit on a firm, level and non-combustible base and be secured to a solid structure.</li> </ul>

<sup>\*</sup> Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes

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

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

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



### B4: Vegetation and Areas Excluded from Classification - Ensure Continued Exclusion

AS 3959:2018 establishes the methodology for determining a bushfire attack level (BAL). The methodology includes the classification of the subject site's surrounding vegetation according to their 'type' and the application of the corresponding relevant bushfire behaviour models to determine the BAL.

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

5 AS 3959:2018

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

The following vegetation shall be excluded from a BAL assessment:

- (a) Vegetation of any type that is more than 100 m from the site.
- (b) Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation.
- (c) Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified vegetation.
- (d) Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation.
- (e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.
- (f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.

### NOTES:

- 1 Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm).
- 2 A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees.

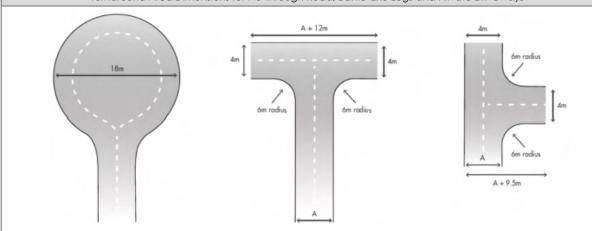


### APPENDIX C: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS

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

GUIDELINES TABLE 6, EXPL	ANATORY NOTES E3.3 & E3.6	AND RELEVANT	ACCEPTABLE SOL	UTIONS		
	Veh	icular Access Typ	oes / Componer	its		
Technical Component	Public Roads	Emergency Access Way <sup>1</sup>	Fire Service Access Route 1	Battle-axe and Private Driveways <sup>2</sup>		
Minimum trafficable surface (m)	In accordance with A3.1	6	6	4		
Minimum Horizontal clearance (m)	N/A	6	6	6		
Minimum Vertical clearance (m)		4.5	;			
Minimum weight capacity (t)		15				
Maximum Grade Unsealed Road <sup>3</sup>			1:10 (10%	5)		
Maximum Grade Sealed Road <sup>3</sup>	A	1:7 (14.3%)				
Maximum Average Grade Sealed Road	As outlined in the IPWEA Subdivision Guidelines		1:10 (10%	5)		
Minimum Inner Radius of Road Curves (m)			8.5			

### Turnaround Area Dimensions for No-through Road, Battle-axe Legs and Private Driveways <sup>4</sup>



Passing Bay Requirements for Battle-axe leg and Private Driveway

When the access component length is greater than the stated maximum, passing bays are required every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum 6m).

### Emergency Access Way – Additional Requirements

Provide a through connection to a public road, be no more than 500m in length, must be signposted and if gated, gates must be open the whole trafficable width and remain unlocked.

- <sup>1</sup> To have crossfalls between 3 and 6%.
- <sup>2</sup> Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.
- <sup>3</sup> Dips must have no more than a 1 in 8 (12.5% or 7.1 degree) entry and exit angle.
- <sup>4</sup> The turnaround area should be within 30m of the main habitable building.



### APPENDIX D: TECHNICAL REQUIREMENTS FOR FIREFIGHTING WATER SUPPLY

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

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

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

### 2.1 Water supply requirements

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

Table 7: Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot 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 aboveground, 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





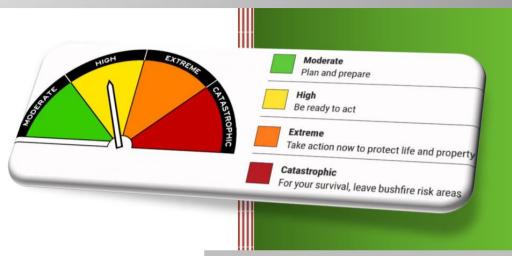
Full Flow 50mm Ball Valve

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

301 Hillbrook Road, Crowea

Shire of Manjimup

Facility/Premises Use: Holiday

accommodation

12 May 2023

Associated BMP:

BPP Ref. No. 221026

BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING

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

LEVEL 1, 159-161 JAMES STREET GUILDFORD WA 6055

PO BOX 388 GUILDFORD WA 6935

08 6477 1144 | admin@bushfireprone.com.au



### **DOCUMENT CONTROL**

	PREPARATION		
Author:	Kathy Nastov (BPAD Level 3 No. 27794)	ft. Nash	is a second
Co-Author:	Louise Stokes (BPAD Level 1 No. 51589)	Louis	Bla
Version	Details		Date
1.0	Original		12 May 2023
-	-		
BEP Template (Unsupervised S	Sitel v9 2		

	DISTRIBUTION				
	Destination	Version	No.	Hard	Electronic
Person	Email	version	Copies	Сору	Сору
Heyscape	joe@heyscape.com.au	1.0	1		$\boxtimes$
Judith & Richard Bennett	judith@belvederevalley.com.au -Judith richard@belvederevalley.com.au - Richard	1.0	2		$\boxtimes$

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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:

- The <u>owner and/or operator of the premises</u>, 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 infeatening	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

### 5.1.1 PRE-SEASON PREPARE

### PRE-SEASON PREPARE PROCEDURE - REQUIRED ACTIONS

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

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

Update and amend the Bushfire Emergency Plan as required. Assistance from a bushfire consultant is advised.		
	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.	
	Ensure the designated assembly area, 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.	
	Where an offsite safer destination is an identified building(s), contact relevant persons to confirm continued availability for potential use during a bushfire emergency.	
	Account for any change to buildings or equipment onsite that has implications for emergency management.	
	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.	
	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	
	fire Emergency Information is to be available and displayed in prominent position/s and readily accessible to ersons.	
	Ensure the display poster 'Bushfire Emergency Information' (updated as necessary) is displayed (framed or laminated) within the premises.	
	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.	
	Ensure bushfire water supply, bushfire emergency assembly area, evacuation route indicators all emergency signage is in place and legible).	

221026 - 301 Hillbrook Road, Crowea (BEP)



### 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:

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- Continued compliance with the construction standards that correspond to its Bushfire Attack Level (as determined in the Bushfire Management Plan);

<ul> <li>The vulnerability of exposed building elements and associated items are minimised; and</li> <li>That any installed firefighting infrastructure is operationally ready.</li> </ul>
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.
Check that all required window and door screening is in place (prevents ember entry to internal spaces and reduces radiant heat load).
If installed, ensure all installed bushfire shutters are operational.
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).
If evaporative air coolers are installed ensure it is either constructed to a BAL rating or is fitted with an appropriate ember protection screen.
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:
Safety release valve shall be directed away from the building and persons access/egress routes;
<ul> <li>Metal piping and fittings shall be used on all piping inside the building's cavities and enclosable occupied spaces and the high pressure side of any gas regulators; and</li> </ul>
Tethers securing cylinders are to be non-combustible.
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.
Around building(s), including verandahs and decks, remove or relocate away from the facility/premises those combustible items that may be seldom used or able to be stored more appropriately in the bushfire season. This includes furniture and mats. Refer to Action List No. 5 'LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY' for further information regarding consequential fire fuels and recommended separation distances.
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.

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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.

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.
Accessibility:  Ensure all property access/egress routes are kept clear and easily trafficable.
The Asset Protection Zone(s) (APZ) Dimensions:  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:
The Shire of Manjimup requires a 20m APZ around buildings. Section B of the Shire of Manjimup Annual Firebreak & Fuel Hazard Reduction Notice states:

- 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.

### ── Vegetation in the APZ – trimming and removal of accumulated debris:

Trees (greater than 6 metres in height):

- 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.

Shrubs (0.5 metres to 5 metres in height) and ground covers (greater than 0.5 metres in height):

- Ensure location and clump sizes remain in accordance with guidance in Action List No. 6; and
- Remove all dead plant material.

Grass to be reduced and maintained at a height of 50 mm.

Fine Fuels (i.e., less than 6 mm in thickness):

### Bushfire Emergency Plan (Unsupervised Site)



- Ensure combustible dead vegetation matter is reduced to and maintained at less than 2 t/ha on average. Collecting and weighing an indicative 1m<sup>2</sup> of this litter above the mineral earth will indicate the fuel load (100g/m<sup>2</sup> = 1 t/ha); and
- Remove all debris piles.

Heavy Fuels (i.e., greater than 6 mm in thickness):

- 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.

### Applied 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.

### ■ Buildings and Removal of Accumulated Debris:

Remove and maintain at low levels, accumulated vegetation debris (fine fuels) in proximity to buildings and structures, including:

- 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

MAINTAIN BILL DINGS

### **MAINTENANCE PROCEDURE - REQUIRED ACTIONS**

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

Around building(s), including verandahs and decks, remove or relocate away from the facility/premises those combustible items that may be seldom used or able to be stored more appropriately in the bushfire season. This includes furniture and mats. Refer to Action List No. 5 'LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY' for further information regarding consequential fire fuels and recommended separation distances.
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

Mar	ntain Asset Protection Zones (APZ) around all buildings in accordance with the associated Bushfire nagement Plan (BMP) which establishes the dimensions of the APZ for the relevant buildings on this site. Refer to 'Action List No. 4 in the 'Pre-Season Prepare' procedure for dimension details.
redu	required actions remove/reduce accumulated onsite vegetative materials (fuel) and other fuels, thereby ucing the likelihood and intensity of consequential (local) fire which is the most significant cause of ding/structure damage/loss in bushfire events.
	Remove all accumulated vegetation debris from the land surface within the APZ, including any stored piles of debris.
	Remove all accumulated vegetation debris from on, in and against buildings/structures.

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

 $\square$  Refer to the 'Action List No. 4 in the 'Pre-Season Prepare' procedure to identify any actions that may not have

These fuels include fallen branches, timber, firewood, packaging materials, building materials, outdoor

Prepare' procedure.

furniture, garbage bins etc.

been conducted or completed and ensure they are actioned.



Bushfire Emergency Plan (Unsupervised Site)

### 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

**M**Radio

Pemberton Hospital (08) 9776 4000

Manjimup Hospital (09)9772 5100

Property Owner: 0428767160 or 0407388968

Western Power

SES Emergence Assistance

**DFES Emergency** 

Alerts and Warnings emergency.wa.gov.au

Fire or Life Threatening (((1)))

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

**Inigger 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 bushlire if no warnings current. Cease all activities, shut all vacuation Destination 1. Manjimup Recreation Centre: Route: Depart property and turn right onto Hillbrook Road and then right into Wheatley Coast Road for 13.5kms. Turn left and South Sout signated on the adjacent map. Prepare vehicles, Check information sources for latest dates, alial 000 if unsure. Re-evaluate the situation to ensure evacuation routes remain aliable (if not, follow shelter in place procedure below). Follow emergency services

## **ELEVATED THREAT PROCEDURE**

**rigger 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.

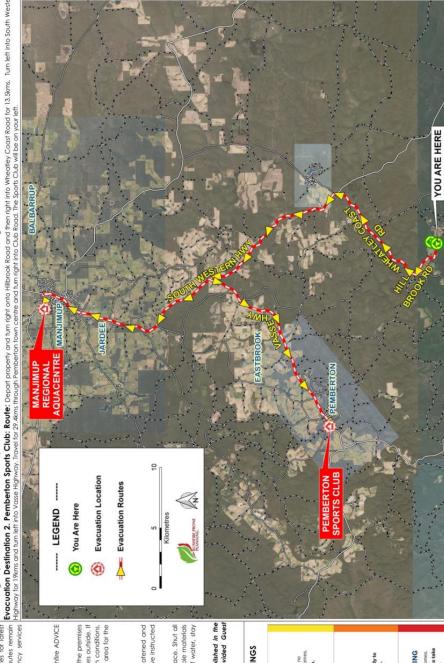
Procedure: Call 000 to report bushfire if no warnings current. Ensure everyone at the premises is aware of the situation, closely monitor the information sources and the changes outside. If the current Fire Danger Rating is Catastrophic or Extreme or persons have health conditions, consider pre-emptively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

## SHELTER-IN-PLACE PROCEDURE

**Inigger to Shelter:** Impact from bushfire is imminent, evacuation routes are threatened and there is no time to perform a safe (early) evacuation  $\underline{\alpha}$  emergency services have instructed you to shelter in place.

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

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





#### APPENDIX 1: BUSHFIRE WARNINGS - WHEN A BUSHFIRE IS IDENTIFIED





#### **EMERGENCY WARNING**

An out of control fire is approaching fast and you need to take immediate action to survive. If you haven't prepared your home it is too late.

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



#### WATCH AND ACT

A fire is approaching and there is a possible threat to lives or homes. Put your plan into action. If your plan is to leave, make sure you leave early. If your plan is to stay, check all your equipment is ready.

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



#### ADVICE

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

Be aware and keep up to date.

Where can I get information during an emergency?

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









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

325

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



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 <a href="mailto:emergency.wa.gov.au">emergency.wa.gov.au</a> 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 <a href="mailto:mybushfireplan.wa.gov.au">mybushfireplan.wa.gov.au</a>



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#### **APPENDIX 3: 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 The hotter, drier and windier the day, 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 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.

dfes.wa.gov.au/bushfire Community.Preparedness@dfes.wa.gov.au or 9395 9816









#### APPENDIX 4: GUIDELINES FOR TRAVELLING IN CARS 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.





## 1

## IF THERE IS A LOT OF SMOKE

- Slow down as there could be people, vehicles and livestock on the road.
   Sheltering inside a vehicle is a very high risk strategy. It is unlikely that
- 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.
- O Turn the engine off.
- O 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.
- O Download the Bushfire Traveller's Checklist at www.dfes.wa.gov.au



221026 - 301 Hillbrook Road, Crowea (BEP)







The information contained in this restinct is provided violatisatily as a public service by the Separtment of The and Emergency Services (STEEL 1 trained that been prepared in good feel that as derived from sources selected be reliable and occur as a the time of publication. Never theses, is reliablely and sources of the information quantity and out of public services and STEE services (destinate habitality and occurse) or memory or memory of the information control publication of the information that the information and the large consequences whether develop in information control to emission. This public along is reliable to the information of the information that is public along the information of the in



#### 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/).

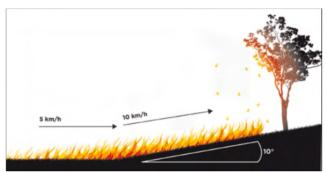
The influence of fire weather (FDR) and vegetation types (as per AFDRS) on the potential bushfire impact to the subject facility/premises, can be derived from the tables presented on the following page(s). Greater fuel loads will result in behaviours at the higher end of stated values.

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.



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

Page | 17

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						
Fire Behaviour Model (short name)	Fuel Types / Description	Facility/Premises						
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)



FDR

#### INDICATIVE BUSHFIRE BEHAVIOUR

0-5 RATE OF SPREAD FLAME HEIGHT 0-40 m/hr NO RATING 20-110 <4 m m/hr 12-23 60-600 2-8 m MODERATE m/hr 0.3-1 7-14 m HIGH km/hr **EXTREME** >30 m >2 km/hr (approx can be CATASTROPHIC double expected, forest possibly height)

Fire difficult to ignite and sustain.

Fires generally unlikely to spread and likely to self-extinguish.

Slow spreading fires, typically involving surface and near-surface fuels and sometimes bark and elevated fuels.

Spotting is sporadic and limited to short-distances.

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.

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.

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

Fires likely to quickly transition to crowning.

Possibility for fire behaviour to become erratic and

Strong convective column formation.

Wind speed and direction likely to be erratic at times.

#### SPOTTING POTENTIAL

Potential for any spotting is very limited and likely <150 m

Potential for spotting is limited with short distance spotting possible up to 400 m

Short distance spotting occurring with increasing frequency with possible medium distance spotting up to 2 km

Short and medium distance spotting occurring with increasing frequency with possible long distance spotting up to 4 km

High ember density in short and medium range with possible long distance spotting up to 12 km

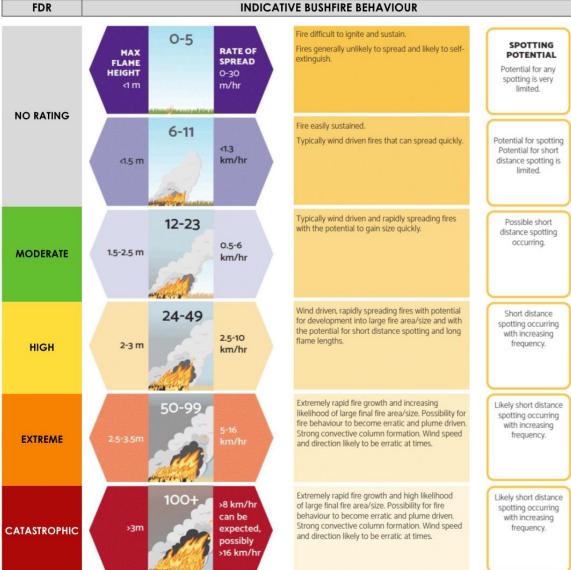
High ember density in short and medium range with possible long distance spotting occurring 20-30 km ahead of the main fire front



## **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 All photomorphism of bring hope and late Fire difficult to ignite and sustain.



221026 - 301 Hillbrook Road, Crowea (BEP)



#### 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 5m<sup>2</sup> in area;



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

Ground covers (less than 0.5 metres in height):

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

Grass: Where possible utilise irrigated perennial species.

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

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

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

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

These consequential fire fuels include:

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

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

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

- At least six times the height when the facility/premises construction incorporates design and materials
  that is only intended to resist low levels of radiant heat up to 12.5 kW/m² and no flame contact (BAL12.5);
- 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/m<sup>2</sup> and potential flame contact (BAL-40).
- Less than 2 times the height when the facility/premises construction incorporates design and materials



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

Zero separation distance is required if the facility/premises is separated by a non-combustible FRL

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

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.

combustible construction materials (e.g. masonry, steel, earthworks).

# **BUSHFIRE EMERGENCY INFORMATION**

# 301 Hillbrook Road, Crowea

**M**Radio

Pemberton Hospital (08) 9776 4000

Manjimup Hospital (09)9772 5100

Property Owner: 0428767160 or 0407388968

Western Power

SES Emergence Assistance

**DFES Emergency** 

Alerts and Warnings emergency.wa.gov.au

Fire or Life Threatening (((1)))

# 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 TCH AND ACT warning may or may not be issued.. You are concerned for your safety

Procedure: Call 000 to report bushlire if no warnings current. Cease all activities, shut all vacuation Destination 1. Manjimup Recreation Centre: Route: Depart property and turn right onto Hillbrook Road and then right into Wheatley Coast Road for 13.5kms. Turn left and South Sout signated on the adjacent map. Prepare vehicles, Check information sources for latest dates, alial 000 if unsure. Re-evaluate the situation to ensure evacuation routes remain aliable (if not, follow shelter in place procedure below). Follow emergency services

# **ELEVATED THREAT PROCEDURE**

trigger to Act: A bushfire is identified a considerable distance away, and a bushfire ADVICE

Procedure: Call 000 to report bushfire if no warnings current, Ensure everyone at the premises current Fire Danger Rating is Catastrophic or Extreme or persons have health conditions, nation sources and the changes outside. closely monitor the inforr

# SHELTER-IN-PLACE PROCEDURE

rigger to Shelter: Impact from bushfire is imminent, evacuation routes are threatened and here is no time to perform a safe (early) evacuation or emergency services have instri Procedure: Call 000 to report the bushfire and tell them you are sheltering in place. Shut all windows, wet materials to block gaps around door. Drink plenty of water, stay detailed emergency management procedures for this premises are established in the fifte Emergency Plan located in the Guest compendium with the provided Guest

FORECAST FIRE DANGER RATINGS

ADVICE

Take Action Now to Protect Your Life and Property

Extreme

For Your Survival, Leave Bush Fire Risk

Catastrophic

Areas

angerous the conditions and the eater the consequences if a fire starts.

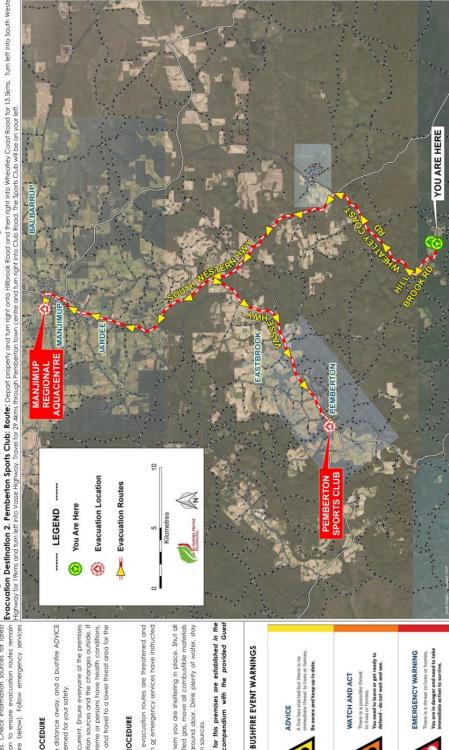
the rating, the

higher

No Action Required

No Rating

Plan and Prepare Be Ready to Act



# **Water Wally**

# SITE AND SOIL EVALUATION REPORT

301 Hill Brook Road, Crowea

Report Prepared for: Heyscape April 2023

#### **Anthony Smith**

info@waterwally.com.au Mob: 0407 247 844 3/9 Auger Way, Margaret River, W.A. www.waterwally.com.au



#### 310 Hill Brook Road, Crowea

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#### 310 Hill Brook Road, Crowea

#### **IMPORTANT NOTES FOR CLIENT**

#### Scope and intent of this report

This document includes:

- A Site and Soil Evaluation Report in accordance with AS/NZS1547(2012) and
- Suggestions for wastewater management.

There is usually more than one way of acceptably managing on-site wastewater and it is the intent of this document that the client (or client's agent) determines the preferred method of management from the suggestions included here. If only one treatment/management system is recommended, it means the client has already indicated a firm preference.

This document is intended to support an application to an appropriate regulatory body for an application to install infrastructure to manage wastewater on the site.

#### **Appointment of designer**

If required, Anthony Smith of Water Wally accepts the role of Designer for the design(s) suggested in this report.

The designer is required to make as many site inspections as is necessary to be able to certify to the client and the regulatory body that:

- · the installed system conforms with the approved design, and
- the system, as installed, conforms with AS/NZS 1547(2012) and any other relevant regulatory framework.

Usually, approval from the relevant regulatory authority (most commonly local government) is required before the dwelling can be occupied and the wastewater disposal system used.

#### Qualifications, experience and professional indemnity.

Anthony Smith is a fully qualified environmental engineer and has the required technical expertise and experience within the broader, inter-disciplinary fields of onsite wastewater management in order to conduct this type of work.

Anthony holds current professional indemnity insurance for this type of work and a certificate of currency can be provided upon request.

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310 Hill Brook Road, Crowea

#### 1. Introduction

#### **Report Purpose**

Water Wally has been engaged to undertake a Site and Soil Evaluation (SSE) to provide a general assessment for the proposed development. The findings of this report are intended to determine the capacity of the site to contain the proposed development and sewage on-site, without compromising environmental and public health outcomes. Recommendations are made for specific designs for treatment/on-site wastewater management system/s however it should be noted that these are general recommendations only and that it is the responsibility of the developer (Heyscape) to decide upon which system is to be adopted. Anthony Smith may provide further assistance in the decision-making process and/or application but this is outside of the scope of this report. The recommendations made in this report are intentionally kept general in nature to allow for a range of potential solutions to best suit the needs of the developer (Heyscape) and the conditions of the site.

#### **Report Summary**

This report will accompany an application to install an onsite wastewater management system to service the proposed development. This report provides information about the site and soil conditions at the site in general and details soil information of areas which has been identified as likely suitable locations for Land Application Areas (LAA) for onsite wastewater management. This report is specific to the area of, and within relevant proximity of, the proposed LAAs and does not include detailed information about the rest of the property.

#### 2. Site and Development Description

The site is located on Hill Brook Road, approximately 10km northeast of the Crowea township. Currently there is an existing house and other established infrastructure on the property. The 792,170m² property is mostly cleared pasture/agriculture. The property is bordered on northern and southern sides with large areas of forest/bush.

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#### 310 Hill Brook Road, Crowea

The proposed development consists of two 'glamping'/cabin/accommodations each at different locations across the property. The proposed LAA of each location/site is in a cleared area covered in pastural annual/perineal pasture grasses etc.

Heyscape has produced some detailed descriptions of the proposed development and the expected hydraulic loadings. Details of this can be found in the document titled "Wastewater management Design Proposal – 310 Hill Brook Road, Crowea, WA".

The nominated design hydraulic loading from each cabin is:

80L/day (Cabin type 1); or

160L/day (Cabin type 2).

Table 1 below outlines a general description of the development.



310 Hill Brook Road, Crowea

**Table 1: Development Description** 

Development Characteristic	Description					
Site Address	301 Hill Brook Road, Crowe	a				
Owner/Developer	Heyscape					
Contact for SSE	Ph: 0458 827 477 Email: james@heyscape.com.au					
Date of field work	19/02/2023					
Local Government	Shire of Manjimup					
Zoning	Priority Agriculture					
Lot size/s	972,170 m²					
Proposal	2 x cabin accomodations					
Water Supply	Independent tank supply					
Availability of Sewer	No sewer available currently					
Development located within:	Public drinking water source area No	<b>Sewage Sensitive Areas</b> No				
Anticipated Wastewater Volume						

#### 3. Site and Soil Assessment

Initial preparations for this site and soil assessment included discussions with the developer, Heyscape, to establish the general parameters of the proposed development and the approximate location of the proposed LAAs. An initial desktop analysis of the development including inspection of aerial images and site plans was conducted prior to Anthony Smith attending the site on 19/02/2022 for a detailed site inspection, bore log and soil sampling.

Following the site inspection, further analysis and desktop studies were conducted to establish the findings outlined in this report below.

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#### 310 Hill Brook Road, Crowea

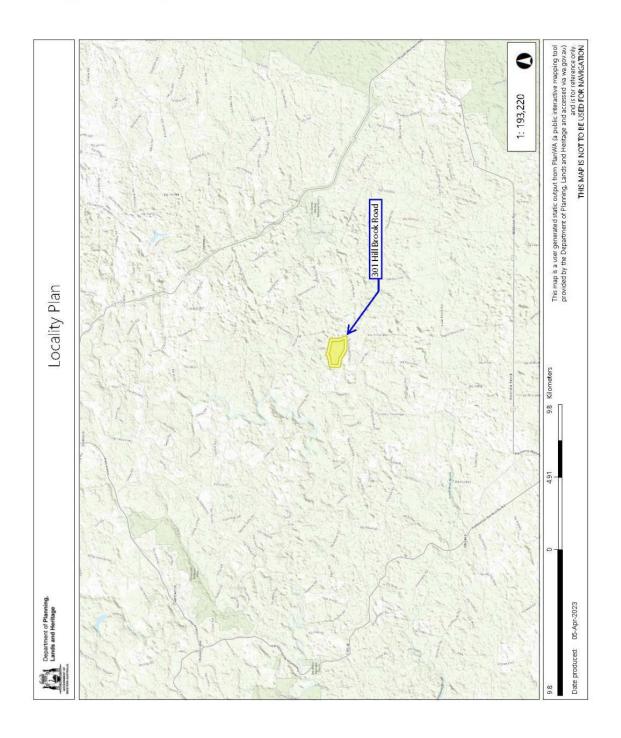
Figure 1 below shows the locality plan identifying the lot in relation to nearby roads and other localities.

Figure 2 below provides a site plan showing the approximate location of each proposed cabin. The location of each cabin, marked on the site plan, is the same location of the corresponding test hole conducted for this report.



#### 310 Hill Brook Road, Crowea

Figure 1: Locality Plan

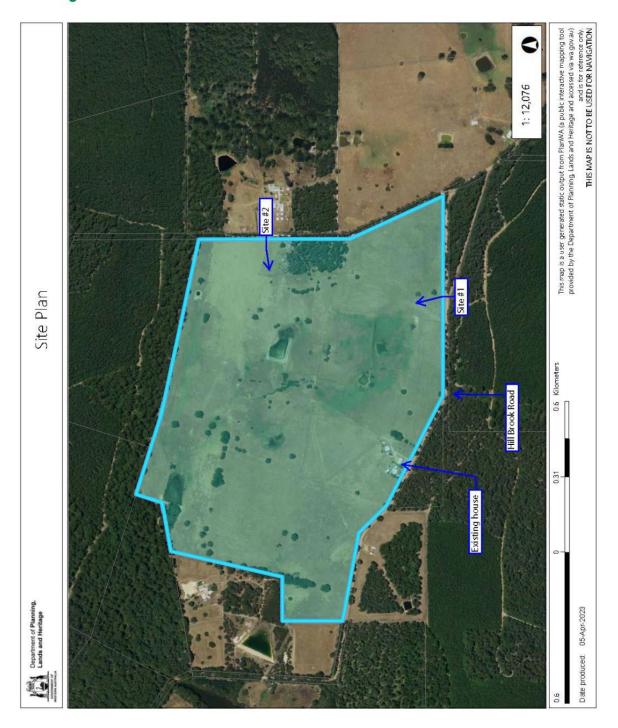


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#### 310 Hill Brook Road, Crowea

Figure 2: Site Plan



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#### 310 Hill Brook Road, Crowea

#### 3.1 Site Assessment

Table 2 below describes the key characteristics of the site and soil that define the capability of the site to assimilate onsite wastewater. Each characteristic is assessed, a level of constraint is defined, and appropriate mitigation measures are assigned to minimise the risk from onsite wastewater to public health and the environment.

The results of the investigations shown in table 2 can be used to determine the sites capability for on-site wastewater management and to design the most appropriate on-site wastewater management system for the site and proposed development.

This is a risk management approach aimed to ensure that the environment and public health constraints related to poor onsite wastewater management system performance are mitigated and the siting, design and performance of the system are appropriately managed.

**Table 2: Site Assessment** 

Site Characteristics	Description	Level of Constraint	Mitigation Measures
Climate	Average annual rainfall 985mm (Manjimup Climate Station No. 009573), max. average 174 mm in July, min. average 18mm in February. Average no. of rain days per year 92. Average annual pan evaporation is 1600 mm	Minor	NN
Exposure	Each of the 2 cabin sites and propose LAA's are relatively well exposed to sun and wind and Evaporation and/or Evapotranspiration will play a role.	Minor	NN
Vegetation	No visible signs of surface dampness or spring activity was observed in the proposed effluent management areas or surrounds. Some hydrophilic vegetation was observed roughly 10m from the proposed LAA at site #2 (see figure 3.1.1). The proposed LAAs each consist open pasture grasses etc. There is an established area of scrubby bush including Peppermint Gums to the south of site #2.	Minor	Keep LAA away from areas where Hydrophilic vegetation exists.
Landform and	Each site has similar landform which is best described as Linear planar. Reasonable surface drainage is expected. Soils at site #1 is loam overlying light clay. Soils at site #2 is loam		Adopt a conservative DLR/DIR to allow for any potential limitations in soil permeability due to the presence of Clays. Shallow or inverted drains/LAA
surface Drainage	overlying medium to heavy clay	Moderate	may be necessary

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#### 310 Hill Brook Road, Crowea

			at site # due to relatively shallow
			clays.
Clana	A	N4:	NINI
Slope	Approximate slope of 5% at each site.	Minor	NN
Fill (imported)	No signs of imported fill were observed at the proposed LAAs or surrounds.	Minor	NN
riii (iiiiporteu)	or surrounds.	IVIIIIOI	ININ
Surface Gravel and			
	No rocky outcrops were observed near the proposed LAA's or		
Rock Outcrops	the immediate surrounding area.	Minor	NN
Erosion Potential	No signs of erosion were observed.	Minor	NN
	No ground water was observed at the time of site		
	investigation. It should be noted that the site investigation		
	was carried out at a dry time of year, and it is possible that		Follow up
	ground water could be present at wetter times of year		investigation may
	however, the conditions observed were not found to be		be necessary to
	indicative of high-water tables and it can be reasonably		determine high
Separation from	assumed that the risk of high water at these sites is low. Note:		winter water table
	see appendix iii for a table of required setback distances as		if considered
Groundwater	specified by the W.A. Department of Health	Minor	critical.
Surface Waters and	The closest known surface water are the fam dams. Each site		
Separation from	is located roughly 200m from the closest farm dam 130m from		
water Resources	site #2 and the farm dam approximately 250m from site #1.	Minor	NN
Rainfall run-on and	See figure 3.1.2 below.	IVIIIIOI	ININ
Seepage	No evidence of run-on, wet ground or seepage was observed	Minor	NN
Flood Potential	The lot is assumed to be outside of the 1:10 year Annual		
riood Potentiai	Exceedance Probability. Flood potential is negligible.	Minor	NN
	All required horizontal setback distances are easily achievable		
Horizontal Setback	given the proposed locations and the space/land available.  Note: see appendix iii for a table of required setback distances		
Distances	as specified by the W.A. Department of Health	Minor	NN
	as specified by the W.A. Department of fleatth	IVIIIIOI	ININ
Available Land	Ample land available for successful onsite wastewater		
Application Area	management.	Minor	NN
Public Drinking			
Water Source Areas	The lot is not located within a public drinking water source		
and Sewage	area or sewerage sensitive area as defined by the WA		
Sensitive Areas	Government Sewerage Policy.	Nil	NN

#### **Definitions:**

NN: Not needed

**Nil or Minor:** If all constraints are minor, conventional/standard designs are generally satisfactory and no mitigation measures are required.

**Moderate:** For each moderate constraint an appropriate mitigation measure or design modification over and above that of a standard design, should be outlined.

**Major:** Any major constraint might prove an impediment to successful on-site wastewater management, or alternatively will require in-depth investigation and incorporation of

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#### 310 Hill Brook Road, Crowea

sophisticated mitigation measures in the design to permit compliant onsite wastewater management.

Figure 3.1.1: Hydrophilic Vegetation

Approx. 10 southeast of Site #2



#### 310 Hill Brook Road, Crowea

Figure 3.1.2: Distance to groundwaters



#### 3.2 Soil Assessment

The site's soils have been assessed for their suitability for onsite wastewater management by a combination of a soil survey and a desktop review of published soil survey information as outlined below. The aim of the soil assessment is to describe, evaluate and report on the characteristics of the soils present at the proposed LAA to:

- Assess the capability of the soils to assimilate treated wastewater; and
- Design a suitable wastewater management system.

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#### 310 Hill Brook Road, Crowea

#### **Published soils information**

Soils of the site have been mapped, described and published by the W.A. Department of Primary Industries and Regional Development and are listed as belonging to the Crowea (Pimelia), yellow duplex phase which is described as "Gravelly yellow duplex soils; jarrah-marri forest".

#### Soil bore log and assessment

During the site visitation test holes (bores) were conducted at the proposed LAAs. This is done to identify and describe the physical soil characteristics from which an assessment of the soils ability to receive an effluent loading can be made based on parameters outlined in AS/NZS 1547:2012.

A detailed description of the findings of the test hole bore logs are presented in table form with graphic bore logs in appendix i. Photos of each bore log showing the soil type and changes in soil horizon are also shown in appendix i. A summary of the bole log findings is described below.

#### Test hole 1(TH1):

The soil observed in the bore at TH1 can be described as:

- Soil Category 4, Clay Loam to 600mm
- Soil Category 5, Light Clay to 1,000mm

#### Test hole 2(TH2):

The soil observed in the bore at TH2 can be described as:

- Soil Category 3, Loam to 400mm
- Soil Category 5-6, Medium to Heavy Clay to 1,000mm

#### 3.3 Site Assessments Results

Based on the results and assessments of the combined desktop study and onsite findings, it can be determined that the soil type and site conditions are suitable for successful and sustainable on-site wastewater management. Some minor to moderate limitation exist at site #2 due, mostly, to the presence of a relatively shallow clay.

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310 Hill Brook Road, Crowea

## 4. Wastewater Management System Type and Design

The proposed wastewater management system has been discussed with the developer, Heyscape. Details of this can be found in the document titled "Wastewater management Design Proposal – 301 Hill Brook Road, Crowea, WA".

#### 5. Conclusion and Recommendations

The site and soil conditions in general are suitable for onsite wastewater management and the proposed wastewater management system is suitable for the proposed usage.

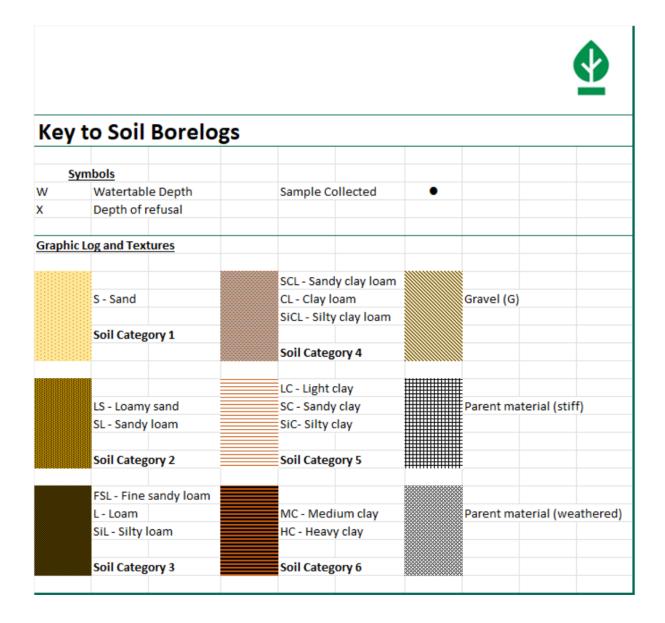
Due to the relatively shallow clay found at site #2 it may be necessary to use some imported fill to allow suitable drainage and hence successful soil absorption of grey/wastewater applied to the LAA.

There is ample space/land available for onsite wastewater management on the lot and the proposed wastewater management setup can be considered low risk and low impact.



310 Hill Brook Road, Crowea

#### **Appendix i Soil Bore Log**



0

310 Hill Brook Road, Crowea

#### TH1 – Graphic Table

Soil	Bor	e Lo	g					Wo	ter '	Wal	ly
Clie	ent:	Heysca	oe			Bore Log #			TH 1		
Sit	e:	301 Hill		ok Road	ı	Excavated/log			Anthony Smith		
Dat	te:	19/02/2	023			Excavation Typ	_		Hand Auger		
Not	es:					,					
						Profile	Descrip	tion			
Depth (m)	Graphic Log	Sampling depth/name	Horizon	Texture	Structure	Colour	Mottles	Coarse Fragments	Moisture Condition	Comments	Soil Category
0.1			A1	L	Moderate	Brown	nil	10% to 10mm	mostly dry	R & OM	3
0.3											
0.4			B1	CL	Moderate	Brown/	nil	nil	Mostly dry		4
0.5						orange			, . ,		
0.6											
0.7											
0.8			C1	LC	Strong	Orange/	nil	nil	Slightly moist		5
0.9						brown					
1											
						•	End of hol	e			•



310 Hill Brook Road, Crowea

#### TH1 - Bore log photos:

THI location



TH1 Full Profile



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#### 310 Hill Brook Road, Crowea

THI 0 to 300mm



THI 300 to 600mm



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#### 310 Hill Brook Road, Crowea

TH1 600 to 1,000mm





310 Hill Brook Road, Crowea

#### TH2 - Graphic Table

Bor	e Lo	g					Wo	ater	Wal	ly
nt:	Hevsca	pe .			Bore Log	#		TH 2		
e:			ok Road	i				Anthony Smith		
e:	19/02/2	2023				-		Hand Auger		
es:								0		
	97	.,			Profile	Descrip	tion	25.	44	
Graphic Log	Sampling depth/name	Horizon	Texture	Structure	Colour	Mottles	Coarse Fragments	Moisture Condition	Comments	Soil Category
		A1	L	Moderate	Dark brown	nil	nil		Gritty / R & OM	3
		A2	L	Sinlge grain	Grey	nil	nil	Mostly dry	Gritty quartz	2
									loam	
						Î				
		B1	MC	Strong	Grey/	nil	nil	Slightly moist		6
					yellow					
		C1	HC	Massive	Pale grey/	Minor	nil	Slightly moist		5
					yellow	orange				
r	nt: e: e:	nt: Heysca e: 301 Hill e: 19/02/2	2: 301 Hill Bro e: 19/02/2023 es: Sampling amen/https/ amen/https/ A1 A2 B1	Heyscape 2: 301 Hill Brook Road 2: 19/02/2023 2: Texture  A1 L  A2 L  B1 MC	nt: Heyscape e: 301 Hill Brook Road e: 19/02/2023 es:  Description of the property of the prop	Bore Log 3  Structure  Bore Log 3  Excavated/Ic Excavation To Excavation	Bore Log # e: 301 Hill Brook Road Excavated/logged by: e: 19/02/2023 Excavation Type: es:  Profile Descrip  Structure Colour Mottles  A1 L Moderate Dark brown nil  A2 L Sinlge grain Grey nil  B1 MC Strong Grey/ nil yellow  C1 HC Massive Pale grey/ Minor	Bore Log #  e: 301 Hill Brook Road	Bore Log # TH 2  E: 301 Hill Brook Road	Bore Log # TH 2  a: 301 Hill Brook Road



310 Hill Brook Road, Crowea

#### TH2 - Bore log photos:

TH2 location



TH2 Full Profile



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#### 310 Hill Brook Road, Crowea

TH2 0 to 300mm



TH2 300 to 600mm



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#### 310 Hill Brook Road, Crowea

#### TH2 600 to 1,000mm





310 Hill Brook Road, Crowea

### Appendix ii – Setback distances table

Site Feature	Setback Distance, m
Horizontal setback distances	
Treatment tanks to buildings, property boundaries, driveways, paths and other tanks	1.2
Tranches, beds and soak wells to boundary, building, tanks and other land application systems	1.8
Tranches, beds and soak wells to trafficable areas	1.2
Any land application system to wells, stream, private bores or underground source of water intended for human consumption	30
Tranches, beds and soak wells to subsoil drainage or open drainage channel (as per Section 5.2.2 of the GSP a separation of 100m is required if there is discharge into a waterway or significant wetland without treatment of the discharge)	6.0
Spray Irrigation:	
Boundaries, buildings, driveways etc	1.8
Sub-soil and open drain	6.0
Swimming pool	3.0
Treatment tanks	1.2
Subsurface Dripper:	
<ul> <li>Boundaries, buildings, treatment tanks, driveways etc</li> </ul>	0.5
Sub-soil and open drain	3.0
Swimming pool	2.0
Garden bore	10.0
On-site wastewater system to water resources (for more details refer to Section 5.2.2 of the GSP)	100
On-site wastewater system must not be located within ar inundation and/or flooding in a 10 per cent Annual Excee (AEP) rainfall event	

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### 310 Hill Brook Road, Crowea

Vertical setback distances	
Discharge point of the on-site wastewater system to the highest known groundwater level:	
PDWSA	2.0
Sensitive water resource areas	1.5
All other areas -	
<ul> <li>Sands</li> </ul>	1.5
○ Gravels	1.0
<ul> <li>Loams and heavy soils</li> </ul>	0.6
Hardpan or bedrock (depends on quality of treated wastewater and type of LAS)	0.6-1.5



310 Hill Brook Road, Crowea

### Appendix iii – Soil Texture Categories and Indicative Permeability Table

From table 5.2 of AS/NZS/ 1547:2012

Soil Permeability Category	Soil Texture	Soil Structure	Indicative Permeability (m/d) (K <sub>Sa</sub> <sup>1</sup> )
1	Gravels and Sands	Structureless	>3.0
2	Sandy Loams	Weakly Structured	>3.0
	Loams	Massive	1.4-3.0
3	Loams	Highly/moderately structured	1.5-3.0
		Weakly Structured or Massive	0.5-1.5
4	Clay Loams	Highly/moderately structured	0.5-1.5
		Weakly Structured	0.12-0.5
		Massive	0.06-0.12
5 Light Clays		Highly/moderately structured	0.12-0.5
		Weakly Structured	0.06-0.12
		Massive	<0.06
6	Medium to Heavy	Highly/moderately structured	0.06-0.5
	Clays	Weakly Structured/ Massive	<0.06

 $<sup>^{1}</sup>$   $K_{Sat}$ : Saturated Hydraulic Conductivity



### **Water Wally**

### WASTEWATER MANAGEMENT SYSTEM DESIGN PROPOSAL

301 Hill Brook Road, Crowea, WA

Prepared for: Heyscape April 2023

### **Anthony Smith**

info@ecowastewater.com.au Mob: 0407 247 844 3/9 Auger Way, Margaret River, W.A. www.waterwally.com.au



### Wastewater Management Proposal

### 301 Hill Brook Road, Crowea

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Maintenance and reporting	9

Wastewater Management Proposal

301 Hill Brook Road, Crowea

### Introduction

This document has been prepared to describe and support an Onsite Wastewater Management Application for the above property. The proposed development and usage of proposed facilities is considerably different from standard usages and hence the proposed system design may fall outside of current regulations. Suitable design considerations with reference to relevant documentation has been made to support the feasibility of the design and its appropriateness as a wastewater management solution for this proposed development.

The design sizing and components of this system has previously been approved by several local governments across Western Australia. The system has also been previously reviewed and supported by the W.A. Department of Health. The currently operating systems in various locations across Western Australia are being monitored to show the actual hydraulic loadings and the performance of these setups. Data on currently operating setups can be provided upon request.

### **Background and Development Description**

The proposed development consists of small self-contained holiday cabins.



Figure 1: Front view of the tiny cabin "Joey" in Chittering.

The cabins are energy and water efficient, holiday accommodation alternatives. They have a small ecological footprint and the wastewater management system, consisting of a waterless composting toilet and small-scale greywater dispersal system, has a minimal/negligible impact on the environment.

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Wastewater Management Proposal

301 Hill Brook Road, Crowea

There will be 2 cabin variations consisting of:

**Cabin type 1)** Small 1 bedroom cabin; maximum of 2 guests allowed per booking and a standard booking duration of 2 nights (representing most bookings).

**Cabin type 2)** Larger 1 bedroom cabin with additional bedding for an allowance of maximum of 4 guests allowed per booking and a standard booking duration of 2 nights (representing most bookings).

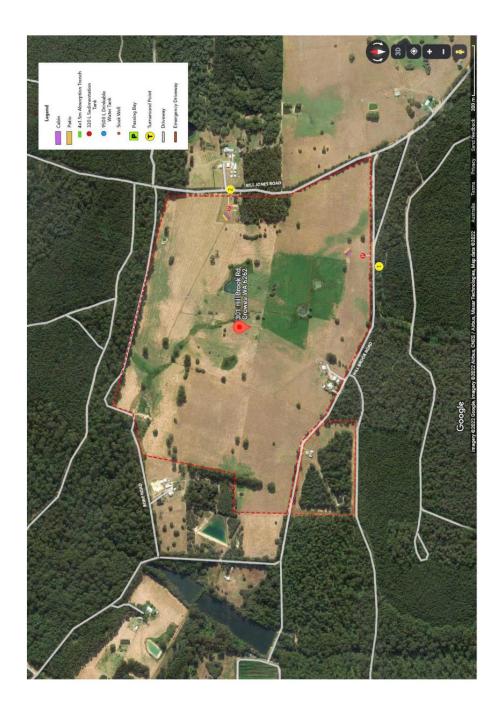


Figure 2: Inside view of "Joey" showing the tiny kitchen on the right.

Maintenance is performed at the cabins on a regular basis in between bookings or during periods of vacancy. Cleaners are tasked with the upkeep of the cabins in between bookings and perform a review of the cabins' facilities at every checkout.

301 Hill Brook Road, Crowea

Figure 3: Site plan and proposed cabin locations:



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301 Hill Brook Road, Crowea

### Fixtures and water consumption / hydraulic loading

### **Water Supply**

A 4,500L potable water premium corrugated tank is the sole water supply. It is suitable for drinking water in accordance with AS/NZS 4020:2002 and AS 2070 Part 1 & Part 8 Aust. Std. for food contact.

### **Fixtures**

Each cabin will have:

- 1 x waterless toilet
- 1 x hand basin
- 1x shower
- 1 x small kitchen sink

Note: no laundry facility

All taps are manufactured to comply with a WELS rating of 4 stars or more (7.5L/min or less) in accordance with AS/NZS 6400:2005.

### **Hydraulic loading**

- No wastewater is produced from the waterless toilet. A small, excess liquid drain will be installed, as per manufactures specifications.
- Actual wastewater production volumes have been recorded over a 12-month period from the protype setup, 'Joey'. The maximum combined wastewater production volume from shower, handbasin and kitchen use, over this 12-month period (2019 2020) was 18L/p/d.
- The nominated design hydraulic loading for this proposed development is **40L/p/d.** incorporating more than a 2X design safety buffer.
- Cabin Type 1; Max occupancy of two guests per day, total maximum design hydraulic loading

 $40 \times 2 = 80L/d.$ 

 Cabin Type 2; Max occupancy of four guests per day, total maximum design hydraulic loading

 $40 \times 6 = 160 L/d$ .

### Low impact, sustainable tourism

Cabin guests are encouraged to embrace a minimalist lifestyle during their stay to minimise environmental impacts and promote sustainable tourism.

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Wastewater Management Proposal

301 Hill Brook Road, Crowea

Guests are provided with biodegradable soaps and detergents and the "House Rules" are both emailed out to guests before their bookings and confirmed on laminated sheets mounted on the cabin wall and in the cabin booklet.

### Relevant excerpts from the "House Rules"

### Mindful Solar and Water Consumption

"The Cabin is not connected to mains water or power. We have solar power which will charge the batteries during the day and water is either rainwater or water delivered.

Please be mindful about the amount of water and power you use. Please don't leave taps running unnecessarily and please turn off all appliances when you leave the cabin."

### Kitchenette and Washing Dishes

"The cabin has a small sink in the kitchenette. As the water from the kitchen sink is filtered and processed it is important to make sure that NO food scraps, fats or oils are washed down the sink. This greatly helps the performances of our greywater system and reduces the need for maintenance."

"Before washing any dishes and cutlery, please wipe all excess food scraps and oils/fats using the paper towels provided (in the cupboard) and dispose of the paper towels in the rubbish bin. Once plates and cutlery have been wiped you can wash your dishes with the biodegradable dishwashing liquid provided. Wiping your dishes first will also help you conserve water!"

### **Toilets**

There are several composting toilet models, approved by the WA Department of Health, which would be suitable for this application. Specifically, one 'Clivus Multrum CMLP' will be installed in each cabin. This model is on the W.A. Department of Health's list of 'Approved Waterless Toilets' and is approved to the capacity of 4 people, part time usage. This model is suitable, and would have ample capacity, for the proposed usage.

Guests of the cabins are informed on how to use the toilet with a wall note in the toilet area, multiple notes in the cabins booklet and digital information sent at the time of booking and prior to the guest's arrival in the cabin.

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Wastewater Management Proposal

301 Hill Brook Road, Crowea

Excerpt from the cabin's booklet, "house rules":

"Our composting toilet operates very much like your toilet at home with the only difference that it is dry. The only things supposed to go down the composting toilet are your solids and liquids accompanied by our provided toilet paper."

The toilet will be installed according to the manufacturer requirements.

In compliance with Health Dept. regulations and guidance from *AS/NZS*1546.2:2008 – On-site domestic wastewater treatment units – Waterless

Composting Toilets, the composted end-product from the toilet will be buried on site away from human contact and in non-food related plant areas.

### **Greywater**

Greywater from all sources (shower, handbasin and kitchenette), will be managed with a simple, passive settling and absorption style land application system. The design of this system is based on design principles taken from Australian Standards ASNZS 1547:2012, scaled down to accommodate the small wastewater volumes from the cabins.

Kitchen water will pass through a small grease trap to capture grease, oils, fats and food scraps upstream of the main sedimentation/settling tank. This will allow ease of access and maintenance/disposal of captured solids wastes (greases and food scraps etc). Partially clarified water will flow from the grease trap into the main sedimentation/settling tank.

Greywater from the shower and handbasin will flow directly into the main sedimentation/settling tank combined with the partially clarified water from the kitchenette grease trap.

Clarified greywater will then flow from the sedimentation/settling tank into a simple land application absorption trench in accordance with ASNZS 1547:2012.

### **Grease Trap**

Although the guests are encouraged to minimise grease, fat, oil and food scraps going down the kitchen sink (see except from "House Rules"), the installation of a small grease trap will reduce the organic loading of the sedimentation tank and piped trench system as well as making maintenance of the system manageable by staff.

Assuming kitchen water production of 15L/day (cabin type 1) or 30L/day (cabin type 2), a grease trap of 30L capacity or larger will give retention time of at least 1 day and hence will allow the grease trap to perform effectively.

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Wastewater Management Proposal

301 Hill Brook Road, Crowea

Nominated Grease Trap: <u>AWWS 100L Grease Trap</u>



### Sedimentation/Settling Tank

### Cabin Type 1)

A tank of 200L capacity will enable a retention time of 2.5 days, similar to the design capacity of septic tanks (200 / 80 = 2.5).

Nominated Tank: AWWS 200L Settling tank.

### Cabin Type 2)

A tank of 400L capacity will enable a retention time of 2.5 days, similar to the design capacity of septic tanks (400 / 160 = 2.5).

Nominated Tank: AWWS 400L Settling tank.

### **Piped Trench/Bed System**

Utilising design principles from AS/NZS 1547:2012 and with reference to the <u>Grey to Green</u> system (W.A. Department of Health 'approved greywater disposal system'), the greywater disposal Land Application Area will consist of:

Assuming (worst case scenario) **Clay loam: L.I.R 15 L/m²/day**, (Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974).

Length of bed required:

$$L = (V / L.I.R.) / 2$$

Where L = Length of bed (m), V= design flow volume (L/day) and L.I.R. = Loading Infiltration Rate ( $L/m^2/day$ )

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Wastewater Management Proposal

301 Hill Brook Road, Crowea

### Cabin type 1)

$$L = (80/15) / 2 = 2.6m$$

Greywater absorption bed dimensions: 2 width x 3m length.

### Cabin type 2)

$$L = (160/15) / 2 = 5.3m$$

Greywater absorption bed dimensions: 2 width x 5m length.

### Installation

The greywater disposal system will be assembled and installed in accordance with AS/NZS1547:2012 and/or the approved product design and sizing document for the Grey 2 Green System as specified by the Department of Health.

The conventional piped trench will be clear of all rocks, tree roots and debris to the depth of the drain bottom and to comply with all setbacks as specified relevant regulatory documentation. Stormwater will be diverted away from the piped trench area.

### **Maintenance and reporting**

The installation will be inspected by Water Wally 3 months after its installation to ensure its efficacy and efficiency. Similarly, after 12 months, a report will be prepared by Water Wally and submitted to the local government, or any other relevant regulatory authority, indicating the efficacy and efficiency of the system.

Maintenance will be carried out by Heyscape and Water Wally will provide support as required.

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**9.5.9(2)** 





Your ref: DA23/126 P55771
Our ref: PRS 51279
Enquiries: Peter Bamess
Phone: 9771 7988

Email: warren.admin@dbca.wa.gov.au

Miss J Baister Statutory Planning Shire of Manjimup info@manjimup.wa.gov.au

Dear Miss Baister

### SUBJECT: LOT 12404, 301 HILL BROOK ROAD, CROWEA

Thank you for your letter dated 3 October 2023 regarding the establishment of two low impact tourist accommodation units on the above-mentioned property. The Department of Biodiversity, Conservation and Attractions (Department) provide the following response to your letter.

The proposed dwellings will be adjacent to lands managed by the Department and from time to time the following activities may take place in the adjoining State Forest.

- Prescribed burning for the enhancement and conservation of biodiversity and/or fire hazard reduction purposes.
- 2) Application of herbicides and other chemicals for weed and plant disease control.
- 3) Road construction and maintenance.

It is the department's expectation that the outbuildings will be constructed as per requirements in the "Guidelines for planning in Bushfire Prone Area, Version 1.4 December 2021".

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

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

Please contact Peter Bamess on 9771 7988 if you have any queries regarding this advice.

Yours sincerely

Tim Foley

A/Regional Manager, Warren Region

16 October 2023

Regional and Fire Management Services Division Warren Region Locked Bag 2, Manjimup WA 6258 dbca.wa.gov.au **9.5.10(1)** 

	2023 Applications - October					
Reference	Details	Received Det	Determination	Est. Cost	ost Days	
TP2023/49	DA23/46: Development Application - Lot 8160 South Western Highway Quinninup - retrospective approval for excavated soak	25/05/2023 WITHDRAWN	12	12/10/2023 \$	6,500.00	140
TP2023/83	DA23/86: Development Application - Lot 201 Perup Road, Perup - Retrospective Drains, Soaks, Ponds & Earthworks	19/06/2023 COUNCIL APPROVED		26/10/2023 \$	25,000.00	129
TP2023/85	DA23/88: Development Application - Lot 154 Merlot St Walpole - proposed new residence	22/06/2023 APPROVED	ľ	5/10/2023 \$	307,288.00	105
TP2023/105	DA23/96 Development Application - Lot 26 Burton Close, Walpole - Variation To Planning Policy - Request to keep cats	18/07/2023 COUNCIL APPROVED		26/10/2023 \$		100
TP2023/106	DA23/111 Development Application - Lot 60 Dingup Rd, Dingup - Proposed Shed	28/07/2023 COUNCIL APPROVED		26/10/2023 \$	62,000.00	90
TP2023/109	DA23/114 Development Application - Lot 125 Karri Lane Quinninup - Proposed Retaining Wall For Approved Shed	3/08/2023 APPROVED	4	4/10/2023 \$	5,000.00	62
TP2023/114	DA23/118: Development Application Lot 2 & 4 Yanmah Road Dixvale - Proposed Horticulture Netting	14/08/2023 APPROVED	10	10/10/2023 \$	973,950.00	57
TP2023/116	DA23/121: Development Application - Lot 173 Rose Strret Manjimup - Proposed extension to health studio	21/08/2023 COUNCIL APPROVED		26/10/2023 \$	175,000.00	99
TP2023/117	DA23/124: Dvelopment Application - Lot 2 Giblett St Manjimup - Proposed Change of use - Warehouse to fitness studio	25/08/2023 COUNCIL APPROVED		26/10/2023 \$		62
TP2023/118	DA23/125: Development Application - Lot 288 Swarbrick Street Walpole - Proposed outbuilding/shipping container	23/08/2023 COUNCIL APPROVED		26/10/2023 \$	8,370.00	64
TP2023/120	DA23/128: Development Application - Lot 94 Karri St Walpole - proposed retaining wall	30/08/2023 APPROVED	4	4/10/2023 \$	10,000.00	35
TP2023/123	DA23/132: Development Application - Lot 3 Middlesex Rd Middlesex - proposed dwelling	1/09/2023 APPROVED	18	18/10/2023 \$	200,000.00	47
TP2023/124	DA23/123: Development Application - Lot 59 Rainbow Trout Retreat Quinninup - Proposed Dwelling	25/08/2023 APPROVED	18	18/10/2023 \$	00.000,099	54
TP2023/130	DA23/138: Development Application - Lot 500 Boat Ramp Road Windy Harbour - Proposed extension to generator storage shed	15/09/2023 APPROVED	4	4/10/2023 \$	12,000.00	19
TP2023/131	DA23/141: Development Application - Lot 2 Marginata Rd Palgarup - Proposed residence	18/09/2023 APPROVED	10	10/10/2023 \$	249,000.00	22
TP2023/133	DA23/143: Development Application - Lot 114 Golf Links Rd Pemberton - proposed water tank	21/09/2023 APPROVED	4	4/10/2023 \$	15,000.00	13
TP2023/137	DA23/145: Development Application - Lot 11555 Kennedy Street Pemberton - Proposed Dwelling	27/09/2023 APPROVED	18	18/10/2023 \$	225,000.00	21
TP2023/147	DA23/156: Development Application - Lot 44 Latham Avenue Walpole - Proposed EV charging Station	13/10/2023 APPROVED	23	23/10/2023 \$	5,147.00	10



### 3. COMMUNITY SERVICES POLICIES 3.1 COMMUNITY DEVELOPMENT

3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

### **Background and Issues**

Community infrastructure, public places, memorials and plaques are reminders of citizens, culture and local heritage and are to be named and placed appropriately to match the context and significance of the asset or purpose.

### **Objectives**

The purpose of this Policy is to:

- Establish and formalise the principles and criteria by which the Shire of Manjimup names public places, community infrastructure, memorials and plaques inclusive of:
  - a) Memorial furniture;
  - b) Memorial plaques;
  - c) Public spaces (including Shire reserves);
  - d) Community infrastructure (i.e. any property, complex, structure, building, ornamental bridges, asset, sporting field owned or under the control of the Shire, excluding public roads.); and
  - e) Tree plantings;
- 2. Ensure that a consistent, fair and equitable assessment of the naming of the asset is undertaken; and
- 3. To acknowledge that language provides an identity that connects people to culture, embodies traditions and passes on knowledge.

### **Area of Application**

This Policy applies to all Shire-managed public spaces, community infrastructure, memorial furniture, plaques and tree plantings within the Shire of Manjimup local government area, excluding public roads/bridges.

### **Policy Measures**

The Shire will consider on its merits, any application for the naming of an asset to be included on land under its care, control and management.

### Naming of Public Open Spaces, Reserves and Community Infrastructure

- In general terms, naming should be unique and use form, spelling and style of contemporary Australian English. In particular cases, naming practice should take into account local Noongar languages.
- 2. A name shall be, wherever possible:
  - a) Relevant to Australian, preferably local, history, flora, fauna, culture, local landscape and physical characteristics;
  - b) Short and simple, preferably one to two words;
  - c) In all respects, in accordance with community standards;

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### 3. COMMUNITY SERVICES POLICIES 3.1 COMMUNITY DEVELOPMENT

### 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

- d) Complementary with and sensitive to existing names and design themes of adjoining assets;
- e) Not easily confused with or duplicating names within the region or nearby local governments;
- f) Be considerate of any potential risk to the reputation of the Shire and/or Council from aligning with an individual or company whose reputation may vary.
- g) Be considerate of any potential detrimental impact to the community or individuals; and
- h) Demonstrate strong local community support.
- 3. If personal names are used, the person commemorated should be considered to have suitably addressed the following criteria:
  - a) Contributed significantly to the development, protection or enhancement of:
    - i. Shire Town sites, Localities or Reserves; or
    - ii. the greater region (Warren-Blackwood, Walpole-Nornalup) that has produced long-term improvements in the area or community;
  - b) Actively served or contributed to an area of national or international importance;
  - c) Have a long-term association with a local community group or service club (no less than twenty years), service to the community or organisation must have been voluntary;
  - d) Donated property or funds for community benefit;
  - e) Have their birth name recognised no nick-names;
  - f) Preferably be recognised in memoriam;
  - g) Endorsed by a deceased persons immediate family; and
  - h) Names of living persons are by their nature subject to partisan perception and change in community judgement and acceptance. For this reason, the adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstance.
- 4. Sensitivity to diverse cultural situations should be applied when selecting names. Derogatory or discriminatory terms or terms likely to cause offence will not be approved.
- 5. Names of commercial entities and the like must not be used unless part of a formal sponsorship proposal.
- 6. Naming of parks, reserves and components of reserves must meet the requirements under the Land Administration Act 1997 and the Geographic Names Committee (GNC) WA Principles, Guidelines and Procedures. It is important to note that under the Land Administration Act 1997, names that commemorate a living person will not be considered for parks and reserves over one hectare.

### 3. COMMUNITY SERVICES POLICIES 3.1 COMMUNITY DEVELOPMENT

### 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

### Renaming of Community Infrastructure or Public Space

- 1. Renaming will only occur in an extraordinary case. Evidence of substantial community support must be provided for a change in name.
- 2. Where an asset has been named after a person and that person comes into disrepute through illegal activities, conviction or similar, whether retrospectively or subsequent to the naming, the Shire reserves the right to remove or review the name immediately.
- 3. Where a name change is being considered for any of the Shire's infrastructure or reserves, the request is to be firstly referred to Land Management Service (LMS) to confirm if the current name is officially approved by the GNC.

### Signage

Any signage must be in line with the Shire's signage practices, design standards, and guidelines.

### Requirements for Naming Proposals for Public Spaces and Community Infrastructure

- 1. Addressed to the Chief Executive Officer (CEO).
- 2. Evidence of support from an Elected Member of the Shire.
- 3. Address of the building or place to be named.
- 4. A site plan clearly identifying the location and boundaries of the asset to be named.
- Documentation providing the reason for the choice of name including the history, meaning, significance and relevance to the town, locality and/or Warren-Blackwood or Walpole-Nornalup region or national/international contribution.
- 6. If the nomination is being submitted by an organisation, documented evidence (i.e. Minutes from a committee/board meeting) must also be included in support of the nomination.
- 7. For personal names, the following must also be supplied:
  - a) Biographical details dates of birth & death (if relevant), length and years of service or association; and
  - b) Written permission from the family in the case of a deceased person.

### Requirements for Memorial Furniture and Plaques

- 1. Addressed to the CEO.
- 2. Address of the location.
- 3. A site plan clearly identifying the location of the proposed plaque or memorial seat.
- 4. A copy of the text to be included on the plaque or memorial seat, and the size and details of the materials to be used.
- 5. Documentation providing the reason for the choice of name including the history, meaning, significance and relevance of the subject person to the site.
- 6. If the nomination is being submitted by an organisation, documented evidence (i.e. Minutes from a committee/board meeting) must also be included in support of the nomination.

### 3. COMMUNITY SERVICES POLICIES 3.1 COMMUNITY DEVELOPMENT

### 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

### Requirements for Tree Planting / Tree Plaques

- 1. Addressed to the CEO.
- 2. Within the primary town sites of Manjimup, Pemberton, Northcliffe and Walpole the preferred locations are:
  - a) Manjimup Heritage Park
  - b) Pemberton Memorial Park
  - c) Northcliffe Forest Park
  - d) Walpole Pioneer Park
  - e) Other
- 3. A site plan clearly identifying the location of the proposed tree planting or tree plaque installation.
- 4. Documentation providing the reason for the request including whether for, Centenarian recognition or memorial purposes, should include the history, meaning, significance and relevance of the subject person.
- 5. If the request is to recognise a Centenarian, consent of that Centenarian must be included in the submission.
- A copy of the text to be included on the plaque and the size and details of the materials to be used.
- 7. If the nomination is being submitted by an organisation, documented evidence (i.e. Minutes from a committee / board meeting) must also be included to demonstrate support of the nomination.

### **Assessment Process**

- 1. On receipt of a nomination, the CEO shall ensure all criteria is assessed.
- 2. Where the nomination proposal pertains to the naming of parks and reserves a preliminary presentation should be made to Landgate (GNC) for initial comment prior to it being presented to Council for approval. If approval is provided, public consultation occurs, formal approval from Landgate is then requested.
- Recommendations to Council involving matters that may be deemed of a sensitive nature will be kept confidential, where possible. Adoption of the recommendation will require an absolute majority decision by Council.
- 4. Maintenance and replacement budget considerations pertaining to the request will be considered in the Officer Report.
- 5. Memorial furniture, plaques or tree plantings can be granted approval at the discretion of the CEO provided there is no variation to the Policy Measures.

3. COMMUNITY SERVICES POLICIES
3.1 COMMUNITY DEVELOPMENT
3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

ADOPTED 24 OCTOBER 2019 REVIEWED AND ADOPTED 16 NOVEMBER 2023 NEXT DUE FOR REVIEW NOVEMBER 2027

The Administration of this Policy is by the Community Services Directorate.



9 September 2023

Mr Brian Robinson Acting Chief Executive Officer Shire of Manjimup PO Box 1 Manjimup WA 6258

Dear Brian

Re: Manjimup Cherry Harmony Festival Committee - presents Manjimup Markets and More

We write to respectfully request that all fees normally charged for use of Shire venues be waived for the new event Manjimup Markets and More. This event is replacing the Manjimup Cherry Harmony Festival for 2023 and is being held on Saturday 9 December 2023.

We have booked the Manjimup Town Hall from Wednesday 6 December to Saturday 9 December 2023, with the hall being used for the Manjimup Photography Competition and display. We have also requested the use of the Kitchen for Friday 8 December and Saturday 9 December for the food preparation for the "Cooking Demonstrations" by Don Hancy WA Food Ambassador.

Should fees apply to other venues such as Manjin Park and Coronation Park, we also request that these fees also be waived.

The Manjimup Cherry Harmony Festival for the past 21 years has become an important event to the region, and we are positive that this scaled down event, Manjimup Markets and More for 2023 will be a good replacement for this year. This event is being run by a subcommittee of the Festival Committee who are a group of dedicated volunteers who have the Manjimup community at heart

We look forward to receiving your positive response. I can be contacted on 0409118296 should further information be required.

With kind regards

Yours sincerely

Pam Bodsworth

Associate Manjimup Cherry Harmony Festival Committee Manjimup Markets and More

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### **Community Services Directorate**

**Quarterly Report** 

**July to September 2023** 

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### Key Activities / Achievements

 Key Projects progress including Pemberton Colocation Hub, Manjimup Trail Bike Hub, Rea Park and Collier Street Redevelopment and Pemberton Sports Club Operational Review.

- New flag and banner system Manjimup main street installed. Awaiting delivery of new banners.
- Home Care Packages (HCP) continue to increase as consumers transition across from the Commonwealth Home Support Program (CHSP).
- MHCC Annual Performance Reviews completed.
- Progress in Pemberton Community Hub Balang Miya project included rectification works for the flooring, signage installation and a number of stakeholder groups moving into/operating in complex.
- Library events included the staging of the Spare Parts Puppet Theatre play of Tim Winton's book, *Blueback*, to an audience of Pemberton District High School and St Joseph's Primary School students.
- Art Gallery events included a presentation by 2023 Red Ochre Award winner,
   Sandra Hill, outlining her cultural journey through her art.

### **Budget Performance**

As per 2023/24 approved budget.

### Staff Movement

- Sarah Alexander has resigned from the NDIS Coordinator position.
- Mario Derillo and Carmel Rew have resigned from the role of Support Worker.
- Faith Walker commenced in the Branch Librarian role at the Manjimup Library.
- Three new library casuals (Caris Hoskins, Jenny Hanrahan and Helen Turner) were recruited to cover absences in Manjimup, Pemberton, Northcliffe and Walpole.

### 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

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- Transition from the current CHSP and HCP Programs to the new Care at Home Program.
- Redevelopment of Rea Park and Collier Street Precinct project planning, securing of funding, and implementation of lighting Upgrade Project.
- Manjimup Trail Bike project implementation Hub building near completion with funds for fit out still being sourced.

**Evy Apeldoorn** 

**Acting Director Community Services** 

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# **Our Corporate Business Plan Actions**

# 1. Our Natural Environment

Community Goals				
1.1 Natural landscapes, habitats and resources are	es are sustainably manage	sustainably managed for the benefit of existing and future generations.	sting and fut	ure generations.
1.2 Development is managed sustainably and our environment is valued through policy and regulation.	d our environment is valued	I through policy and re	gulation.	
1.3 Our region is recognised for its iconic, world-class natural environment that can be enjoyed by all.	orld-class natural environme	ent that can be enjoyed	by all.	
1.4 Potential climate change impacts are anticipated and responded to.	icipated and responded to.			
1.5 Waste management strategies are expanded a	ided and a greater range of	options provided to en	sure we mi	nd a greater range of options provided to ensure we minimise the negative impacts on our environment.
Action	KPI	Responsible Directorate	Status	2023/24 Initiated, Achieved and/or continued in next year
A1. Support initiatives that protect and nurture biodiversity and endemic species.	ure biodiversity and ende	mic species.		
A1.1 Implement strategies contained in the <i>Environmental Management and Sustainability Strategy 2013</i> (as amended)	Initiatives undertaken	Development and Regulation / All Directorates		<ul> <li>Achievements/Activities –</li> <li>Implementation of LED playing field lighting installation at Rea Park &amp; Collier Street Redevelopment underway.</li> <li>Ongoing consultation with DBCA regarding route development for Manjimup Trail Bike Hub Project.</li> </ul>
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.	nt practices and behavior	urs that demonstrate	best pract	ce water and energy efficiency.
A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water regarding Shire operations	Volume of scheme water use	All Directorates		<ul> <li>Achievements/Activities –</li> <li>Ongoing Waterwise Accreditation (Gold status) at Manjimup Regional AquaCentre.</li> <li>Ongoing promotion to event organisers to not use single use plastics.</li> <li>Provision of free water station for all community events.</li> </ul>

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A19. Partner with Western Australian Local Government Association (WALGA) and government agencies to address climate – related issues.	A) and government ag	encies to address climate - related issues.
A19.1 Utilise WALGA's Climate Change		A chisting A chisting of
Action Framework to guide the Shire's Initiatives undertaken All Dire	All Directorates	
climate related actions where appropriate		
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.	n climate-related issue	S.
A20.3 Actively seek State and		A chicumometry (A chicitica
Commonwealth funding for climate Funding acquired All Dire	All Directorates	
adaptation/mitigation measures		
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.	e climate-related actio	ns and sustainability activities.
A23.2 Undertake to learn from other		Achievements/Activities _
activities	All Directorates	
climate-related initiatives		

# 2. Our Prosperity

วี	Collinium Goals
2.1	2.1 New people and new businesses are attracted to the region.
2.1	2.1 Existing core industries, such as agriculture and timber, are resilient, innovative and sustainable.
2.2	2.2 The local economy is diversified and supports a range of industries and job opportunities.
2.3	2.3 Industry and development is not hindered by excessive or complex compliance regulations.
2.4	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	2.5 The region grows in reputation as a world-class culinary, agricultural, environmental and trails tourism destination.

Our quality primary and secondary education opportunities are maintained and access to a range of life-long learning and training opportunities is broadened.

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Action	KPI	Responsible Directorate	Status	2023/24 Initiated, Achieved and/or continued in next year
B1. Build on the Manjimup town's capacity as	is a regional service centre for the Warren Blackwood.	or the Warren Bla	ackwood.	
B1.1 Undertake a range of transformational activities in the Manjimup Timber & Heritage Park	Progress against project Community milestones	Community Services	Ongoing	Achievements/Activities –  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.	on, value-adding and downs the Southern Forests Food (	stream processing Council.	, research an	d development, culinary and agri-tourism,
B4.2 Contribute to Southern Forests Food Council marketing	Contribution made	Community Services	Complete	Achievements/Activities –  Financial contribution made as per Council approved budget.
B7. Encourage wellness industries related to tourism.	to rehabilitation, mental an	nd physical health	, aged and o	rehabilitation, mental and physical health, aged and disabilities related services and wellness
B7.1 Advocate for and support related programs and industries	Initiatives supported	Community Services	Ongoing	Achievements/Activities –
B12. Provide development opportunities and support local small businesses to thrive.	support local small busine	sses 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 –  • Manjimup Trail Bike Hub Trail Bike Friendly Business Program under development.
B13. Establish a Local Tourism Organisation amenities and attractions across the region.		of government and	industry in n	to coordinate the efforts of government and industry in marketing and developing visitor services,
B13.1 Support the establishment of a Local Tourism Organisation	Supports provided	Community Services/Office of the CEO	Ongoing	Achievements/Activities –

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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 –  Updated Southern Forests Visitor Guide under development.
B14. Encourage and support quality Southern Forests visitor servicing and marketing.	ern 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 –  See above.
B14.2 Support Local Visitor Centres	Supports provided	Community Services		Achievements/Activities –  Quarterly financial contributions as per Council approved budget.
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.	m destination concept and f	facilitate the impler	nentation of	a range of trail options connecting to and
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 –  Contributed to and attended local celebrations for Bibbulmun Track 25 <sup>th</sup> ann.
B15.2 Support initiatives contained in the South West Mountain Bike Master Plan 2015	Supports provided	Community Services/Works & Services	Ongoing	<ul> <li>Achievements/Activities –</li> <li>Partaking in project steering group for Pemberton Trails.</li> <li>Contributed to grant funding secured by Pemberton Cycling Association for Arboretum trail development.</li> </ul>
B15.3 Encourage and facilitate the next stage of planning and implementation of the Manjimup Trail Bike Feasibility Study 2017	Supports provided	Community Services	Ongoing	Achievements/Activities –  • Manjimup Trail Bike Hub Stage 1, "The Adventure Rider Experience" nearing completion
B15.4 Support development of the Warren Blackwood Stock Route	Supports provided	Community Services	Ongoing	Achievements/Activities –  • Attended Warren Blackwood Stock Route Working Group meeting

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Achievements/Activities –	Achievements/Activities –	Achievements/Activities – Several trails projects in progress, incl. Pemberton, Valley of the Giants, Walpole/ Nornalup Paddle Trails, Manjimup Trail Bike Hub.	aps in youth apprenticeships, traineeships,	Achievements/Activities –
Ongoing			arriers and g	Ongoing
Community Services/Office of the CEO	Community Services/ Office of CEO	Community Services	s to address the b	ships/ youth All Directorates
Plan is developed	Meet requirements of Plan developed by Department of Transport	Supports provided	ng and implementing actions	Number of traineeships/ number of youth employed by Shire
B15.5 Develop a scoping plan for the development of rail trails using existing corridors	B15.6 Lobby and support the development of rail trails using existing corridors	B15.7 Support the development of recreational trails throughout the Shire	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

## **Our Community**

Con	Community Goals
3.1	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	3.2 The health and wellbeing of people of all ages and circumstances is supported within their own community.
3.3	3.3 We respond to an ageing demographic by cultivating age-friendly communities that are also inherently dementia and disability friendly.
3.4	3.4 A range of efficient, safe and accessible public transport options are provided across the region.
3.5	3.5 Our whole community participates in strategies to ensure we are minimising risks in regards to bushfire and other natural emergencies.
3.6	3.6 Residents feel safe, secure and comfortable at home, work and at play.
3.7	3.7 Our community is vibrant, dynamic and fun because we have access to a broad range of art, cultural, social and recreational opportunities.

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Action	KPI	Responsible Directorate	Status	2023/24 Initiated, Achieved and/or continued in next year
C1. Encourage co-locations, partnerships and	and resource sharing to deliver community services.	er community ser	rices.	
C1.1 Investigate colocation options for the Walpole Visitor Centre, Community Investigated and course Services Resource Centre, and Public Library	Recommendations investigated and course determined	Community Services	To be reassessed	Achievements/Activities –

encourage participation (particularly in the areas of emergency management) and acknowledge	Achievements/Activities –
of emergenc	
in the areas o	
(particularly	
participation	
encourage	
y groups,	
eer commur community.	
2. Support volunteer community ntributions to the community.	
C2. Su contribu	

C2.3 Provide training and support to local sport and recreation clubs	Supports provided / sports Community ground usage rates	Community Services	Ongoing	Achievements/Activities –  Relevant information (grants, training opportunities etc) distributed to clubs as needed.  One on one support provided as needed.
C2.4 Provide annual Community Grants to community groups and not-for-profit organisations for projects or activities that have a focus on benefiting communities within the Shire.	Grants provided	Community Services	Annual	Achievements/Activities – • (Un)Successful applicants of 2023/24 Program notified and invoices processed.
C2.5 Provide acknowledgement and support to a diverse range of local volunteer groups	Support and acknowledgement provided / with program delivered annually Services)	All Directorates (budget sits with Community Services)	Ongoing	Achievements/Activities –

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C5. Actively engage children and young people to better understand and encourage services and initiatives that respond to their needs and aspirations.	better understand and enco	ourage services and ir	itiatives that respond to their needs and
C5.1 Implement strategies contained in the reviewed and adopted Youth Strategy.	Initiatives undertaken	Community Services	Achievements/Activities –  • Meeting of Youth Advisory Group (Youth Council) to discuss current youth concerns and plan community youth activities.  • Shire representative attended Youth Development Network.
C5.2 Investigate and advocate for development of a dedicated youth space in Manjimup	Obtain grant funding Community to progress.     Identification of a suitable location.	Community Services	Achievements/Activities –  • Support of Blackwood Youth Action (BYA) in acquiring a new youth space on Brockman Street.
C6. Advocate for the provision of out-of-school and school holiday programs.	school holiday programs.		
C6.1 Facilitate out of school programs across the shire	Programs conducted	Community On	Achievements/Activities –  • Walpole Library's Origami workshop and a subsequent Paper Flower Creative school holiday workshop were well attended by local children.
C6.2 Provide annual Youth Grants to support youth groups, workers or projects operating within the shire	Youth supported	services Community An Services	Achievements/Activities –  As per annual Community Grants.  Community Grants provided to 3 youth groups within the Shire.  Contribution made to chaplaincy at Manjimup Senior High School.

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C7. Improve early-years development and education outcomes.	tion outcomes.			
C7.1 Investigate the possibility of an education foundation (future fund) targeted at improving early-years education outcomes	Feasibility investigated and Community recommendations produced Services	Community Services	Targeted for 2021	Targeted Achievements/Activities – for 2021 • Not progressed.
C7.2 Finalise and commence implementation of strategies contained in the <i>Early Years Strategy</i> 2017	Strategy is formally adopted / Community initiatives undertaken	Community Services	Ongoing	Achievements/Activities – Ongoing • Network working independently (ongoing).

C8. Improve access to services that allow residents to stay well in their own community and manage their health conditions.	stay well in their own con	ımunity and mana	ge their hea	Ith conditions.
C8.1 Continue provision of the Commonwealth Home Support Program through Manjimup HCC	Individuals supported / Community hours of support	Community Services	Ongoing	Achievements/Activities –  Registered CHIPS Provider.
C8.2 Provide home care packages, respite care and disability support services through Manjimup HCC	Individuals supported / Community hours of support	Community Services	Ongoing	Achievements/Activities –  Registered NDIA 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.	housing options to meet	the needs of old	der people,	people with disabilities and other
C9.1 Partner with the state Housing Authority to redevelop the Manjimup Primary School site for the Senior Housing Project	Number of houses Community delivered	Community Services	Ongoing	Achievements/Activities –
C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.	ia and disability-friendly in	nitiatives across al	domains of	community life.
C10.1 Implement strategies contained in the Age- friendly Communities Plan 2016-2026	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities –  Undertaken when opportunity exists. Implement throughout other towns and balance of Manjimup townsite.

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C10.2 Implement strategies contained in the Access & Inclusion Plan 2013-2018	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities –  1st stage of implementation Augmentative & Alternative Communication signage at AquaCentre and Manjimup Public Library in progress.
C10.3 Undertake a review of the <i>Access &amp; Inclusion Plan</i> every 5 years	Plan is reviewed and new version adopted every 5 years	Community Services	Complete	Achievements/Activities –  Review of existing Plan through development of Access & Inclusion Plan 2024-2029 in progress.
C10.4 Implement recommendations from dementia- friendly communities pilot program	recommendations implemented	Community Services	Ongoing	Achievements/Activities –  Ongoing
C11. Engage with all stakeholders and establish improved public transport information, delivery and options across the Warren Blackwood region.	ed public transport inform	ation, delivery and	d options acr	oss the Warren Blackwood region.
C11.1 Lobby for improved access to and availability of public transport options	Lobbying activities undertaken	Community Services	Targeted for 2020	Achievements/Activities –
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 notfor-profit providers and any accessible features or subsidy schemes	Information available and reviewed annually	Community Services	Ongoing	Achievements/Activities –  • HACC currently providing information.  • To be further investigated.
C11.3 Provide community bus transport to and from major Shire events and activities	Events where transport support is provided	Community Services	Ongoing	Achievements/Activities –  • Provided for key Shire partners and events.  • Advertising for community bus promoted online and in all local newsletters/newspapers.

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C12. Support communities to acquire and upgrade 'community buses'.	de 'community buses'.			
C12.1 Provide support to communities seeking to purchase or upgrade community buses	Supports provided	Community Services	Ongoing	Achievements/Activities –  • Support provided as required.
C13. Plan for emergency and natural disaster response, management, evacuation and recovery.	sponse, management, evacuati	on and recovery.		
C13.3 Implement strategies to improve the long-term welfare and resilience of community evaluated after a significant members after an emergency or disaster	undertaken after a significant / or disaster	Community Services	Ongoing	Achievements/Activities –  Continue to support and encourage collaboration for 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.	r and risk awareness campaigns	ý		
C16.2 Review and implement strategies contained in the Southern Forests Alcohol and Other Drugs Strategic Plan 2016-2018	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – Informative posters in public bathrooms for crime and safety prevention. AOD Art projects in progress.

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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		Achievements/Activities – CCTV system in Manjimup CBD continues to function well and assist Police.
C18. Create, support and promote a broad range sporting, recreational and social opportunities that are accessible and inclusive for all ages and abilities.	sporting, recreational and soci	al opportunities that	are acces	sible and inclusive for all ages and
C18.1 Implement strategies contained in the Sports & Recreation Strategic Plan 2014-2024 in regards to community and club development and support	Initiatives undertaken	Community Services	Ongoing	Activities as outlined in the Plan ongoing.  Rea Park and Collier Street Redevelopment project – planning and implementation.  Trails projects ongoing.  Ongoing financial assistance to associations operating town recreation centres (Pemberton, Northcliffe and Walpole).  Operational & Governance Model Review findings presented to Pemberton community. Feedback being processed.
C18.2 Apply Council's adopted <i>Donations Policy</i> (2.3.4) in regards to participation in sport, recreation, art and culture	Donations made	Community Services	Ongoing	Achievements/Activities – 5 donations in this quarter.
C18.3 Administer state funded KidSport Vouchers	Number of vouchers issued	Community Services	Ongoing	Achievements/Activities – Continuing to administer KidSport program and attending DLGSC update sessions. KidSwim available at AquaCentre.

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C19. Support public events to ensure they are successful and safe.	ccessful and safe.			
C19.1 Provide annual Event Grants to individuals or groups to assist with the marketing and promotional costs of hosting of public events in the shire	Grants provided	Community Services	Ongoing	Achievements/Activities – Grants provided annually.
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 –  • 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.	ge of cultural and art capabilitie	es, facilities, even	ts and achie	vements.
C20.1 Implement strategies contained in the Arts & Culture Strategic Plan 2013-2023	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities –  • Manjimup Art Gallery hosted the annual Fantastic Fungi exhibition in conjunction with the Manjimup Photo Club.  • Art Tells the Story event featured Sandra Hill (2023 Red Ochre winner) detailing her cultural journey through her art.
C21. Install and maintain quality public artworks for everyone to enjoy.	or everyone to enjoy.			
C21.1 Develop an inventory of artworks in public spaces including condition reports and maintenar maintenance responsibility	ablic Inventory complete and and maintenance or renewal requirements determined	Community Services	Targeted for 2020	Achievements/Activities –
C22. Document and conserve local historical records, stories and artefacts and make them available for everyone to study and enjoy.	ords, stories and artefacts and i	make them availa	ble for every	one to study and enjoy.
C22.1 Implement strategies contained in the Heritage Connections Project Implementation Plan 2014-2024	Initiatives prioritised and undertaken	Community Services	Ongoing	Achievements/Activities –

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C22.2 Implement Manjimup Timber & Heritage Park interpretation strategies	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities –  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 Community completed	Community Services	Ongoing	Achievements/Activities –
C22.4 Provide support to local history groups	Supports provided	Community Services	Ongoing	Achievements/Activities –
C23. Work with stakeholders to preserve and sha	hare local Indigenous tradition and culture, including identified sites of significance.	nd culture, includi	ng identified	sites of significance.
C23.1 Support initiatives to preserve and share local indigenous tradition and culture where opportunities arise	initiatives supported	Community Services	Ongoing	Achievements/Activities – Shire working with RAP Advisory Committee on First Nations Information Signage for Manjin Park. AAPAAC progressing initiatives surrounding Indigenous art, culture, information, and engagement (e.g., songlines sculpture, yarning circle, concerts, story sharing).
C23.2 Implement the outcomes as identified in the Reconciliation Action Plan	Actions undertaken in accordance with the Reconciliation Action Plan	Community Services		Achievements/Activities –  Delivery of Noongar Seasons – Nature in Transition project.  Promotion of NAIDOC week.  Annual reporting of RAP to Reconciliation Australia.

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### 3. Our Infrastructure

Con	Community Goals				
4.1	4.1 Infrastructure gaps in regards to energy, water, sewerage, and information and communication technology services are resolved.	/, water, sewerage, and information	n and communication tec	chnology servic	es 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.	nd maintained at a level of service	that is aligned with com	munity needs r	low and in the future.
4.3	4.3 Land use planning strategies support the sustainable development and growth of our communities.	ne sustainable development and gr	owth of our communities		
4.4	Town centres are accessible, attractive and inviting whilst maintaining their unique characters.	and inviting whilst maintaining the	ir 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.	ind create opportunities for people	to come together, social	ise and enjoy a	range of activity.
4.6	Sport and recreation facilities sustain a broad range of pursuits.	broad range of pursuits.			
4.7	Community infrastructure planning responds to an ageing demographic and is also inherently dementia and disability friendly.	onds to an ageing demographic ar	nd is also inherently dem	entia and disal	oility friendly.
4.8	Places of heritage value are recognised and	d and retained.			
4.9	Transport infrastructure and networks provide for the safe movement of all users.	provide for the safe movement of a	ll users.		
Action	on	KPI	Responsible Directorate	Status	2023/24 Initiated, Achieved and/or continued in next year
D5. I	D5. Develop and maintain community infrastructure to a service-level that meets the community's needs.	astructure to a service-level tha	t meets the community	's needs.	
D5.1 mair Manj and	D5.11 Develop and implement a new Maintenance is undertaken maintenance and renewal plan for the in accordance with the Manjimup Regional AquaCentre plant schedule and approved and infrastructure.	Maintenance is undertaken in accordance with the schedule and approved budget	Community Services	Ongoing	Achievements/Activities –  Old recirculation pumps replaced.  Automatic entry door repaired.

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Action	KPI	Responsible Directorate	Status	2023/24 Initiated, Achieved and/or continued in next year
D5.12 Review the Heritage Park Master Plan 2012 and the Heritage Park Management & Development Plan 2006-2016 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 –
D12. Assist communities to build and maintain wherever possible.	tain sport and recreation facilitie	es whilst encouraging	co-locations, c	sport and recreation facilities whilst encouraging co-locations, collaborations and resource sharing
D12.1 Implement strategies contained in the four town <i>Recreation Facility Master</i> Initiatives undertaken <i>Plans</i>	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – Construction Manjimup Tennis Club facilities in progress (Club project). Rea Park & Collier Street Redevelopment underway. Manjimup Trail Bike Hub underway.
D12.2 Implement strategies contained in the Sports & Recreation Strategic Plan 2014-2024 in regards to infrastructure	Initiatives undertaken	Community Services	Ongoing	Achievements/Activities – • See C18.1 and D12.1.
D13. Support the development of a state-level	evel sporting facility in the township of Manjimup.	nship of Manjimup.		
D13.1 Lobby and advocate in accordance with identified opportunities and feasibility	Lobbying activities undertaken	Community Services	Ongoing	Achievements/Activities –  Rea Park & Collier Street Redevelopment underway.

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## 4. Our Local Government

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

Action	KPI	Responsible Directorate	Status	2023/24 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.	t upholds the values of profes	ssionalism, proactivity, r	eliability, int	egrity and courtesy in all its dealings.
E1.1 Pursue awards and other formal recognition of achievement from Formal accolades received All Directorates external agencies	Formal accolades received	All Directorates	Ongoing	Ongoing Achievements/Activities -
E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.	about Shire activities and pro	vide genuine opportun	ties for the	community to participate in decision
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 –

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Action	KPI	Responsible Directorate	Status	2023/24 Initiated, Achieved and/or continued in next year
E8. Increase elected member interactions with constituents to better represent the diverse needs and priorities of the different communities within the Shire.	with constituents to better rep	present the diverse needs	s and priori	ties of the different communities within
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 –
E9. Identify and mitigate organisational risks.	sks.			
E9.2 Manage workplace occupational safety and health (OSH) risks to employees, volunteers, visitors and contractors	Performance against OSH Lead Indicators / initiatives undertaken	All Directorates/Office of the CEO		Achievements/Activities –
E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.	ew technologies to better deliv	ver services and commur	icate 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)		Achievements/Activities –

**4**02 **9.9.3(1)** 

	July - September 2023
Shire of Manjimup	Community Services Quarterly Report

SECTION	PURPOSE	AMOUNT
Community	Lions Cancer Institute - Big Day Out	\$250.00
Community	Northcliffe District High School P&C - Read-a-thon	\$235.20
Recreation	Bibbulmun Track Working Committee - Bib Track 25 Anniversary	\$250.00
Community	Manjimup Primary School P&C - Dads & Dear Ones	\$248.40
Recreation	Colby Bosley - Representing Australia for Speedway	\$300.00
Recreation	Manjimup Country Club - 2023 JB Ipsen Golf Event	\$100.00
		\$ 1,383.60

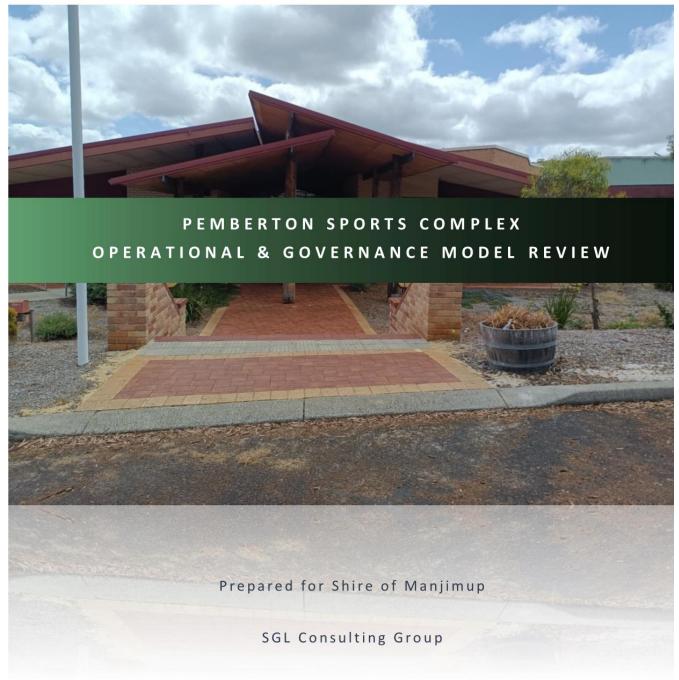
4				
COUNCIL-APPROVED EVENTS HELD DURING QUARTER	Food truckin' For A Cause	Karri Rally	Quiz Night Pemberton Sports Club (no approval required)	Warren Horsemens Club Annual Long Weekend Ride
COUNCIL-APPR	7/08/2023	12/08/2023	26/08/2023	23/09/2023

**9.9.3(1)** 

						July	July - September 2023 - 2024	- 2023 - 20	124
Grant Funding Update									<b>y</b>
section	grant title	funding body	amount	stratogic plan	ßuipuəd	Infeseoous	Inisseconsun	completed	acquitted
TOTALS					-	6	0	4	4
Community Development	Tackling Tough Times Together	Foundation for Regional and Rural Renwal	\$60,000	\$60,000 Shire of Manjimup Youth Strategic Plan 2013-		-		-	-
Community Development	Criminal Property Confiscation Grants	·	\$95,053	\$95,053 Shire of Manjimup Youth Strategic Plan 2013-		-		-	-
Community Development	Community Action Plan	Alcohol & Drug Foundation	\$4,216	\$4,216 Shire of Manjimup Youth Strategic Plan 2013-		-			
Libraries & Cultural Services	Strengthening Rural Communities Grant	Foundation for Regional and Rural Renwal	\$4,100	\$4,100 Arts and Culture Strategic Plan 2013-2024		-		-	-
Libraries & Cultural Services	Indigenous Visual Arts Grant	Indigenous Visual Arts Industry Support	\$30,000	\$30,000 Arts and Culture Strategic Plan 2013-2024		-			
Recreation	Manjimup Trail Bike Hub - establishment	Regional Recovery Partnerships	\$980,000	\$980,000 Strategic Community Plan		-			
Recreation	Rea Park & Collier Street Redevelopment - new Playing Field Lights	Department of Local Government, Sport and Cultural Industries	\$511,555	\$511,555 Strategic Community Plan		-			
Community Development	Small Grants Program 2021 (Pemberton Community Co-location)	Department of Primary Industries and Regional Development	\$60,000	\$60,000 Strategic Community Plan		-			
МНСС	Aged Care RN Payment to Reward Clinical Skills and Leadership	Dpt Health and Aged Care	\$5,582	\$5,582 Workforce Plan		-		1	-
Recreation	Rea Park & Collier Street Redevelopment - Stage 2		\$2,868,500		-				

**9.9.4(1)** 







fostering an active and healthy life

**9.9.4(1)** 

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### EXECUTIVE SUMMARY

Pemberton Sports Complex consists of indoor sports areas, function and community space and a bar and commercial kitchen. The Complex is currently home to:

- Southerners Football Club Inc
- Pemberton Cricket Club Inc
- Pemberton Basketball Association Inc
- Pemberton Bowls Club Inc
- Pemberton Playgroup

- Southerners Junior Football Club Inc
- Southern Strikers Junior Soccer Club Inc
- Pemberton Netball Association Inc
- Pemberton Darts Association
- Pemberton Youth Group.

Pemberton Sports Complex is also used by the community for functions, events, art exhibitions, sporting and recreation activities, youth activities and is a designated Emergency Evacuation/Welfare Centre.

The objective of this review is to recommend the best practice operational and governance model for the Pemberton Sports Complex, and to provide recommendations for the implementation of that model.

### **Management and Governance of Pemberton Sports Complex**

Pemberton Sports Complex is owned by the Shire of Manjimup and is managed by Pemberton Sports Club. The Club has a 50 year lease over Pemberton Sports Complex that runs until 30 June 2053. The current management model for the Complex was established in 2002 as part of the co-location of the Workers Club, indoor stadium, community space and sporting facilities into a redeveloped and expanded Complex.

The governance arrangements for Pemberton Sports Complex are facilitated by two key documents, the Pemberton Sports Complex Redevelopment Heads of Agreement between the Shire of Manjimup and Pemberton Sports Club and the Shire of Manjimup and Pemberton Sports Club Lease.

The HoA included specific references to for the Shire of Manjimup to:

- acknowledge the financial contribution of \$735,000 (ex GST) from the Club towards construction of Pemberton Sports Complex.
- acknowledge the current interest in the Liquor License held by the Club, and the intention of the Club to transfer that licence to the new facility.

Specific clauses of relevance from the lease for this review include:

- Clause 12.2 Quiet Enjoyment. The Lessor covenants that if the lessee pays the yearly rental in
  accordance with the lease and observes and performs the terms, covenants and conditions on its part it
  will allow the Lessee to peaceful enjoyment of the premises during the term without interruption by the
  lessor.
- Clause 13 Default of Lease provides information about the Lessee's obligations under the lease as well
  as breaches of the lease, including 13.1(d) the Lessee enters into liquidation or passes a resolution to be
  wound up voluntarily or its incorporation is threatened to be cancelled.
- Clause 18.5 Not to Remove or Surrender Licence. The Lessee shall not, without the prior written
  consent of the Lessor:
  - a) remove or apply to remove the Liquor Licence or allow the Liquor Licence to be removed from the Demised Premises to other premises; or
  - b) surrender or attempt to surrender the Liquor Licence.

From the information provided to SGL Group, there is no evidence that Pemberton Sports Club is in default of its lease and therefore remains entitled to retain quiet enjoyment for the balance of the lease period. It is

**9.9.4(1)** 

noted the Club has sought financial assistance from the Shire in recent years to ensure it could continue to operate and without this support consideration would need to be given to not continue with management of the Complex.

A comparison between the lease for Pemberton Sports Complex and the Shire of Manjimup Property Leasing Policy found the lease is largely in line with the Shire Policy. Key variances include:

- The annual fee is \$100 on demand whereas the Policy stipulates \$200.
- The lease term is 50 years with first right of refusal for an extension to the lease period.
- There a number of items listed in the Shire's Property Leasing Policy that are not specifically covered in the lease. It is assumed in this case the requirements of the Property Leasing Policy would apply as the overarching policy document.

The Department of Mines, Industry Regulation and Safety guide to help clubs or associations develop a constitution was also compared with the Pemberton Sports Club's Constitution. This comparison confirmed the Club's constitution follows recognised good practice and includes all key elements as identified in the model rules, apart from the omission of clauses relating to inspection of records and proxies of members.

### **Financial Performance**

A review of financial performance of Pemberton Sports Club from the 2017/18 to 2021/22 financial years found:

- Revenue from Bar Trading has rebounded from the reduction in 2019/20 resulting from the impacts of Covid-19 and associated lockdowns.
- Cattle Trading revenue has increased, however this component of the business is noted to be
  inconsistent with the operations of Pemberton Sports Complex and the constitution of Pemberton Sports
  Club
- A trend in downwards revenue for Other Income from 2018/19, however revenue components from the core sporting/community components of the Pemberton Sports Complex such as court hire, function room hire and gym fees dipped due to the impact of Covid-19 but are trending upwards.
- Revenue from Squash court hire has dropped significantly suggesting minimal use of this component of the Complex.
- Membership revenue has grown, particularly during 2021/22.
- Kitchen Hire has dropped significantly, resulting in minimal return from this component of the Complex.
- Youth Zone Fees have dropped in line with the reduction in provision of activities in this component of the Complex.
- Cleaning expenses increased significantly during 2021/22.
- Electricity, Insurance and Rates and Land Tax charges are an ongoing significant cost year on year.
- Wages have reduced, however this expense needs to be balanced against service provision to ensure the Complex is open and available to support activities needed by the community.
- Water charges increased significantly during 2021/22.

With an operating surplus of \$12,074 during 2021/22, Pemberton Sports Club was in a positive trading position as operated under the current governance model. However, without funding support from the Shire of Manjimup, and income from Cattle Trading, something not identified as an Object of the Association in the constitution, this would not be the case. It is noted that in three of the five years analysed the Club operated in a deficit.

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### **Liquor Licence**

Sport and recreation clubs in Western Australia wanting to sell alcohol on their premises must apply for a club or club restricted liquor licence. A club licence, as held by Pemberton Sports Club, allows liquor to be sold or supplied to a member, or guest of a member in the company of that member, for consumption on the premises.

### **Rates**

The Shire of Manjimup Rating Policy aims to ensure a clear policy on property rating in the Shire of Manjimup that is easy to understand, administratively efficient, raises additional revenue for the Shire and delivers an equitable rating treatment between like uses. Under the Policy the portion of any club using a licenced premises is rated on a GRV basis, notwithstanding the club may be a not for profit organisation. This is because the licenced activity is considered to be of a similar nature to that commercially available at other licenced premises.

The Shire of Manjimup Rates Concession Waiver Policy provides an administrative framework for assessing any application requesting the waiving or granting concession from rates to not-for-profit community based organisations occupying rateable land in accordance with Council's discretionary powers. Under this Policy the Shire of Manjimup has applied a consistent 75% concession from the nominal rates charge based on the rateable property valuation.

### Support from the Shire of Manjimup

There has been a long history of support provided to Pemberton Sports Club from the Shire of Manjimup in response to requests from the Club.

In 2022, the Shire agreed to a one off financial support package consisting of:

- 1. Support of \$52,500 to be made up of:
  - a. \$20,000 current outstanding balance of the Club in the Recreation Centre Development Program;
  - \$10,000 (ex. GST) in the 2022/23 financial year budget under the Recreation Centre Development Program for Pemberton Sports Complex;
  - c. \$6,000 (ex. GST) in the 2022/23 financial year budget under the Community Funds Program for the Pemberton Youth Zone; and
  - d. \$16,500 to be contributed from Municipal funds in the 2022/23 financial year budget;
- 2. Support being conditional on full cooperation with a review of the operational model of Pemberton Sports Complex and a willingness to support implementation of the review findings; and
- Expenditure of \$30,000 from the Recreation Ground/Facility Improvement Reserve in the 2022/23 budget for the Shire to facilitate a review of the operational model of Pemberton Sports Complex (this review).

In 2020, following a request from Pemberton Sports Club the Shire resolved to:

- 1. Write off \$2,080.50 (ex. GST) in rates for the 2019/20 financial year;
- 2. Write off \$3,586.29 (ex. GST) in electricity charges for the 2019/20 financial year;
- 3. Write off \$3,327.76 (ex. GST) in water charges for the 2019/20 financial year;
- 4. Increase the bad debt expense account in the 2020/21 budget by \$8,994.55 (ex. GST) to cover the cost of items 1, 2 and 3 above;
- 5. Wave rates for 2021/21; and

6. Notify Pemberton Sports Club Inc. that given the history around previous rate waivers and debt write offs, the Shire of Manjimup will not waive rates and write off public utility debts against the property at any stage in the future.

In total, financial support provided to the Club by the Shire, including through the Recreation Centre Development Program, since 2011/12 is \$279,177, including \$45,000 allocated to undertake two reviews to assist with financial sustainability of the Club/Complex. Without the amounts for the reviews, the funding support provided was an average of \$19,514 per annum over the past 12 years, however over the past three years this amount was \$24,615 on average per annum.

### Stakeholder Consultation

Upon commencement of this project the consultants undertook meetings with a variety of key stakeholders of Pemberton Sports Complex. This allowed for key exploratory questions where the following issues were identified:

- There has been long-term concern from Shire officers and Pemberton Sports Club Board members with the financial sustainability of Pemberton Sports Club's operational model.
- The Shire focus is on keeping Pemberton Sports Complex open for the community.
- The Shire is concerned the liquor licence operations are not a core community component that the local government should use public funds to support.
- The Shire is wanting to ensure equity in providing community facilities within the Shire of Manjimup.
- The Pemberton Sports Club board have sought to rationalise their operations for the betterment of the community and to ensure the future sustainability of the club and complex.
- The Pemberton Sports Club perceive the bar and restaurant operations as critical to the whole facility, and a long-term legacy of the pre-existing workers club.
- Historical and legacy issues exist that complicate the future operations of the Pemberton Sports Complex.
- The bar and restaurant area are operationally constrained due to the licence conditions which prohibit broader community engagement beyond club members and external visitors.
- Pemberton Sports Club, with support from the Shire of Manjimup, has sought to reduce operational
  expenditure for the complex through developing renewable energy options, and adapting roofing in the
  sports hall to allow more natural light.
- The restaurant space has been outsourced to an external operator as it is not core business of the Pemberton Sports Club, although it is run for the benefit of the community and helps to support and drive bar sales.

An electronic stakeholder consultation was circulated to the key user groups of the Pemberton Sports Complex. This survey was developed to understand the organisational perspectives of the key sports and community clubs who use, lease or rent space in the facility during the year.

### The survey found:

- High participation and engagement rates within the Pemberton community, consistent or higher than the expected sports participation rates in Western Australia for the respective sports.
- Strong utilisation with 82% of respondents identifying a minimum of weekly frequency of use, and more
  than 70% of respondents identifying use of the Pemberton Sports Complex for more than half a day at a
  time (either half day or full day).
- Consistent usage across the year, with a peak in September as a number of different user groups converge their respective seasons at the same time.
- More than 45% of user groups use the Club on an ad-hoc hire arrangement with 36% working on a seasonal hire basis for facility space.

- 60% of user groups identified usage of more than one area of the facility.
- All user groups identified the bar was used by their respective members and participants when attending the Pemberton Sports Complex.
- All user groups identified the restaurant not being open as the major inhibitor to greater facility usage.
- Most of the respondents had positive satisfaction results for the various aspects of the either the complex or management and interaction with Pemberton Sports Club.
- User groups identified all spaces within Pemberton Sports Complex as being important or very important.
- Most respondents identified the Pemberton Sports Club as being the best placed for managing the
  various spaces around the complex, with The Shire of Manjimup as the second most popular option
  amongst user groups. There was a small percentage of respondents who indicated individual sports
  clubs were best placed to manage spaces.
- The only components of Pemberton Sports Complex that were identified as suitable for management by private businesses were the bar facilities and the kitchen/dining facilities.

An electronic key stakeholder consultation survey was also circulated to the community users of the Pemberton Sports Complex. This survey was designed to understand the community perspectives of the community members who utilise the facility during the year.

The response rate for the community survey was high, with 133 community members participating in the survey with 40% Male, 58.5% Female and 1.5% non-identified. Based on an estimated resident population for Pemberton of 861 people, this is a response rate of 15.4% of the community. The age profile of the respondents corresponded with the demographic profile of participation and the age demographic of Pemberton across the 35 and older aged categories.

### The survey found:

- 68.4% were members of Pemberton Sports Club.
- Key themes for not being a member were identified by respondents as being a member or participant in other sports club/association at the Complex, apathy, value proposition and lack of use.
- More than 50% of team sports participants were visiting the complex on at least a weekly basis.
- The highest level of occasional visitation was for community and private events and functions.
- More than 35% of the respondents to this survey identified social visits at least a weekly to the centre which indicates the facility is a significant community gathering location.
- A strong level of support for regular dining at the Pemberton Sports Complex, with 38% having dined at least on a fortnightly basis throughout the year.
- More than 40% of Respondents indicated that they used the bar at least on a weekly basis at the Pemberton Sports Club, with a further 13% using the bar on a fortnightly basis. This indicates strong multi-use of the Pemberton Sports Complex beyond solely the sports participation aspect.
- The majority of respondents identified the current value proposition at the Pemberton Sports Complex to be about right or inexpensive.
- Most facilities in the Complex were identified as being either important or very important, providing an
  indication of the strong community demand for these facilities to be integral to the overall Pemberton
  Sports Complex. It is particularly noteworthy that the two highest recorded scores were for the nonsport specific component of the Pemberton Sports Complex (Bar and Dining).
- There was general high levels of satisfaction across the complex.
- When looking at management, responses from the community mainly advocate for a status quo, with
  the second highest category for the Shire of Manjimup to manage the various aspects of the Pemberton
  Sports Complex. The Dining Area is one aspect of the complex that was preferred for a private business,
  and the playgroup was seen as best managed by the individual community club. The Pemberton Sports
  Club was perceived by 75% of respondents as best to manage the bar facilities at the complex.

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### **Facility Benchmarking**

A comparison was undertaken on key metrics between Pemberton Sports Complex and other community/sport and recreation facilities in the Shire of Manjimup and across the wider south-west region. This showed:

- Indoor sports courts/components in the towns of Northcliffe and Walpole are leased to local sporting/recreation associations who manage these facilities in direct relationships with user groups.
   Northcliffe Colocation is leased to a head lessee with sub leases to other tenants. Facilities in Manjimup are managed by the Shire with direct hire arrangements with user groups.
- Pemberton Sports Complex operates with Pemberton Sports Club as head lessee with hire arrangements directly with user groups.
- The Shire of Manjimup maintains the indoor sports court floors in all four towns, including at Pemberton Sports Complex.
- Kitchen and canteen facilities are provided at each facility (with a different level of facility provided at
  each), however no permanent liquor licencing arrangements are in place at other venues. Liquor
  Licencing arrangements are all on an event basis for individual users. This differs from Pemberton Sports
  Complex with a commercial kitchen and dining space and large licenced bar.
- Fees and Charges for use of indoor sporting facilities are set by the head lessees and by the Shire for Manjimup Indoor Sports Pavilion. This is consistent with the arrangement in place at Pemberton Sports Complex.
- The Shire of Manjimup sets the fees and charges for use of outdoor sporting fields across the Shire, including those in Pemberton.
- Like Pemberton Sports Complex, Northcliffe Recreation Grounds and Walpole Recreation Centre each
  receive \$10,000 annually through the Shire's Town Recreation Centre Subsidy to assist with community
  recreation sustainability.

A desktop reviewed identified a number of sport and recreation or community facilities located in shires adjacent to the Shire of Manjimup. These all offer a range of indoor sport facilities and various community facilities. A key point of note is that none of these facilities have bar facilities with all focussed on facilitation of sport, recreation and community activities with all managed by the respective local government.

When benchmarking fees and charges the review found charges for court hire at Pemberton Sports Complex are lower than comparable facilities and similar for meeting room space. Gym fees are lower than those at the Shire of Augusta Margaret River however it is noted fees at those venues include group fitness classes and access to casual sports court entry.

### **Assessment and Recommendations**

Pemberton Sports Complex provides a number of distinct and different services to the Pemberton community, including sports facilities and ancillary amenities to support sport and recreation activities, community services to support families and youth, arts and crafts displays, community events such as weddings and funerals, all supported by dining and provision of bar facilities.

A key consideration that impacts any alternate governance arrangements is the Pemberton Sports Complex Redevelopment Heads of Agreement between the Shire of Manjimup and Pemberton Sports Club. In this memorandum, the Shire of Manjimup specifically acknowledges the financial contribution of \$735,000 (ex GST) from Pemberton Sports Club towards construction of Pemberton Sports Complex and the interest in the Liquor License held by the Club, with the intention at the time of signing the Heads of Agreement to transfer that licence to the Pemberton Sports Complex.

Similarly, the lease between the Shire of Manjimup and Pemberton Sports Club specifically notes the Club's entitlement to quiet enjoyment of the premises and the requirement for the Club to not remove or surrender the liquor license without prior consent of the Shire of Manjimup. From the information provided to SGL Group for this review, there is no evidence that Pemberton Sports Club is in default of its lease and therefore remains entitled to retain quiet enjoyment for the balance of the lease period to 2053 and for the Club to ensure the liquor licence is retained for that period. In this regard, any change to the lease, or surrender of the liquor licence, would require agreement between the Pemberton Sports Club and the Shire of Manjimup.

One of the challenges for Shire is to define its role in economic development so that it can decide how it should address the many strengths, weaknesses, opportunities and threats (key issues) that will come from each local government owned facility, and the management options available to the Shire.

In assessing governance arrangements, a key consideration should be whether Shire's management of a particular facility and provision of services from that facility has a crowding out effect, that would otherwise prevent a private business from being able to deliver the service. In this instance with the Pemberton Sports Complex, the Shire of Manjimup must consider the potential crowding out effect the bar and dining facilities have upon the business environment in Pemberton, and specifically if the lease and local government support provides an unfair economic advantage to the Pemberton Sports Club which has a crowding out effect on other "for profit" hospitality venues in the region.

### **Management Models**

The review was an independent review with collaboration between the Shire and Club and broader community. The focus was to make a recommendation on the best governance model to ensure that the Complex remained open for the benefit of the Pemberton community. The acceptance of any recommendations within this report need to be endorsed or otherwise by both the Club and by the Shire of Manjimup if municipal funding is being recommended.

Governance options available to the Shire include leasing the venue to another entity to take over its operation, engaging a venue operator to manage the venue under a management contract, taking over direct management of the facility, other hybrid arrangements where different facility components are managed by different users, and continued operation of the facility by the sports club with fee for service.

### Option 1: Lease to another Community Group/Sports Club

Under this option, the lease with the Pemberton Sports Club would be surrendered. The Shire of Manjimup would enter a lease with a community group or sports club who would take over administration and operation of the facility. Facility components would be managed as below:

- Sport, recreation and other use spaces Seasonal user groups would enter a licence with the new lessee to utilise their specific facility component. Infrequent users would hire facility components directly from the new lessee.
- Bar The bar would be included in the lease and made available to user groups via their licence
  arrangement with user groups obtaining their own liquor licence to meet their user requirements. The
  rates payable by the lessee would remain payable based on the size of the licence area with the 75%
  concession provided by the Shire, with each user group responsible for their club or club restricted
  liquor licence fee and the applicable rates charge apportioned to them.
- Kitchen/dining This component of the operation would be sub-leased by the lessee to an operator who would provide catering services for the Complex.

If another entity, such as a football club or a community group, were to take over the lease for Pemberton Sports Complex, the priority focus of that entity would likely be on running the complex to suit the needs of

its members. Experience has shown this focus will often take priority over meeting the needs of other user groups and without ongoing financial support from the Shire of Manjimup would likely result in the same financial distress over time that Pemberton Sports Club has encountered. Given this, leasing to another entity who would take over management of the Complex as a whole based on the current operation is not considered feasible as a long-term option as it will essentially replicate the existing arrangement. Doing so may also alienate some community members who are supporters of the Pemberton Sports Club and its committee.

### Option 2: Contract Management by a Community Group/Sports Club

Under this option, the lease with the Pemberton Sports Club would be surrendered. The Shire of Manjimup would then enter a management contract with a community group or sports club who would take over administration and operation of the Complex on a fee for service basis. Facility components would be managed as below:

- Sport, recreation and other use spaces Seasonal user groups would and infrequent hirers would hire
  facility components directly from the contractor with arrangements for access managed by the
  contractor.
- Bar The bar would be included in the management contract and made available to user groups
  obtaining their own liquor licence to meet their requirements. Rates would be payable by the
  contractor based on the size of the licence area with the 75% concession provided by the Shire. Each
  user group would then be responsible for their club or club restricted liquor licence fee and the
  applicable rates charge as apportioned to them.
- Kitchen/dining This component of the operation would be sub-leased by the Shire to an operator who would provide catering services. This direct arrangement would be required as the contractor would not have the appropriate tenure to sub-lease the kitchen.

Due to the requirement for the manager to obtain a guaranteed return and given the historical turnover of the Complex, the small size of the Pemberton community and limited potential for significantly increased use of the complex this model is not considered feasible. A part-time contract manager would seek in the order of \$60,000-80,000 per annum. Based on the financial model option would require an annual operational subsidy in the order of \$154,000 in year one increasing to \$178,000 per annum by year five.

The cost for end users would increase as they would be responsible for their respective licence fee and a share of the rates as apportioned to them.

### Option 3: Direct Shire Oversight A

Under this option, the lease with the Pemberton Sports Club would be surrendered with the Shire taking over direct responsibility for Pemberton Sports Complex, including staffing for administration and cleaning and the Shire funding all building maintenance. Facility components would be managed as below:

- Sport, recreation and other use spaces Seasonal user groups would enter a licence with the Shire to
  utilise their specific facility component. Infrequent users would hire facility components directly from the
  Shire.
- Bar The bar would be kept, with user groups obtaining their own liquor licence to meet their user
  requirements. This would result in all groups needing to obtain their own club or club restricted licence
  for each respective licence area. To ensure competitive neutrality, rates would remain payable in line
  with the Shires rating policy based on the size of the licence area with the 75% concession. Each user
  group would be responsible for their club or club restricted liquor licence fee and the applicable rates
  charge as apportioned to them.
- Kitchen/dining This component of the operation would be leased by the Shire to an operator who
  would provide catering services.

The five year financial model showed this option would require an annual operational subsidy in the order of \$88,000 in year one increasing to \$102,000 by year five.

This option would be more expensive for each individual club with a liquor licence as they would be responsible for the licence fee and any applicable rates attributed to their respective licence area. They remain in the model however as they would be expenses directly incurred by the Shire and there is no certainty they could be fully recouped from end users.

This option does not take into account the costs to the Shire for staffing wages and on-costs as it is assumed they would be included in the existing Shire staffing budget.

### Option 4: Direct Shire Oversight B

Under this option, the lease with the Pemberton Sports Club would be surrendered with the Shire taking over direct responsibility for Pemberton Sports Complex, including staffing for administration and cleaning and the Shire funding all building maintenance. This would essentially be the same model that the Shire of Manjimup applies to the Manjimup Sports Stadium and other general recreation and community facilities that are directly managed.

Facility components would be managed as:

- Sport, recreation and other use spaces Seasonal user groups would enter a licence or have hire
  arrangement with the Shire to utilise their specific facility component. Infrequent users would hire
  facility components directly with the Shire to manage hire bookings.
- Bar and kitchen/dining These components of the facility would be closed.

The five year financial model showed this option would require an annual operational subsidy in the order of \$67,000 in year one increasing to \$82,000 by year five. It is assumed no rates would be payable based on the Complex solely being a community sport and recreation facility.

This option does not take into account the costs to the Shire for staffing wages and on-costs as it is assumed they would be included in the existing Shire staffing budget.

Removal of the bar and dining facilities also reduces the capacity of the Complex to meet community needs for activities and other social events such as weddings and funerals. It would also remove the potential for sports club users to utilise the bar and dining facilities during their visit to the Complex. It is anticipated that closure of the bar and dining facilities would not be supported by the community.

This option meets will meet the Shire of Manjimup's requirement to meet the needs of the community for sport, recreation and community purposes however may not fully address all of the community wants.

### Option 5: Separating Pemberton Sports Complex (multiple leases)

Under this option, the lease with Pemberton Sports Club would be amended to separate the components of the Complex to be managed by different parties. Facility components would be managed as follows:

- Sport, recreation and other use spaces The Shire of Manjimup would enter a lease with a separate
  community group or sports club who would take over management of the sports and community
  components of Pemberton Sports Complex. Seasonal user groups would enter a licence with the lessee
  to utilise their specific facility component. Infrequent users would hire facility components directly
  from the lessee with arrangements for access managed by the lessee.
- Bar The bar would remain in the lease area for Pemberton Sports Club and would continue to be managed and operated by Pemberton Sports Club.
- Kitchen/dining This component of the operation would remain in the lease area for Pemberton Sports Club and would continue to be sub-leased to an operator who would provide catering services.

The five year financial model showed this option would require an annual operational subsidy in the order of \$67,000 in year one increasing to \$82,000 by year five. It is assumed no rates would be payable by the manager of the community/sport components of the facility. This does not include any financial support for operation of the bar/dining components of the complex as this would operate on a fully commercial basis and rates would remain payable by Pemberton Sports Club.

This option will meet the Shire of Manjimup's requirement to meet the needs of the community, however may not fully address all of the community wants.

This option requires the agreement of Pemberton Sports Club and would require amendment of the lease with the Shire of Manjimup and amendment to the Club's constitution. These are administrative procedures in nature and could be undertaken with agreement of the Club. The Club would need to pay a fully commercial rental rate for the bar/kitchen component of the complex based on the size of the licence area with no rates concession.

Option 6: Pemberton Sports Club Management – continuing current management

If Pemberton Sports Club continues as lessee for Pemberton Sports Complex, measures need to be put in place to ensure it can operate in a sustainable financial manner. On a base level these include:

- Implementation of recommendations that remain outstanding from the 2014 Review of Pemberton Sports Complex, including stabilisation of the financial position, development of operating documents and facility modifications.
- 2. Negotiation and implementation of licence arrangements with seasonal/regular user groups and published hire arrangements for ad-hoc venue use.
- 3. Agreement with the Club to operate with greater clarity of financial accounting between the sport and recreation components of Pemberton Sports Complex and the commercial bar/dining components.
- 4. Exploring whether a more equitable calculation may be considered for the valuation of Pemberton Sports Complex, and in turn the rates calculation of the facility, based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective user groups.

These basic steps alone would not ensure a long term sustainable governance model for the Complex as the Club will essentially continue to operate as it always has, resulting in futher need for ongoing support. This is not a criticism of the Club, it operates with the support of members who are volunteers and it is clear the community has made a significant contribution to keep the Complex operational and available for the community.

### Option 7: Pemberton Sports Club Management – Fee for Service arrangement

A variation on this arrangement is for the Club to continue to manage Pemberton Sports Complex and to maintain and promote delivery of community and recreation services on a fee for service basis for the Shire. Under this arrangement Pemberton Sports Club would retain the lease over and continue with management of Pemberton Sports Complex. Key elements of this arrangement would include:

- 1. The Club entering a 'Fee for Service' Agreement with the Shire of Manjimup to maintain and promote the delivery of community sport and recreation services/activities. Under this agreement:
  - a. the Club could employ a part time resource or explore other arrangements with another group/entity to promote and support community sport and recreation activities at the Complex.
     This could also assist to activate the entry to the Complex if another entity were involved in promotion/delivery of community sport and recreation activities and were co-located on site.
  - b. the Agreement between the Shire and the Club would stipulate the deliverables as agreed between the parties, however it would be expected they would support optimising use of the community and recreation facilities and further activating increased community use at the Complex.

- c. The fee for service recommended under this arrangement is approximately \$770 per week (\$40,040 per annum). This calculated is based upon an equivalent Level 4 coordinator position, under the Local Government Award at 18 hours per week, with additional incidental funds for advertising, marketing and operational costs. This fee for service amount reflects the economies of scale that is achieved through this model, with The Club managing both the Bar trading and the sport and community facility spaces. Alternative models will lead to duplication of costs, and inefficiencies that would lead to higher costs for The Club and higher costs for The Shire. It is expected that this fee for service arrangement will be used at the discretion of the Pemberton Sports Club in order to ensure agreed service delivery, and could be used to support volunteer or existing management resources.
- 2. Agreement with the Club to operate with greater clarity of financial accounting between the sport and recreation components of Pemberton Sports Complex and the commercial bar/dining components, ie, separating the finances of the sport and recreation component of the Club from the bar and dining components. This can ensure that payments to the Club under the Fee for Service Agreement are accounted for in the sport and recreation component of the Club's operation.
- 3. Implementation of recommendations that remain outstanding from the 2014 Review of Pemberton Sports Complex, including development of operating documents and facility modifications.
- 4. Negotiation and implementation of licence arrangements with seasonal/regular user groups and published hire arrangements for ad-hoc venue use.
- 5. Exploring whether a more equitable calculation may be considered for the valuation of Pemberton Sports Complex, and in turn the rates calculation of the facility, based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective user groups.

The five year financial model found options 6 and 7 would both require an annual operational subsidy in the order of \$24,000 increasing to \$28,000 by year five to support the Sport and Recreation components of the Complex. The fee for service payment under option 7 however would remove the need for this subsidy and provide the Club with the opportunity to facilitate increase facility use and enhance future operational sustainability.

It should be noted that the financial forecasting and recommendations in this report have been calculated on a Net Present Value basis, and any future agreements should address potential cost increases as appropriate.

### Recommendations

Based on the review and assessment considered in this report, the current arrangement of Pemberton Sports Club continuing as lessee and entering a Fee for Service Arrangement (Option 7) is recommended as the preferred governance arrangement for Pemberton Sports Complex. Specific recommendations for consideration by the Pemberton Sports Club and the Shire of Manjimup include:

### Recommendation 1: Fee for Service Agreement

The Club and the Shire of Manjimup should negotiate and enter a Fee for Service Agreement to maintain and promote the delivery of community sport and recreation services/activities at Pemberton Sports Complex.

The Agreement would stipulate the required deliverables as agreed between the parties, however it would be expected they would be based around and support optimising use of the community and recreation facilities at the Complex. The fee for service recommended under this arrangement is approximately \$770 per week (\$40,040 per annum). This fee for service amount reflects the economies of scale that is achieved through this model, with The Club managing both the Bar trading and the sport and community facility spaces. Alternative models will lead to duplication of costs, and inefficiencies that would lead to higher costs for The Club and higher costs for The Shire.

Recommendation 2: Supplementary steps to stabilise the financial position of Pemberton Sports Club

- Pemberton Sports Club (seeking assistance from the Shire as required) to develop key documentation/processes which will enable it to strategically plan for the future, including a business and asset management plan.
- The Club review its funding model to secure a greater commitment from all user groups. This includes entering licences where possible with user groups for facility use with a mechanism to share revenues from increased bar sales (documented further below).

Recommendation 3: Formalise all club activities in the Club Constitution (if required).

Recommendation 4: More formal arrangements be put in place with seasonal users of Pemberton Sports Complex. This will provide user groups with certainty of facility of access to meet their respective needs and provide Pemberton Sports Club with more certainty in facility use and associated revenue streams.

Licence to Occupy - To provide certainty of facility access to meet their needs it is recommended that licence arrangements are negotiated and implemented with seasonal/regular user groups.

Hire Arrangements - It is recommended that Pemberton Sports Club continue to offer hire arrangements for short-term or irregular one-off uses of Pemberton Sports Complex. Hire arrangements should continue to be via published rates and the hirer accepting the Club's specific terms and conditions for facility hire.

Recommendation 5: Options should be explored and discussions held with any community groups who may be compatible with co-location within Pemberton Sports Complex. Requirements for facility modification as result of co-locations could only be determined once a viable arrangement has been identified.

Recommendation 6: Electricity costs have been identified as a significant operating expense for Pemberton Sports Club, a cost that is anticipated to continue to grow into the future. In order to help mitigate the impact of this cost Pemberton Sports Club (with the assistance of the Shire) should undertake an updated to the 2014 energy cost audit with a new energy use audit with a view to:

- Explore options to reduce the size of the cold room and break it to a cold room/store room (with this
  component not refrigerated).
- Shut down the freezer for the kitchen area and utilise a smaller fit for purpose freezer which would provide more efficient cold storage options.
- Consider installation of sub electricity and water meters so that usage can be tracked between discreet optional components of the Complex.
- Consider installation of battery storage and other enhancements to the existing solar installation at the Complex.

Recommendation 7: Water charges increased significantly during 2021/22. This should be investigated as to the main cause if not already known as it could potentially relate to a water leak as opposed to water from increased known usage. It is recommended that a water usage audit be undertaken by the Club to determine where water is consumed and potential water saving options to be implemented at the Complex.

Recommendation 8: Future license agreements with user groups include a mechanism for a percentage rebate to the licence fee from alcohol sales to each club/user group. Such an arrangement will provide an incentive for clubs to promote use of the bar and help to boost sales from bar takings to and in turn would benefit the clubs or user groups themselves.

It is important that any rebate mechanism be developed with consideration to the fact that although the clubs do not currently receive a percentage of profit from sales, they also do not contribute towards the

costs of cleaning, bar management, electricity, water and other building maintenance. These elements should all be considered when determining an appropriate rebate formula.

Recommendation 9: The Club should further explore (in consultation with the Shire) how the valuation for Pemberton Sports Club is undertaken and whether a more equitable calculation could be considered by the Valuer General, based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective users. In the event a more equitable valuation were adopted, this could assist in a reduction in the ratable area and therefore rates paid by the Club.

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### 1. BACKGROUND

Pemberton Sports Complex (the 'Complex') is located at 1 Club Road, Pemberton. The Complex is approximately 4,750m² in size, consisting of two indoor sports courts, a bar and dining room, commercial kitchen, gymnasium, squash courts, snooker room, 2 x canteen/serveries, player change rooms and a variety of function, office, store and club rooms. The indoor sports courts are marked for basketball, netball, and badminton. Figure 1.1 shows the complex floor plan.

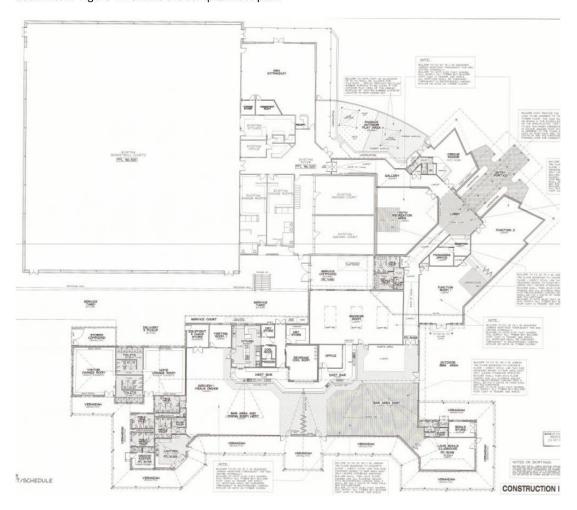


Figure 1.1: Pemberton Sports Complex internal layout

The Complex is currently home to the following sporting clubs and recreation groups:

- Southerners Football Club Inc
- Pemberton Cricket Club Inc
- Pemberton Basketball Association Inc
- Pemberton Bowls Club Inc
- Pemberton Playgroup

- Southerners Junior Football Club Inc
- Southern Strikers Junior Soccer Club Inc
- Pemberton Netball Association Inc
- Pemberton Darts Association
- Pemberton Youth Group.

Pemberton Sports Complex is also used by the community for functions, events, art exhibitions, formal sporting and recreation activities (eg. badminton, snooker, karate and squash), youth activities and is a designated Emergency Evacuation/Welfare Centre.

The Complex is owned by the Shire of Manjimup and is managed under a lease arrangement by the Pemberton Sports Club Incorporated (the 'Club'). The Club is responsible for the day to day management and running of the Complex.

The current club model was established in 2002 as part of the co-location of the Workers Club, the then indoor stadium, community space and sporting facilities into the redeveloped and expanded Complex. The Shire of Manjimup has advised that after twenty years and a decade of financial performance indicators with the requirement for ongoing financial support from the Shire, the existing governance model may no longer be the best fit or the most sustainable option for the management of the Complex. As the Complex owner, the Shire of Manjimup is seeking to engage with the Pemberton community to re-examine the best way to ensure that the Complex remains open to the community for the longer term.

Pemberton is a small rural town in the short term, and the Shire of Manjimup has advised there is no expectation of significant changes to the user catchment and the Complex usage. As such, the operational and governance model review is to provide recommendations based on the existing usage. This has been confirmed by the analysis summarised in Chapter 2 and included at Appendix A.

### 1.1. Objective and Deliverables

The objective of this review is to recommend the best practice operational and governance model for the Pemberton Sports Complex, and to provide recommendations for the implementation of that model. Key deliverables are to prepare a report based on the scope of works and to present the findings to the Shire of Manjimup, key stakeholders and the community.

The recommended model must:

- Ensure Pemberton Sports Complex, inclusive of its sporting and recreation community facilities, remains available for the broader Pemberton community to access;
- Consider the demographics and the financial capacity of user groups and individuals in the Pemberton community:
- Fit the needs and the resources of both the user groups/clubs and the Shire of Manjimup;
- Be operationally and financially sustainable into the future;
- Is equitable in comparison to other shared/collocated/similar facilities within the Shire of Manjimup in terms of fees and charges and recommended subsidy;
- Is appropriate and suitable for a local community and sporting facility; and
- Provides a clear direction to the Shire of Manjimup regarding any recommended financial contribution required for the Complex to remain operational.

During this engagement, the Principal confirmed the role of the Shire of Manjimup is to meet the needs (as opposed to the wants and wishes) of the community to participate in recreation and sport activities. This position is in the broader context of:

- the Shire's need to balance the delivery of services across the entire local government area within budget in a fair and equitable manner;
- the Shire should not fund, subsidise or run a bar using public monies.

The focus is on a sustainable governance model and what is required by parties to achieve this.

### 2. PEMBERTON & SHIRE OF MANJIMUP

A high level demographic overview of Pemberton and the Shire of Manjimup and sport and recreation participation statistics is presented in Attachment A. It is acknowledged that there is a potential broader catchment for the Pemberton Sports Complex and these demographics may not cover all potential users of the facility. However this demographic overview is consistent with normal overview of a facility of this kind.

Key points to note from this overview in regard to the review of governance arrangements for Pemberton Sports Complex are:

- The population of the Pemberton statistical locality was 861 people in 2021, being 50.4% female and 49.6% male.
- The median age is 48 years, with the highest proportion of people in the 35-49 age group (17.3%), 70 years and over (16.9%) and 50-59 (16.5%) years. The lowest proportion of people is those aged 0-4 years (3.6%) and 25-34 years (9.1%).
- People from the region have a similar labour force participation rate than the rest of Western Australia, however they are more likely to be employed as manager or labourers in the agricultural and other service industries.
- The total population is forecast to decline to 2031. This will differ across the age categories however, with the decline only for those aged 5-14 and 35 to 59 years of age. The population will grow for those aged 70 years and over and will have relative stability for those aged 0-4, 25-34 and 60-69 years.
- Personal and family income is lower for people in the region when compared with Western Australia as
  a whole. This means the community may be more price sensitive in regard to discretionary spending
  and participation in sport and recreation activities.
- High participation activities in Western Australia for sport and recreation activities that are offered at Pemberton Sports Complex include fitness/gym, yoga, football (soccer), basketball, pilates, Australian Football and netball.

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### 3. PEMBERTON SPORTS COMPLEX

This chapter provides a summary overview of the Pemberton Sports Complex and its governance by the Pemberton Sports Club.

### 3.1. Management and Governance

Pemberton Sports Complex is owned by the Shire of Manjimup and is managed by Pemberton Sports Club. The Club has a 50 year lease over Pemberton Sports Complex that runs until 30 June 2053.

The current management model for the Complex was established in 2002 as part of the co-location of the Workers Club, indoor stadium, community space and sporting facilities into a redeveloped and expanded Complex.

The governance arrangements for Pemberton Sports Complex are facilitated by two key documents:

- The Pemberton Sports Complex Redevelopment Heads of Agreement between the Shire of Manjimup and Pemberton Sports Club; and
- 2. The Shire of Manjimup and Pemberton Sports Club (Inc) Lease.

### 3.1.1. Pemberton Sports Complex Redevelopment - Heads of Agreement

On 23 January 2003 the Shire of Manjimup and Pemberton Sports Club (Inc) signed a Heads of Agreement (HoA) to facilitate the Pemberton Sports Complex redevelopment. Key elements of the HoA were:

- The HoA is between the Shire of Manjimup and Pemberton Sports Club Inc.
- The Shire would undertake construction works to the value of \$2,481,000 (ex GST) funded by:
  - o \$474,273 the Shire of Manjimup
  - \$474,000 CSRFF
  - \$632,727 South West Forests Structural Adjustment Programme (SWFSAP)
  - o \$165,000 SWDC
  - \$735,000 Pemberton Sports Club (the Club), both cash and in-kind contributions.
- Works were for development of Pemberton Sports Complex as shown in Figure 1.1 (page 4 of this
  report).
- Arrangements around the Club's financial contribution and management of grant funding obligations, including its contribution of in-kind funding towards development of the Complex were specifically identified.
- For the Complex to be leased to the Club for a 50 year period with a first right of refusal of an extension to the lease period (in accordance with the lease included at Attachment B to the HoA).
- The Shire's acknowledgement of the interest in the Liquor Licence held by the Club, and the intention of the Club to transfer that licence to the new facility.
- The Club to have management rights to the Complex.

The HoA included specific references to for the Shire of Manjimup to:

- acknowledge the financial contribution of \$735,000 (ex GST) from the Club towards construction of Pemberton Sports Complex.
- acknowledge the current interest in the Liquor License held by the Club, and the intention of the Club to transfer that licence to the new facility.

These are important points for consideration in identification of future governance models for the Complex.

### 3.1.2. Shire of Manjimup and Pemberton Sports Club (Inc) - Lease

The Lease for Pemberton Sports Complex was executed between the Shire of Manjimup and Pemberton Sports Club on 2 December 2002. Key terms of the lease include:

- The lease area includes a portion of Lot 181, Pemberton, Certificate of Title 2350 folio 149, which includes Pemberton Sports Complex.
- The date of commencement was 1 July 2003 with a termination date of 30 June 2053 (50 year term), with a first right of refusal for an extension to the lease period.
- The yearly rental payable by the lessee is \$100 per annum on demand, which may be reviewed by the lessor from time to time.
- The lessee is liable for all local authority rates, land tax, water, sewerage, electricity, gas and telephone services.
- The permitted use of the premises is for community sport and recreation together with such related and ancillary purposes as are normal and appropriate for such premises or as may be approved in writing by the lessor.
- The lessee is to maintain the premises in good clean repair and condition at its expense to the satisfaction of the lessor, and where in the opinion of the lessor including replacement of floor coverings, window treatments and light fittings.
- The lessee is to repaint/re-paper the walls and ceilings once during each ten years of the term.
- The lessee is not to make any improvements without the prior written consent of the lessor.
- The lessee is not to assign, sublet, mortgage, charge, part with possession of, nor dispose of the premises or any part of, without the written consent of the lessor.
- The lease includes requirements for compliance with covenants for the liquor licence, including
  complying with any conditions, keeping it current and not removing or surrendering without the prior
  written consent of the lessor.

Specific clauses of relevance to this review include:

- Clause 12.2 Quiet Enjoyment. The Lessor covenants that if the lessee pays the yearly rental in
  accordance with the lease and observes and performs the terms, covenants and conditions on its part it
  will allow the Lessee to peaceful enjoyment of the premises during the term without interruption by the
  lessor.
- Clause 13 Default of Lease provides information about the Lessee's obligations under the lease as well as breaches of the lease, including 13.1(d) the Lessee enters into liquidation or passes a resolution to be wound up voluntarily or its incorporation is threatened to be cancelled.
- Clause 18.5 Not to Remove or Surrender Licence. The Lessee shall not, without the prior written consent of the Lessor:
  - remove or apply to remove the Liquor Licence or allow the Liquor Licence to be removed from the Demised Premises to other premises; or
  - d) surrender or attempt to surrender the Liquor Licence.

From the information provided to SGL Group, there is no evidence that Pemberton Sports Club is in default of its lease and therefore remains entitled to retain quiet enjoyment for the balance of the lease period. It is noted the Club has sought financial assistance from the Shire in recent years to ensure it could continue to operate and without this support consideration would need to be given to not continue with management of the Complex.

### 3.1.2.1. Shire of Manjimup Leasing Policy

The Shire of Manjimup leases land and buildings to community groups, clubs, recreational bodies and commercial enterprises in accordance with its administration policy, 4.2.8 Property Leasing Policy. The

objective of this policy is to ensure the Shire of Manjimup provides a consistent approach to setting lease terms, lease fees and maintenance responsibilities.

A summary of the terms and conditions for leases to community organisations from the policy is compared to the lease conditions with Pemberton Sports Club for Pemberton Sports Complex in Table 3.1. The policy notes however that alternate terms and conditions may be negotiated by the Shire.

This comparison shows the lease for Pemberton Sports Complex with Pemberton Sports Club is largely in line with the Shire's Property Leasing Policy. Key variances include:

- The annual fee is \$100 on demand whereas the Policy stipulates \$200.
- The lease term is 50 years with first right of refusal for an extension to the lease period.
- There a number of items listed in the Shire's Property Leasing Policy that are not specifically covered in the lease. It is assumed in this case the requirements of the Property Leasing Policy would apply as the overarching policy document.

Table 3.1: Comparison of lease with Pemberton Sports Club to the Shire of Manjimup Leasing Policy

Lease matter	Policy Position	Pemberton Sports Complex lease
Lease fee – where buildings and improvements are owned by the Shire	\$200 per annum for organisations that have licenced premises with potential to earn income where buildings and improvements owned or managed by the Shire and leased to a community association.	\$100 per annum on demand.
	\$100 per annum for organisations that have licenced premises with potential to earn income where buildings and improvements are owned by a community association on Shire managed land.	
Lease term	Five years with a five year renewal option	50 years with a first right of refusal for an extension to the lease period
Lessee Responsibilities	<ol> <li>Maintain premises in good condition to the satisfaction of the Shire.</li> <li>Not make alterations, additions or modifications to the premises without first seeking the consent of the Shire.</li> <li>Responsible for the costs of repairs or replacement required due to misuse, modifications by the Lessee, maintenance neglect or other negligence.</li> <li>Advise the Shire promptly of all damage sustained to the premises.</li> </ol>	Lease is consistent with lessee responsibilities at points 1 to 4 as identified in the policy
Lessor Responsibilities	<ol> <li>Carry out structural maintenance and repairs to the building at the Shire's discretion.</li> <li>Conduct capital works and upgrades in accordance with the budget adopted by Council.</li> <li>Responsible for building insurance, unless otherwise negotiated according to the use and lessee's potential to earn income.</li> <li>Recoup expenses from the Lessee when applicable, relating to the identified lessee responsibilities summarised below.</li> </ol>	The lease is silent on points 1 and 2. The lessee is responsible for building insurance at point 3 and point 4 is covered below
Appliances, fixtures and fittings (installed on commencement)	Lessee is responsible for maintenance, services and repair. Lessor responsible for renewal.	Lessee to maintain and where necessary in the opinion of the lessor replace.
Appliances, fixtures and fittings (lessee installed)	Lessee has full responsibility to approval required before installation.	Lessee to maintain and where necessary in the opinion of the lessor replace and remove on expiry of the lease.
Building external	Lessee to clean and maintain. Lessor to renew.	The lease is silent on this component of the policy. Assumed applies.

Cleaning	Responsibility of lessee.	The lease is consistent with the policy.
Doors and security screens	Lessee to maintain.	The lease is silent on this component of the
	Lessor to renew.	policy. Assumed applies.
Automatic doors	Lessee to service and maintain.	The lease is silent on this component of the
Electrical wiring and fittings	Lessee to maintain and renew electrical fittings, such as power points, light switches, light fittings and globes.  Lessor to maintain and renew building wiring from main supply to switchboard and fittings.	Lessee to maintain and where necessary in the opinion of the lessor replace light fittings.
Fire extinguishers and equipment	Lessee to meet annual costs associated with inspection, servicing, maintenance and refilling. Lessor to renew.	The lease is silent on this component of the policy. Assumed applies.
Floor surfaces and coverings	Lessee to clean and maintain, including compliance with Food Act and to meet the relevant Food Safety Standard where required. Lessor to renew.	Lessee to maintain and where necessary in the opinion of the lessor replace.
Food handling areas and equipment	Lessee to clean and maintain, including meeting legislative standards and requirements. Lessor to renew.	The lease is silent on this component of the policy. Assumed applies.
Gardens and surrounds	Lessee to maintain. Lessor to replace improvements and maintain trees to safe standard.	The lease is silent on this component of the policy. Assumed applies.
Gutters and downpipes	Lessee to clean. Lessor to maintain and renew.	The lease is silent on this component of the policy. Assumed applies.
Keys, locks and door hardware	Lessee to maintain locks and hardware, meet cost of additional keys and cost of replacement locks, keys and hardware due to loss or misuse. Lessor to purchase and install all locks and renew, recoup costs from Lessor when applicable.	The lease is silent on this component of the policy. Assumed applies.
Painting	Lessee responsible for internal and external painting, minimum once during each 10 years or at end of lease.	The lease is consistent with the policy.
Pest Control	Lessee to keep all areas in clean and hygienic state, free from pests and vermin, undertaken termite inspections, annually unless otherwise agreed, arrange treatment for termites when required and meet costs for maintenance and renewal of assets attributable to neglect of pest control.	Lease states the lessee shall use its best endeavours to keep the demised premises free from rodents and other pests.
Plumbing and fixtures	Lessee to undertake maintenance, ensure all taps and water outlets are in good working order, renew minor fixtures and fittings, such as taps. Lessor to renew.	The lease is silent on this component of the policy. Assumed applies.

Plumbing waste pipes and drains	Lessee to clean and repair if blocked. Lessor to maintain and renew.	The lease is consistent with the policy.
Roof	Lessor to maintain and renew.	The lease is silent on this component of the policy. Assumed applies.
Skylights	Lessor to maintain and renew.	The lease is silent on this component of the policy. Assumed applies.
Utilities	Lessee to arrange and meet cost for connection, disconnection, rates/service charges, rental, usage charges, maintenance, service, testing and other expenses associated with water, electricity, gas and telephone services.	The lease is consistent with the policy.
Vandalism	Lessee responsible for removal and repair of minor vandalism; up to the value of \$300 per incident, with removal within 48 hours of discovery.  Lessor responsible for repairs due to major vandalism not attributed to the actions of the Lessee and above \$300. Recoup \$300 per incident from Lessee.	The lease is silent on this component of the policy. Assumed applies.
Walls and ceilings	Lessor responsible for maintenance and renewal.	The lease is silent on this component of the policy. Assumed applies.
Windows/glass	Lessee to replace broken glass, except when broken as a result of vandalism and cost is greater than \$300.  Lessor to replace glass broken as a result of an act of vandalism, when the cost of repairs is greater than \$300. Recoup \$300 per incident from Lessee.	Lessee to maintain and where necessary in the opinion of the lessor replace.
Window treatments where fitted	Lessee to maintain. Lessor to renew.	Lessee to maintain and where necessary in the opinion of the lessor replace.

# 3.1.3. Pemberton Sports Club Constitution

The Department of Mines, Industry Regulation and Safety has published a guide to help clubs or associations develop a constitution. The Guide includes prescribed model rules as well as guidance notes and obligations within the Associations Incorporation Act 2015. Key requirements specified by the Guide that are of importance for a constitution have been compared against Pemberton Sports Club Inc's Constitution and summarised in Table 3.2. This confirms the Club's constitution follows recognised good practice and includes all key elements as identified in the model rules, apart from the omission of clauses relating to inspection of records and proxies of members.

Table 3.2: Constitution requirements/Pemberton Sports Club Inc Constitution

key  chose  non- sss to nowill be liance taining ation ines the ff	Pemberton Sports Club Constitution - Notes
Ψ α Ε	n Sports Club Inc.
Ψ σ	Key terms as used in the constitution are defined as outlined in the model rules.
Ψ α Ε	e objects have been outlined in line with the model rules as:  To establish, maintain and conduct a club for badminton, basketball, bowls, cricket, darts, football, karate, netball, snooker, soccer and to support the recreational, social, sporting, cultural and community dimensions of that interest. These objects include the provision of facilities for the pursuit of literary, scientific, athletic and professional and any other lawful purpose that provides benefit and enjoyment for members of the Club.  To provide and maintain a clubhouse and sporting amenities for the use of members. Secondary object to maintain a club license under the current Liquor Licensing Act and its amendments.
Ψ π Ξ	The powers of the association are defined as powers of the committee who may exercise the powers of the Club.
n	This is listed as application to become a member in the constitution and differs to the model rules as it only infers but does not outline consideration by the committee nor any appeals process for rejected applications.
es the	This is included in section 5 of the constitution however it then details membership types which align with qualifications for membership as outlined in the model rules.
ciation	This is included in section 8 of the constitution however it does not include membership outcomes if payment is not made in line with the model rules.
ciation	This is included in section 5 of the constitution under Membership under section 5d) Cessation of Membership.
	This is included in section 26 of the constitution and is consistent with the model rules.
members, term, eligibility and election process and is consistent with the model rules.	This is included in section 16 of the constitution under Management Committee and Conditions and is consistent with the model rules.
Chairperson and Vice-Chairperson – rules around who This is included in section 16 of the constitution under Management presides over general and committee meetings	This is included in section 16 of the constitution under Management Committee and Conditions.

Secretary – outlines the role of the secretary	The role of the Secretary is outlined in section 21 of the constitution.
Treasurer – outlines the role of the treasurer	The role of Treasurer is outlined in section 22 of the constitution and is consistent with the requirements outlined in the model rules.
Casual Vacancies in membership of the Committee – outlines the process for management of casual committee vacancies	This is included in section 17 of the constitution under Ceasing to be a member of the Management Committee.
Proceedings of Committee – outlines the process for committee meetings, voting and pecuniary interests	This is included in section 16 and 19 of the constitution.
General Meetings	This is included in the constitution.
Quorum and proceedings at general meetings	This is included in sections 11 to 13 of the constitution and covers provisions for the Annual General Meeting, a Special General Meeting and General Meetings.
Minutes of meetings of Association – outlines the process for recording and having minutes signed as a true and correct record	This is included as one of the identified roles as the Secretary/Manager in section 21 of the constitution, with the Chairperson to ensure they are reviewed and signed as correct.
Voting rights of members of Association – outlines who has a right to vote and the process for voting	Member voting rights are outlined in the constitution under section 7 Member's Rights.
Proxies of members of Association – process to attend and vote on behalf of a member	This is omitted from the constitution.
Rules of Association – the process to alter, rescind or make additional rules for the association	This is included under variation sections of the constitution with section 25 specifically dealing with Alteration and Repeal of Rules.
Common seal of Association	Section 29 of the constitution covers the requirements of the model rules for the common seal.
Inspection of records of the Association	This is omitted from the constitution.
Disputes and mediation – outlines the grievance procedures to be followed in the event of disputes	Section 27 of the constitution covers resolving disputes in line with the model rules.
Distribution of surplus property on winding up of the Association	Section 30 of the constitution covers Dissolution of the Club and distribution of surplus property processes in line with the model rules.

### 3.2. Financial Performance

Table 3.3 provides a summary extract of the financial performance of Pemberton Sports Club from the 2017/18 to 2021/22 financial years.

### For income this shows:

- Revenue from Bar Trading has rebounded from the reduction in 2019/20 resulting from the impacts of Covid-19 and associated lockdowns.
- Cattle Trading revenue has increased, however this component of the business is noted to be
  inconsistent with the operations of Pemberton Sports Complex and the constitution of Pemberton Sports
  Club.
- A trend in downwards revenue for Other Income from 2018/19, however revenue components from the
  core sporting/community components of the Pemberton Sports Complex such as court hire, function
  room hire and gym fees dipped due to the impact of Covid-19 but are trending upwards.
- Revenue from Squash court hire has dropped significantly suggesting minimal use of this component of the Complex.
- Membership revenue has grown, particularly during 2021/22.
- Kitchen Hire has dropped significantly, resulting in minimal return from this component of the Complex.
- Youth Zone Fees have dropped in line with the reduction in provision of activities in this component of the Complex.

### For expenditure this shows:

- Cleaning expenses increased significantly during 2021/22.
- Electricity, Insurance and Rates and Land Tax charges are an ongoing significant cost year on year.
- Wages have reduced, however this expense needs to be balanced against service provision to ensure the Complex is open and available to support activities needed by the community.
- Water charges increased significantly during 2021/22. This should be investigated as to the main cause if not already known as it could potentially relate to a water leak as opposed to water from increased known usage.

With an operating surplus of \$12,074 during 2021/22 the operation of Pemberton Sports Club was in a positive trading position as operated under the current governance model. However, without funding support from the Shire of Manjimup, noted in Grants-Other, and income from Cattle Trading, something not identified as an Object of the Association in the constitution, this would not be the case.

It is noted that in three of the five years analysed the Club operated in a deficit and per the letter from the Club to the Shire of Manjimup, dated 18 May 2022, the Club advised its current position "we don't believe we can generate enough profit from the bar to be able to continue to run the entire facility. Even with our current large financial and volunteer support the Club receives, the building is large and the delivery of services required makes the current position unviable. We do acknowledge that Council has supported us in the past".

The audited financial statements as presented do not provide a distinction between expenses directly associated with the operation of the bar and expenses associated with operation of the complex to support the community and sport and recreation activities. Expenses that could reasonably be apportioned to Bar Trading include items such as Cleaning, Cleaning Supplies, Electricity, Insurance, Rates and Land Tax, Superannuation, Wages and Water. These items, if apportioned to bar trading would result in a different financial position to that component of the Pemberton Sports Club operation. From the information provided it is not possible to determine an accurate apportionment of all expense items between the community and the bar trading activities.

**9.9.4(1)** 

<u>Table 3.3:</u> Pemberton Sports Club Income and Expenditure

Income and Expenditure	2018	2019	2020	2021	2022
Bar Trading					
Trading Revenue	288,263	280,072	159,464	210,390	279,138
Total cost of Sales	138,976	116,240	67,957	82,213	129,978
Bar Trading Revenue	149,287	162,832	91,508	128,177	149,159
Cattle Trading			,		
Total Incoming	8,700	25,792	21,295	21,295	32,132
Total Outgoing	7,164	19,649	14,674	14,674	16,476
Cattle Trading Revenue	1,536	6,143	14,172	6,621	15,656
Other Income		-,		-,	
ATO Cash Boost Stimulus	-	-	10,000	10,000	-
Community Centre Court Hire	6,995	6,519	4,944	3,072	5,884
Community Centre Function Room Hire	3,886	5,986	1,505	5,893	7,676
Community Centre Gym Fees	15,304	15,322	10,694	13,269	13,922
Community Centre Other Income	-	1,184	2,900	1,013	571
Community Centre Squash Fees	1,482	1,286		191	218
Donations Received	3,100	3,500	2,700	4,095	-
Grants – Other <sup>1</sup>	-	10,000	20,000	19,000	15,030
Grants – Youth Worker <sup>1</sup>	6,000	6,000	5,320	1,500	6,000
Insurance re-coup	-	-	2,375	-	440
Interest Received	323	404	40	7	6
Kitchen Hire	6,730	4,735	2,727	1,591	600
Kitchen Sales	1,170	144	-		-
Melbourne Cup Lunch 2019	-	-	1,409	-	-
Membership	11,860	16,956	15,296	16,828	19,330
Other Income	3,997	9,698	623	851	1,240
Other Sales	-	368	122	201	1,006
Other Sports Club Income	1,906	2,692	2,825	2,562	1,191
Rebates and Refunds	3,988	63	215	-	-
Video Bingo Machine	335	1,229	734	70	-
Youth Zone Fees	1,627	852	74	-	-
Total Other Income	82,888	102,363	84,505	80,142	73,114
		-			
Expenditure					
Accountancy and Audit Fees	-	-	4,500	4,600	4,600
Advertising and Promotion	1,652	1,783	240	1,898	4,380
Bank Fees and Charges	2,161	1,871	1,158	3,408	2,666
Bingo Game 90 Ball expenses	-	-	350	-	-
Cattle Expenses	-	-	700	137	-
Cleaning	4,189	4,379	2,668	2,617	10,435
Cleaning Supplies	3,084	2,204	951	2,688	3,196
Consumables Replacement	-	-	-	408	667
Counter Suppers	961	1,221	120	-	332
Depreciation	12,177	8,931	8,330	7,947	7,116
Donations	100	-	111	-	-
Electricity	24,719	19,632	12,324	12,371	16,283

 $^{\rm 1}$  Including Shire of Manjimup Town Recreation Centre Subsidy and Community Funds Allocations

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urrent Year Surplus/(Deficit)	(52,164)	(525)	(9,551)	35,153	12,07
Total Expenditure	285,875	272,863	199,735	179,786	225,85
Youth Zone Activities Expenses	2,567	2,967	2,155	-	1,239
Workers Compensation	1,848	3,488	-	-	
Water	6,890	5,743	6,083	6,636	16,96
Wages – movement in leave provisions	-	(1,778)	3,349	(6,960)	2,01
Wages	143,087	140,340	101,501	99,936	92,71
Video Bingo Machine Payments	470	676	371	221	49
Telephone	3,589	3,163	3,135	2,342	1,32
Superannuation	13,305	13,218	8,784	8,347	8,91
Sundry Expenses	304	5,148	1,324	1,050	1,07
Sundry Bar requisites	1,551	11	-	-	1,17
Subscriptions	3,961	3,426	1,296	1,390	3,13
Staff Amenities	65	76	-	-	
Repairs & Maintenance – P&E	4,823	986	3,476	-	
Repairs & Maintenance	6,247	10,726	4,755	10,647	13,20
Rent on Land and Buildings	-	-	-	-	11
Rates & Land Taxes	9,174	8,039	8,324	(1,608)	8,58
Prizes, Raffle Expenses	7,420	1,366	401	-	4,65
Printing & Stationary	1,430	1,703	817	918	55
Postage	525	451	355	339	27
Motor Vehicles	5,417	586	-	-	•
Licensing Fees	-	433	2,728	1,940	1,22
Kitchen Expenses	476	1,167	1,524	-	
Internet	-	45	-	-	
Insurance	6,367	6,795	9,922	10,282	10,14
Hire/Rent of Plant and Equipment	-	327	44	598	3:
Gym Repairs and Maintenance	-	1,092	319	646	1,00
Glassware, Crockery & Linen Replacem't	945	52	-	-	,
Gas	6,160	5,777	3,423	3,592	2,5:
Freight & Cartage	1,646	877	1,002	1,393	3,20
Food	-	-	48	405	
Entertainment Expenses	5,492	15,134	1,305	1,600	1,2

# 3.3. Fees and Charges

Pemberton Sports Club sets fees and charges that are published for use/hire of facilities within Pemberton Sports Complex.

Table 3.4 provides a summary of the facility hire fees associated with use of the sports courts and mezzanine floor level for sport/fitness activities.

<u>Table 3.4:</u> Hire fees for Pemberton Sports Complex Sports Courts, 2022/23

Hire Charges	I	
Sports court hire – per hour, per court (seaso	nal)	\$21.70
Sports court hire – per hour, per court (occas	ional, daytime, no lights)	\$15.50
Use of courts with lights – per hour, per cour	t	\$37.90
Schools – occasional bookings – per hour, pe	r court	\$28.70
Other than sports (per hour)	with lights	\$114.70
	without lights	\$80.00
Other than sports (half day up to 4 hours	with lights	\$434.40
	without lights	\$280.00
PCC kitchen hire per booking		\$65.00
Cleaning fee (per hour)		\$60.00
Squash Courts		
Available to hire during sports club opening h	nours – per hour, per court,	\$20.00
minimum 1 hour		
Schools – occasional bookings – per hour, pe	r court, minimum 1 hour	\$15.00
Mezzanine Foor Level		
Sport/Fitness – seasonal bookings – per hour	, minimum 1 hour	\$20.00
Sport/Fitness – occasional booking – per hou	r, minimum 1 hour	\$40.00

Table 3.5 provides a summary of the Karri & Jarrah Rooms for meetings/other uses.

Table 3.5: Hire fees for Pemberton Sports Complex Meeting Space, 2022/23

Pemberton based sporting gro	oup/not for profit/charity	
Meeting room – per hour		\$20.00
Meeting room – half day, up to	o 4 hours	\$50.00
Meeting room – full day, over	4 hours	\$75.00
General public/government a	gency	
Meeting room – per hour		\$50.00
Meeting room – half day, up to	o 4 hours	\$100.00
Meeting room – full day, over	4 hours	\$150.00
Commercial entity		
Meeting room – per hour		\$50.00
Meeting room – half day, up to	o 4 hours	\$100.00
Meeting room – full day, over	4 hours	\$150.00
Cleaning fee (when food cons	umed as part of meeting) – per hour	\$60.00
Equipment hire	Chairs	\$2.00 each
	Tables	\$5.00 each

Table 3.6 provides a summary of hire rates for the Pemberton Sports Complex restaurant area, with all bookings subject to approval by the Kitchen Lessee, along with hire rates for the canteen.

Table 3.6: Hire fees for Pemberton Sports Complex Function Room and Canteen, 2022/23

Within Sports Club normal t	rading hours	
Function room only		\$150.00
Function room with tea & co	ffee supplied	\$200.00
Function room with basic car	nteen use	\$250.00
Functions held outside norn	nal trading hours additional fees	
For each staff member when	licenced bar required – per hour	\$60.00
One off cleaning fee – per ho	our	\$60.00
Pemberton Sports Club Can	teen	
Not for profit/charity – seaso	on rate per day	\$50.00
General members	Half day, up to 4 hours	\$80.00
	Full day, over 4 hours	\$100.00
External facilities – toilets, o	ne-off cleaning fee, per day	\$60.00

Table 3.7 provides a summary of the membership fees for the gym at Pemberton Sports Complex.

Table 3.7: Gym membership fees for Pemberton Sports Complex, 2022/23

Gym membership fees	
1 month membership	\$50.00
6 month membership	\$250.00
12 month membership	\$450.00

A comparison of the fees at Pemberton Sports Complex with other like facilities in the South West is provided in Table 6.3.

## 3.4. Liquor Licence

The Department of Racing, Gaming and Liquor is responsible for administering the Liquor Control Act 1988 and promoting the integrity and lawful liquor activities. The Liquor Control Act 1988 provides for 11 different types of liquor licence in Western Australia.

Sport and recreation clubs in Western Australia wanting to sell alcohol on their premises must apply for a club or club restricted liquor licence. A club licence, as held by Pemberton Sports Club, allows liquor to be sold or supplied to a member, or guest of a member in the company of that member, for consumption on the premises. General trading hours are 6am to 12 midnight on Monday to Friday; 6am to 1am Saturday and 10am to 10pm on Sundays. Club restricted licences have specific time limitations specified in the licence and restrict sales of any packaged liquor. These would generally be obtained by individual sporting clubs.

A requirement of any licence is the keeping of proper records of meetings, membership categories and membership numbers. In addition proper financial accounts must be maintained by the licensee.

Generally rates associated with any premises are calculated by multiplying the gross rental value (GRV), which is supplied by Landgate Property and Valuation Services, by the "rate in the dollar". Where premises include a 'commercial' floor area, the rateable value may be increased proportionately.

In September 2019 Pemberton Sports Club wrote to the Department of Racing, Gaming and Liquor to seek advice on removal of some areas within the Club's licence area. Correspondence was also provided to the Shire of Manjimup about this matter.

In April 2021 the Shire of Manjimup wrote to Pemberton Sports Club to advise of consent to the Club's application to the Department of Racing, Gaming and Liquor to reduce the indoor and outdoor license areas. The Shire noted that if approved:

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- 1. The Shire would revise and amend the licenced area on the lease with Pemberton Sports Club for Lot 181 and Reserve 22663.
- 2. The altered liquor licence plans would be sent to the Valuer-General to determine any effect on the valuation used for the rates calculation.
- 3. Pemberton Sports Club would be responsible for applications for occasional liquor licences for any applicable events outside the liquor licence areas.
- 4. Southerners Football Club may submit a request to the Shire of Manjimup for a proposed playground on Reserve 22663 outside the liquor licence area.

The Principal has advised that no notification of the outcome has been received from the Club in relation to the above mentioned application.

## 3.5. Rating Policy and Concessions

The Shire of Manjimup has a Rating Policy and Rates Concession Waivers that are followed and applied with regard to property rating in the Shire.

#### 3.5.1. Rating Policy

The Shire of Manjimup Rating Policy is documented by Policy, 4.1.9 Rating Policy. The object of this policy is to ensure a clear policy on property rating in the Shire of Manjimup that is easy to understand, administratively efficient, raises additional revenue for the Shire and delivers an equitable rating treatment between like uses.

The key premise on which the policy is structured is that rates are based on the 'use' of a property and where predominant use is rural the basis will be Unimproved Value (UV) and where non rural the basis will be Gross Rental Value (GRV).

The portion of any club using a licenced premises is rated on a GRV basis, notwithstanding the club may be a not for profit organisation. This is because the licenced activity is considered to be of a similar nature to that commercially available at other licenced premises. Indicative treatment of uses under the rating policy of relevance to Pemberton Sports Complex includes:

Use	UV or GRV	Comment
Licensed Premises (ie, licensed	GRV	In respect of the licensed area. No rates
area of clubs)		applicable on other community sport and
		recreation components of the property.

#### 3.5.2. Rates Concession Waiver

The Shire of Manjimup Rates Concession Waiver Policy is documented by Policy, 4.1.14 Rates Concession Waiver. The object of this policy is to provide an administrative framework for assessing any application requesting the waiving or granting concession from rates to not-for-profit community based organisations occupying rateable land in accordance with Council's discretionary powers provided by section 6.47 of *The Local Government Act 1995*.

In line with the Act, a local government may resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge. This policy recognises the value and importance of the services and contributions that community groups and associations provide.

The Policy notes that not-for-profit community groups including sporting associations that hold a licence under the Liquor Licensing Act 1988, the licenced area and any residential area of the property only is rated.

The Policy also sets out the process to be followed by both the Shire and a not-for-profit community group providing a benefit to the community from rateable land for relief of rates, including that all rate concessions/waivers are subject to annual review. Table 3.8 provides a summary of rates concessions for Pemberton Sports Clubs and other Sports or country clubs from the Shire of Manjimup 2022/23 adopted budget.

Table 3.8: Rates Concessions and	Waivers.	2022	/23
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Concession	Valuation	Rates Raised	Concession	Net Rates
Manjimup Country	146,500	\$14,861.33	\$11,145.99	\$3,715.33
Club				
Pemberton	36,500	\$3,702.65	\$2,730.65	\$1,036.00
Country Club				
Tigers Football &	46,000	\$4,666.36	\$3,499.77	\$1,166.59
Sporting Club				
Imperials Football	74,500	\$7,557.47	\$5,668.10	\$1,889.37
Club				
Walpole Country	55,000	\$5,579.34	\$4,184.50	\$1,394.83
Club				
Pemberton Sports	318,980	\$32,358.13	\$24,268.60	\$8,089.53
Club				

The Shire of Manjimup has applied a consistent rate of approximately 75% concession from the nominal rates charge based on the rateable property valuation.

The biggest issue facing Pemberton Sports Club with regard to rates is the size of the licenced area and valuation placed on Pemberton Sports Complex, and as a result, the net rates charged after granting of the concession. This is particularly so given the small turnover of the Club.

The Review of Pemberton Sports Club undertaken in 2014 found that on balance the 75% concession applied to sporting groups with licensed premises was fair, equitable and consistent, with a recommendation to continue the concession. SGL is of the view there may be merit in further exploring how the valuation for Pemberton Sports Club is undertaken and whether a more equitable calculation may be considered, based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective users.

#### 3.6. Asset Maintenance

The lease between the Shire of Manjimup and Pemberton Sports Club sets out the parties responsibilities with regard to asset management and maintenance. Key responsibilities of each party are summarised in Table 3.1.

The Principal has noted the Shire has invested over \$200,000 during 2022/23, funded under the Federal Government Local Road and Community Infrastructure Round 3. Works include external and internal painting, repairs to walls, floors and ceilings, replacement of carpet and flooring, installation of led court lights, condensation fans and amendments to ensure compliance with safety and accessibility standards.

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# 4. HISTORY OF SUPPORT FROM SHIRE OF MANJIMUP

There has been a long history of support provided to Pemberton Sports Club from the Shire of Manjimup in response to requests from the Club.

## 4.1. Request May 2022

On 18 May 2022, Pemberton Sports Club wrote to the Shire of Manjimup to request financial support over a two-year period, including:

- 1. Water and sewerage (\$12k)
- 2. Electricity (\$20k)
- 3. Maintain minor maintenance allowance (\$10k)
- 4. Maintain youth zone (\$6k)
- 5. Rates (\$8k reduced to \$3.5k).

In response the Shire agreed to a one off financial support package consisting of:

- 4. Support of \$52,500 to be made up of:
  - \$20,000 current outstanding balance of the Club in the Recreation Centre Development Program;
  - \$10,000 (ex. GST) in the 2022/23 financial year budget under the Recreation Centre Development Program for Pemberton Sports Complex;
  - \$6,000 (ex. GST) in the 2022/23 financial year budget under the Community Funds Program for the Pemberton Youth Zone; and
  - d. \$16,500 to be contributed from Municipal funds in the 2022/23 financial year budget;
- 5. Notify Pemberton Sports Club Inc. that the above support is conditional on full cooperation with a review of the operational model of Pemberton Sports Complex and a willingness to support implementation of the review findings; and
- 6. Approve expenditure of \$30,000 from the Recreation Ground/Facility Improvement Reserve in the 2022/23 budget for the Shire to facilitate a review of the operational model of Pemberton Sports Complex (this review).

In 2022, as part of the funding mentioned in Chapter 3.6, the Shire funded structural and maintenance works of which some are considered under the lease/policy the responsibility of the Shire but also included a number of maintenance items which under the lease are the responsibility of the Club.

## 4.2. Request July 2020

On 16 July 2020, following a request from Pemberton Sports Club the Shire resolved to:

- 7. Write off \$2,080.50 (ex. GST) in rates for the 2019/20 financial year;
- 8. Write off \$3,586.29 (ex. GST) in electricity charges for the 2019/20 financial year;
- 9. Write off \$3,327.76 (ex. GST) in water charges for the 2019/20 financial year;
- 10. Increase the bad debt expense account in the 2020/21 budget by \$8,994.55 (ex. GST) to cover the cost of items 1, 2 and 3 above;
- 11. Wave rates for 2021/21; and
- 12. Notify Pemberton Sports Club Inc. that given the history around previous rate waivers and debt write offs, the Shire of Manjimup will not waive rates and write off public utility debts against the property at any stage in the future.

## 4.3. Ongoing Financial Assistance

The Recreation Centre Development Program was established by the Shire of Manjimup in 2014/15 to assist town recreation centres (Pemberton Sports Complex, Northcliffe Recreation Grounds and Walpole Recreation Centre) which are leased to local sporting associations, to operate sustainably. The Shire of Manjimup funds this program annually through allocating 1% of the prior year rates, with the remaining balance to be utilised for recreation development and a transfer into the Recreation Grounds/Facility Improvement Reserve.

Funding is designed to be applied to the recreation and community components of each facility (not licensed areas). However, in 2016/17, \$20,000 of funding was applied (with Shire approval upon request of Pemberton Sports Club) to clear the electricity debt owing to the Shire. It is noted that the way the audited financial statements for the Club are presented they do not distinguish between the proportion of electricity that would have been incurred in operation of the bar versus operation of the sport and recreation components of the Complex.

The Shire of Manjimup also provides ongoing support of \$6,000 per annum for a youth zone to be operated in each town, with funding provided through the Community Funds Program. Historically, the youth zone in Pemberton was run by Pemberton Sports Club, however it has not operated consistently in recent years due to a number of reasons. The Shire's Youth Development Officer facilitated re-commencement of the youth zone in May 2022 in collaboration with the Club and Northcliffe Youth Zone. However, upon the resignation in 2022 of the then youth worker employed by the Club, the Zone has not been operational.

In total, financial support provided to the Club by the Shire, including through the Recreation Centre Development Program, since 2011/12 is \$279,177, including \$45,000 allocated to undertake two reviews to assist with financial sustainability of the Club/Complex. Without the amounts for the reviews, the funding support provided was an average of \$19,514 per annum over the past 12 years, however over the past three years this amount was \$24,615 on average per annum. Table 4.1 provides a summary of the financial support provided to Pemberton Sports Club for continued operation of Pemberton Sports Complex.

The other leased centres in Northcliffe and Walpole have not received any support other than funding through the Recreation Centre Development Program (\$90,000 and \$110,000 each respectively in total). In comparison, Shire officers report that the costs to the Shire to operate Manjimup Recreation Centre (Manjimup Indoor Sports Pavilion) since 2014/15 was \$75,736, an average of \$9,457 per annum.

Notwithstanding the above the Shire of Manjimup has acknowledged that Pemberton Sports Complex is a large multi-use facility that services a direct population of less then 1,000 people with inherent complexities and unique challenges.

Table 4.1: Historic overview of financial support for Pemberton Sports Club

Year	Amount	Description
2011/12	\$4,156	Write off outstanding rates
2012/13	\$8,500	Write off outstanding rates
	\$20,181	Utilities
	\$15,000	Audit/review of Pemberton Sports Club undertaken
2013/14	\$8,391	No rates raised
2014/15	\$40,000	Town Recreation Centre Council Subsidy
2015/16	\$20,000	Town Recreation Centre Council Subsidy
2016/17	\$20,000	Town Recreation Centre Council Subsidy
2017/18	\$10,000	Town Recreation Centre Council Subsidy
2018/19	\$10,000	Town Recreation Centre Council Subsidy
2019/20	\$10,000	Town Recreation Centre Council Subsidy
	\$2,081	Write off rates
	\$3,586	Write off electricity debt
	\$3,328	Write off water debt
2020/21	\$7,454	Rates waived
	\$10,000	Town Recreation Centre Council Subsidy
2021/22	\$10,000	Town Recreation Centre Council Subsidy
2022/23	\$10,000	Town Recreation Centre Council Subsidy
	\$36,500	Additional financial support
	\$30,000	Review Pemberton Sports Complex governance model
Total	\$279,177	

### 4.4. 2014 Review of Pemberton Sports Club

In January 2013 in response to correspondence from the Club seeking financial assistance, the Shire resolved to undertake a review of the operating structure and practices of Pemberton Sports Club. The final report from this review is dated 19 May 2014. The below is an extract from the review:

- There is a trend in developing innovative approaches by community facility operators as a means of reducing operational costs, including reducing energy and water use, increasing potential to generate secondary spend by customers and developing partnerships with other community service providers (through co-location).
- A review of the constitution found the Club operates under acceptable and recognised good practice
  and the operational structure is sound, however gaps in policy, reporting and decision making processes
  were identified as:
  - o Development of an operational plan and forward budget process which is reviewed monthly
  - o Development of a long-term strategic plan for growth and future site planning
  - Development of a risk management strategy and mitigation measures which need to be reviewed by the board as a minimum every two months
  - Delineation of clear roles and responsibilities of board members and alignment to a communication plan, operational plan and strategic plan.
- The negative financial position which the Club has addressed through a variety of mechanisms are 'one
  off' solutions. Important building blocks need to be established to assist to control finances, including:
  - Development of systems, policies and processes approved by the board
  - Development of an asset management plan, to ensure the costs required to maintain the facility for community use are available annually

- Development of a staff business plan that is required and adjusted in line with trends and opportunities to attract additional revenue
- The community centre, whilst a separate and non-profitable entity should be incorporated within the main operational framework as Pemberton Sports Club and provided as a consolidated service offer to both member clubs and the general community
- The immediate priority for Pemberton Sports Club should be to address energy costs and in the first instance renegotiate the current contract with Alinta. Subsequent to that, the opportunity to install a solar system should be explored further.
- A visual audit of the facility highlighted a number of potential options which individually or collectively
  would assist in generating more use of the centre, off-set operational costs and/or generate a greater
  level of income, including:
  - Introduction of additional signposting within and outside the site to provide greater delineation between sports club activity and community centre
  - o Consolidation of activities to ensure space is maximised and heating/lighting costs are reduced
  - To explore use of the creche for occasional child care and play group activities to support the use of the gym by carers
  - Consideration to removing the squash courts and utilising the space to enable complimentary infrastructure to collocate, potentially providing more flexible space for a variety of users
  - Exploring the opportunity to use the space as a Community Resource Centre or alternate community use, such as arts, which needs to maintain a controlled access point
  - o Group fitness is ideally located within the main body of the building and aligned to gym/personal fitness use
  - The function spaces, being on a split level may be viable for community arts use or as a base for St
    Johns Ambulance with minor external modifications and introduction of disabled access between
    levels (It has been noted by Shire officers that the option of St John Ambulance utilising a portion
    of the Complex as a base was explored and not supported by St John Ambulance)
  - The current gym area should be retained and incorporated within the service offer of Pemberton Sports Club
  - o Commercial space should be considered within the Centre.
- As part of the review consultation was undertaken with the Shire, Pemberton Sports Club and
  representatives of the clubs who use the facilities. Key issues of note were raised as the ability of clubs
  to fund raise and their limited member numbers, declining memberships and options to reduce costs
  associated with use of the building, including changes to energy use and co-location of other user
  groups within the Complex.
- The review concluded that the optimum management of the Club is the model currently adopted as it
  provides independent management of the facility on behalf of the sporting use groups. However, it was
  noted that financial position needed to be stabilised and alternate income generation opportunities
  identified and progressed.
- Recommendations were identified as:
  - o Priority 1: Stabilise the financial position of Pemberton Sports Club
    - Waiver of rates for a minimum of 2 years and maximum of 3 years and write-off any outstanding debt payments
    - The Shire work with Pemberton Sports Club to develop key documentation which will enable
      the club to strategically plan for the future, including a business plan, asset management plan
      and strategic plan
    - A review of the club funding model to secure a greater commitment from all user groups
       These items were to be undertaken immediately and tied into time limited performance measures
  - Priority 2: Explore options to reduce energy costs
    - Re-negotiate the energy supply contract and explore options to reduce contract costs
    - Investigate alternative energy installation options and payback period
    - Put in place a program to move to energy efficient lighting

- Priority 3: Investigate partnership development options to assist in more effectively managing the ongoing operational costs of Pemberton Sports Complex (It has been noted by Shire officers that partnership opportunities were investigated at the time and were not supported by the then board of Pemberton Sports Club)
  - Investigate potential to relocate St Johns or other community groups to the existing split level function area located behind the reception of Pemberton Sports Complex
  - Investigate the option of converting the existing squash and first floor group fitness area for the purposes of a library or resource centre or other alternative community use
- o Priority 4: Ongoing activities
  - Implement club policies to mitigate the high risk profile
  - Re-evaluate the club staffing model on an ongoing basis to support the strategic plan
  - Staged incorporation of the PSC within the management responsibilities of the Pemberton Sports Club subject to agreement with the Shire on future financial commitments and a minimum break-even revenue plan
  - Re-introduce rate payments by Pemberton Sports Club by 2017 and align performance of the Pemberton Sports Club to an annual reporting process to the Shire based on agreed key performance measures.

## 4.4.1. Status Overview of 2014 Recommendations

Table 4.2 provides a summary overview of the status of the recommendations made in the 2014 Review of Pemberton Sports Club.

Table 4.2: Status Overview of 2014 Recommendations

Recommendation	Responsible Status	Statı	us
Priority 1: Stabilise the financial position of Pemberton Sports Club			
Waiver of rates for a minimum of 2 years and maximum of 3 years	Shire •	_	No rates were raised in 2013/14.
and write-off any outstanding debt payments.	-	-	In 2014/15 the Shire established the Town Recreation Centre
		Ο,	Subsidy, which provided \$40k subsidy in the 1st year, and \$20k for
			2 subsequent years, after which it continued with \$10k annually.
	_	•	Since 2014 the Shire took on the responsibility for court floor
		-	maintenance of all recreation centres within the Shire.
The Shire work with Pemberton Sports Club to develop key	Shire	_	The Shire ran a Club Development Program from 2014 to 2018
documentation which will enable the club to strategically plan for	& PSC		with a dedicated officer available to assist clubs and offer training
the future, including:		0,	sessions. All clubs, incl PSC, were invited to each session. Following
- A business plan to be reviewed annually by the Club.		_	this program, the State Government (DLGSC) offered the Every
- An asset management plan to be reviewed annually by the club		Ŭ	Club Program which offers online resources and regular online
in partnership with the Shire.		_	(mostly free) training sessions. Every Club information and
- A strategic plan providing long term strategic direction for PSC.		_	training/grant opportunities are regularly being disseminated by
			the Shire to all clubs within the Shire.
A review of the club funding model to secure a greater	PSC	-	No information has been provided by the Club in relation to this
commitment from all user groups.		_	recommendation.
Priority 2: Explore options to reduce energy costs			
Re-negotiate the energy supply contract and explore options to	Shire		Completed: the Shire investigated energy supply contract options,
reduce contract costs.			and upon the Alinta contract expiry date entered into a supply
		Ο.	contract with Synergy as it provided good usage rates and
			transparency of charges.
Investigate alternative energy installation options and payback	PSC & Shire	-	In 2014/15 the PSC installed a \$47k solar PV system with \$25k
period.		<b>—</b> 0,	financial assistance from the Shire's Town Recreation Centre Subsidy.
Put in place a program to move to energy efficient lighting.	PSC -		The Shire undertook a comprehensive analysis of the electricity
		_	usage of all parts of the Complex, and shared the results and
		_	recommendations with the PSC to reduce the highest usage areas
			(being the cool room, freezer and bar).
	_	•	Over the years PSC has gradually replaced most lighting in the
			building for LEDs, assisted by the Shire's Town Recreation Centre درباه:اطری
		,	outsiny.

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			<ul> <li>In 2022/23 the Shire replaced the indoor courts lighting with LEDs.</li> </ul>
Priority 3: Investigate partnership development options to assist in more effectively managing the ongoing operational costs of Pemberton Sports Complex	nore effectively	/ mar	naging the ongoing operational costs of Pemberton Sports
Investigate potential to relocate St Johns or other community groups to the existing split level function area located behind the reception of Pemberton Sports Complex.	Shire & PSC	• • •	The Shire presented partnership and co-location opportunities at the time, which were not supported by the then board of Pemberton Sports Club.  Prior to the establishment of the now Pemberton Community Hub, consultation was undertaken between the PSC and co-location stakeholders, however the costs of proposed building expansions to meet the requested facilities, were financially unfeasible.
Investigate the option of converting the existing squash and first floor group fitness area for the purposes of a library or resource centre or other alternative community use.	Shire & PSC		See above.
Priority 4: Ongoing activities			
Implement club policies to mitigate the high risk profile. In particular:  - Working with children and child protection  - Code of conduct for members, players, committee, officials, coaches, spectators and volunteers  - Health and Safety  - Dispute resolution  - Financial management  - Statutory Obligations  - General Club / Organisational	PSC	•	No information has been provided by the Club in relation to this recommendation.
Re-evaluate the club staffing model on an ongoing basis to support the strategic plan.	PSC		
Staged incorporation of the PSC within the management responsibilities of the Pemberton Sports Club subject to agreement with the Shire on future financial commitments and a minimum break-even revenue plan. Areas to investigate include:  1. Rationalisation of current office / kiosk space and the potential future expansion of the gym and associated supporting activities (i.e. allied health use of consulting rooms for therapy / treatment).  2. Keyholder and secured gym entry which permits extended	PSC	3. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2.	No information has been provided by the Club in relation item 1. PSC expanded their gym operations and made building amendments to make the gym accessible 24/7.  The Pemberton Playgroup has been located at the Pemberton Sports Complex for some years now.

operational hours.		
3. The re-introduction and integration of the playgroup / crèche		
Re-introduce rate payments by Pemberton Sports Club by 2017 and   Shire	Shire	<ul> <li>See first comment above.</li> </ul>
align performance of the Pemberton Sports Club to an annual		
reporting process to the Shire based on agreed key performance		
measures.		

#### 4.4.2. 2014 Analysis of Complex Energy Use

Following receipt of the Review, the Shire undertook a comprehensive energy consumption audit of the Complex. The final report and audit recommendations were formally provided to the club as lessee of the Complex to consider and implement any recommendations with regard to energy consumption savings.

Table 4.3 shows the areas that had sub meters installed, with the percentage of total electricity usage per sub-metered area from the period of 1 February to 14 July 2014. It is noted that this is not a full year analysis and therefore is not a fully accurate picture of annual electricity usage across the Complex. For example, electricity usage for sports that use the Football oval lights during winter and early spring would not be fully captured as the analysis did not cover the full season.

Table 4.3: Electricity usage	e hy sub-metered	l area in the Complex	February to July 2014
Table 4.3. Lieutillity usage	e by sub-illetered	i ai ea iii tile colliplex	, I CDI uai y to July Zoi+

Submeter	Areas included	% of total Complex usage
Creche	creche	0.13%
Kitchen	kitchen (bain marie, dishwasher, lights) NOT included: cool rooms, water heaters, air conditioning	11.38%
Bowls	bowls lawns	0.19%
Football	oval lights	1.78%
Comm. C.	stadium courts, gym, squash, toilets, group fitness room	10.36%
Remaining	NOT SUBMETERED: bar, cool rooms, club rooms, car park, lobby, function room, youth zone, darts room, bowls room	76.16%

The energy audit took the analysis further by reviewing all hard wired electrical equipment in each area of the Complex, expected energy consumption by power rating with a calculation of cost by hours of usage. This analysis calculated the expected annual cost for each area of the Complex, broken down into community centre/sport areas and Pemberton Sports Club areas (including the bar, kitchen, bowls and darts/snooker rooms and the refrigeration areas). It is noted this analysis excluded the sub metered areas of the creche and football overall lights, however included the sub metered kitchen, bowls lawns and area identified as Comm C (stadium courts, gym, squash, toilets and group fitness room).

Table 4.4 shows the calculated annual energy cost (based on an average charge of 0.26c per kwh) for each area within Pemberton Sports Complex, broken into community centre and sports club. It is noted this analysis placed the club rooms, bowls room and darts/snooker rooms in the sports club as opposed to the community centre component of the Complex.

The analysis shows the highest usage areas of the complex to be associated with the bar (40.81%), the small cool room and freezer (17.68%) and the large beverage cool room (13.93%). It should be noted that current revenue from Kitchen operations is approximately \$600 per annum, which is around 10% of operational expenses of that part of the building when considering the electricity costs for operations of the freezer and kitchen equipment. For the community centre component of the Complex the highest usage area was identified as the recreation stadium (6.20%). The club rooms (consisting of electrical appliances in the canteen area) were also identified as a higher usage area (9.60%).

<u>Table 4.4:</u> Calculated energy cost and usage, Pemberton Sports Complex

Area	Yearly	cost	% of cost
Jarrah room	\$	430	1.35%
Car park	\$	50	0.16%
Outdoor entrance	\$	132	0.41%
Lobby	\$	74	0.23%
Admin office	\$	179	0.56%
Recreation stadium	\$	1,978	6.20%
Hallway to stadium	\$	122	0.38%
Gym	\$	988	3.10%
Squash courts	\$	21	0.07%
Group fitness room	\$	38	0.12%
Community Centre Change Rooms	\$	90	0.28%
Community Centre Kitchen	\$	1,011	3.17%
Total Community Centre	\$	5,112	16.03%
Hallway to bar	\$	172	0.54%
Cool room large beverage	\$	4,441	13.93%
Cool room small + freezer	\$	5,637	17.68%
Kitchen	\$	58	0.18%
Bar	\$	13,013	40.81%
Club rooms	\$	3,062	9.60%
Bowls	\$	78	0.24%
Darts/snooker room	\$	315	0.99%
Total Pemberton Sports Club	\$ :	26,777	83.97%
Total	\$ :	31,889	

# 5. STAKEHOLDER CONSULTATION

The consultants have undertaken a multistage approach to key stakeholder and community consultation as part of this project. This has included an initial face to face stakeholder meeting and follow up electronic community and user group consultation via phone, email and internet correspondence.

#### 5.1. Initial Face to Face Cosultation

Upon commencement of this project the consultants undertook meetings with a variety of key stakeholders of Pemberton Sports Complex. These key stakeholders consulted included:

- Officers from the Shire of Manjimup (representing the Principal)
- Shire of Manjimup Shire Ward Councillors (for Pemberton)
- Pemberton Sports Club Manager
- · Pemberton Sports Club Board.

During this stakeholder consultation period the consultants were able to physically visit and interact with the Pemberton Sport Complex, and the Sports Club board members. This allowed for key exploratory questions to be asked based upon emergent issues from the tour of the complex. During this phase of the stakeholder consultation the following issues were identified:

- There has been long-term concern from Shire officers and Pemberton Sports Club Board members with the financial sustainability of Pemberton Sports Club's operational model.
- The Shire focus is on keeping Pemberton Sports Complex open for the community.
- The Shire is concerned the liquor licence operations are not a core community component that the local government should use public funds to support.
- The Shire is wanting to ensure equity in providing community facilities within the Shire of Manjimup.
- The Pemberton Sports Club board have sought to rationalise their operations for the betterment of the community and to ensure the future sustainability of the club and complex.
- The Pemberton Sports Club perceive the bar and restaurant operations as critical to the whole facility, and a long-term legacy of the pre-existing workers club.
- Historical and legacy issues exist that complicate the future operations of the Pemberton Sports Complex, including:
  - Pemberton Sports Club has evolved from the pre-existing workers club associated with the forestry industry which was the dominant industry in Pemberton prior to 2002, noting that 2024 will see the final closure of the native timber industry.
  - The Pemberton Sports Complex was a joint venture between multiple parties including the PSC, sporting clubs, the Shire of Manjimup and government funding from multiple levels.
  - o As population in Pemberton has declined usage of the facility has declined.
- The bar and restaurant area are operationally constrained due to the licence conditions which prohibit broader community engagement beyond club members and external visitors.
- Pemberton Sports Club, with support from the Shire of Manjimup, has sought to reduce operational
  expenditure for the complex through developing renewable energy options, and adapting roofing in the
  sports hall to allow more natural light.
- The restaurant space has been outsourced to an external operator as it is not core business of the Pemberton Sports Club, although it is run for the benefit of the community and helps to support and drive bar sales.

## 5.2. Pemberton Sports Complex User Group Consultation

An electronic key stakeholder consultation survey instrument was designed and approved by the Shire of Manjimup before being circulated to the key user groups of the Pemberton Sports Complex. This survey was developed to understand the organisational perspectives of the key sports and community clubs who use, lease or rent space in the facility during the year. The electronic survey was hosted by SGL Group on Survey Monkey, and was made available to the key stakeholders from 10 April 2023 through to 1 May 2023. Key user groups were directly contacted via email, and where necessary phone call to encourage them to participate in the survey.

Responses were sought from the following clubs:

- Southerners Football Club Inc
- Pemberton Cricket Club Inc
- Pemberton Basketball Association Inc
- Pemberton Bowls Club Inc
- Pemberton Playgroup

- Southerners Junior Football Club Inc
- Southern Strikers Junior Soccer Club Inc
- Pemberton Netball Association Inc
- Pemberton Darts Association
- Pemberton Youth Group.

Stakeholders were asked to identify how many players and supporters attended the Pemberton Sports Complex to participate in club/user group activities. Additionally, the user groups were asked to identify how many members their respective clubs had as financial members. The responses for each of the groups included:

User Group	Participants and Supporters	Members
Southern Strikers Soccer Club	180	85
Southerners Junior Football Club	200	90
Pemberton Bowls Club, Incorporated	20	32
Pemberton Ladies Darts	20	16
Northcliffe Netball Club	30	Unknown
Pemberton Mixed Summer darts	24	27
Pemberton Arts Group	100	55
Southerners Football Club (seniors)	100	100
Pemberton Basketball association	120	120
Pemberton District High School P & C	10	15
Pemberton Playgroup	20	10

The results of this question indicate high participation and engagement rates within the Pemberton community, and are consistent or higher than the expected sports participation rates in Western Australia for the respective sports.

## 5.2.1. Frequency and Usage of Pemberton Sports Complex

Frequency and time of usage are important indicators of facility utilisation and key user groups identified their respective usage as:

Frequency of Use	2	Time of Each Use	
None of the above	0.0%	None of the above	9.0%
Twice or more a week	37.0%	Up to and including 1 hour	18.0 %
Weekly	45.0%	Half day (up to and including 4 hours)	64.0 %
Fortnightly	0.0%	Fully day (over 4 hours)	9.0%
Monthly	9.0%		
Occasionally	9.0%		

When considering frequency of use usage of time, utilisation is demonstrated to be strong with 82% of respondents identifying a minimum of weekly frequency of use, and more than 70% of respondents identifying use of the Pemberton Sports Complex for more than half a day at a time (either half day or full day).

Usage of the Complex was identified as being consistent across the year, with a peak in September as a number of different user groups converge their respective seasons at the same time. With the exception of the January School holiday period, Pemberton Sports Complex has an even spread of sports and community groups using the facility throughout the year.

Month	% of Usage
January	36.4%
February	45.4%
March	63.6%
April	63.6%
May	54.6%
June	54.6%
July	54.6%
August	54.6%
September	81.8%
October	45.4%
November	54.6%
December	54.6%

## 5.2.2. Use of Pemberton Sports Complex

When asked about their arrangement with Pemberton Sports Club for use of the Complex, more than 45% of user groups indicated they have no formal contract with the Pemberton Sports Complex and use the club on an ad-hoc arrangement. A further 36% were working on a seasonal hire basis for facility space.

When asked to identify if they would like to continue with exiting arrangements or seek an amendment 90% of respondents indicated a preference for the status quo.

What contractual arrangement does your organisation have with the PSC?	%
No formal arrangement	45.4%
Hire arrangement on a casual basis in line with standard published hire rates	9.1%
Hire arrangement on a seasonal basis in line with standard published hire rates	36.3%
Lease arrangement	9.1%
Licence to occupy	0.0%

User groups were asked to identify whether their members and participants utilised other parts of the Pemberton Sports Complex with 60% of user groups identifying usage of more than one area of the facility and in most case multiple areas. Response frequency included:

- 6 x Change rooms & toilets
- 3 x Canteen
- 2 x Meeting rooms
- 1 x Oval
- 1 x Bowls room

- 4 x Sports Club bar & function facilities
- 3 x Basketball court
- 2 x Gym
- 1 x Bowling green
- 1 x Kitchen.

As can be demonstrated from the response to other areas used at the Complex there is strong formal utilisation by the sports clubs of the bar and function facilities. These results are particularly strong as these options were unprompted. When explicitly asked whether the members or participants in their respective user groups dined before, during or after their activity at the Complex the results were:

- 70% Yes
- 30% No.

All user groups identified the bar was used by their respective members and participants when attending the Pemberton Sports Complex.

All user groups identified the restaurant not being open as the major inhibitor to greater facility usage.

#### 5.2.3. Satisfaction Levels for Pemberton Sports Complex

Satisfaction levels for a number of aspects of the Pemberton Sports Complex and Pemberton Sports Club by user groups are shown in Table 5.1. Most of the respondents had positive satisfaction results for the various aspects of the either the complex or management and interaction with Pemberton Sports Club. Most question categories recorded 70-90% satisfaction levels. The outlier for this response was satisfaction with the cost of the facility with only 55% recording a positive satisfaction level. It should be noted that this result is to be expected, particularly in the current high inflationary environment.

Table 5.1: User Group Satisfaction, Pemberton Sports Complex and Pemberton Sports Club

	Very Unsatisfied	Unsatisfied	Neither Satisfied or unsatisfied	Satisfied	Very Satisfied	Not applicable
Quality and condition of facilities used by your club/organisation	0.0%	20.0%	0.0%	60.0%	20.0%	0.0%
Cost of use of the facilities used by your club/organisation	0.0%	11.1%	22.2%	22.2%	33.3%	11.1%
Management arrangements for your club/organisation's use of Pemberton Sports Complex	0.0%	10.0%	10.0%	60.0%	10.0%	10.0%
Management of Pemberton Sports Complex by Pemberton Sports Club	0.0%	10.0%	0.0%	70.0%	20.0%	0.0%
Your club/organisation's interaction with Pemberton Sports Club	0.0%	10.0%	10.0%	40.0%	30.0%	10.0%

User groups were asked to comment on why they made the relative assessment of satisfaction. Responses to this open ended question were both positive and negative and could be categorised across the key themes of:

- · Quality and condition of facilities
- Costs of use
- Management arrangements
- Management by Pemberton Sports Club
- Interaction with Pemberton Sports Club.

The full list of responses to this question are included at Section 1 of Appendix B.

#### 5.2.4. Facility Specific Levels of Importance

User groups were asked to identify the level of importance they attached to different spaces, rooms and facilities within the Pemberton Sports Complex (Table 5.2). This was designed to identify the organisational perspective on the complex and components within the complex.

<u>Table 5.2</u>: Importance of Pemberton Sports Complex Activity Spaces

Complex Space	Not at all important	Not Important	Neutral	Important	Very Important	Not applicable
Community space (Karri & Jarrah						
rooms)	0.0%	0.0%	20.0%	40.0%	40.0%	0.0%
Multi-use indoor sports courts	0.0%	0.0%	10.0%	30.0%	60.0%	0.0%
Mezzanine space (ie, for martial arts,						
yoga, pilates etc)	0.0%	10.0%	20.0%	40.0%	30.0%	0.0%
Gymnasium	0.0%	0.0%	10.0%	30.0%	60.0%	0.0%
Billiards room (for billiards and pool)	0.0%	0.0%	20.0%	70.0%	10.0%	0.0%
Darts room	0.0%	0.0%	30.0%	50.0%	20.0%	0.0%
Lawn bowls green	0.0%	0.0%	10.0%	30.0%	60.0%	0.0%
Youth space	0.0%	0.0%	20.0%	40.0%	40.0%	0.0%
Bar facilities	0.0%	0.0%	0.0%	40.0%	60.0%	0.0%
Dining facilities	0.0%	0.0%	0.0%	20.0%	80.0%	0.0%
Playgroup	0.0%	0.0%	20.0%	50.0%	30.0%	0.0%
Bowls meeting/club room	0.0%	0.0%	0.0%	40.0%	60.0%	0.0%
Squash courts	0.0%	0.0%	30.0%	40.0%	30.0%	0.0%

User groups identified all spaces within Pemberton Sports Complex as being important or very important with between 70-100% in support of that statement.

#### 5.2.5. Future Management Responsibility for Pemberton Sports Complex

Respondents were asked to identify who they thought should be responsible for management of various parts of the Pemberton Sports Complex. Discreet choices were provided for different parts of the complex, with the options of Pemberton Sports Club, Shire of Manjimup, individual sports clubs, individual community groups or private businesses. The results are shown in Table 5.3.

Table 5.3: Suggested responsibility for management of Pemberton Sports Complex activity spaces

Pemberton Sports Complex Facility Space	Pemberton Sports Club	Shire of Manjimup	Individual Sports Clubs	Individual Community Groups	Private Businesses	Don' t Know
Community space (Karri & Jarrah rooms)	50.0%	30.0%	0.0%	10.0%	0.0%	10.0%
Indoor sports courts	60.0%	20.0%	10.0%	0.0%	0.0%	10.0%
Indoor mezzanine space	50.0%	20.0%	20.0%	0.0%	0.0%	10.0%
Gymnasium	60.0%	20.0%	10.0%	0.0%	0.0%	10.0%
Bar facilities	60.0%	10.0%	0.0%	0.0%	20.0%	10.0%
Kitchen/Dining facilities	50.0%	10.0%	10.0%	0.0%	30.0%	0.0%
Playgroup	40.0%	30.0%	10.0%	0.0%	0.0%	20.0%
Youth space	30.0%	40.0%	10.0%	0.0%	0.0%	20.0%
Squash courts	50.0%	30.0%	10.0%	0.0%	0.0%	10.0%

Most respondents identified the Pemberton Sports Club as being the best placed for managing the various spaces around the complex, with The Shire of Manjimup as the second most popular option amongst user groups. There was a small percentage of respondents who indicated individual sports clubs were best placed to manage spaces.

The only components of Pemberton Sports Complex that were identified as suitable for management by private businesses were the bar facilities and the kitchen/dining facilities.

#### 5.2.6. User Group Comments about the Pemberton Sports Complex

User groups were asked if they would like to make any unprompted comments about the Pemberton Sports Complex. Responses are listed below, providing some insight about user group views on the complex itself:

- There have been multiple working groups created over time regarding sport and recreation facilities in Manjimup and Pemberton at a huge cost with minimal benefit to the stakeholders and members of the sporting clubs.
- We suggest the money would be better spent directly on the Clubs themselves. If this facility was to close, it would have a massive impact on the Pemberton and Northcliffe community.
- PSC must meet with representatives of the individual club's and where possible action any of their
  concerns, ie. the more successful the clubs are that use the facilities of PSC, the more successful will be
  the PSC.
- I think the Shire needs to take control as the Board members are getting older and out of touch with "todays" standards.
- It's a great venue that is not used properly by the community, has potential if organised properly.
- I hope the Sports Club can receive funding to keep the club going, I feel if the Shire take it on we will not have the access and availability we have now, and my personal opinion, the Shire doesn't give a rats about the smaller towns outside of Manjimup. The actual towns that attract tourists.
- The Pemberton Sports Complex is a great facility for the town, sadly the running costs are too high.
- The town lost a lot of it's residents with the closure of the mill, plus many went fly in fly out, the
  population of the town is now trending towards retirees as there is little employment and no
  accommodation available.
- Retirees would not use a fair percentage of the facilities of the Complex.

- The PSC is such an important community asset for the towns of Pemberton, Northcliffe and Manjimup.
   If the PSC was to close, this would have huge implications for the footy club and other sporting clubs that use the facilities.
- I don't believe that the facility should have to make a profit to stay open. The Shire should financially assist in keeping the PSC open in its entirety including the bar and dining. The complex is the main meeting area for our community and without this facility our town will be left without its heart.
- We are grateful that the space exists and have plans to apply for more grants and to do some fundraising to upgrade the outdoor space especially.

#### 5.2.7. User Group Comments about the Pemberton Sports Club

User groups were asked if they would like to make any unprompted comments about the Pemberton Sports Club who are the managers and operators of the Pemberton Sports Complex. Responses listed below:

- The people of Pemberton really need to get behind the current managing body as they appear to be
  trying very hard to provide the best possible service and facility to all community groups, sporting clubs
  and individuals.
- We believe that the Pemberton Sports Club needs a paid manager by the Shire of Manjimup as occurs in Manjimup.
- The bowls club is going through a process to replace the bowling green surface and upgrade its surrounds, the budget for this work is approximately \$240,000, we need to know that the PSC will survive and that it will support us as we commit to this enormous spend.
- · Keep funding it.
- The PSC could be better managed if more funds were available to employ more people. The town simply does not have enough population to sustain a building and facility of this size especially if you are relying on bar sales to keep the doors open.
- I encourage the Shire to acknowledge what a fantastic facility and asset they have and the huge benefits
  it provides to the community. It has to stay open for the benefit of the sporting clubs and the
  community.
- The current committee are doing the best they can and do a lot of voluntary work. It is the most proactive committee in ages.

#### 5.3. Pemberton Sports Complex Community Consultation

An electronic key stakeholder consultation survey instrument was designed and approved by the Shire of Manjimup before being circulated to the community users of the Pemberton Sports Complex. This survey was designed to understand the community perspectives of the community members who utilise the facility during the year.

The electronic survey was hosted by SGL Group on Survey Monkey and was made available to the key stakeholders from 10 April 2023 through to 1 May 2023. Key user groups were directly contacted via email, and where necessary phone call to encourage them to share the survey availability with their members. Additionally, the link was provided and advertised through the Pemberton People Facebook page.

## 5.3.1. Community Response Profile

The response rate for the community survey was high, with 133 community members participating in the survey with 40% Male, 58.5% Female and 1.5% non-identified. Based on an estimated resident population for Pemberton of 861 people, this is a response rate of 15.4% of the community.

The age profile of the respondents corresponds with the demographic profile of participation and the age demographic of Pemberton across the 35 and older aged categories. The age profile of the respondents was:

Age Profile of Respondents	%
14 or under	0.0%
15 to 24	3.8%
25 to 34	4.5%
35 to 44	26.3%
45 to 54	23.3%
55 to 64	18.8%
65 or older	22.6%
Prefer not to say	0.7%

When asked to identify if the respondent was a member of any of the sports clubs listed the following allocation was provided:

Sports Club Membership	%
None of the above	35.3%
Badminton	5.7%
Basketball	12.8%
Cricket	6.8%
Darts	6.0%
Indoor Hockey	3.0%
Karate	3.0%
Ladies Exercise group	3.8%
Lawn Bowls	15.0%
Netball	12.8%
Snooker	6.8%
Southerners	29.3%
Other (please specify):	15.0%

Alternative specified responses included:

- 5 x Soccer Club
- 5 x Gym
- 4 x Squash/racquet ball
- Social President of the Sports Club
- Pemberton Aged Accommodation Inc Pemberton History and Heritage, Pemberton Mill Hall committee.
   All use the club socially
- Pemberton Arts Group's Annual x 2 exhibitions
- Corporate Bowls season
- Playgroup
- Grandparent, both watch all sports
- A small disability group uses the facility.

The response rate amongst the various user groups of the Pemberton sports complex is diverse, and reflective of the participation rates expected from the different sports, and also corresponds with the participation rates identified in the user group consultation.

Respondents were additionally asked whether they were a member of the Pemberton Sports Club with the following responses:

Yes	68.4%
No	18.8%
I have been previously but am no longer a member	12.8%

Reasons for not being a member were provided in an open ended question and were categorised into key themes, including:

- Member or participant in other sports club/association at the Complex
- Apathy
- Value Proposition
- Lack of Use

A detailed summary of all open ended responses to this question is included at Section 2 of Attachment B.

#### 5.3.2. Pemberton Sports Complex Utilisation

Users were asked to identify their level of utilisation of the centre by primary activity, displayed in Table 5.4. The results of this indicate that more than 50% of team sports participants were visiting the complex on at least a weekly basis. The highest level of occasional visitation was for community and private events and functions. More than 35% of the respondents to this survey identified social visits on at least a weekly visit to the centre which indicates the facility is a significant community gathering location.

Table 5.4: Usage of Pemberton Sports Complex by Activity

	Twice a week	Weekly	fortnightly	monthly	Occasionally	I don't visit for that purpose
Team sports (eg, basketball, netball, football)	20.0%	31.2%	3.2%	5.6%	18.4%	21.6%
Other sports (eg, gym, karate, yoga, squash)	9.4%	16.0%	0.0%	0.0%	19.8%	54.7%
Children and youth activities (eg, playgroup, youth group)	0.0%	6.1%	0.0%	3.1%	9.2%	81.6%
Events (eg, community events, art exhibitions)	5.2%	0.0%	2.6%	7.8%	66.4%	18.1%
Private functions (eg, birthday parties, funeral)	2.6%	0.0%	1.7%	5.1%	78.6%	12.0%
Social/general visit (eg, bar and dining)	12.0%	23.6%	10.2%	7.1%	35.4%	11.0%

Respondents were asked if they attended the facility for a secondary purpose during their primary visit to the Complex. The unprompted and open ended responses included:

- 66% (88 respondents) identified Bar and Dining
- 1 (respondent) art exhibition
- 2 (respondents) Toilets.

When explicitly and directly asked about how frequent the respondent had dined at the Complex the following responses were received:

I haven't dined at Pemberton Sports Complex	15.0%
Twice or more a week	2.3%
Weekly	25.6%
Fortnightly	10.5%
Monthly	15.0%
Occasionally	31.6%

These results demonstrate a strong level of support for regular dining at the Pemberton Sports Complex, with 38% having dined at least on a fortnightly basis throughout the year. When explicitly and directly asked about how frequently the respondent had used the bar at the Complex the following responses were received:

I haven't used the bar facilities at Pemberton Sports Complex	12.1%
Twice or more a week	12.9%
Weekly	28.8%
Fortnightly	13.6%
Monthly	10.6%
Occasionally	22.0%

More than 40% of Respondents indicated that they used the bar at least on a weekly basis at the Pemberton Sports Club, with a further 13% using the bar on a fortnightly basis. This indicates strong multi-use of the Pemberton Sports Complex beyond solely the sports participation aspect.

#### 5.3.3. Value and Importance at Pemberton Sports Complex

Respondents were asked to identify the relative value and importance of various facility offerings of the Pemberton Sports Complex. The purpose of this question was to identify current and emerging attitudes to the complex, and how these insights might inform future performance of the complex. The results, shown in Table 5.5, show the majority of respondents identified the current value proposition at the Pemberton Sports Complex to be about right or inexpensive. This may provide an opportunity for the complex to marginally increase prices for services, however, this may lead to some reduction in usage.

Table 5.5: Usage of Pemberton Sports Complex by Activity

Value for Money	Very Expensive	Expensive	About right	Inexpensive	Very Inexpensive	Do not know
Hire of activity space	0.00%	7.03%	40.63%	12.50%	2.34%	37.50%
Gym membership	2.42%	11.29%	18.55%	8.06%	2.42%	57.26%
Dining	0.76%	6.87%	73.28%	9.16%	0.76%	9.16%
Bar facilities	0.75%	8.27%	69.17%	12.78%	1.50%	7.52%

When respondents were asked to evaluate the relative level of importance of each of the various facilities, spaces and service offerings at Pemberton Sports Complex they responded as shown in Table 5.6.

Table 5.6: Usage of Pemberton Sports Complex by Activity

Facility	Not at all important	Not important	important	Very important	Don't know
Bar facilities	2.3%	0.77%	21.54%	74.62%	0.77%
Billiards room	2.3%	10.85%	42.64%	31.78%	12.40%
Bowls meeting/club room	2.3%	3.03%	33.33%	51.52%	9.85%
Darts room	1.5%	3.0%	44.2%	32.8%	18.3%
Dining facilities	0.0%	4.6%	22.0%	72.7%	0.8%
Gymnasium	0.8%	0.0%	34.3%	56.5%	8.4%
Hire space for community use (Jarrah and Karri rooms)	0.8%	6.9%	32.1%	52.7%	7.6%
Lawn bowls green	1.5%	0.0%	32.1%	62.6%	3.8%
Mezzanine space (ie, for martial arts, yoga, pilates etc)	0.8%	3.1%	34.3%	45.8%	16.0%
Multi-use indoor sports courts	0.0%	0.0%	25.0%	68.9%	6.1%
Playgroup	0.8%	2.3%	35.9%	42.7%	18.3%
Squash courts	3.1%	7.0%	48.1%	27.1%	14.7%
Youth space	1.5%	2.3%	36.9%	45.4%	13.8%

Most facilities in the Complex were identified as being either important or very important. The highest recorded responses for very important were:

•	Bar Facilities	(74.6%)
•	Dining Facilities	(72.7%)
•	Multi-Use indoor Sports Courts	(68.9%)
•	Lawn Bowls Green	(62.6%).

These very important facility services are an indication of the strong community demand for these facilities to be integral to the overall Pemberton Sports Complex. It is particularly noteworthy that the two highest recorded scores were for the non-sport specific component of the Pemberton Sports Complex (Bar and Dining).

#### 5.3.4. Satisfaction with Pemberton Sports Complex

Respondents were asked a range of questions about the management, operations and infrastructure of the Pemberton Sports Complex. A total of 66.4% of respondents identified they were satisfied with the current operations of the Pemberton Sports Complex.

Responses for satisfaction with various components of Pemberton Sports Complex are shown in Table 5.7. This shows general high levels of satisfaction across the complex. The one area that achieved the lowest level of satisfaction was in the ease of gaining information about usage of the facility. This could indicate there is an opportunity to enhance communication from management in order to attract more participation and usage at the complex.

Table 5.7: Satisfaction with Pemberton Sports Complex

	Very Unsatisfied	unsatisfied	Neither satisfied or unsatisfied	satisfied	Very satisfied	Don't know
Quality and condition of facilities that you use	3.0%	12.1%	18.2%	50.8%	12.1%	3.8%
Cost of use of the facilities that you use	3.0%	5.3%	16.0%	45.0%	16.0%	14.5%
Ease of gaining information about usage of the facilities	0.8%	10.7%	25.9%	36.6%	9.9%	16.0%
Ease of access of the facilities that you use	3.0%	6.1%	14.4%	51.5%	19.7%	5.3%
Your interaction with Pemberton Sports Club	0.8%	5.3%	22.0%	43.9%	23.5%	4.5%

#### 5.3.5. Management of Pemberton Sports Complex Facilities

Table 5.8 shows responses for who respondents believe should be responsible for management of the various facilities at the Pemberton Sports Complex. The responses from the community mainly advocate for a status quo arrangement, although it should be noted that the second highest category is for the Shire of Manjimup to manage the various aspects of the Pemberton Sports Complex. It should be noted the Dining Area is one aspect of the complex that was preferred for a private business, and the playgroup was seen as best managed by the individual community club. The Pemberton Sports Club was perceived by 75% of respondents as best to manage the Bar facilities at the complex.

<u>Table 5.8</u>: Management of Pemberton Sports Complex Components

	Pemberton Spots Club	Shire of Manjimup	Individual Sports Clubs	Individual Community Clubs	Private Businesses	Don't Know
Community space (Karri & Jarrah rooms)	48.4%	32.8%	0.8%	5.5%	1.6%	11.0%
Indoor sports courts	44.5%	36.7%	4.7%	1.6%	0.0%	12.5%
Indoor mezzanine space	45.4%	28.5%	6.9%	4.6%	0.0%	14.6%
Gymnasium	53.9%	23.4%	2.3%	2.3%	3.1%	14.8%
Bar facilities	75.8%	7.0%	3.1%	0.0%	9.4%	4.7%
Kitchen/Dining facilities	35.8%	6.9%	2.3%	0.0%	45.4%	10.0%
Playgroup	25.8%	25.0%	1.6%	28.1%	3.1%	16.4%
Youth space	31.2%	37.5%	0.8%	15.6%	0.8%	14.1%
Squash courts	45.7%	29.5%	10.1%	2.3%	0.8%	11.6%

## 5.3.6. Unprompted Comments about the Pemberton Sports Complex

Community members were provided an opportunity to provide an open-ended comment about the Pemberton Sports Complex. A range of different responses were provided, both positive and negative, which are included at Section 3 of Attachment B.

## 5.3.7. Unprompted Comments about the Pemberton Sports Club

Community members were provided an opportunity to provide an open-ended comment about the Pemberton Sports Club. A range of different responses were provided, both positive and negative, which are included at Section 4 of Attachment B.

## 6. FACILITY BENCHMARKING

A comparison has been undertaken on key metrics between Pemberton Sports Complex and other community/sport and recreation facilities in the Shire of Manjimup and across the wider south-west region.

## 6.1. Shire of Manjimup

The Shire has a directive to co-locate facilities for sport, recreation and community use. These have a range of operating models and include facilities such as Manjimup Indoor Sports Pavilion, Northcliffe Recreation Grounds, Walpole Recreation Centre, Pemberton Community Hub (under development), Manjimup Community Centre and Northcliffe Colocation.

Table 6.1 provides a summary of each venue, description and components for use, tenure arrangements, financial information and food and beverage offering. This shows:

- Indoor sports courts/components in the towns of Northcliffe and Walpole are leased to local sporting/recreation associations who manage these facilities in direct relationships with user groups.
   Northcliffe Colocation is leased to a head lessee with sub leases to other tenants. Facilities in Manjimup are managed by the Shire with direct hire arrangements with user groups.
- Pemberton Sports Complex operates with Pemberton Sports Club as head lessee with hire arrangements directly with user groups.
- The Shire of Manjimup maintains the indoor sports court floors in all four towns, including at Pemberton Sports Complex.
- Kitchen and canteen facilities are provided at each facility (with a different level of facility provided at
  each), however no permanent liquor licencing arrangements are in place at other venues. Liquor
  Licencing arrangements are all on an event basis for individual users. This differs from Pemberton Sports
  Complex with a commercial kitchen and dining space, large bar facility and licenced bar.
- Fees and Charges for use of indoor sporting facilities are set by the head lessees and by the Shire for Manjimup Indoor Sports Pavilion. This is consistent with the arrangement in place at Pemberton Sports Complex.
- The Shire of Manjimup sets the fees and charges for use of outdoor sporting fields across the Shire, including those in Pemberton.
- Like Pemberton Sports Complex, Northcliffe Recreation Grounds and Walpole Recreation Centre each
  receive \$10,000 annually through the Shire's Town Recreation Centre Subsidy to assist with community
  recreation sustainability.

The benefits of the current arrangements at the recreation and community facilities have been identified as:

- Northcliffe Recreation Grounds Committed volunteer group operates within their means to ensure buildings are accessible for the community (this is important as Northcliffe has few other community facilities). There is a strong and realistic focus on facility development and upgrades, and collaboration with the Shire to implement these in a staged manner. Arrangements between Northcliffe Recreation Association and underlying sporting groups seems to work well.
- Walpole Recreation Centre Committed paid administrator/manager with a focus on activation and increasing usage of centre by organising (sports) activities. The centre operates within its means and utilises the Shire subsidy predominantly on items that reduce costs and/or increase revenue streams.
- Manjimup Indoor Sports Pavilion The Shire can determine equitable and affordable fees, has control
  over equitable use and accessibility. Fees are targeted at cost recovery.
- Manjimup Community Centre Synergies between users works well with a strong focus on children and families and cultural services. Groups will at times work collaboratively on delivering events and activities.

Northcliffe Colocation – Good collaboration between groups with resource sharing and arrangements
that are mutually beneficial. For example, Northcliffe Visitor Centre (NVC) does ticketing for the
Southern Forest Arts Understory and monitors entry to the Painted Tree Gallery. NVC offers library
access to the community seven days a week rather than the traditional 15 hours, the old Library room has
been made available as part of the Community Resource Centre lease except for one day a week when
used for Story Time and library purposes.

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Identified negatives or drawbacks of the current arrangements at the recreation and community facilities across the Shire of Manjimup include:

- Northcliffe Recreation Grounds There is a strong feeling of ownership for the facilities and grounds
  which on occasion provides challenges when the facilities are not within NRA lease and/or
  responsibilities. Due to not having paid administration, and the increased administrative load due to
  arrangements with underlying sporting clubs, and the drive to upgrade the facilities there is risk of
  volunteer burn-out. Being a small community there is a small pool for volunteers so stability on the
  committee is important.
- Walpole Recreation Centre Insufficient budget for paid administrator often resulting in many volunteer hours. This has resulted in limited opening hours and manning of the facility.
- Manjimup Indoor Sports Pavilion This is an unmanned facility, thus some usage occurs without prior bookings or advance notice. There is a new access pin code system, that allows greater oversight of usage. Administration of bookings can be time consuming for Shire staff.
- Manjimup Community Centre Some design issues have been identified as problematic.
- Northcliffe Colocation Design and size of the facility could have been better however the process for
  design was fully consultative and it was determined as being fit for purpose at the time and built within
  the available budget. Stakeholders are looking to expand the facility storage and secure solar to further
  benefit all user groups.

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Table 6.1: Summary of community and sporting facilities in the Shire of Manjimup

Facility name and location	Description and use	Management arrangements	Financial arrangements	Food & Beverage
Manjimup Indoor Sports Pavilion, Manjimup	Three indoor sports courts with basketball and netball line marking (badminton also marked on court 3). Hire	Facility operated, managed and maintained by Shire.	The Shire determines equitable and affordable fees, has	The pavilion has a kitchen/canteen facility.
	agreements only for occasional and seasonal hire.	Facility bookings by the Shire. Users are invoiced for hire.	control over equitable use and accessibility.	Kitchen appliances owned by clubs and permission to use must
	Basketball: Season - October to March, usage - 5 days per week, 3 to 5.5 hours	The Shire maintains all sports court floors	Fees and charges are set at cost recovery.	be sought from these clubs.
	some weekends.  Netball: Season - April to September,		Hire fees and charges are set by the Shire and published.	
	usage - 2 days per week (approximately 8 hours per week).		Historic capital contribution at the time of construction.	
	<ul> <li>Tiered spectator viewing area on court one only</li> <li>Bench seating and score benches (owned by clubs)</li> <li>Facility also serves as Emergency</li> <li>Welfare Centre (evacuation centre).</li> </ul>		Some groups have been granted funding by Council towards their funding requests for one-off projects.	
Northcliffe Recreation Grounds, Northcliffe	Sporting field with Clem Collins Pavilion and Eric Sanders Grandstand Bowling green (1 green) Outdoor tennis courts (4 courts) Indoor Recreation Centre with 1 court, indoor gym (under redevelopment to provide 24/7 access) and tiered seating. Facility also serves as Emergency Welfare Centre (evacuation centre).	All buildings leased and operated by Northcliffe Recreation Association (NRA). Facility maintenance responsibilities in accordance with lease agreement and Shire's lease policy.  The Shire maintains all sports court floors in all 4 towns.	\$10,000 per annum provided through the Shire's Town Recreation Centre Subsidy to assist with sustainability. Historic capital contribution at the time of construction.	Clem Collins Pavilion: Open kitchen area (not commercial set up) in the hall; can be utilised by hall hirers.  Basic club canteen underneath the Eric Sanders Grandstand,
	Small playground.			operated by sporting

	Activities include: sports, community activities and events, private functions (eg. birthdays, funerals).	NRA operates through their committee of volunteers without paid manager/administrator.	Some groups have been granted funding by Council towards their	clubs during their sporting activities.
			funding requests for	Occasional liquor
		Outdoor facilities managed by the Shire, incl. snorting field and playaround	one-off projects.	licencing for a small
			A fee for service (\$7k	
		Unique set up of NRA being the only	per annum) is in place	
		incorporated body, handling all	for the maintenance of	
		administrative and governance matters	the sporting field and	
		ror the underlying sporting clubs that utilise the NR grounds.	Shire and NRA	
		)	(note: the same	
			arrangement is in place	
			with different local	
			groups for other	
			sporting fields within	
			Shire, except Walpole	
			due to low usage).	
Walpole Recreation	Indoor Recreation Centre with 1 court,	Indoor Rec Centre incl. tennis courts	Historic capital	Open kitchen area (not
Centre, Walpole	gym with 24/7 access, lobby with kitchen	leased and operated by Walpole Sport &	contribution at the time	commercial set up) in
	serves as indoor community space.	Recreation Association (WSRA). WSRA	of construction.	the lobby; can be
	Outdoor tennis courts (3 courts).	operates with a paid		utilised by facility hirers.
	Small infrared saunas in male and female	manager/administrator.	Some groups have been	
	change rooms.		granted funding by	Occasional liquor
	Facility also serves as Emergency Welfare	Facility maintenance responsibilities in	Council towards their	licencing for a small
	Centre (evacuation centre).	accordance with lease agreement and	funding requests for	number of events.
		Shire's lease policy.	one-off projects.	
	Activities include: sports, community			
	activities and events, private functions.	The Shire maintains all sports court floors		
		in all 4 towns.		
	Not part of the Walpole Recreation			
	Centre, but on same lot:	Outdoor facilities managed by the Shire,		
	- Playground	incl. sporting field, skatepark and		
	- Skate park	playground.		
	- Sporting field			

	- Community Garden.	Community Garden leased and operated by Ficifolia Community Garden Inc.		
		Note that most Walpole children attend school in Denmark from a certain age; as such there are very few sporting clubs (only yachting club and country club) in Walpole and the WSRA organises many sporting activities (eg. gymnastics, karate,		
Pemberton Community Hub, Pemberton	Under construction but will co-locate:  • Pemberton Library • Pemberton Community Resource Centre • Pemberton RSL • Pemberton Arts Group • Pemberton Arts Group • Pemberton Chamber of Commerce.	Library, public space and hire facilities managed and operated by the Shire. Lease and MOU to Pemberton Community Resource Centre. Lease and MOU to Pemberton Visitor Centre. Lease and MOU to Pemberton Arts Group. Lease and MOU to Pemberton Heritage and History Group. Lease and MOU to Chamber of Commerce and Industry. MOU to Pemberton Branch Returned & Services League	Peppercorn leases (\$100 on demand per annum) Shire to clean and cover utility costs for 50% of the RSL Building being the library, hire space and public are, and maintain gardens/ grounds. Individual groups to be responsible for their own cleaning and utility costs. Shire will invoice fees and charges as determined.  Collaborative construction and fit out process with majority of finances coming from the Shire of Manjimup and then Lotterywest with	No food & beverage or liquor licence.
			contributing as able.	

	Small kitchenette in community space; can be operated by users/hirers.  Commercial kitchen in daycare centre, operated only for daycare centre.  Occasional liquor licencing for a small number of events in Art Gallery.	Kitchenette and coffee machine for centre users.
PHHG eligible for annual subsidy for heritage of \$5,000 and other groups eligible for annual community grant applications.	Historic capital contribution at the time of construction.  Some groups have been granted funding by Council towards their funding requests for one-off projects via competitive grant processes.	Peppercorn Leases and building maintenance in accordance with lease.
	Library and Gallery managed and operated by Shire.  Lease to Manjimup Family Centre. Lease to YMCA (Timber Tots).  Lease to Anglicare Financial Counselling. Lease to WA Country Health Service.  Part area under control of Department of Communities  Outgoings such as cleaning, utilities and waste management costs are recouped from YMCA, Family Centre and WA  Country Health Service by an annual/quarterly fee.  Department of Communities pay the Shire an annual contribution to retain control of allocated rooms. Single room counselling services pay an annual fee. Shire covers bulk of communal public space.  Facility maintenance responsibilities in accordance with lease agreement and Shire's lease policy.	Lease to Northcliffe Community Resource Centre (Head Lessee). Sublease to Southern Forest Arts.
	Includes the following facilities/groups:  Manjimup Library  Manjimup Art Gallery  Manjimup Family Centre  Timber Tots Daycare Centre  Manjimup Community Health Nurse Rooms for hire.	<ul><li>Houses the following groups:</li><li>Northcliffe Visitor Centre</li><li>Northcliffe Library</li></ul>
	Manjimup Community Centre, Manjimup	Northcliffe Colocation, Northcliffe

Northcliffe Gallery (Southern Forest	orest Sublease to Northcliffe Visitor Centre.		
Arts)	Service Agreement MOU in place	Historic capital	Nil food & beverage.
Northcliffe Community Resource	ce between the Northcliffe Visitor Centre	contribution at the time	
Centre (NCRC)	and Northcliffe Library SoM.	of construction.	No liquor licence.
Spaces:			
Hire/conference room.	Facility maintenance responsibilities in	Some groups have been	
	accordance with lease agreement and	granted funding by	
	Shire's lease policy.	Council for one-off	
		projects (through open	
	NCRC recoups outgoings such as utilities	competitive community	
	from sublessees.	grant processes).	

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# 6.2. South-West Region

A desktop reviewed identified a number of sport and recreation or community facilities located in shires adjacent to the Shire of Manjimup. Key details of each facility are summarised in Table 6.2.

A key point of note is that none of these facilities have bar facilities with all focussed on facilitation of sport, recreation and community activities and all are managed by the respective local government.

<u>Table 6.2:</u> Summary of community and sporting facilities in South-West Region

Facility name and location	Description	Facility use
Margaret River Recreation Centre	Indoor Sporting Facility with 2 indoor courts, gymnasium and group fitness classes and a creche (normally 3 court however 1 is unavailable due to the refurbishment works).  There is also an outdoor pool which is currently closed for long term refurbishment.	<ul> <li>Indoor courts – competitions for netball (women's and mixed) and mixed volleyball</li> <li>Creche</li> <li>Outside school hours and holiday care programs</li> <li>Group fitness, exercise physiologist and seniors classes.</li> </ul>
Augusta Recreation Centre	Indoor Sporting Facility with a gymnasium, hydro pool and indoor court.  Facility is not staffed, with bookings made via Margaret River Recreation Centre	Indoor court – basketball, netball, volleyball and Badminton (casual use is included in gym membership).
Geographe Leisure Centre, Busselton	Multi use sporting complex with three indoor courts, gymnasium, group fitness studio, indoor and outdoor heated swimming pools, spa and sauna, café and creche.	<ul> <li>Indoor courts – for netball, basketball, volleyball and badminton</li> <li>Sporting fixtures (association run competitions and social basketball and netball)</li> <li>Swim school</li> <li>Creche.</li> </ul>
Naturaliste Community Centre	Community meeting space with indoor courts, spin bike studio, two multipurpose activity rooms, commercial kitchen, meeting room and creche facilities.	<ul> <li>One court stadium – netball, basketball, volleyball, indoor soccer, badminton and tennis</li> <li>Health and fitness classes</li> <li>Social sports</li> <li>School holiday vacation care program</li> <li>Creche.</li> </ul>

# 6.3. Comparison of fees and charges

Table 6.3 provides a summary comparison of the fees and charges for the various hire spaces at Pemberton Sports Complex with those at the other sport, recreation and community facilities across the Shire of Manjimup and facilities in the Shire of Augusta Margaret River and the City of Busselton<sup>2</sup>.

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This shows charges for court hire at Pemberton Sports Complex are lower than comparable facilities and similar for meeting room space.

Gym fees are lower than those at the Shire of Augusta Margaret River however it is noted fees at those venues include group fitness classes and access to casual sports court entry.

<sup>&</sup>lt;sup>2</sup> Only elements of Pemberton Complex available for hire with comparable rates have been included.

Table 6.3: Comparison of hire fees and charges

Hire Charges	Pemberton Sports	Manjimup Indoor	Northcliffe Recreation	Walpole Recreation	Augusta Recreation	Margaret River	Geographe Leisure	Naturaliste Community
	Complex	Sporting Pavilion	Grounds	Centre	Centre	Recreation Centre	Centre	Centre
Sports Courts								
Use of courts with lights – per hour, per court	\$37.90	\$39.00	\$25.00	Casual		\$44.00	\$58.00	\$57.00
				\$4.50 child		\$5.50 16+	\$7.00 adult	\$7.00 adult
Other than sports (half day up to 4 hours)	\$434.40	\$447.00				74.30 d13	\$680.00	23.00 cilila
Kitchen hire ner booking	\$65.00			\$60.00			per day	
Mezzanine Foor Level – Sport & Fitness								
Sport/Fitness – seasonal bookings – per hour,	\$20.00			\$4.50 per			\$41.00	\$41.00
minimum 1 hour				child per day				
Sport/Fitness – occasional booking – per hour, minimum 1 hour	\$40.00						\$77.00	\$77.50
Meeting room hire		Roundhouse,						
		Manjimup						
		Heritage Park						
Pemberton based sporting group/not for profit/charity								
Meeting room – per hour	\$20.00	\$10.00	\$45.00				\$24.00	
Commercial entity								
Meeting room – per hour	\$50.00	\$25.00	\$60.00				\$40.00	
Equipment hire Chairs	\$2.00 each	\$1.50 each	\$1.00 each	\$2.00 each				
Tables	\$5.00 each	\$5.50 each	\$10.00 each	\$10.00 each				
Function Room and Canteen Hire								
Function room only	\$150.00		\$120.00	\$120.00				

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Canteen hire	\$50.00					\$28.00
Gym Membership <sup>3</sup>						
1 month	\$50.00		\$60.00	\$71.00	\$77.50	
3 months			\$100.00	\$181.00	\$198.00	
6 months	\$250.00		\$150.00	\$340.80		
12 months	\$450.00	\$ 360.00	\$250.00	\$511.20	\$604.50	

<sup>3</sup> Other gym membership rates are available at Augusta and Margaret River Recreation Centres, including concession, student, FIFO and seniors. Membership fees include access to the gym, group fitness and casual court entry.

# 7. INDUSTRY TRENDS

This chapter provides an analysis of best practice industry trends in sports complex/facility governance and management arrangements, including pros and cons of each.

# 7.1. Sport and Recreation Trends

SGL has undertaken desktop research on published data which has been correlated with information sourced from prior studies to better identify key sport and recreation trends. Below are a series of trends that have implications for both sport and recreation activities and facilities.

#### 7.1.1. Social Trends

- Australia's population is growing but also ageing with increasing numbers of older people participating in
  a wider range of sport and recreation activities.
- There has been a slow relocation away from capital cities with lifestyle and affordability being driving factors behind this population migration.
- More than half of working Australians are in part time or casual work. This is impacting the ability to
  participate in regular sport and recreation activities.
- Councils are taking more of a role in encouragement of active lifestyles to reduce social isolation and improve health outcomes, both physical and mental.

#### 7.1.2. Participation Trends

- There has been a trend towards more individual or small group non-organised sport and recreation activity participation, and a movement away from more traditional organised sports. This has been exacerbated by the Covid-19 pandemic.
- People have less time for sport and recreation participation so convenience in being able to participate at a time that suits each individual is becoming increasingly important.
- There is an increased consumer approach, where people can just arrive and participate in sport and
  recreation activities at a time that suits their lifestyle, eg: 24/7 gymnasiums and other similar pay and
  play activities.
- More people are using public parks and open space to participate in fitness and exercise programs, either
  as individuals or with a person trainer/small group. This is reducing the reliance on built
  infrastructure/buildings.

#### 7.1.3. Infrastructure and Facility Trends

- Quality facilities often high quality sport and recreation facilities are seen as a key tool to help attract new residents, particularly those in more regional centres.
- Multi-purpose facilities are increasingly being developed to serve multiple sports at different standards and levels of competition as well as other ancillary activities such as markets and shows.
- Toilets and change rooms are expected to be adequate in size, accessible to playing areas and compliant
  for people with a disability.
- Local governments are recognising the importance of creating environments to enable people to lead
  active and healthy lives, placing greater focus on integration with urban planning including provision of
  walking/cycling paths, access to parks and open space.
- Outdoor individual fitness equipment has been increasingly installed in public open spaces, providing an opportunity to meet the demand from people to exercise at a time the suits them.

- Local governments have an increased awareness of the need for a 'whole-of-life' approach to facility development and asset management.
- With economic constraints and limited capital and operational budgets, new innovative funding arrangements are being considered.

#### 7.2. Model multi-use facilities

Multi-purpose facilities are increasingly being developed to serve multiple sports/recreation activities at different standards and levels of competition. Below are some recent examples of such facilities that have been developed or in the process of being redeveloped and expanded to meet community demand.

#### 7.2.1. Port Noarlunga Sports Complex - Port Noarlunga

The Port Noarlunga Sports Complex is in the City of Port Noarlunga, a city with a 2022 estimated resident population of 3,232 people. The complex is used by the Port Noarlunga Football Club, Port Noarlunga Cricket Club, Port Noarlunga Netball Club and the Port Noarlunga Tennis Club. Other groups also use the facility for community music and social events such as South Coast Raw and the Blues Festival. Sporting clubs will have licences to operate and play from the facility.

Sporting facilities include and Australian Football/cricket oval, cricket nets (three) and six tennis/netball courts. A new multi-use club building is currently under construction that will service all current sports and cater for future anticipated sport and recreation needs of the community.

The new building will meet modern sporting facility guidelines, helping to promote female and junior participation in sport. Being positioned next to the oval and hard courts will provide function space with views across all playing surfaces, offering improved site connectivity and a flexible layout to meet the diverse needs of user groups. Construction of the facilities includes:

- Four player change rooms with shower and toilet amenities
- Two umpire change rooms
- A medical room
- An oval sport canteen
- A court sport canteen
- A kitchen and bar
- A large multi-function room with amenities
- Storage rooms
- Offices
- An external viewing deck.

#### 7.2.2. Summit Sport and Recreation Park - Mount Barker District Council

Summit Sport and Recreation Park is being developed by Mount Barker District Council as a multi-use regional sports hub. The Mount Barker District Council 2022 estimated resident population is 41,059 people. Facilities constructed to date include two premier synthetic football (soccer) pitches and associated clubrooms, one Australian Football/cricket oval and cricket practice nets.

A number of clubs have entered licences to operate and play from the facility.

Other facilities proposed for development in future stages include two additional football (soccer) pitches, a second Australian Football/crocket oval, netball courts and tennis/netball courts.

### 7.2.3. South Pine Sports Complex - Moreton Bay Regional Council

South Pine Sports Complex is in the Moreton Bay Regional Council area, with an estimated residential population of 497,154 in 2022. The Complex is a multi-use facility with both indoor and outdoor sport and recreation facilities. The venue is currently home to 14 sporting clubs and one commercial beach volleyball centre. Sporting activities include: Australian Football, Basketball, Beach Volleyball, Cricket, Dog Agility, Futsal, Gymnastics, Hockey, Netball, Roller Derby, Rugby Union, Rugby League, Soccer, Touch Football and Taekwondo.

#### Outdoor playing fields include:

- 3 Rugby League fields
- 2 Rugby Union fields with an associated clubhouse that includes:
  - o universal change rooms and officials' rooms
  - o first-aid room, storerooms, merchandise room
  - o gym space, spectator amenities and canteen
  - o separate club meeting rooms for the rugby union and touch football clubs
- 4 Football (soccer pitches) with a 5th mini pitch
- 2 Australian Football ovals
- 1 cricket oval with a second cricket oval/2 hockey pitch fields
- Dog agility and training area
- Newly constructed BMX racetrack and clubhouse.

#### The indoor sports centre includes:

- three multi-purpose indoor sports courts
- · canteen and spectator areas
- offices, multipurpose function room/event space with supporting servery facilities
- retractable grandstand seating, storage areas, universal change rooms, officials' rooms, compliance and first aid rooms and spectator amenities.

Design has recently been completed for construction of four new full size soccer fields, two new clubhouses and amenities buildings, spectator areas and carparking as part of a football centre of excellence. The Brisbane Roar's junior academy and women's team will use the ground and will be constructed in time for the 2023 FIFA Women's World Cup.

#### 7.3. Governance Models

The type of governance model chosen by a local government for management of government owned sport, recreation and community facilities can be influenced by a number of factors. These include the need to ensure:

- community assets are used in accordance with the local government's goals
- the arrangement provides accurate information on the performance of the facility
- the arrangement ensures financial and human resources are used efficiently
- probity is achieved in the operation of the facility
- staff or the facility manager comply with established policies and procedures, and
- the assets of government are safeguarded for the future.

Common governance models are summarised below with an assessment of the advantages and disadvantages and a range of examples.

#### 7.3.1. Lease

Local governments across Australia commonly lease sport, recreation and community facilities to external operators such as private companies (for larger aquatic and sport/recreation centres) and community groups or sporting associations (for community facilities and smaller indoor sport/recreation facilities). A lease agreement is often used where the site is either fully occupied for a specific purpose or where a club has made substantial contributions to the development of the site. From a legal perspective a lease creates an interest in the land and/or facility.

Under lease arrangements for larger profitable facilities the lessee often has some responsibility for ongoing capital development and upgrades with the lease term and value determined by the level of investment expected from the lessee for any capital upgrades.

In the situation where the lessee funds the capital works, the government would offer a longer term to provide the lessee with the opportunity to obtain a return on their investment. If the local government injects some (or all) of the capital prior to leasing it would enable the standard and type of facilities to be developed to the level desired by council to meet community demand and expectation. In this situation, the length of lease could be much shorter as there is no need to obtain a return on investment by the lessee.

#### 7.3.1.1. Advantages of a lease

- Relieves government of the day-to-day burden of responsibility for managing the facility, such as ongoing operating costs, maintenance and repairs, while still providing an income stream in the form of rental payments.
- Relieves government of legislative and occupational health and safety responsibilities for facility.
- Government retains control of the type of development in the facility through conditions written into the lease.
- Lease terms can foster capital investment into the infrastructure without significant capital expenditure by the local government.
- The nature of upgrades is likely to be more customer focused and meet expectations of clients than when the local government decides on type of expenditure.

#### 7.3.1.2. Disadvantages of a lease

- Loss of degree of control over the development and operation of the facility.
- No control over setting of fees or day to day management of the facility.
- Where the local government injects capital, it would be investing in a non-core business during the term of the lease.
- Any capital expenditure may not be the best fit to maximise the preferred outcomes for the facility.
- The lease would commit the government for a considerable time frame so it is extremely important to get the lease details right.

If a local government decides that leasing a sport and recreation facility is the preferred option, then development of a detailed management plan to control the future of the facility should be executed with the lessee. It should also incorporate items such as rent review methods and dates of review.

#### 7.3.1.3. Position for Lessee

For a lessee, such as a sporting club, the benefits include greater certainty and autonomy in access to, and use of, their particular lease area. Lessee's can set fees for user groups and depending on lease conditions will have greater 'ownership' of the facility, including responsibility for maintenance and capital works.

Lessee's can ensure the facility is developed and operated to meet their user needs. Potential negatives relate to the additional exposure to risk, particularly financial risk and the requirement to offer or make space available for other users (if required to support multiple users), which may impact the core focus of the lessee.

#### 7.3.2. Contract Management

Contracts enable a local government to engage a venue manager (this could be a company or association) on a fee for service basis to manage their sport and recreation facilities or community halls.

Within the contract management option there is a scale of responsibility that the government or contractor could adopt to grow the business and increase revenue. At one end of the scale, the contractor collects and remits income to government and in return for management services receives payments based on a percentage of operating revenue. This option has the capacity to incentivise the manager to grow the business as their payment will increase as operating revenue increases. At the other end of the scale, the contractor collects and remits income to government and in return for the management receives a set monthly fee. Under this option there is no incentive for the manager to grow the business so marketing and promotion would fall to the local government who would take the additional revenue from any increased business.

Under a management contract, payments to the contractor cover the cost of salaries and wages, cleaning and minor building maintenance. The contractor is required to manage the facility during the period of the contract, maintain a minimum amount of insurance and maintain all plant and equipment. From the revenue it receives, the local government would meet all operating costs.

#### 7.3.2.1. Advantages of Contract Management

- Simple to create and administer.
- Provides a buffer between government and users of the facility.
- Local government retains direct budget control over all aspects of the facility, including setting fees and charges.
- The manager handles all operational matters, including bookings and marketing (depending on the scale
  of responsibility, this could also be undertaken by the local government).
- Through the tender process, the market determines the cost to government for this service.
- Minimum standards and procedures can be documented in the management agreement to ensure high standards in service, facilities and infrastructure.
- Well written contracts can clearly articulate roles and responsibilities for all parties to enable decisions to be made easily.
- An entrepreneurial contractor may be more motivated to ensure a facilities success, particularly where the contractor is paid a percentage of operating revenue.
- Administration within government is simplified.

# 7.3.2.2. Disadvantages of Contract Management

- Local government has indirect control over the quality of the facilities operations as measured by the cleanliness of amenities and level of service to customers.
- It can be difficult for the contractor and the government to address maintenance and capital requirements in a timely manner.
- It can be difficult for a local government to respond to changing market circumstances.
- There is a requirement for a detailed management contract.
- Local government will have less control than if directly managing the facility.

 Where government pays a set fee, there is less incentive for the manager to grow the business and increase operating revenue.

#### 7.3.2.3. Position for Contract Manager

For the contract manager, the benefits include the ability to ensure that the contract fee will meet all anticipated expenses, plus provide a return for the contract management service. The manager can handle all operational matters, including booking and marketing of the facility and can negotiate to have facility maintenance undertaken by the local government. Potential negatives relate to the local government attending to major maintenance and/or breakdowns in a timely manner which may impact operation of the facility.

#### 7.3.3. Local Government Management (Direct Management)

The management option that some local governments have adopted is to directly employ staff to look after sport and recreation facilities. Under this arrangement all responsibility of the facility is met by government. This would include day to day management, marketing and ongoing costs for operation as well as funding all capital works.

#### 7.3.3.1. Advantages of Direct Local Government Management

- Allows staff to manage a number of facilities as needed and based on demand, providing cost and management efficiencies.
- There is no need for a tender process or contract documents other than job specifications and recruitment processes.
- Council retains control over all staffing, maintenance and capital works expenditure.
- Council retains direct budget control over all aspects of the facility, including setting fees and charges.

#### 7.3.3.2. Disadvantages of Direct Local Government Management

- The chain of command can become problematic when operational decisions need to be made about the facility, particularly when front line employees do not have the authority to make all decisions.
- Local government industrial awards are not geared to meet the large over-time costs often incurred when running facilities with a large component of after-hours use.
- As employees, staff may not be as motivated to provide the necessary customer service standards required for a well-functioning facility.
- Local government is responsible for all operating and capital costs, as well as management and
  marketing of the facility. This can create an additional risk that government may not want to take
  regarding ratepayer funds.

Due to the disadvantages associated with this model, many local governments have over time moved away from this style of management for many sport, recreation and community facilities.

#### 7.3.4. Other Models (Hybrid)

In addition to the three basic models identified above, a range of other hybrid models could be considered for management of local government owned sport, recreation or community facilities. These could be adopted for all or only some components within a facility, depending on the scale and complexity of the operation and could include a mix of lease, sub-lease, contract management, licence and direct hire arrangements. Table 7.1 provides a summary of potential governance options for different facility components that are currently provided at Pemberton Sports Complex.

Using Pemberton Sports Complex as an example, sport and recreation facility user groups could enter a licence to occupy a specific facility requirement directly from the local government, a lease could be entered for commercial facilities such as a bar or kitchen and a contract could be entered for provision of commercial services such as cleaning or groundskeeping.

Table 7.1: Potential Governance Options for Sport and Community Facility Components

Facility Component	Potential Arrangement and Comments
Sport and recreation facilities	Hire (casual or seasonal) – users/user groups get access if facilities are available at published hire rates. Arrangements could be managed directly by local government or by the lessee.
Community rooms (for community services and programs)  Arts and exhibition space	<ul> <li>Licence to occupy – provides user groups with certainty of facility space for a specific purpose when required for a fee which covers the cost of use and maintenance. This could be administered by the local government directly or by the lessee.</li> <li>Lease – direct arrangement with the local government who will administer. This provides certainty of tenure and will include requirements for maintenance and upkeep however it is not possible to have multiple leases over the same facility component.</li> <li>Sub-lease – from a head lessee. This would provide an interest in the facility similar to a lease, and would generally require approval from the head land or facility owner. Similar to a lease, it is not possible to have multiple leases over the same facility component.</li> </ul>
Bar facilities	<ul> <li>Contract arrangement with head lessee. Under this arrangement the contractor would provide a fee for service basis.</li> <li>Sub-lease – from a head lessee. This would provide an interest in the facility similar to a lease, and would generally require approval from the head land or facility owner.</li> </ul>
Commercial kitchen	<ul> <li>Contract arrangement with head lessee. Under this arrangement the contractor would provide a fee for service basis.</li> <li>Sub-lease – from a head lessee. This would provide an interest in the facility similar to a lease, and would generally require approval from the head land or facility owner.</li> </ul>

### 7.3.5. Case Studies

Below are some case examples from across Australia of a range of different governance arrangements as discussed in sections 7.3.1 to 7.3.4, including benefits and drawbacks of each.

# 7.3.5.1. Community run, council supported - Ravendale Community and Sports Centre - City of Port Lincoln

The Ravendale Community and Sports Centre (RCSC) is a sports and community facility in Port Lincoln, South Australia, a city with an estimated resident population of 14,947 in 2022. The centre was conceived as a collaboration between the City of Port Lincoln, Tasman Football Club and the Port Lincoln Hockey

Association, with the support of Federal, State and Local Government funding plus a large measure of local business and personal sponsorship.

The City of Port Lincoln owns the land and sports complex facilities and amenities (lessor) with the RCSC Board of Management (BoM) as the lessee. The BoM is formally represented by members of Tasman Football Club Inc. and Port Lincoln Hockey Association Inc. This model was established for the community to have responsibility for the operations and management of the facility, resulting in a low-cost operating model for the City of Port Lincoln.

#### Benefits

- Responsibility and accountability for the facility moves to user groups directly who provide services to the community on an as needs basis.
- Maintenance costs are shared with the City.
- Low rent model with revenue sharing with the community to recover capital costs of the facility.
- No need to engage a commercial operator for the facility, which would provide greater community benefits through reduced costs.

#### Negatives

The negatives in this model are often associated with governance failures, and the reliance on volunteers to ensure the facility is managed effectively, including:

- Potential governance failures that can lead to poor community engagement.
- Potential for financial mismanagement due to reliance on volunteers within the community, who may
  or may not have adequate time and or skills to support effective financial decision making.
- Maintenance failures can be exaggerated, as expectations differ from one a commercial entity to a volunteer or incorporated association entity.
- There is a higher risk of failure of this type of model which can ultimately cost the local government more in the long run if there is a requirement to take back control of the facility.

# 7.3.5.2. Government run (staff solely for one precinct) — Christmas Island Recreation Centre

Christmas Island Recreation Centre is located at Phosphate Hill, Christmas Island and was constructed by the Australian Government in 2004. Christmas Island had an estimated resident population of 1,843 in 2022. The recreation centre includes a 25m outdoor swimming pool, outdoor toddlers pool, multi-use recreation hall, change rooms, gymnasium, group fitness, crèche, café and function rooms.

This facility was originally managed internally by the Shire of Christmas Island – the local government authority. Internal management of the facility was thought to be a good opportunity to engage with the local community to offset the effects of installing the offshore processing facility for offshore immigration arrivals.

#### Benefits

The benefits of this model were to ensure the local government was responsible for the operations and management of the facility, and to provide an operating model to benefit the community. Benefits:

- There would not be a need to engage a commercial operator for the facility, due to the greater community benefits and potential for reduced costs.
- Community engagement would be strong, providing access to the facility when the community needed.
- Utilisation and optimisation of existing local government resources to manage the facility.

#### Negatives

Ultimately the negatives of this local government run facility led to the facility being outsourced to a commercial manager to operate on behalf of council. Negatives that lead to this outcome included:

- Council staff employed to run the facility did not have sufficient experience managing or operating the type of facility.
- Management costs were very high, due to re-allocation of staff from other government operations to the Recreation Centre. As a consequence, staff were paid unrealistically high salaries that could not be recovered from operation of the facility.
- Opening hours were highly restrictive to reduce staffing costs, which led to poor community
  engagement and satisfaction with the facility.
- The facility was over-regulated and had a bureaucratic management model which did not have a community focus, resulting in competing programs being established such as a community learn to swim program at the beach, in order to avoid using the swimming pool.
- There was limited staff accountability for service delivery due to the lack of expertise within the Shire of
  internal facility management, and the model became a satisficing<sup>4</sup> model of delivery, rather than a
  service delivery model.

# 7.3.5.3. Out-task (outsourcing of Facility Management roles on case-by-case basis) - Canteen/Cafe Contract Out Model

Outsourcing of task specific components of facilities has been common in a range of sporting facilities such as golf course pro shops, waste management, building maintenance, school canteens, security services and food and beverage operations or cafes within larger facilities. This model is common because it requires a special skill set that is often not transferable to other administrative functions, such as food preparation, food services, barista service, and food and drinks procurement.

#### Benefits

The benefit of this model allows a local government to outsource management of majority of a sub-section of a facility to a specialist operator responsible for the operations and management of that component, thus benefiting the community. Potential benefits include:

- Ability to draw on industry expertise with commercial operator.
- Opportunity to draw upon service specific staff and resources.
- Utilisation and optimisation of existing council resources to other parts of council operations.

#### Negatives

- There can be misalignment with community needs in particular facilities.
- Management contracts create an obligation on the local government to provide a facility which
  operates effectively and efficiently. Where plant breaks down and is not repaired immediately it
  creates an extra cost for the contractor.
- A good argument can be made for compensation payments where the inaction of the local government results in increased cost for the contractor.

# 7.3.5.4. Consolidated (pooling of staff, contractors across sites) Morten Bay Regional Council Aquatic Facilities – Belgravia Leisure

Morten Bay Regional Council in Queensland has facility management contracts for eleven pools managed by Belgravia Leisure. Contracts requiring payment of rent by the contractor require the local government to

<sup>&</sup>lt;sup>4</sup> **Satisficing** is a decision-making strategy that aims for a satisfactory or adequate result, rather than the optimal solution.

undertake maintenance works and pay for part or all of utilities. A simpler process is for the contractor to pay for all costs including routine maintenance and retain all revenues. In return the local government may pay a subsidy, or reduce/eliminate the rent payment.

#### Benefits

The benefits of this model are to ensure the local government can outsource the collective facility management of majority of their community facilities to a specialist operator responsible for the operations and management of the facility, and to provide an operating model to benefit the community. Potential benefits include:

- Opportunity for the local government to bundle all similar type facilities to be managed by a single commercial operator with significant experience in the sector. Examples would be:
  - Leisure and Recreation Centres could be managed by a single commercial operator who specialises in recreation centre management
  - Libraries could be managed by a single commercial operator who specialises in library management (eg. Often this can be an operator of a broader Library network such as the State Library)
  - Art Galleries across the local government area could be managed by a single operator who specialises in Art Galleries and Museums
  - Kindergartens could be managed by a single operator who specialises in early childhood learning.
- Ability to draw on industry expertise with commercial operator.
- Management experience of similar facilities around Australia which allows for internal benchmarking for performance.
- Opportunity to draw on capital funding from the commercial provider to supplement council investment in facility provision.
- Opportunity to draw upon staff and resources at neighbouring facilities where resourcing challenges are confronted.
- Utilisation and optimisation of existing local government resources to other parts of council operations.
- Terms and conditions which should be consistent across all facilities include:
  - Lifeguard and supervision standards to meet RLSS Guidelines for Safe Pool Operation
  - o Contractors responsible for routine and preventative maintenance
  - o Definition of routine, preventative and structural maintenance
  - Payment of utilities (water and energy)
  - o Payment of rates
  - o Insurance requirements, including public liability insurance levels
  - o Reporting (financials, attendances, maintenance and programs)
  - Financial audit
  - Security deposit or guarantee
  - Setting entry fees for core activities
  - Branding and naming of the facility
  - Minimum opening hours, and seasonal opening periods.

#### Negatives

The negatives of an outsourced run facility by a commercial operator on behalf of the local government can include:

- There can be misalignment with community needs in particular facilities.
- Management contracts create an obligation on the local government to provide a facility which
  operates effectively and efficiently. Where plant breaks down and is not repaired immediately it
  creates an extra cost for the contractor. For example, a pool leak will result in higher water costs, and
  failure of a solar heating system results in higher electricity costs.
- A good argument can be made for compensation payments where the inaction of the local government results in increased cost for the contractor.

 This model is best suited to single category type facilities (leisure centres, art galleries, libraries, kindergartens, aquatic centres etc) across the council region, rather than large multi-use Community facilities which might encompass non-specific facility offerings such as meeting rooms, conference facilities, office space, in addition to libraries, recreation centres etc.

# 7.3.5.5. Bundled FM services — Programmed Asset Management, University of Tasmania

Bundled outsourcing or "Bundled Services" as it is usually referred to, is when multiple services are outsourced to one company, typically bunched into combinations such as cleaning, security, and waste management. Aside from the benefits of reducing costs through economies of scale, business can expect to benefit from increased value for money, a one-team approach and increased innovation.

Programmed work with the University of Tasmania was implemented to assist them with whole of life asset management services for the university's student accommodation facilities as part of a Public Private Partnership (PPP). The scope for this PPP spans five sites and includes maintenance, replacement, cleaning, waste and capital works. They also provide a painting program for the university and manage the helpdesk and utilities for 2,200 beds across 11 purpose-built student accommodation buildings.

#### Benefits

The benefits of this model were to ensure the local government can outsource the bundled facility management to a company responsible for the operations and management of the facility, and to provide an operating model to benefit the organisation. Potential benefits include:

- When outsourcing bundled services to a single service provider, you can expect to benefit from lowering the individual cost of each service line.
- This can be achieved through more efficient use of personnel and by 'cross-training' employees across service lines.
- Security Guards may be trained in cleaning practices, meaning they can step in as a cleaning operative when needed, effectively performing two roles at once, meaning increased value for money.
- Works best on standardised facilities such as an office building, where the main facility services are cleaning, waste management, building maintenance and security services.

# Negatives

The negatives of a bundled outsourced run facility by a commercial operator on behalf of a local government potentially include:

- Doesn't tend to work well with specific service delivery facilities such as sport and recreation, or health and wellbeing centres.
- There can be misalignment with community needs in certain types of facilities.

# 8. ENVIRONMENTAL AND ORGANISATION ANALYSIS

This chapter provides a macro and micro level review of the Pemberton Sports Complex, taking into account background information and data, industry trends and the stakeholder consultation undertaken as part of this project. This analysis will form two distinct components:

- 1. PESTLE analysis exploring the Political, Economic, Social, Technological, Legal and Environmental situation in which the Pemberton Sports Complex is operating.
- 2. SWOT Analysis Exploring the Internal Strengths and Weaknesses and the External Opportunities and Threats facing the Pemberton Sports Complex.

# 8.1. PESTLE Analysis

The PESTLE analysis is an effective tool for scanning the broader or macro environmental issues that effect an organisation, in this case the Pemberton Sports Complex. The analysis will include an identification of the various Political, Economic, Social, Technological, Legal and Environmental factors that influence the broader macro environment in which the Pemberton Sports Complex is operating. It should be noted this analysis does not provide absolute solutions to any issues or factors raised, nor are the issue or factors identified listed in any hierarchy of importance.

#### 8.1.1. Political Factors

The Pemberton Sports Complex has a range of political factors that influence the operations and management of the facility within the local Pemberton Community. These factors include:

- The historical association of the complex with the shut-down of the forestry industry in Pemberton the major industry in the region for the previous century.
- The historical association of the complex with the Pemberton workers club associated with the timber processing mill.
- The initial funding of the Complex was a joint venture between the Shire of Manjimup and the Pemberton Sports Club, with additional funding provided by various government and grant programs.
- There is long-term animosity at the Pemberton Sports Club about its perceived treatment by the Shire
  of Manjimup.
- Shire of Manjimup has an objective of providing equitable support to the Pemberton Sports Complex as it does to other similar sports and community complexes in the Shire.
- The Shire President has a long-term and historical association with Pemberton and the Pemberton Sports Complex.
- Shire Councillors

#### 8.1.2. Economic Factors

Economic factors associated with the Pemberton Sports Complex include:

- The local Pemberton community is constrained by a declining population, which creates an effective cap
  on the total number of effective users that can attend the sports complex.
- The recent inflationary environment is creating significant cost pressures on both the local community, and the effective cost control by the Pemberton Sports Club.
- Recent years have had a significant financial impact on the financial operations of Pemberton Sport Club
  due to declining revenues, increasing expenses and the COVID Pandemic.

- The Pemberton Sports Club has undertaken significant efforts to reduce costs by more than 20% or \$60K over the past 5 years. When taken in combination with inflation the real cost reduction is equivalent to a \$73K reduction in costs over the same period.
- The club has been experiencing rising energy and water costs.
- Pemberton Sports Club have the highest rates charges of sports and community clubs in the Shire of Manjimup.
- Pemberton Sports Club have rates charges that are based upon the total size of the building, with a concession based upon exercising the sports and community spaces. Leaving approximately 25% of the rateable amount to be paid (\$8,000 approximately per annum).
- Pemberton Sports Club Rates payable for 2022/23 were \$8,089, which represents 3.4% of total income for the Club, and 5.4% of bar trading revenue.
- Pemberton Sports Club have approximately \$150,000 of bar trading revenue annually which has been stable when accounting for the significant downturn in trading revenues during the COVID Pandemic. It is noted that this is not an indication of net profit from bar trading activity however.
- Pemberton Sports Complex generates approximately \$30,000 from sports courts and community hire
  activities.
- Pemberton Sports Club has total Annual Revenues of around \$235,000 annually, which has been roughly stable over the past 5 years.

#### 8.1.3. Social Factors

Social factors associated with the Pemberton Sports Complex include:

- The population of Pemberton has declined or has been stable over the past 20 years.
- There is an older age demographic in Pemberton which is likely to reduce the usage and participation of the Sport Complex.
- The Pemberton Sports Complex is viewed by members of the local community as a key community venue.
- Pemberton Sports Complex is a regular venue for town funerals and special events such as birthday parties and weddings.
- Community support for the Pemberton Sports Complex is high.
- Community support for the bar and dining areas at the Pemberton Sports Complex is also high, as it is seen as a complimentary service to the other sports and community facilities at the complex.
- As with many regional towns, the Pemberton Sports Complex is a major social complex due to the cricket and football clubs co-locating at the Complex.
- The Pemberton Sports Complex is a community gathering point for sports, community and other events, both midweek and on weekends.

#### 8.1.4. Technological Factors

Technological factors associated with the Pemberton Sports Complex include:

- The size of the Pemberton Sports Complex is very large and expansive.
- The size of the building provides significant challenges in addressing energy and other utility needs at the Complex.
- Although solar panels have been installed which have reduced the energy expense, energy costs
  continue to increase, which may necessitate more solar panels or other renewable energy technologies
  being employed at the complex (ie. battery storage)
- There have been large increases in water charges in recent years, which may mean there are water leaks or wastage occurring.
- The sports halls has had roof panels replayed with clear/light penetrating panels to allow extra natural light into the space, and offset daytime lighting requirements.

 The kitchen fridge and bar cool room is large and as a consequence will have larger energy requirements to maintain low temperatures than may be required for a venue with this level of patronage.

#### 8.1.5. Legal Factors

Legal factors associated with the Pemberton Sports Complex include:

- The Pemberton Sports Club is required to pay rates under the Shire's Rating Policy. Rates are based upon the total valuation of the PSC of \$318,918 with a 75% reduction in rateable amount.
- The rates valuation is based upon the total licenced bar area and is significantly higher than the rateable assessment of other sports and community clubs in the Shire:
  - Manjimup Country Club (\$146,500)
  - Tigers Football and Sporting Club (\$46,000)
  - Deanmills Workers Club (\$27,500).
- The quantum of rates payable is determined by three factors: the method of valuation of the land, the
  valuation of the land and improvements, and the rate in the dollar applied to that valuation by the local
  government.
- In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be:
  - o where the land is used predominantly for rural purposes, the unimproved value of the land; and
  - o where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- The Gross Rental Value rate is determined by the Valuer General, on comparable facilities and spaces.
- The Gross Rental Value of the Pemberton Sports Complex is very high, and not associated with any
  realistic rental return that could be achieved for this facility by a private operator.
- There is no realistic likelihood of any commercial entity renting the Complex for the rate identified and
  the rates payable and concession provided by the Shire although reasonable on ratio basis, the starting
  price is too high, and as a consequence the final amount ratables after concession is significantly higher
  than other sports and community facilities in the Shire.
- The Pemberton Sports Club has a Club Licence which requires local people to be a member of the club
  in order to purchase alcohol in the bar area. This limits the ability for the Pemberton Sports Club to
  more broadly market the bar and dining facilities beyond the membership base that is comprised of the
  various sports clubs and associations.

#### 8.1.6. Environmental Factors

Environmental factors associated with the Pemberton Sports Complex include:

- The Pemberton Sports Complex and associated ovals are identified as a bushfire refuge, and are a safe gathering place in case of an emergency in the district with the Complex registered as an 'Emergency Evacuation Centre'.
- The size of the facility makes the energy costs higher than might otherwise be the case, contributing to the high cost burden confronting the Pemberton Sports Club.

### 8.2. SWOT Analysis

The SWOT analysis is an effective tool for scanning the internal and external operating factors relevant to an organisation. A SWOT analysis is a strategic planning tool used to assess the strengths, weaknesses, opportunities and threats of an organisation. Developing a SWOT analysis can help to identify a new strategic directions to take the organisation. The results generated by a SWOT analysis makes up part of organisational planning. It can assist organisations to:

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- better understand their organisation
- identify areas of the organisation that need improving
- decide if you should introduce a new product or service
- understand your market and competitors
- predict changes you will need to deal with to ensure your organisation is successful.

#### 8.2.1. Organisational Strengths (Internal Factors)

Assessing the strengths of the Pemberton Sports Complex will allow the Shire, and the operator of the complex to identify key internal factors that can and should be utilised to build sustained competitive advantage and success into the future. Some of the key Organisational Strengths of the Pemberton Sports Complex include:

- High quality and strong building construction
- Large carpark
- Large sports hall, capable of multiple games at once
- · Large function and exhibition space
- Large bar and dining area that leads onto terrace overlooking oval
- Large commercial kitchen
- 24 hours access for members of the gym to use
- Strong community connection to the facility (for both sports and community functions)
- Commitment from community volunteers to maintain operations at the facility
- Large multi-sport facilities including; basketball, soccer, football, cricket, lawn bowls, netball, snooker, and darts.
- Large community and events gathering place for funerals, significant birthdays and other large community events.
- Unique quality asset in the Shire.

#### 8.2.2. Organisational Weaknesses (Internal Factors)

Assessing the weaknesses of the Pemberton Sports Complex will allow the Shire, and the operator of the complex to identify key internal factors that can and should be mitigated to build sustained competitive advantage and success into the future. Some of the key organisational weaknesses of the Pemberton Sports Complex include:

- Predominantly volunteer based management
- The large building is broadly spread, and not concentrated in any one area
- The entrance area is not connected to main usage areas (sports hall or bar and dining areas)
- The large building requires ongoing and increasing building maintenance to address infrastructure requirements
- Operational finances are constrained due to population in the local area and natural caps on utilisation
- Operational reliance on bar trading revenue
- The bar and dining area is at opposite ends of the facility to the sports hall reducing incidence of walk past traffic
- There is limited activation at the entrance to the Pemberton Sports Complex
- No administrative entry can result in missed opportunities to attract new members and hirers and limited monitoring on actual of the community recreation spaces
- Limited space activation and marketing
- The Pemberton Sports Complex is not in a high traffic area of town, and as a consequence does not attract walk in visitors

 There are more than one carparking entrance areas, so people can avoid walking through the facility and enter via an alternative space

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- The complex has multiple entrance points, effecting foot traffic flow concentration
- The perceived poor relationship with the Shire of Manjimup.

#### 8.2.3. Organisational Opportunities (External Factors)

Assessing the opportunities for the Pemberton Sports Complex will allow the Shire, and the operator of the complex to identify key external factors that can and should be utilised to develop sustained competitive advantage and success into the future. Some of the key organisational opportunities to the Pemberton Sports Complex include:

- To be a community focal point within the Pemberton community for more than just sports, but also other community events and festivals
- To be used as a bushfire refuge in instances of emergency evacuation in the area
- Opportunity for more youth engagement at the facility
- Opportunity to build more consistent community engagement in non-sports activities such as art and culture
- Developing a welcoming entrance area that can be the meeting point and gathering for the facility would provide better linkages between different components of the facility
- Opportunity to engage with the Shire of Manjimup, building relationships and delivering opportunities for the community to engage in community and recreation activities.

### 8.2.4. Organisational Threats (External Factors)

Assessing the threats for the Pemberton Sports Complex will allow the Shire, and the operator of the complex to identify key external factors that can and should be mitigated to minimise future threats to the sustainable operations of the complex. Some of the key organisational threats to the Pemberton Sports Complex include:

- Constrained relationship between the Pemberton Sports Club and the Shire of Manjimup, whether perceived or real
- The current valuation is very high, based upon building materials, age of construction, and size of the building making the ratables amount for the facility challenging for a predominantly volunteer managed community facility
- Energy and other utility costs are significantly increasing, putting increased pressure on volunteer cost control.
- If the Pemberton Sports Club was to close, there is unlikely to be any commercial operator that would take over the running of the Pemberton Sports Complex without a significant operational subsidy. This would lead to a reduction in community benefit.

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# 9. ASSESSMENT AND RECOMMENDATIONS

This chapter provides an overview assessment and recommendations for proposed governance arrangements for Pemberton Sports Complex.

# 9.1. Summary Discussion

Pemberton Sports Complex provides a number of distinct and different services to the Pemberton community, including sports facilities and ancillary amenities to support sport and recreation activities, community services to support families and youth, arts and crafts displays, community events such as weddings and funerals, all supported by dining and provision of bar facilities. The stakeholder and community consultation confirmed the Complex is an extremely important community asset with a long history that provides licenced function space that accommodates large community events that could not be held elsewhere in Pemberton. It also provides a linkage to the social side of the sports offered at the Complex which would not be provided at another licenced venue.

The review of the audited annual financial statements in Section 3.2 shows that Pemberton Sports Club is operating with a positive trading position. The financial statements show that revenues from the Club's activities through bar sales and income associated with cattle trading are being utilised to subsidise and support the key community sport and recreation activities offered at Pemberton Sports Complex. It is noted however, the club is operating with fine margins and the history of ad-hoc financial support that has been provided by the Shire shows a positive financial position is not sustainable, even with ongoing funding support from the Shire of Manjimup through the Recreation Centre Development Program.

The audited financial statements as presented do not provide a distinction between expenses directly associated with the operation of the bar and expenses associated with operation of the complex to support the community and sport and recreation activities. These items, if apportioned to bar trading would result in a reduction in the financial position to that component of the Pemberton Sports Club operation, however, in SGL Group's opinion it would still generate a positive return which supports the key community sport and recreation activities offered at Pemberton Sports Complex.

A key consideration that impacts any alternate governance arrangements is the Pemberton Sports Complex Redevelopment Heads of Agreement between the Shire of Manjimup and Pemberton Sports Club. In this memorandum, the Shire of Manjimup specifically acknowledges the financial contribution of \$735,000 (ex GST) from Pemberton Sports Club towards construction of Pemberton Sports Complex and the interest in the Liquor License held by the Club, with the intention at the time of signing the Heads of Agreement to transfer that licence to the Pemberton Sports Complex.

Similarly, the lease between the Shire of Manjimup and Pemberton Sports Club specifically notes the Club's entitlement to quiet enjoyment of the premises and the requirement for the Club to not remove or surrender the liquor license without prior consent of the Shire of Manjimup. From the information provided to SGL Group for this review, there is no evidence that Pemberton Sports Club is in default of its lease and therefore remains entitled to retain quiet enjoyment for the balance of the lease period to 2053 and for the Club to ensure the liquor licence is retained for that period.

In this regard, any change to the lease, or surrender of the liquor licence, would require agreement between the Pemberton Sports Club and the Shire of Manjimup.

SGL Group is also of the view from an equity perspective there is merit in exploring how the valuation for Pemberton Sports Club is undertaken and whether an alternate calculation may be considered for rates **9.9.4(1)** 

charges based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective users. The current charge determined on the gross rental value for the licence area is not commercially achievable even with the 75% concession, with the effective rates payable still above what is reasonable given the revenues from bar trading at the Complex.

Based on the net rate charges applied to other clubs in Manjimup, a more equitable charge would be in the order of \$3,500 per annum, similar to that payable by Manjimup Country Club which has a similar bar/dining operation and membership level. This reduced charge would still be higher than both the Tigers Football & Sporting Club and Imperials Football Club. In this regard, it is noted that other football clubs in the Shire of Manjimup have bars for their members and removing the licenced area from Pemberton Sports Complex would have a detrimental effect on the free enjoyment of the facility by members of the Club and reasonable availability and use of bar facilities for members and their guests who are the only users of the bar at the Complex due to the club licence restrictions.

# 9.2. Council's Role in Economic Development

The Shire's role in economic development and associated community facility provision should be incorporated into the facility governance model. The Shire should consider its role in economic development, as it will inform the best decisions it can make with regards to different facility governance options for different services offered at the various community centres.

There are three essential ways the Shire can be involved in economic development:

- Supporter (Low Risk) The Shire focuses on infrastructure (e.g.: roads, industry parks and tourism
  assets such as walking trails and tourism environments, etc.) and the business environment (e.g.: policy,
  regulations, zoning, etc.).
- Value Adder (Medium Risk) the Shire adds value to State and Commonwealth programs (e.g.:
  provides funds to complement maternal health funded programs or provides funding to complement
  funds available in government programs for early childhood learning, or for local businesses or new
  private investment incentives).
- **Economic Developer (High Risk)** the Shire (for example) takes equity positions in projects based on potential financial and economic development returns.

Economic Development - Role Options

Risk Profile

Focus on infrastructure and the business environment

Add value to State and Commonwealth programs

Accept higher risk by taking equity positions in projects based of potential financial and economic development returns

These alternative roles are illustrated in Figure 9.1.

**9.9.4(1)** 

#### Figure 9.1: Council's Role in Economic Development

One of the challenges for Shire is to define its role in economic development so that it can decide how it should address the many strengths, weaknesses, opportunities and threats (key issues) that will come from each local government owned facility, and the management options available to the Shire.

The primary constraints on Shire are resources (human and financial) and exposure to risk in economic development transactions. In order to minimise resource demands and risk exposures it is recommended that local governments adopt the Supporter and Value Adder roles by:

- Focussing on improving the physical and business environment for economic development and identifying areas where support can be provided or increased.
- Adding value to and participating in regional, State and Commonwealth Government economic development initiatives.
- Collaborating with contiguous economic development regions.

A further challenge is to consider the impact "crowding out". The crowding out effect is an economic theory arguing that rising public sector spending drives down or even eliminates private sector spending.

- The crowding out effect suggests rising public sector spending drives down private sector spending.
- There are three main reasons for the crowding out effect to take place: economics, social welfare, and infrastructure.
- · Crowding in, on the other hand, suggests government borrowing can actually increase demand.

In assessing governance arrangements, a key consideration should be whether Shire's management of a particular facility and provision of services from that facility has a crowding out effect, that would otherwise prevent a private business from being able to deliver the service. This may mean that for some facilities and services provided by the Shire, it may be preferable to outsource the management of a facility to a private operator who can generate a more efficient product, while contributing to the social and economic benefits to the local community. Consideration of these economic development factors are important, when determining the best approach for each facility.

In this instance with the Pemberton Sports Complex, the Shire of Manjimup must consider the potential crowding out effect the bar and dining facilities have upon the business environment in Pemberton, and specifically if the lease and local government support provides an unfair economic advantage to the Pemberton Sports Club which has a crowding out effect on other "for profit" hospitality venues in the region.

# 9.3. Alternative Management Models

It is important to note that the purpose of this report is to present an independent review of the Pemberton Sports Club governance operational model. The review was intended as an independent review with collaboration between the Shire and Club and broader community. The focus was to make a recommendation on the best governance model to ensure that the Complex remained open for the benefit of the Pemberton community.

The acceptance of any recommendations within this report need to be endorsed or otherwise by both the Club and by the Shire of Manjimup if municipal funding is being recommended.

As previously stated within this report the Club are entitled to the (refer Clause 12.2 Quiet Enjoyment) and unless the Club are in breach of their lease any Governance models not including the Club as the lessee would require a decision of the Club to dissolve and surrender its lease over the complex.

If the lease with Pemberton Sports Club is surrendered, terminated, or Pemberton Sports Club is dissolved, the Shire of Manjimup will need to consider an alternate governance model for Pemberton Sports Complex that can continue to support the ongoing sport, recreation and community needs of the community. Although it is noted the role of local government is to endeavour to meet the needs of the community, this review also seeks to address how the Club or any other entity might also address the wants of the community over and above those needs.

In this case, alterative options available to the Shire include leasing the venue to another entity to take over its operation, engaging a venue operator to manage the venue under a management contract, taking over direct management of the facility or other hybrid arrangements where different facility components are managed by different users.

#### 9.3.1. Option 1: Lease to another Community Group/Sports Club

Under this option, the lease with the Pemberton Sports Club would be surrendered. The Shire of Manjimup would enter a lease with a community group or sports club who would take over administration and operation of the facility. Facility components would be managed as below:

- Sport, recreation and other use spaces Seasonal user groups would enter a licence with the new lessee to utilise their specific facility component. Infrequent users would hire facility components directly from the new lessee.
- Bar The bar would be included in the lease and made available to user groups via their licence
  arrangement with user groups obtaining their own liquor licence to meet their user requirements. The
  rates payable by the lessee would remain payable based on the size of the licence area with the 75%
  concession provided by the Shire, with each user group responsible for their club or club restricted
  liquor licence fee and the applicable rates charge apportioned to them.
- Kitchen/dining This component of the operation would be sub-leased by the lessee to an operator
  who would provide catering services for the Complex.

Comment – This option requires the agreement of Pemberton Sports Club to surrender its lease as discussed in Section 9.1.

If another entity, such as a football club or a community group, were to take over the lease for Pemberton Sports Complex, the priority focus of that entity would likely be on running the complex to suit the needs of its members. Experience has shown this focus will often take priority over meeting the needs of other user groups and without ongoing financial support from the Shire of Manjimup would likely result in the same financial distress over time that Pemberton Sports Club has encountered. Given this, leasing to another entity who would take over management of the Complex as a whole based on the current operation is not considered feasible as a long-term option as it will essentially replicate the existing arrangement. Doing so may also alienate some community members who are supporters of the Pemberton Sports Club and its committee.

#### 9.3.2. Option 2: Contract Management by a Community Group/Sports Club

Under this option, the lease with the Pemberton Sports Club would be surrendered. The Shire of Manjimup would then enter a management contract with a community group or sports club who would take over administration and operation of the Complex on a fee for service basis. Facility components would be managed as below:

- Sport, recreation and other use spaces Seasonal user groups would and infrequent hirers would hire
  facility components directly from the contractor with arrangements for access managed by the
  contractor.
- Bar The bar would be included in the management contract and made available to user groups
  obtaining their own liquor licence to meet their requirements. Rates would be payable by the
  contractor based on the size of the licence area with the 75% concession provided by the Shire. Each
  user group would then be responsible for their club or club restricted liquor licence fee and the
  applicable rates charge as apportioned to them.
- Kitchen/dining This component of the operation would be sub-leased by the Shire to an operator who would provide catering services. This direct arrangement would be required as the contractor would not have the appropriate tenure to sub-lease the kitchen.

Comment – Due to the requirement for the manager to obtain a guaranteed return and given the historical turnover of the Complex, the small size of the Pemberton community and limited potential for significantly increased use of the complex this model is not considered feasible. A part-time contract manager would seek in the order of \$60,000-80,000 per annum. The five year financial model at Table 9.1 shows this option would require an annual operational subsidy in the order of \$154,000 in year one increasing to \$178,000 per annum by year five.

The cost for end users would increase as they would be responsible for their respective licence fee and a share of the rates as apportioned to them. These expenses remain in the model however as they would be expenses directly incurred by the contract manager and may not be fully recouped from end users by the manager.

This option also requires the agreement of Pemberton Sports Club to surrender its lease as discussed in Section 9.1.

<u>Table 9.1:</u> Five year model for Contract Management<sup>5</sup>

Income and Expenditure	2022	2023	2024	2025	2026	2027
Bar Trading						
Trading Revenue						
Total cost of Sales						
Bar Trading Revenue	0	o	0	0	0	0
Other Income						
Community Centre Court Hire	5,884	6,355	6,672	6,939	7,148	7,362
Committee Control Control Control	7.676	0.200	0.705	0.053	0.224	0.604
Community Centre Function Room Hire	7,676	8,290	8,705	9,053	9,324	9,604
Community Centre Gym Fees	13,922	15,036	15,788	16,419	16,912	17,419
Community Centre Other Income	571	617	648	673	694	714
Community Centre Squash Fees	218	235	247	257	265	273
Kitchen Hire						
Pemberton Sports Club Membership						
Total Other Income	28,271	30,533	32,059	33,342	34,342	35,372
Total Income	28,271	30,533	32,059	33,342	34,342	35,372
Expenditure						
Management fee	60,000	64,800	68,040	70,762	72,884	75,071
Accountancy and Audit Fees	4,600	4,968	5,216	5,425	5,588	5,755
Advertising and Promotion						
Bank Fees and Charges						
Cleaning	10,435	11,270	11,833	12,307	12,676	13,056
Cleaning Supplies	3,196	3,452	3,624	3,769	3,882	3,999
Consumables Replacement	667	720	756	787	810	835
Depreciation	7,116	7,685	8,070	8,392	8,644	8,903
Electricity	16,283	17,586	18,465	19,204	19,780	20,373
Entertainment Expenses	1,277	1,379	1,448	1,506	1,551	1,598
Freight & Cartage						
Gas	2,512	2,713	2,849	2,963	3,051	3,143
Gym Repairs and Maintenance	1,002	1,082	1,136	1,182	1,217	1,254
Hire/Rent of Plant and Equipment	317	342	359	374	385	397
Insurance	10,146	10,958	11,506	11,966	12,325	12,695
Licensing Fees	1,221	1,319	1,385	1,440	1,483	1,528
Postage	272	294	308	321	330	340
Printing & Stationary	555	599	629	655	674	694
Rates & Land Taxes	8,585	9,272	9,735	10,125	10,429	10,741
Rent on Land and Buildings	110	119	125	130	134	138
Repairs & Maintenance	13,204	14,260	14,973	15,572	16,039	16,521
Subscriptions		0	0	0		
Sundry Bar requisites	1,172	1,266	1,329	1,382	1,424	1,466
Sundry Expenses	1,079	1,165	1,224	1,273	1,311	1,350
Superannuation	8,919	9,633	10,114	10,519	10,834	11,159
Telephone						
Wages						
Wages – movement in leave provisions						
Water	16,961	18,318	19,234	20,003	20,603	21,221
Workers Compensation						
Youth Zone Activities Expenses	1,239	1,338	1,405	1,461	1,505	1,550
Total Expenditure	170,868	184,537	193,764	201,515	207,560	213,787
Current Year Surplus/(Deficit)	-142,597	-154,005	-161,705	-168,173	-173,218	-178,415

 $^{\rm 5}$  Revenues and costs have been increased by conservative Reserve Bank of Australia CPI forecasts.

#### 9.3.3. Local Government Management

Under this arrangement all responsibility of the facility would be met by the Shire, including day to day management, marketing and ongoing costs for operation as well as funding all maintenance works. Two options have been considered.

#### Option 3: Direct Shire Oversight A

Under this option, the lease with the Pemberton Sports Club would be surrendered with the Shire taking over direct responsibility for Pemberton Sports Complex, including staffing for administration and cleaning and the Shire funding all building maintenance. Facility components would be managed as below:

- Sport, recreation and other use spaces Seasonal user groups would enter a licence with the Shire to
  utilise their specific facility component. Infrequent users would hire facility components directly from the
  Shire.
- Bar The bar would be kept, with user groups obtaining their own liquor licence to meet their user requirements. This would result in all groups needing to obtain their own club or club restricted licence for each respective licence area. To ensure competitive neutrality, rates would remain payable in line with the Shires rating policy based on the size of the licence area with the 75% concession. Each user group would be responsible for their club or club restricted liquor licence fee and the applicable rates charge as apportioned to them.
- Kitchen/dining This component of the operation would be leased by the Shire to an operator who
  would provide catering services.

Comment – The five year financial model at Table 9.2 shows this option would require an annual operational subsidy in the order of \$88,000 in year one increasing to \$102,000 by year five.

This option would be more expensive for each individual club with a liquor licence as they would be responsible for the licence fee and any applicable rates attributed to their respective licence area. They remain in the model however as they would be expenses directly incurred by the Shire and there is no certainty they could be fully recouped from end users.

This option does not take into account the costs to the Shire for staffing wages and on-costs as it is assumed they would be included in the existing Shire staffing budget.

This option requires the agreement of Pemberton Sports Club to surrender its lease as discussed in Section 9.1.

Table 9.2: Shire oversight with bar facilities remaining for user groups<sup>6</sup>

Income and Expenditure	2022	2023	2024	2025	2026	2027
Bar Trading						
Trading Revenue						
Total cost of Sales						
Bar Trading Revenue	0	0	0	0	0	0
Other Income						
Community Centre Court Hire	5,884	6,355	6,672	6,939	7,148	7,362
						0.504
Community Centre Function Room Hire	7,676	8,290	8,705	9,053	9,324	9,604
Community Centre Gym Fees	13,922	15,036	15,788	16,419	16,912	17,419
Community Centre Other Income	571	617	648	673	694	714
Community Centre Squash Fees	218	235	247	257	265	273
Kitchen Hire	600	648	680	708	729	751
Pemberton Sports Club Membership						
Total Other Income	28,871	31,181	32,740	34,049	35,071	36,123
Total Income	28,871	31,181	32,740	34,049	35,071	36,123
Expenditure						
Accountancy and Audit Fees	4,600	4,968	5,216	5,425	5,588	5,755
Advertising and Promotion						
Bank Fees and Charges						
Cleaning	10,435	11,270	11,833	12,307	12,676	13,056
Cleaning Supplies	3,196	3,452	3,624	3,769	3,882	3,999
Consumables Replacement	667	720	756	787	810	835
Depreciation	7,116	7,685	8,070	8,392	8,644	8,903
Electricity	16,283	17,586	18,465	19,204	19,780	20,373
Entertainment Expenses	1,277	1,379	1,448	1,506	1,551	1,598
Freight & Cartage						
Gas	2,512	2,713	2,849	2,963	3,051	3,143
Gym Repairs and Maintenance	1,002	1,082	1,136	1,182	1,217	1,254
Hire/Rent of Plant and Equipment	317	342	359	374	385	397
Insurance	10,146	10,958	11,506	11,966	12,325	12,695
Licensing Fees	1,221	1,319	1,385	1,440	1,483	1,528
Postage	272	294	308	321	330	340
Printing & Stationary	555	599	629	655	674	694
Rates & Land Taxes	8,585	9,272	9,735	10,125	10,429	10,741
Rent on Land and Buildings	110	119	125	130	134	138
Repairs & Maintenance	13,204	14,260	14,973	15,572	16,039	16,521
Subscriptions		0	0	0		
Sundry Bar requisites	1,172	1,266	1,329	1,382	1,424	1,466
Sundry Expenses	1,079	1,165	1,224	1,273	1,311	1,350
Superannuation	8,919	9,633	10,114	10,519	10,834	11,159
Telephone						
Wages						
Wages – movement in leave provisions						
Water	16,961	18,318	19,234	20,003	20,603	21,221
Workers Compensation						
Youth Zone Activities Expenses	1,239	1,338	1,405	1,461	1,505	1,550
Total Expenditure	110,868	119,737	125,724	130,753	134,676	138,716
Current Year Surplus/(Deficit)	-81,997	-88,557	-92,985	-96,704	-99,605	-102,593

<sup>6</sup> Revenues and costs have been increased by conservative Reserve Bank of Australia CPI forecasts.

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#### Option 4: Direct Shire Oversight B

Under this option, the lease with the Pemberton Sports Club would be surrendered with the Shire taking over direct responsibility for Pemberton Sports Complex, including staffing for administration and cleaning and the Shire funding all building maintenance. This would essentially be the same model that the Shire of Manjimup applies to the Manjimup Sports Stadium and other general recreation and community facilities that are directly managed.

Facility components would be managed as below:

- Sport, recreation and other use spaces Seasonal user groups would enter a licence or have hire
  arrangement with the Shire to utilise their specific facility component. Infrequent users would hire
  facility components directly with the Shire to manage hire bookings.
- Bar and kitchen/dining These components of the facility would be closed.

Comment – The five year financial model at Table 9.3 shows this option would require an annual operational subsidy in the order of \$67,000 in year one increasing to \$82,000 by year five. It is assumed no rates would be payable based on the Complex solely being a community sport and recreation facility.

This option does not take into account the costs to the Shire for staffing wages and on-costs as it is assumed they would be included in the existing Shire staffing budget.

This option requires the agreement of Pemberton Sports Club to terminate its lease as discussed in Section 9.1.

Removal of the bar and dining facilities also reduces the capacity of the Complex to meet community needs for activities and other social events such as weddings and funerals. It would also remove the potential for sports club users to utilise the bar and dining facilities during their visit to the Complex. It is anticipated that closure of the bar and dining facilities would not be supported by the community.

This option meets will meet the Shire of Manjimup's requirement to meet the needs of the community for sport, recreation and community purposes however may not fully address all of the community wants.

Table 9.3: Shire oversight with no bar facilities<sup>7</sup>

Income and Expenditure	2022	2023	2024	2025	2026	2027
Bar Trading						
Trading Revenue						
Total cost of Sales						
Bar Trading Revenue	0	0	0	0	0	0
Other Income						
Community Centre Court Hire	5,884	6,355	6,672	6,939	7,148	7,362
Community Centre Function Room Hire	7,676	8,290	8,705	9,053	9,324	9,604
Community Centre Gym Fees	13,922	15,036	15,788	16,419	16,912	17,419
Community Centre Other Income	571	617	648	673	694	714
Community Centre Squash Fees	218	235	247	257	265	273
Kitchen Hire						
Total Other Income	28,871	28,871	28,871	28,871	28,871	28,872
Total Income	28,871	28,871	28,871	28,871	28,871	28,872
				-		
Expenditure						
Accountancy and Audit Fees						
Advertising and Promotion						
Bank Fees and Charges	2,666	2,879	3,023	3,144	3,238	3,336
Cleaning	10,435	11,270	11,833	12,307	12,676	13,056
Cleaning Supplies	3,196	3,452	3,624	3,769	3,882	3,999
Consumables Replacement	667	720	756	787	810	835
Depreciation	7,116	7,685	8,070	8,392	8,644	8,903
Electricity	16,283	17,586	18,465	19,204	19,780	20,373
Entertainment Expenses		,	,			
Freight & Cartage	3,265	3,526	3,703	3,851	3,966	4,085
Gas	2,512	2,713	2,849	2,963	3,051	3,143
Gym Repairs and Maintenance	1,002	1,082	1,136	1,182	1,217	1,254
Hire/Rent of Plant and Equipment	317	342	359	374	385	397
Insurance	10,146	10,958	11,506	11,966	12,325	12,695
Licensing Fees	,	,	,			
Postage						
Printing & Stationary						
Rates & Land Taxes						
Rent on Land and Buildings	110	119	125	130	134	138
Repairs & Maintenance	13,204	14,260	14,973	15,572	16,039	16,521
Subscriptions		,				
Sundry Bar requisites						
Sundry Expenses						
Superannuation						
Telephone						
Wages						
Wages – movement in leave provisions						
Water	16,961	18,318	19,234	20,003	20,603	21,221
Workers Compensation	10,501	10,510	13,234	20,003	20,000	21,221
Youth Zone Activities Expenses	1,239	1,338	1,405	1,461	1,505	1,550
Total Expenditure	89,119	96,249	101,061	105,103	108,256	111,504
Total Expellulture	05,115	30,243	101,001	103,103	100,230	111,304
Current Year Surplus/(Deficit)	-60,248	-67,378	-72,190	-76,232	-79,385	-82,632
current rear surprus/(Dentity	-00,248	-07,378	-72,190	-/0,232	-/3,383	-02,03

<sup>7</sup> Revenues and costs have been increased by conservative Reserve Bank of Australia CPI forecasts.

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#### 9.3.4. Hybrid Option

Given Pemberton Sports Complex is an existing facility, the hybrid option is based on the facility components as existing and for the facility to continue to meet the identified needs of the community for sport and recreation and other community purposes.

#### **Option 5: Separating Pemberton Sports Complex (multiple leases)**

Under this option, the lease with Pemberton Sports Club would be amended to separate the components of the Complex to be managed by different parties. Facility components would be managed as follows:

- Sport, recreation and other use spaces The Shire of Manjimup would enter a lease with a separate community group or sports club who would take over management of the sports and community components of Pemberton Sports Complex. Seasonal user groups would enter a licence with the lessee to utilise their specific facility component. Infrequent users would hire facility components directly from the lessee with arrangements for access managed by the lessee.
- Bar The bar would remain in the lease area for Pemberton Sports Club and would continue to be managed and operated by Pemberton Sports Club.
- Kitchen/dining This component of the operation would remain in the lease area for Pemberton Sports Club and would continue to be sub-leased to an operator who would provide catering services.

Comment – The five year financial model at Table 9.4 shows this option would require an annual operational subsidy in the order of \$67,000 in year one increasing to \$82,000 by year five. It is assumed no rates would be payable by the manager of the community/sport components of the facility. This does not include any financial support for operation of the bar/dining components of the complex as this would operate on a fully commercial basis and rates would remain payable by Pemberton Sports Club.

This option will meet the Shire of Manjimup's requirement to meet the needs of the community, however may not fully address all of the community wants.

This option requires the agreement of Pemberton Sports Club and would require amendment of the lease with the Shire of Manjimup and amendment to the Club's constitution. These are administrative procedures in nature and could be undertaken with agreement of the Club. The Club would need to pay a fully commercial rental rate for the bar/kitchen component of the complex based on the size of the licence area with no rates concession.

Table 9.4: New lessee with PSC continuing to manage the bar and kitchen<sup>8</sup>

Income and Expenditure	2022	2023	2024	2025	2026	2027
Bar Trading						
Trading Revenue						
Total cost of Sales						
Bar Trading Revenue	0	0	0	0	0	
Other Income						
Community Centre Court Hire	5,884	6,355	6,672	6,939	7,148	7,362
					,	
Community Centre Function Room Hire	7,676	8,290	8,705	9,053	9,324	9,604
Community Centre Gym Fees	13,922	15,036	15,788	16,419	16,912	17,419
Community Centre Other Income	571	617	648	673	694	714
Community Centre Squash Fees	218	235	247	257	265	273
Kitchen Hire						
Total Other Income	28,871	28,871	28,871	28,871	28,871	28,872
Total Income	28,871	28,871	28,871	28,871	28,871	28,872
Expenditure						
Accountancy and Audit Fees						
Advertising and Promotion						
Bank Fees and Charges	2,666	2,879	3,023	3,144	3,238	3,336
Cleaning	10,435	11,270	11,833	12,307	12,676	13,056
Cleaning Supplies	3,196	3,452	3,624	3,769	3,882	3,999
Consumables Replacement	667	720	756	787	810	835
Depreciation Depreciation	7,116	7,685	8,070	8,392	8,644	8,903
Electricity	16,283	17,586	18,465	19,204	19,780	20,373
Entertainment Expenses	10,283	17,300	18,403	13,204	13,780	20,373
Freight & Cartage	3,265	3,526	3,703	3,851	3,966	4,085
Gas	2,512	2,713	2,849	2,963	3,051	3,143
Gym Repairs and Maintenance	1,002	1,082	1,136	1,182	1,217	1,254
Hire/Rent of Plant and Equipment	317	342	359	374	385	397
Insurance	10,146	10,958	11,506	11,966	12,325	12,695
	10,146	10,936	11,506	11,960	12,323	12,093
Licensing Fees						
Postage						
Printing & Stationary						
Rates & Land Taxes  Rent on Land and Buildings	110	119	125	130	134	138
	13,204	14,260	14,973	15,572	16,039	16,521
Repairs & Maintenance	13,204	14,200	14,973	15,5/2	16,039	16,52.
Subscriptions Sundry Par requisites						
Sundry Expanses			+			
Sundry Expenses	-		+			
Superannuation						
Telephone						
Wages			+			
Wages – movement in leave provisions	16.004	10 310	10.334	20.002	20.000	24 224
Water	16,961	18,318	19,234	20,003	20,603	21,22
Workers Compensation	1 225	4 222			4.5	
Youth Zone Activities Expenses	1,239	1,338	1,405	1,461	1,505	1,550
Total Expenditure	89,119	96,249	101,061	105,103	108,256	111,504
Current Year Surplus/(Deficit)	-60,248	-67,378	-72,190	-76,232	-79,385	-82,632

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<sup>&</sup>lt;sup>8</sup> Revenues and costs have been increased by conservative Reserve Bank of Australia CPI forecasts.

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## 9.4. Pemberton Sports Club Management

#### Option 6: Pemberton Sports Club Management - continuing current management

If Pemberton Sports Club continues as lessee for Pemberton Sports Complex, measures need to be put in place to ensure it can operate in a sustainable financial manner. On a base level these include:

- Implementation of recommendations that remain outstanding from the 2014 Review of Pemberton Sports Complex, including stabilisation of the financial position, development of operating documents and facility modifications.
- 2. Negotiation and implementation of licence arrangements with seasonal/regular user groups and published hire arrangements for ad-hoc venue use.
- 3. Agreement with the Club to operate with greater clarity of financial accounting between the sport and recreation components of Pemberton Sports Complex and the commercial bar/dining components.
- 4. Exploring whether a more equitable calculation may be considered for the valuation of Pemberton Sports Complex, and in turn the rates calculation of the facility, based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective user groups.

These basic steps alone would not ensure a long term sustainable governance model for the Complex as the Club will essentially continue to operate as it always has, resulting in further need for ongoing support. This is not a criticism of the Club, it operates with the support of members who are volunteers and it is clear the community has made a significant contribution to keep the Complex operational and available for the community.

#### Option 7: Pemberton Sports Club Management – Fee for Service arrangement

A variation on this arrangement is for the Club to continue to manage Pemberton Sports Complex and to maintain and promote delivery of community and recreation services on a fee for service basis for the Shire.

Under this arrangement Pemberton Sports Club would retain the lease over and continue with management of Pemberton Sports Complex. Key elements of this arrangement would include:

- The Club entering a 'Fee for Service' Agreement with the Shire of Manjimup to maintain and promote the delivery of community sport and recreation services/activities. Under this agreement:
  - a. The Club could employ a part time resource or explore other arrangements with another group/entity to promote and support community sport and recreation activities at the Complex. This could also assist to activate the entry to the Complex if another entity were involved in promotion/delivery of community sport and recreation activities and were co-located on site.
  - b. The Agreement between the Shire and the Club would stipulate the deliverables as agreed between the parties, however it would be expected they would support optimising use of the community and recreation facilities and further activating increased community use at the Complex.
  - c. The fee for service recommended under this arrangement is approximately \$770 per week (\$40,040 per annum). This calculated is based upon an equivalent Level 4 coordinator position, under the Local Government Award at 18 hours per week, with additional incidental funds for advertising, marketing and operational costs. This fee for service amount reflects the economies of scale that is achieved through this model, with The Club managing both the Bar trading and the sport and community facility spaces. Alternative models will lead to duplication of costs, and inefficiencies that would lead to higher costs for The Club and higher costs for The Shire. It is expected that this fee for service arrangement will be used at the discretion of the Pemberton Sports Club in order to ensure agreed service delivery, and could be used to support volunteer or existing management resources.
- 2. Agreement with the Club to operate with greater clarity of financial accounting between the sport and recreation components of Pemberton Sports Complex and the commercial bar/dining components, ie,

- separating the finances of the sport and recreation component of the Club from the bar and dining components. This can ensure that payments to the Club under the Fee for Service Agreement are accounted for in the sport and recreation component of the Club's operation.
- 3. Implementation of recommendations that remain outstanding from the 2014 Review of Pemberton Sports Complex, including development of operating documents and facility modifications (
- 4. Negotiation and implementation of licence arrangements with seasonal/regular user groups and published hire arrangements for ad-hoc venue use.
- 5. Exploring whether a more equitable calculation may be considered for the valuation of Pemberton Sports Complex, and in turn the rates calculation of the facility, based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective user groups.

The five year financial model at Table 9.5 shows that Options 6 and 7 would both require an annual operational subsidy in the order of \$24,000 increasing to \$28,000 by year five to support the Sport and Recreation components of the Complex. The fee for service payment under option 7 however would remove the need for this subsidy and provide the Club with the opportunity to facilitate increase facility use and enhance future operational sustainability.

It should be noted that the financial forecasting and recommendations in this report have been calculated on a Net Present Value basis, and in any future agreements should address potential cost increases as appropriate.

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Table 9.5: Pemberton Sports Club management of Pemberton Sports Complex<sup>9</sup>

Income and Expenditure	2022	2023	2024	2025	2026	2027
Bar Trading						
Trading Revenue	280,000	302,400	317,520	330,221	340,127	350,331
Total cost of Sales	129,978	140,376	147,395	153,291	157,890	162,626
Bar Trading Revenue	150,022	162,024	170,125	176,930	182,238	187,705
Other Income						
Community Centre Court Hire	5,884	6,355	6,672	6,939	7,148	7,362
Community Centre Function Room Hire	7,676	8,290	8,705	9,053	9,324	9,604
Community Centre Gym Fees	13,922	15,036	15,788	16,419	16,912	17,419
Community Centre Other Income	571	617	648	673	694	714
Community Centre Squash Fees	218	235	247	257	265	273
Kitchen Hire	600	648	680	708	729	751
Pemberton Sports Club Membership	19.330	20,876	21,920	22.797	23,481	24.185
Total Other Income	48,201	52,057	54,660	56,846	58,552	60,308
Total Income	198,223	214,081	224,785	233,776	240,790	248,013
Total meetic	130,223	221,002	22-1,7-05	233,770	2-10,750	2.10,013
Francisco di Arma						
Expenditure	4.600	4.000	5.246	F 42F	5 500	5 755
Accountancy and Audit Fees	4,600	4,968	5,216	5,425	5,588	5,755
Advertising and Promotion	4,380	4,730	4,967	5,166	5,321	5,480
Bank Fees and Charges	2,666	2,879	3,023	3,144	3,238	3,336
Cleaning	10,435	11,270	11,833	12,307	12,676	13,056
Cleaning Supplies	3,196	3,452	3,624	3,769	3,882	3,999
Consumables Replacement	667	720	756	787	810	835
Depreciation	7,116	7,685	8,070	8,392	8,644	8,903
Electricity	16,283	17,586	18,465	19,204	19,780	20,373
Entertainment Expenses	1,277	1,379	1,448	1,506	1,551	1,598
Freight & Cartage	3,265	3,526	3,703	3,851	3,966	4,085
Gas	2,512	2,713	2,849	2,963	3,051	3,143
Gym Repairs and Maintenance	1,002	1,082	1,136	1,182	1,217	1,254
Hire/Rent of Plant and Equipment	317	342	359	374	385	397
Insurance	10,146	10,958	11,506	11,966	12,325	12,695
Licensing Fees	1,221	1,319	1,385	1,440	1,483	1,528
Postage	272	294	308	321	330	340
Printing & Stationary	555	599	629	655	674	694
Rates & Land Taxes	8,585	9,272	9,735	10,125	10,429	10,741
Rent on Land and Buildings	110	119	125	130	134	138
Repairs & Maintenance	13,204	14,260	14,973	15,572	16,039	16,521
Subscriptions	3,131	3,381	3,551	3,693	3,803	3,917
Sundry Bar requisites	1,172	1,266	1,329	1,382	1,424	1,466
Sundry Expenses	1,079	1,165	1,224	1,273	1,311	1,350
Superannuation	8,919	9,633	10,114	10,519	10,834	11,159
Telephone	1,327	1,433	1,505	1,565	1,612	1,660
Wages	92,719	100,137	105,143	109,349	112,630	116,008
Wages – movement in leave provisions	2,019	2,181	2,290	2,381	2,453	2,526
Water	16,961	18,318	19,234	20,003	20,603	21,221
Workers Compensation						
Youth Zone Activities Expenses	1,239	1,338	1,405	1,461	1,505	1,550
Total Expenditure	220,375	238,005	249,905	259,901	267,699	275,729
C	22.452	22.051	25.422	20.000	26.000	
Current Year Surplus/(Deficit)	-22,152	-23,924	-25,120	-26,125	-26,909	-27,716

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<sup>&</sup>lt;sup>9</sup> Revenues and costs have been increased by conservative Reserve Bank of Australia CPI forecasts.

**9.9.4(1)** 

#### 9.5. Recommendations

Based on the review and assessment considered in this report, the current arrangement of Pemberton Sports Club continuing as lessee and entering a Fee for Service Arrangement (Option 7) is recommended as the preferred governance arrangement for Pemberton Sports Complex.

Specific recommendations for consideration by the Pemberton Sports Club and the Shire of Manjimup are summarised below:

Recommendation 1: Fee for Service Arrangement

The Club and the Shire of Manjimup should negotiate and enter a Fee for Service Arrangement to maintain and promote the delivery of community sport and recreation services/activities at Pemberton Sports Complex.

The Agreement would stipulate the required deliverables as agreed between the parties, however it would be expected they would be based around and support optimising use of the community and recreation facilities at the Complex. The fee for service recommended under this arrangement is approximately \$770 per week (\$40,040 per annum). This fee for service amount reflects the economies of scale that is achieved through this model, with The Club managing both the Bar trading and the sport and community facility spaces. Alternative models will lead to duplication of costs, and inefficiencies that would lead to higher costs for The Club and higher costs for The Shire.

Recommendation 2: Supplementary steps to stabilise the financial position of Pemberton Sports Club

- Pemberton Sports Club (seeking assistance from the Shire as required) to develop key
  documentation/processes which will enable it to strategically plan for the future, including a business
  and asset management plan.
- The Club review its funding model to secure a greater commitment from all user groups. This includes
  entering licences where possible with user groups for facility use with a mechanism to share revenues
  from increased bar sales (documented further below).

#### 9.5.1. Constitution Changes

Similar to the 2014 Review of Pemberton Sports Complex, the current review of the constitution found that the club operates in line with the 'model' rules for a constitution.

It is noted however, that the financials included income and expenses related to cattle trading which is not included in the Objects of the Association. If this activity is to continue as a long term arrangement for the Club, this discrepancy should be addressed.

Recommendation 3: Formalise all club activities in the Club Constitution.

# 9.5.2. User Group/Use Arrangements

**Recommendation 4:** More formal arrangements be put in place with seasonal users of Pemberton Sports Complex. This will provide user groups with certainty of facility of access to meet their respective needs and provide Pemberton Sports Club with more certainty in facility use and associated revenue streams.

Licence to Occupy - To provide certainty of facility access to meet their needs it is recommended that licence arrangements are negotiated and implemented with seasonal/regular user groups.

Under the licence agreement, the licensee will be granted permission to access the Complex for a specified purpose, such as conduct of their specific activity, at specified times and under specified conditions. The licence agreement will not provide exclusive use of the respective facility component beyond the specified times of access as no interest is created in the land or facility (unlike a lease or sub-lease).

Hire Arrangements - It is recommended that Pemberton Sports Club continue to offer hire arrangements for short-term or irregular one-off uses of Pemberton Sports Complex. Hire arrangements should continue to be via published rates and the hirer accepting the Club's specific terms and conditions for facility hire.

#### 9.5.3. Facility Modifications

The 2014 Review of Pemberton Sports Complex made recommendations that were identified as being able to assist to increase use of the centre, offset operational costs and generate a greater level of income.

**Recommendation 5:** Options should be explored and discussions held with any community groups who may be compatible with co-location within Pemberton Sports Complex. Any requirements for facility modification as result of co-locations could only be determined once a viable arrangement has been identified.

**Recommendation 6:** Electricity costs have been identified as a significant operating expense for Pemberton Sports Club, a cost that is anticipated to continue to grow into the future. In order to help mitigate the impact of this cost Pemberton Sports Club (with the assistance of the Shire) should undertake an updated to the 2014 energy cost audit with a new energy use audit with a view to:

- Explore options to reduce the size of the cold room and break it to a cold room/store room (with this
  component not refrigerated).
- Shut down the freezer for the kitchen area and utilise a smaller fit for purpose freezer which would provide more efficient cold storage options.
- Consider installation of sub electricity and water meters so that usage can be tracked between discreet optional components of the Complex.
- Consider installation of battery storage and other enhancements to the existing solar installation at the Complex.

**Recommendation 7:** Water charges increased significantly during 2021/22. This should be investigated as to the main cause if not already known as it could potentially relate to a water leak as opposed to water from increased known usage. It is recommended that a water usage audit be undertaken by the Club to determine where water is consumed and potential water saving options to be implemented at the Complex.

#### 9.5.4. Liquor Licence

The current Club Liquor Licence is the most appropriate licence model for the Club.

Income from bar trading provides a significant source of revenue for Pemberton Sports Club (62.7% of income in FY2022), which in turn, is used to support the operations of Pemberton Sports Complex. Given this, SGL recommends the liquor licence be retained under the current model with Pemberton Sports Club as the licensee.

Two issues emerged from the consultation with regard to alcohol sales however that should be considered:

 The football club noted its members purchase alcohol from the bar at Pemberton Sports Complex, including after games and that the original intent of the club's memorandum of understanding with Pemberton Sports Club was that the football club would be a percentage of profit from alcohol sales returned to the club, however that has not occurred. 2. There was feedback that some users go elsewhere to drink following their use of facilities at Pemberton Sports Complex, resulting in potential lost revenue from alcohol sales.

**Recommendation 8:** Future license agreements with user groups include a mechanism for a percentage rebate to the licence fee from alcohol sales to each club/user group. Such an arrangement will provide an incentive for clubs to promote use of the bar and help to boost sales from bar takings to and in turn would benefit the clubs or user groups themselves.

It is important that any rebate mechanism be developed with consideration to the fact that although the clubs do not currently receive a percentage of profit from sales, they also do not contribute towards the costs of cleaning, bar management, electricity, water and other building maintenance. These elements should all be considered when determining an appropriate rebate formula.

**Recommendation 9:** The Club should further explore (in consultation with the Shire) how the valuation for Pemberton Sports Club is undertaken and whether a more equitable calculation could be considered by the Valuer General, based on the community benefit, type and frequency of use of Pemberton Sports Complex by sporting clubs and respective users. In the event a more equitable valuation were adopted, this could assist in a reduction in the ratable area and therefore rates paid by the Club.

### ATTACHMENT A PEMBERTON & MANJIMUP

This section provides a high level demographic overview of Pemberton and the Shire of Manjimup with associated high level sport and recreation participation statistics for Western Australia.

#### Demographics

Presented below is a snapshot demographic summary of the Pemberton UCL (based on the Australian Bureau of Statistics Pemberton Urban Centre and Locality<sup>10</sup>) and the wider local government area of Manjimup <sup>11</sup>.

9,093	47 years	3.3%
2021 population Manjimup Shire	Median Age	Indigenous Status
There are slightly more males living in Manjimup (4,574 or 50.3%) compared to females (4,522 or 49.7%)	This is significantly higher than the median age for Western Australia at 38 years	3.3% of the Manjimup population identify as being Aboriginal and/or Torres Strait Islander, the same percentage for Western Australia as a whole
861	48 years	1.4%
2021 population Pemberton	Median Age	Indigenous Status
There are slightly more females living in Pemberton (50.4%) compared to males (49.6%)	This is higher than the median age for Manjimup and significantly higher than Western Australia at 38 years	1.4% of the Pemberton population identify as being Aboriginal and/or Torres Strait Islander

Table 1 provides a summary of age for the Pemberton UCL and the Shire of Manjimup according to various life stages. For Pemberton the highest proportion of people is in the 35-49 age group (17.3%), followed by those aged 70 and over (16.9%) and those aged 50-59 (16.5%).

For the Shire of Manjimup, the highest proportion of people are aged 35-49 years (16.7%), 50-59 years (16.0%), 70 and over (15.5%) and 60-69 years (15.4%). Both Pemberton and Manjimup have an older population when compared with Western Australia, with more people aged 50 and over and fewer people in the younger age categories, particularly those aged 25-49 years.

<sup>&</sup>lt;sup>10</sup> www.abs.gov.au/census/find-census-data/quickstats/2021/UCL521042. Urban Centres and Localities (UCLs) represent areas of concentrated urban development with populations of 200 people or more. These areas of urban development are primarily identified using dwelling and population density criteria using data from the 2021 Census. UCLs are not an official definition of towns.

<sup>11</sup> www.abs.gov.au/census/find-census-data/quickstats/2021/LGA55180

Table 1: Age by life stage

		F	Pemberton		Manjimup	Western Australia
Young children	0-4 years	3.6%	31	4.7%	430	6.1%
Primary schoolers	5-14 years	11.6%	100	11.6%	1,058	12.9%
Secondary/tertiary	15-24 years	10.7%	92	10.1%	925	11.8%
Young workforce	25-34 years	9.1%	78	10.0%	915	14.0%
Homebuilders	35-49 years	17.3%	149	16.7%	1,522	20.8%
Older workers	50-59 years	16.5%	142	16.0%	1,455	12.6%
Empty nesters	60-69 years	14.2%	122	15.4%	1,405	10.7%
Seniors/elderly	70 and over	17.0%	146	15.5%	1,410	11.1%
Total		100.0%	860	100.0%	9,020	100.0%

Presented below is a statistical summary snapshot of the Shire of Manjimup. This has not been provided at a Pemberton level due to the low total population count for the Pemberton UCL.

Education and Qualifications	For people currently attending an education more likely to be attending either primary	
5.3% Pre school	27.6% Primary	25.3% Secondary
5.6% for WA as a whole	27.6% for WA as a whole	21.8% for WA as a whole
6.4% TAFE and vocational 7.4% for WA as a whole	3.0% University Significantly lower than the 13.9% for WA as a whole	
Highest level of educational attainment for those aged 15 and over	People living in Manjimup are less likely to advanced diploma when compared with W less likely to have completed senior school highest level of attainment at years 9 throu	estern Australia as a whole. They are also with a greater percentage indicating their
11.8% Bachelor degree	6.4% Advanced diploma/diploma	14.8% Year 12
compared with 23.8% for WA as a whole	compared with 9.3% for WA as a whole	compared with 15.5% for WA as a whole
7.5% Year 11	16.9% Year 10	8.5% Year 9 or below
compared with 5.0% for WA as a whole	compared with 11.3% for WA as a whole	compared with 5.4% for WA as a whole
Cultural Diversity		
Ancestry <sup>12</sup>	People living in Manjimup are more likely t ancestry when compared with Western Au 29.7% Australian and 8,.7% Scottish)	
46.0%	37.5%	10.3%
English	Australian	Scottish

<sup>&</sup>lt;sup>12</sup> Respondents had the option of reporting up to two ancestries on their Census form, and this is captured by the Ancestry multi response (ANCP) variable used in this table. Therefore, the sum of all ancestry responses for an area will not equal the total number of people in the area

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76.3%	55.0%	
<b>Born in Australia</b> (compared with 62.0% for Western Australia as a whole)	Both Parents Born in Australia (compared with 37.9% for Western Australia as a whole)	
Income and Employment		
Participation in the labour force	People living in Manjimup have similar labo compared with the rest of Western Australi	
59.1%	55.1%	
In the labour force (compared with 63.9% for Western Australia as a whole)	<b>Work full time</b> (compared with 57.1% for Western Australia as a whole)	
Top Occupations	People living in Manjimup are more likely to (people aged 15 and over)	be employed as Managers or Labourers
20.4%	18.7%	13.1%
Managers (compared with 12.3% for Western Australia as a whole)	<b>Labourers</b> (compared with 9.4% for Western Australia as a whole)	<b>Technicians and Trades</b> (compared with 15.3% for Western Australia as a whole)
Industry of employment	People living in Manjimup are more likely to service industries (people aged 15 and over	
3.6%	3.4%	3.4%
<b>Beef cattle farming</b> (compared with 0.2% for Western Australia as a whole)	<b>Accommodation</b> (compared with 0.9% for Western Australia as a whole)	<b>Supermarket/grocery</b> (compared with 2.4% for Western Australia as a whole)
3.3%	2.9%	
Fruit and nut tree growing (compared with 0.0% for Western Australia as a whole)	<b>State Government Administration</b> (compared with 1.3% for Western Australia as a whole)	
Median Weekly Income	People living in Manjimup have lower person compared with Western Australia as a whole	
\$675	\$1,616	\$1,211
Personal (compared with \$848 for Western Australia as a whole)	Family (compared with \$2,214 for Western Australia as a whole)	<b>Household</b> (compared with \$1,815 for Western Australia as a whole)
Volunteers		
1,870		
residents have performed volunteer work (24.5% of residents compared with 15.9% for Western Australia as a whole)		
Families	People living in Manjimup are more likely to when compared with Western Australia as live in a couple family with children	
50.2%	35.3%	3.1
Couple family without children (compared with 38.8% for Western Australia as a whole)	Couple family with children (compared with 44.6% for Western Australia as a whole)	Average number of people per household

WA Tomorrow provides a series of population forecasts for the State of Western Australia that are produced using a cohort component model using data for births, deaths and migration. Rates are calculated for

fertility, mortality and migration with historical data matched the regions to be forecast, representing the best estimate of future population size if trends in fertility, mortality and migration continue.

Figure 1 shows the most recent median level WA Tomorrow Population Report No. 11 forecast for the Shire of Manjimup to 2031<sup>13</sup>. It is noted this data is not available at the Pemberton locality level. This shows the population for the Shire of Manjimup is forecast to decrease to 2031.

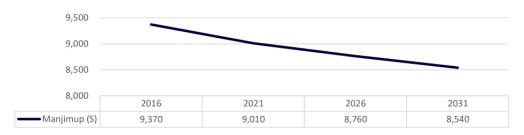


Figure 1: Population forecast for Manjimup Shire

To understand the forecast decline in population further and the impact this may have on sport and recreation participation, this data has been broken down into age categories as presented in Figure 2:

0-4 years – Young children	5-14 years – Primary schoolers	15-24 years – Secondary/tertiary
25-34 years – Young workforce	35-49 years – Homebuilders	50-59 years – Older workers
60-69 years – Empty nesters	70 and over – Seniors/elderly	

Figure 2 presents the age breakdown by population forecast to 2026 and 2031 for the Shire of Manjimup, showing:

- 70 years and over (Seniors/elderly) are forecast to have significant growth;
- 5-14 years (Primary schoolers), 35-49 years (Homebuilders) and 50-59 years (Older workers) are forecast to have the greatest decline; and
- 0-4 years (Young children), 25-34 years (Young workforce) and 60-69 years (Empty nesters) are forecast to remain relatively stable.

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<sup>13</sup> https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.wa.gov.au%2Fsystem%2Ffiles%2F2021-07%2FLSD-WAT-2016-2031-sub-State-LGA-forecast-by-age-and-sex.xlsx&wdOrigin=BROWSELINK

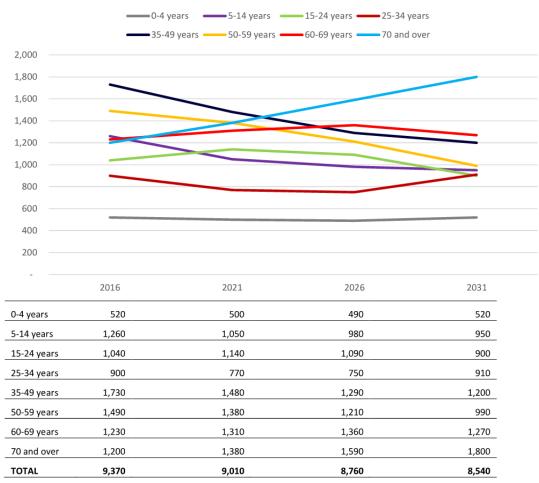


Figure 2: Population forecast for Shire Manjimup by age category

#### Sport and Recreation Participation

AusPlay provides national, state and territory data on almost 400 different participation sports and recreation activities in Australia and who is participating in them. The results include participate rates which refer to participation at least once per year with adults being 15+ year old and children's participation referring to organised activity outside of school hours for those aged 0-14 years old.

#### Ausplay State Data

Participation from the Ausplay data tables for Western Australia from the period July 2021 to June 2022 has been analysed to support the review of Pemberton Sports Complex. For the survey period the participation rate in Western Australia for adults was 88.3%, with 88.0% female and 88.6% male having participated at least once during the year.

Figure 3 shows participation for adults varies for the respective age groups, with the highest participation for those aged 45-54 years (92.6%), 25-34 years (91.4%) and 35-44 years (90.2%). The lowest participation rate was for those aged 65 and over (83.2%).

For children from 0 to 14 years the total participation rate was 73.9%. There is a wide discrepancy between the age groups however with the highest participation rates for children are for those aged 5-8 years (87.9%) followed by those aged 12-14 (83.6%) and those aged 9-11 years (83.1%). Younger children have lower participation rates, for example those aged 0-4 have a participation rate of 54.4%.

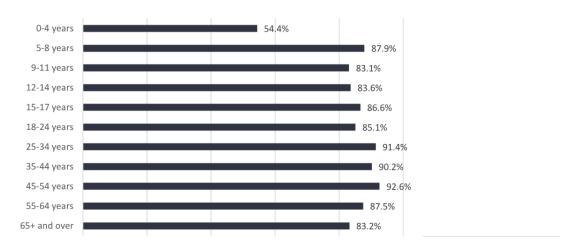


Figure 3: Participation rates by age category (at least once per year)

Figure 4 shows that participation rates for adults are similar for those who are of Aboriginal or Torres Straight Islander origin (83.9%) or those located in an outer regional location (82.9%) however they decline for those who identify as having a disability or physical condition that restricts life in some way (77.9%).



Figure 4: Participation rates by heritage, disability/physical condition or location, Western Australia

As would be expected, the highest frequency of participation for adults was at least once per year (88.3%), decreasing to 23.6% of people who participated seven or more times per week. A total of 79.8% of people indicated they participated at least once per week (Figure 5).

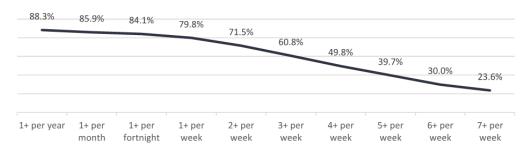


Figure 5: Frequency of participation, adults

For adults who participate in a sport or recreation activity at least one or more times per week, the highest participation rate is for those aged 45-54 years (86.2%), followed by those aged 35-44 (82.1%) and those aged 25-34 (80.9%). The lowest participate rate is for those aged 15-17 years (67.8%). Shown in Figure 6.

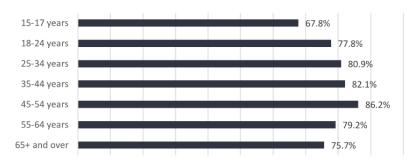


Figure 6: Frequency of participation at least one or more times per week

Figure 7 shows the top 15 activities for adults are identified as walking (40.4%), fitness/gym (37.2%) and athletics (including jogging) (20.1%). For activities or those that could be undertaken at Pemberton Sports Complex the top activities include fitness/gym (37.2%), yoga (6.7%), football/soccer (5.7%), basketball (5.3%), pilates (4.8%), Australian football (4.5%) and netball (4.0%).

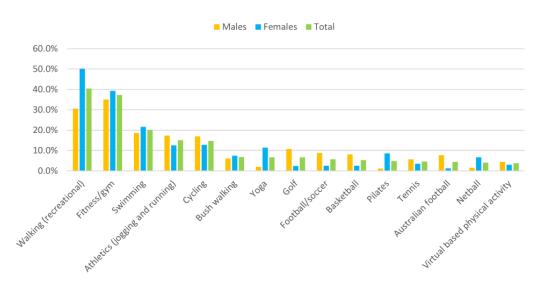


Figure 7: Top 15 activities for adults

There are some distinct gender differences in the top 15 activities. Table 2 provides a full summary of the participation rates for the top 15 activities identified for both adult males and females in Western Australia from July 2021 to June 2022.

This shows a greater number of females participated in walking (50.2% females compared to 30.5% for males), fitness/gym (39.3% compared to 35.1%), yoga (11.4% compared to 2.0%), pilates (8.5% compared to 1.1%) and netball (6.6% compared to 1.5%).

A greater number of males participated in athletics (jogging and running) (17.4% for males compared to 12.6% for females), cycling (16.9% males compared to 12.8% females), golf (10.8% compared to 2.4%), football/soccer (8.9% compared to 2.5%) and Australian football (7.7% compared to 1.3%).

Table 2: Participation by activity – WA data tables – July 2021 to June 2022

Participation by Activity - top 15 activities	Males	Females	Total
Walking (recreational)	30.5%	50.2%	40.4%
Fitness/gym	35.1%	39.3%	37.2%
Swimming	18.6%	21.6%	20.1%
Athletics (jogging and running)	17.4%	12.6%	15.0%
Cycling	16.9%	12.8%	14.8%
Bush walking	6.1%	7.5%	6.8%
Yoga	2.0%	11.4%	6.7%
Golf	10.8%	2.4%	6.6%
Football/soccer	8.9%	2.5%	5.7%
Basketball	8.2%	2.5%	5.3%
Pilates	1.1%	8.5%	4.8%
Tennis	5.7%	3.5%	4.6%
Australian football	7.7%	1.3%	4.5%
Netball	1.5%	6.6%	4.0%
Virtual based physical activity	4.4%	3.0%	3.7%

For children, the results showed the highest participation rate was at least once per year (73.9%), decreasing to 14.8% for three or more times per week (shows in Figure 8).

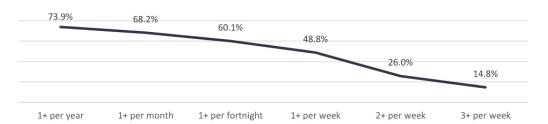


Figure 8: Frequency of participation, children

Figure 9 shows the top organised participation activities for children included swimming (31.8%) basketball (11.6%) and Australian football (11.1%).

Similar to adult participation, there are some distinct gender differences for participation rates in the top ten activities. Females had a higher level of participation in dancing (recreational) (22.0% females compared to 0.0% males), athletics (including jogging and running) (9.7% females compared to 5.5% males) and netball (14.6% females compared to 0.9% males). Males had a higher level of participation in Australian football (17.2% for males compared to 3.3% for females), football/soccer (10.4% males compared to 5.9% females) and cricket (8.9% males compared to 1.2% females).

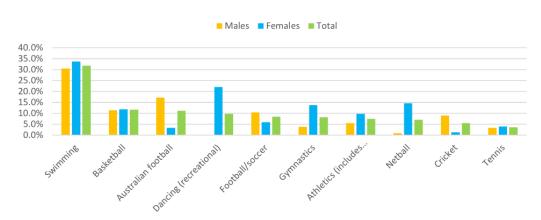


Figure 9: Top 10 activities, children

Table 3 provides a full summary of the participation rates for the top ten activities for children in Western Australia from July 2021 to June 2022.

Table 3: Participation by activity for children – SA data tables – January 2021 to December 2021

Participation by Activity - top 10 activities <sup>14</sup>	Males	Females	Total
Swimming	30.4%	33.6%	31.8%
Basketball	*11.4%	*11.8%	11.6%
Australian football	17.2%	**3.3%	11.1%
Dancing (recreational)	**0.0%	22.0%	9.7%
Football/soccer	*10.4%	*5.9%	8.4%
Gymnastics	*3.8%	*13.7%	8.2%
Athletics (includes jogging and running)	*5.5%	*9.7%	*7.4%
Netball	**0.9%	*14.6%	*7.0%
Cricket	*8.9%	**1.2%	*5.5%
Tennis	**3.3%	**3.9%	*3.6%

#### Ausplay National Data 15

Ausplay has also prepared Sport and Physical Activity reports that present data on a national level based on a range of sport and recreation activities. Table 4 shows data extracted from these reports to show gender participation rates by age category for the top adult and children's activities that are or could be held at Pemberton Sports Complex. All results are based on aggregated data collected from the commencement of Ausplay in October 2015.

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<sup>&</sup>lt;sup>14</sup> Figures with \* denote the estimate has a relative margin of error between 50 and 100% and should be used with caution, figures with \*\* denote the estimate has a relative margin of error greater than 100% and should be used with caution

<sup>&</sup>lt;sup>15</sup> www.clearinghouseforsport.gov.au/research/ausplay/results#sportreport

Table 4: Activities by age and gender – Sport and Physical Activity Reports

	Age	0-4	5-8	9-11	12-14	15-17	18-24	25-34	35-44	45-54	55-64	65+
Australian Football	Male	0.9%	17.6%	19.4%	17.8%	17.3%	9.4%	6.1%	4.1%	2.8%	0.1%	0.3%
	Female	0.0%	3.6%	4.0%	5.4%	8.3%	2.9%	1.5%	0.7%	0.4%	0.0%	0.0%
Badminton	Male		0.0%	0.3%	0.6%	2.1%	2.2%	2.2%	2.0%	0.8%	0.5%	0.2%
	Female		0.1%	0.2%	0.5%	3.9%	1.7%	1.2%	0.8%	0.6%	0.3%	0.3%
Basketball	Male	0.3%	7.8%	16.1%	18.1%	22.8%	13.9%	7.8%	5.9%	1.2%	0.3%	0.2%
	Female	0.1%	4.5%	10.2%	11.5%	13.2%	5.6%	2.8%	2.1%	0.0%	0.0%	0.0%
Cricket	Male	0.5%	9.1%	15.2%	13.8%	9.5%	6.5%	6.8%	7.2%	4.4%	1.8%	0.7%
	Female	0.1%	1.5%	2.0%	1.7%	3.2%	1.1%	0.7%	0.8%	0.5%	0.2%	0.1%
Fitness/Gym	Male	1.9%	1.4%	1.1%	2.7%	25.3%	41.8%	41.2%	33.1%	27.9%	24.5%	24.1%
	Female	0.8%	1.1%	1.9%	3.0%	28.0%	47.0%	46.6%	41.8%	37.5%	34.0%	33.4%
Football/soccer	Male	6.1%	27.3%	30.3%	27.2%	27.6%	16.4%	13.2%	9.5%	5.6%	2.1%	0.5%
	Female	2.0%	9.1%	10.3%	10.1%	13.9%	7.2%	3.5%	2.3%	1.3%	0.2%	0.2%
Karate	Male	0.5%	5.9%	4.0%	2.5%	1.1%	0.4%	0.1%	0.4%	0.6%	0.3%	0.1%
	Female	0.7%	3.3%	4.2%	2.1%	0.7%	0.5%	0.3%	0.5%	0.3%	0.1%	0.0%
Netball	Male	0.0%	0.4%	0.8%	0.5%	1.5%	2.1%	1.6%	0.6%	0.3%	0.1%	0.0%
	Female	0.2%	10.5%	25.8%	26.9%	24.1%	13.3%	7.4%	5.2%	2.4%	0.6%	0.1%
Squash	Male		0.1%	0.4%	0.6%	0.7%	1.1%	1.9%	1.7%	1.4%	1.0%	0.2%
	Female		0.1%	0.1%	0.2%	0.7%	0.3%	0.5%	0.4%	0.4%	0.2%	0.3%

Table 4 shows the highest participation rates for each sport or recreation activity as:

Activity	Highest Participation Groups
Australian Football	Younger males aged from 5 to 17
Badminton	Males aged from 15 to 44 and females aged from 15 to 24
Basketball	Males aged from 9 to 24 and females aged from 9 to 17
Cricket	Males aged from 5 to 17
Fitness/gym	Males and females aged 15 and over
Football/soccer	Males aged from 5 to 34 and females aged from 5 to 17
Karate	Younger males aged from 5 to 11 and younger females aged from 9 to 11
Netball	Females aged from 5 to 24
Squash	Males aged from 18 to 54

## ATTACHMENT B RESPONSES TO OPEN ENDED SURVEY QUESTIONS

 User Group responses about satisfaction with Pemberton Sports Complex and Pemberton Sports Club

#### Quality and condition of facilities

- The grounds & facilities/amenities that we use are always in pretty good condition and kept fairly clean, neat & tidy. There is always room for improvement, but no major complaints
- Condition and maintenance of facilities need improvement from Shire of Manjimup
- Most of the facilities we use as a club are maintained by our members
- We supply and maintain all our own equipment therefore not a cost to the Club
- Needs an upgrade!
- Arts group also looks after venue
- Our changerooms, toilets and the canteen facilities are functional but they are getting old and need more maintenance and some improvements.

#### Costs of use

- We have found the fees & charges to be fair and affordable for our Club
- Affordable
- We are never happy having to pay for the use of OUR clubs facilities however we are aware of the financial status of the PSC and pay our share
- Currently we do not pay for the facilities other than our local teams are all Sports Club members, which
  we ensure that we meet the Club requirements
- Not value for money
- We ensure that all of our members who are required to be members under the Club Constitution have paid their fees
- If stays the same then all ok but if price increases it will make it harder for NFP organisations
- The football club purchases all alcohol sales over the bar at the PSC including after games. The original intent of our MOU with the PSC was that the football club would get some % of alcohol sales profit returned to the footy club, but this has not been possible due to the financial hardship the PSC has found itself in. This does cause some animosity with some of our members.

#### **Management Arrangements**

- Although sometimes there is miscommunication &/or misunderstanding between different sporting groups, particularly if one is operating based on historical patterns of use, as opposed to current guidelines and procedures
- We have never had any issues
- Most of the time arrangements are fine, however we have had some minor dispute with the use of the dining room following our three major bowling carnivals
- Because we do not get compensated when they use our facility
- We supply our own equipment and organise our playing nights, all the club is required to do is have the bar open
- Reliable
- The footy club can function as per normal under the current arrangements with the PSC. The main issue is financial where the footy club supports the PSC with bar sales, but we don't get anything back financially

- The PSC by necessity is charging the footy club to use toilets, canteen, etc when we are already
  propping up the PSC with our bar sales. Its double dipping to a degree but the PSC need to do this to
  survive and keep the doors open. Other than financial, the management of the PSC generally are
  supportive and work positively with the Footy Club
- We currently just arrange meetings and turn up, no formal arrangement.

#### **Management by Pemberton Sports Club**

- The committee were very approachable and accommodating last season. There was a feeling of mutual respect and desire to support each other
- We understand that the PSC is managed by volunteers and so cannot be overly critical. They are reasonable to deal with
- Facilities are not clean and often pose a physical risk to users
- They do a good job in trying to keep the Club open
- Reliable
- The PSC is predominately run by volunteers, and they do the best they can do with their limited time.
   More can be done to improve the PSC but with volunteers it is hard to find the time and the money required.

#### **Interaction with Pemberton Sports Club**

- Also, our members do appear to value the service and facilities available to the local community
  through the Sporting Complex, although I'm sure the Sports Club would benefit from more financial
  members to enable them to better manage and maintain the facility. Our Club should continue to
  promote this
- We are satisfied with bar manager as easy to communicate with
- Hoopz is great
- We have asked for meetings with the management committee to resolve issues, some of the agreed actions did not take place or our request for a meeting was not responded to
- Happy with service we receive from the staff
- Because they are not fair in their decision making
- We have a good relationship with the staff on the nights that we play
- Don't have much to do with each other
- Our interaction is friendly and well-intentioned but better communications could be achieved if the
  volunteers had more time available.

#### 2. Reasons for not being a member of Pemberton Sports Club

#### • Member or participant in other sports club/association at the Complex

- O I use the PSC as a member of the Men's Winter Darts Association
- Have only used the facilities for club organised team sport
- o I play basketball and netball there but I am not a member of the sports club
- o I am a member of the gym only.

#### Apathy

- o I am not associated with any Pemberton sports clubs so I do socialize in Pemberton.
- Never been directed to do so
- o I am not a member but would consider becoming one
- Not sure.

#### Value Proposition

 Membership is overpriced. Volume of trade is what they want. Make it a \$10 membership and you would double membership overnight.

- Fees are too high and I think it should be open for everyone not just locals but tourism industry as well
- No benefits
- O Don't see the point, what are the benefits?
- Services provided and access didn't suit desires at the time
- o I have tried to join but was never welcomed, gotten back to
- Joined and never received any emails confirming even though I tried multiple times through other family members emails to remedy this
- Was unhappy with the bar manager but thankfully that has changed
- Not worth it
- Mismanagement of membership fees by committee and culture of poor decision making and Shire blaming. Rather than look at the club with eyes wide open and make decisions on the best interests of club and membership, an anti-Shire rhetoric has been promoted, poor decisions made and total disregard for membership has flourished
- No incentive to be a member. Also generally only attend during basketball season so don't see the
  point in paying for a year membership.

#### Lack of Use

- Not using it
- Traveling
- o My visits are very infrequent
- Moved out of the town. Family are still based there and support using facilities when back in the
  area
- O Due to relocation to a surrounding town
- o Spend a lot of time in Perth, not enough time in Pemberton
- Don't go to sports club anymore
- o Do not use
- o Don't use it enough
- o Don't use the facilities

#### 3. Responses to opened ended comments about Pemberton Sports Complex

- I feel as President of the Pemberton Sports Club that this review is going to be very critical. I also feel that you have not got the correct facts right to make this survey useful. I feel you need to be engaging with the people who use the facility including the other sporting bodies who use the facility and I feel you are making the review based on what feedback you are getting from the shire.
- A valuable asset to the community.
- The ability to play sport should be the primary focus.
- I think they should become a tavern and the football club be welcomed because they are the biggest club in the town and should have more control in the running of the club.
- Its been a challenging topic and there are no easy answers, but as a resident of Pemberton, I live work and enjoy life here and this facility is very important to our town.
- · Nice to see some improvements happening.
- Overall community vibe is improving.
- More advertising required to promote people being members and when you are a member you get annual reminder to pay.
- Kitchen excellent.
- Lani doing a great job for bigger events more bar staff required to handle busy times.
- I think that the Shire should be assisting more with keeping this very important community meeting
  place open for all.

- When I first became a member of the club I was very surprised not to see the sports bar full of footballers who use the grounds. It shocked me when I was told that they drink elsewhere and do not support the sports bar. To me this doesn't add up and is certainly detrimental to the prosperity of the sports club. In my mind everyone who uses the facility and grounds should be doing everything they can to support the club. That includes eating and drinking in the bar and having a full membership. If these activities are undertaken elsewhere then it will certainly have a serious affect on the clubs turnover.
- I think the Club should look into why some groups have been set up and the great outcome that could occur if their needs were met. At the moment this doesn't happen.
- It's a valuable space for the town of Pemberton servicing many sports and tourism that comes into Pemberton. Without it running where would any one be able to go.
- Not being in actual Manjimup gives it a huge disadvantage as the Manjimup shire would only rather money spent in the "super town " Manjimup.
- I am commenting to the survey on behalf of the local Department of Biodiversity Conservation and Attraction office (Parks and Wildlife) Manager. This area is in bushfire risk zone, and the Sports Club provides an important hub for incident management and community information and potential evacuation centre. These types of facilities, if closed, will impact during emergency events.
- Because the Sports Club involves all the community in general it needs more financial assistance from the Shire of Manjimup.
- More regular communication to members and general public.
- Admin staff need to be employed to run the facility as the bar manager has her own job to deal with and having to run all the other sections of the place can get too hard to deal with.
- Sports club membership discounts to encourage more members.
- It is a wonderful facility and I wish it could be used for more things. However right from the
  beginning, the operating costs have been a recurring problem. If this review helps in that, I for one
  will be celebrating.
- In 2014 a similar review was held and it was decided that the Pemberton Sports Hub should receive \$40,000 per year. This money has been reduced over time by the staff and councillors of the Manjimup Shire because they don't have a full appreciation of the community service value of this facility, while at the same time they spend many hundreds of thousands of dollars delivering such services in Manjimup. The fact that a local person was overlooked by Manjimup Shire staff and councillors for this review and the fact that staff briefings were from staff that don't live in the town tells a story.
- The Pemberton community simply requires the Manjimup Shire from their \$30M budget to give \$50,000 to the Pemberton Sports Club so they can continue to deliver this highly cost-effective and extremely important community service hub and facility that daily helps create a community spirit and soul that is absent in many communities and helps make this town the envy of many others. The \$36,000 review itself was predominantly a decision made by Manjimup Staff and Councillors who don't understand the community contribution and importance of this facility.
- I am not sure about the idea of paying \$60 to use the kitchen to supply food during a sport competition is viable for the organisers.
- Excellent Facility built mainly by Pemberton people with some assistance from Government. Needs Shire support.
- This is a very in portent complex used for community groups and in portent functions.
- Some local People work very hard doing work to keep this large place open.. being a sporting
  complex it should be under the control of the local shire management.. the restaurant and bar areas
  would be best maintained as currently are.
- Running costs are expensive so it would be great if the Manjimup Shire could support it. Pay cleaning and electricity etc.
- This is a great community place to socialise and allow for our kids to play sports in an indoor setting.

- The front appearance of the complex is foreboding and unwelcoming. The approach inside was
  designed to accommodate a receptionist who is not now employed with the result that anyone
  attending has to find their own way around.
- A great facility that has been poorly run and maintained and which has in the past been a "closed shop", effectively excluding any "outside" input and advice.
- The football club were instrumental in the design and in the club. However, the club rooms are also the restaurant. It would be good to see them contribute more.
- I'd like the showers opened so that the public can use them. There are no public shower facilities in Pemberton and the sports club have a \$15 for three months membership which would cover shower usage for the travelling public. This may also bring them into the club to use the facilities, gym, restaurant, bar, squash, courts, etc.
- The gym membership is now electronic. Can give access to the gym to members of the community 24/7 which is a great initiative.
- The town needs it. It's an important space for the community.
- Would be good if the Shire supported the community with accessing grants, events etc. Volunteers
  in satellite towns within the Shire are burning out while Shire staff are able to support Manjimup
  town's needs.
- The PSC has been a community run facility for over 20 years. They have managed and always found ways to keep the doors open and worked very hard to do so. They rely heavily on volunteers as they cannot pay a manager to run the administration, they can only afford a bar manager. With constantly increasing overheads, the costs are now being included by facility users who expect better service for their money and put more pressure on a volunteer committee. If they had administrative support through a community centre manager, a lot of the issues would be alleviated. This cannot be achieved without financial input from the Shire or other Government body.
- This sports club is more than a venue. It is a meeting place for our community, be it sports, arts, meetings or political. The Manjimup Shire do not extend their efforts or financial backing anymore than the bare minimum. It is obvious that the Shire are happy to wait on local Pemberton volunteers to find solutions to problems, find financial avenues to repair the building and pursue new solutions to find more effective management strategies. We would not have this same approach if the building was located in Manjimup.
- The club needs more staff to run the complex holistically, not in separate silos.
- Fixed costs for the complex are huge for such a small community base due to the lack of foresight
  when planning the complex. This has led to budget blow outs that were not the fault of the
  committee charged with running the facility. The Shire of Manjimup have not been helpful in the
  past, choosing to blame the committee for poor management rather than find practical ways to
  help.
- I think the shire needs to review the rates charged to the Community Complex, treating it separately from the Sports Club itself.
- Create a more functional and updated gym are with better equipment/space.
- The Pemberton Sports Club is a significant building and should be the number 1 facility within the
  Manji Shire. It is a very expensive building to run and maintain. The PSC is managed superbly by the
  volunteers of the PSC and the volunteers of the subclubs. We need to remember that the PSC is
  managed and operated by volunteers. The MSC needs to step up financially and support the
  volunteers in managing the PSC which is a very much needed community facility and asset.
- The PSC is the clubrooms of the Southerners Football Club. We are proud of what the Southerners
  Football Club have put into the PSC and the support we provide to the PSC and require the PSC to
  continue operating.
- The community of Pemberton pay massive rates and have very little funding in comparison with Manjimup; ie \$2million being spent on oval lighting in Manjimup.

- More people such as casuals should pay a premium on bar and food to cover costs. Members should have a card to show for lower rates. Also in some areas no membership no entry. More costs need to be covered by users.
- The PSC is a key community asset and is vital for our town and the associated sports that use it. The bar and dining are central to all sports and a meeting place for the community and events. The shire should financially support the PSC more. A small dollar amount for the huge community benefit.
- A great asset to have for the community and all efforts must be made to maintain the facility. Very
  important for the social well being of the township.
- Not all aspects of a community asset are able to be economically viable 100% and some quarter must be given for social welfare.
- Would be great to see a new lease of life established in the complex but it seems to be stuck in the
  past.
- Shire of Manjimup should be helping all community groups within the facility. Be responsible for maintenance and upkeep to keep the sport club looking fresh and inviting to locals and visitors.
- Committee needs to be more open to new ideas and suggestions.
- The Shire should allocate more funding to the upkeep and maintenance of the facility, rather than the Sports Club Board.
- I believe that certain sections of the sports complex should be hired by the sporting groups. Sporting groups/clubs should pay facility hire fees to use parts of the building. Historical agreements regarding the facilities need to be left aside to ensure the future of the complex.
- Push membership and the outdoor seating area isn't advertised enough. Amazing space to relax with a drink.
- All sporting clubs need to proactive with their members to make the club viable.
- It is an incredibly important space for community to come together. It is essentially the heart of Pemberton
- To consider membership for locals who no longer live in the town and use facilities occasionally.
- Think about the why behind people wanting to use the club facilities. Everyone's why is different.
- Who else can use facilities (in the local area) during the quieter months.
- Where else can facilities be promoted? What can our facilities be used for?
- How else can we attract the younger people (between the ages of 20 to 35) to use the club.
- To have one club vision and mission, which aligns to all of the community groups.
- The complex is so important to the town and would be great to see it bigger and better and run
  efficiently with collaboration between all sports there. Bar and restaurant to work hand in hand
  would be an improvement.
- I believe the gym should be overhauled so access can be done via swipe card so access can be 24 hours. I feel for too long, the Committee blame the shire for the blow out of costs, but bad man management over a number of years, has caused this, not the shire. The town needs to wake up and stop blaming the shire for everything. Also, Shire councilors need to stop blaming other members of the shire employees for the issues and consider their focus and nepotism.
- The club needs more money. Govt grants etc.
- Perhaps need a help from shire like other sporting complex's in shire regarding power & water Thank you.
- The Sports Complex is an asset to the town of Pemberton and is used by many sporting and non sporting groups. The facility is need of maintenance and promotion to ensure it is fully utilised.
- Please review information gathered at the brainstorming session conducted by the Pemberton Sports Club Committee - Strategic Planning Meeting held Tues 24 November 2021.
- It is a facility that is vitally important to the Pemberton community but the population of Pemberton
  is struggling to utilise it to its full potential. Needs to be more accessible to visitors for additional
  income.

- The facility is too big. The library and crc should have been moved down there other than building the new building across from the post office to utilise unused spaces and help cut costs.
- The sports club is brilliant but doing a paper desk top review from across the county is not going to help. You need to be here and living in the community to understand how it really works. The volunteer work tirelessly to keep the club going and the shire staff do everything possible to make it difficult for them. Community services should be supporting the committee to develop a sustainable model with solid income sources. They should also support the marketing of the club.
- Make it open get rid of club fees.
- This facility is a community hub currently being managed and run predominantly by volunteers. We need funding to be able to have a manager available on site for all areas other than the bar & kitchen area.
- As previously stated it is difficult to know what the right answer to managing this complex is given its inability to make money but at the same time it is a core place for the community.
- Overall the sports complex is great however not enough users to ensure it can cover its costs. Also need to ensure all users are paid up members.
- It is a vital part of our community. Every kid uses it for something. So whatever it takes to keep it operating in ways that allow them to use it safely.
- More funding from the Shire to allow for good maintenance of the building and to provide youth services. It is a council owned building that should represent a quality service and facilities. It's been great to see some recent renovations improving the facility and customer experience.
- Not every member non member have Facebook.....will you get a true and accurate outcome of your survey?
- Great asset to the community but lacking clear direction.
- I don't know how but youth need to be involved in the decision making process.
- Board needs to be restructured if this is to work. Stop thinking that you can get volunteers to do everything, complex needs to be run as a business not try and run off Shire funding

#### 4. Responses to open ended comments about Pemberton Sports Club

- The current committee are volunteers who are working there butts off to keep the club a float, we
  have no new committee members wanting to join the committee. The same committee members
  are on a number of other club committee as well plus own or hold other employment with other
  husiness
- The Manjimup Shire needs to recognise the importance of a complex of this nature to the betterment of the community.
- At present very difficult to organise access and court hire.
- Overall managements seems a lot more evident.
- Well managed by staff and the many volunteers, still need more help from the Shire of Manjimup considering we are part of this Shire.
- Personally, I think they are incapable of running such a much needed facility.
- It's relied to much on the same volunteers with little to no help from shire to help the sporting
  facilities unlike the amount they will spend in Manjimup.
- The bar/dining should be separate from the sporting facilities, including all staff and bills.
- Each sporting club should be represented on the Sports Club board of management.
- I don't know what the answer is to the continuing financial problems.
- The management of the Pemberton Sports Hub has improved greatly over the last 2 years and is
  heavily reliant on volunteers. Many things that this facility delivers go unrecognised by the
  Manjimup Shire Evacuation centre, New Year's Eve celebrations, Mental Health evenings, cancer
  fundraisers, funerals, weddings, breast cancer screening, toilet facilities for the skate park,
  emergency helipad, polling booth, Shire Council meetings, workshops etc.

- The management are very hard working and have organized over the last year quite a few large events for charities, sports and fireworks on New years Eve.
- Facility is well managed despite huge workload of volunteers who are at breaking point.
- It is run by volunteers without help from the Shire. A lot of the cost are incurred from the community and sporting groups and visitors but the cost of all this is incurred by the club without any help from the Shire.
- Possibly more contact with the locals to encourage more family use of the centre.. I am an out of Towner, so have to travel 50km round trip.
- The power supply on the roof needs to be upgraded to run on batteries. Panels without battery's are useless. most of the power is used at night when the sun is not out.
- Over the years it appears to have been focused on Bowls and footy. I note soccer and cricket are also
  regular seasonal users. Current management appear more accommodating. It will remain to be
  seen if other groups around town can access the facilities if and when they wish to.
- I think they are all trying to do their best and keep it afloat for all of us to enjoy.
- Good to see the showers available.
- Also talk to the sports club as the club grounds make a great overflow camping area for town. I
  believe the caravan park could come to some agreement to manage this.
- This would bring additional income into the club in the form of membership fees for the use of showers and toilets. Not to mention additional revenue to the bar and restaurant.
- A Community Centre Manager is needed to provide regular administration to the Pemberton Sports Complex.
- The Shire of Manjimup has neglected this facility, based on the fact that it has a sports bar. This is irrelevant to the Sports Complex overall and the Community centre. A bar manager is not a facility manager and without Shire assistance, the PSC cannot afford both. They expect volunteers to run a business and community centre of this size for free! They only recently put grant money into improving the facilities with a bit of paint. What about management costs? They do not even give any assistance for rates, electricity or water, yet expect all the bills to be paid, ultimately by bar takings.
- The board and bar manager do a great job but really need someone for the Community Centre and
  oversees the whole complex so there is someone there everyday during the day.
- Although originally created by the community, the club needs the support of the shire, as they support facilities in Manjimup.
- It's a sometimes thankless task, but they are all doing a good job.
- Last time the Sports Club asked for financial assistance, I believe they were told that "the community raised money last time, get them to do it again".
- The PSC bar complex is the only real source of income paying the bills, perhaps memberships to each
  sporting group may need to be changed? Deanmill Workers Club charges \$10/ year for membership
  and still makes money. Its the outgoing expenses that are crippling the PSC, in my opinion.
- It is run-in a voluntary capacity and I think they do the best they can however with the cost of things it is very hard and sometimes seems like they are fighting a losing battle.
- Support the volunteers who manage the PSC.
- The funding needed is beyond the scope and ability of Pemberton residents. The Shire needs to increase its funding FROM OUR RATES to meet current personnel needs.
- Management needs updating.
- The management of the PSC is mostly done by volunteers. They need more financial help from the shire to maintain the facility and allow it to grow and flourish. I don't think the shire know how important this facility is the fabric of Pemberton.
- Management is looking good and trying hard to keep the club afloat.
- Shire should run waive rates run by volunteers who put in a lot of their own time.

- Professional management of the asset must be in place to keep track of costings and devise a fair
  and acceptable level of charges to the respective users where possible. If this does not cover the full
  operating costs of the asset then if all avenues of reform to costs have been completed then the
  remaining shortfall has to be borne by the shire.
- Keeping the staff friendly !!
- New manager should be supported to revitalise and modernise this facility.
- It would be ideally run by the one body to ensure of cohesion & collaboration between local groups, however I'm not sure they have the resources to enable them to do this.
- Hard to get in contact to organise use of space. Don't know who to ring.
- · Get rid of the committee.
- The less shire intervention in management the greater the benefit to maintaining and making a profit.
- The current management by the Pemberton Sports Club is an asset to the town and the Shire of Manjimup should applaud them for recent changes implemented to ensure the longjevity of the complex. I'd like to see a comparative of the numbers through the doors vs the Manjimup Pool which runs at a million dollar loss. The Pemberton sports complex is an asset to the community and needs to be maintained by the Shire of Manjimup.
- I believe an individual, employed and reporting to the Shire, as a manager and acting as part of the Sports Club Committee, would be ideal to co-ordinate, promote and plan events to help that volunteer Committee make this hub an even better community asset.
- The management of Pemberton sports club is doing all it can. More support from the shire is required for the Pemberton community.
- The configuration of clubs and spaces needs to be addressed. Historic allocations are not relevant now
- Members of our community just trying their best to keep the doors open and accessible to all. Small town volunteer base ever shrinking making it a thankless job.
- The club is managed by a group of volunteers who try to do a good job, they may not necessarily
  have the skills to operate the club in a profitable way.
- Please don't let this committee drag on any longer. It has been like watching a slow train crash for years.
- They would be able to improve the facility a lot more with regular funding to cover basic costs.
- Some board members have been doing a great job for a long time unpaid. Will burnout become an issue? Paid council employees running the club may be more motivated and a long term solution?
- Too many rules, politics amongst sporting clubs, management, kitchen.
- Some hard working members but would benefit from fresh perspectives.
- It's crazy that the restaurant can only be open when the bar is.
- Only way to succeed is to have a look how other successful sporting clubs are run. They do not live in the dark ages and get the Shire to pick up the pieces when bad decisions are being made.

526 **9.9.4(2**)



#### Pemberton Sports Gub Inc.

PO Box 302 1 Club Road Pemberton WA 6260 P: 0897761066 E: admin@pembertonsports.com.au

26 September 2023

Chief Executive Officer PO Box 1 Manjimup WA 6258

To whom it may concern

#### RE: PSC Committee Response to Review Recommendations 2023

Please see the response from the Pemberton Sports club committee to 9 review recommendations.

#### 1. Fee for Service with Shire of Manjimup (SoM)

PSC Committee agree to this recommendation.

Required deliverables to be discussed and confirmed with Shire

NB: the \$10 000 provided to all sporting facilities is not included – this is maintenance not operational.

#### Queries:

- -Job descriptions?
- -Expectations
- -Reporting requirements for NFP, Shire and other governing bodies.
- -KPI's to be set?

#### Suggestions from PSC Committee:

#### Operations Manager for \$770 per week (18hrs)

Approx \$40 000 p.a

- Operations Management
- Venue Management
- Records Management
- Staff Management
- User-group Management
- Reading meters/Billing of amenities
- Reports to Committee
- Reports to Shire
- Maintenance
- Monitoring

Management of Facilities will include liaison with Consultant in development and implementation of strategic and operational plans, Could include options for trainees in admin and community services.

In addition to this - requirements include:

#### Committee Secretary 4 hours per month & Book-keeper 30 hours per month

Governance

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9.9.4(2)



#### Pemberton Sports Gub Inc.

PO Box 302 1 Club Road Pemberton WA 6260 P: 0897761066 E: admin@pembertonsports.com.au

- Reports to Admin
- Supports PSC Committee

#### Book-keeper

- Finance Management
- Reporting
- Audit

Approx \$17 500 p.a

#### Admin officer for \$225 per week (7.5 hrs)

- Administration
- Front desk

Approx \$11 700p.a

#### Services to be provided by Shire of Manjimup (SoM) as with other sporting facilities.

Otherwise additional fee for service.

Currently these services are provided by volunteers and associated costs are covered by PSC.

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- Cleaning of Community Centre Basketball/Netball courts on a as required basis (currently done weekly). This is a very labour-intensive process all done manually.
- Cleaning of the outside access toilets which are utilised when Pemberton Sports Club is closed, should be a community service cost as per public toilets in main street.
   Waste collection from PCC & outside recreational areas are costs allocated to Pemberton Sports Club.
- · Assistance with Admin when required.
- Set up of funerals, current floor covering options are extremely cumbersome and heavy.
- · All security and access call outs are handling volunteer committee

#### 2. Stabilise documents and processes

PSC Committee agree to this recommendation.

Includes:

#### Strategic plan

Currently undertaking grant application with DLGSC to cover these items. Will need management support to prepare and implement.

#### Asset management

In progress

#### User group arrangements

Currently undertaking grant application with DLGSC, hoping Consultant to be employed to assist with strategic/operational plan and user group arrangements including License to occupy – see 4.

#### 3. Formalise Constitution

PSC Committee agree to this recommendation.

- To include any changes
- PSC Committee will need assistance/guidance with processes and governance.
- PSC Committee will require Governance training for new and existing committee members

#### 4.Licence to occupy

PSC Committee agree to this recommendation.

Page 2 of 4



#### Pemberton Sports Gublnc.

PO Box 302 1 Club Road Pemberton WA 6260 P: 0897761066 E: admin@pembertonsports.com.au

Seasonal use v's Occasional hire

#### Queries:

Are there any existing document in SoM?

#### Suggestions from PSC Committee:

Existing hire form to be reviewed Assuming the Consultant can assist with this.

#### 5.Co-location

PSC Committee agree to this recommendation.

Options: Open to further discussion.

#### **PVC**

Good sizes carpark for caravans etc. PVC open 7 days. The current location of the PSC is not conducive to visiting traffic. PVC caters to visitors rather than community.

#### **PCRC**

Good fit for Community support. Retro-fitting for IT and equipment requirements would be expensive. The current location of the PSC is not conducive to visiting traffic.

#### 6.Electricity

PSC Committee agree to this recommendation.

Audit maybe inaccurate, Usage data needed. New audit needed. Meters required on all usage areas. Kitchen cool rooms and freezer - In progress. All to be included on kitchen electricity meter and billed to user.

Reduce coolroom size. Stock management = dry to cool store

#### Suggestions from PSC Committee:

We would like it noted that as the PSC is also the Pemberton Evacuation centre, a reduction in the size of the Cool room space is not preferred.

Solar system upgrade and ongoing maintenance required. Solar to include batteries. Upgraded for best use ie Bar area rather than community centre

#### 7.Water

PSC Committee agree to this recommendation.

Something has changed? Leak? Meters needed on all usage areas. Separate sections similar to electricity.

Feasibility study and Sustainability options

New audit needed.

Cost of meters? Who pays for this

Look into other options.

#### Suggestions from PSC Committee:

Close toilets in hallway unless event?

Rain-water tanks for use on gardens, lawns and toilets?

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529 **9.9.4(2**)



#### Pemberton Sports Gublnc.

PO Box 302 1 Club Road Pemberton WA 6260 P: 0897761066 E: admin@pembertonsports.com.au

#### 8. Future licence agreement

PSC Committee agree in principle to this recommendation.

User groups and BAR profits

Need to be considered carefully with Clear and isolated arrangements. Important to have it precise. Agree in principle to review over time. Advice and assistance needed.

#### Suggestions from PSC Committee:

Without current management to facilitate and manage this would be too complex to negotiate at this stage.

#### 9. Review Rates evaluation

PSC Committee agree to this recommendation. Explore in collaboration with SoM A joint application is required to the VGA. Queries:

Question raised is how was the GRV rates originally determined? Using what information, and from whom? Assume it to be the Rental value of commercial lease.

#### Additional comments:

As a committee that has strived to maintain the function of this community asset for use of all members of the Pemberton Community and surrounds, we feel we have shown our commitment and dedication to this process.

The responsibility on committee members and volunteers is usustainable and we hope these review findings are given the attention they deserve and that a fair and equitable arrangement can be reached that will see a beneficial outcome to all parties concerned in this arrangement.

Yours sincerely

J Bendalli-

John Bendotti PSC President.

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Public Submission Schedule Pemberton Sports Complex Operational & Governance Model Review

Submission from Pemberton Sports Club Inc. (PSC)

Recommendations Comment within Report	Comment		Offi	Officer Comment
i.Fee for service with Shire of Manjimup (SoM)	PSC agrees to this recommendation.     Deliverables to be discussed a confirmed with SoM.	ommendation. discussed and	<del></del> 4	Noted.  Supported as outlined on pg. 100 of the Draft Report: "The Agreement would stipulate the required deliverables as agreed between the parties, however it would be expected they would be based around and support optimising use of the community and recreation
	<ol> <li>\$10,000 provided to all sporting facilities is not included – this is maintenance not operational.</li> </ol>	orting facilities intenance not	က်	Tacilities at the Complex."  The proposed Fee for Service Arrangement is separately from the Recreation Centre Development Program. Under this Program Council intends, pending budget availability, to allocate funds to each of the town recreation centres operated by community groups (Pemberton Sports Complex, Walpole Recreation
				Centre, Northcliffe Recreation Grounds) to assist these centres with operating sustainably. In the 2023/24 the allocation is \$10,000 per centre. These funds are not intended for facility maintenance, but for implementing initiatives that will lead to costs savings and/or increased revenue.
	<ol> <li>Queried job descriptions, expectations, reporting re and KPI's.</li> </ol>	descriptions, reporting requirements	4.	As per Comment 2 above, the details (incl. expectations and reporting) of the Agreement will need to be determined between the SoM and the PSC. The PSC is free to determine how they deliver on the Agreement and how they utilise the Fee for the Agreement. Should the PSC desire assistance with developing job descriptions for staff (if any) they want to employ, the Shire can assist with this.

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Public Submission Schedule Pemberton Sports Complex Operational & Governance Model Review

Recommendations within Report	Comment	Officer Comment
	<ol> <li>Suggestion for Operations Manager for \$770 per week (18 hours) at</li> </ol>	5. It is understood the PSC is primarily run by volunteers, particularly at the board level. The review of the
	approximately \$40,000p.a., with in	operations of the Complex has identified an opportunity
	addition a request for a Committee	to support the PSC with an amount equated to
	Secretary (4 hours per month) and	approximately 18 hours of a similar Administration level
	Book Keeper (30 hours per month) at	(approx. \$40K). This allocation will be available for the
	\$17,500p.a., and Admin Officer (7.5 hours per week) at \$11,700p.a.	PSC to apply in the best way in order to ensure the effective community service and KPI's that will be
		negotiated between SoM and PSC under this funding
		-
	<ol><li>Services to be provided by SoM as with</li></ol>	6. These requests cannot be supported in principle as these
	other sporting facilities, otherwise	services are not provided to any of the other (recreation)
	О	centres leased to and operated by community groups.
	<ul> <li>a. Cleaning of community centre.</li> </ul>	a. Cleaning is the responsibility of the PSC as per the
		lease agreement (section 4.8). Commonly
		cleaning costs of any facility are covered by the
		hire/user fees charged. The PSC, not the SoM, will
		_
	<ul> <li>b. Cleaning of outside access toilets</li> </ul>	<ul> <li>b. These toilets are not considered public toilets, but</li> </ul>
	which are utilised when the	toilets associated with activities within the
	Complex is closed, should be a	Pemberton Sports Complex and/or Grounds. The
	community service cost as per	PSC may consider keeping these toilets locked
	public toilets in main street.	during time there are no booked activities. For
		cleaning costs, see previous comment.

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Public Submission Schedule Pemberton Sports Complex Operational & Governance Model Review

Recommendations Comment within Report	Comment	Officer Comment
	c. Waste collection from community centre and outside recreational areas are costs allocated to PSC.	c. The consultant has acknowledged that the waste clauses within the lease require further clarification. Shire Officers recommend this to be examined as part of the lease review, having regard to the circumstances at comparable community facilities.
	d. Assistance with admin when required.	d. Under the proposed Fee for Service Arrangement the management (incl. administration) of the community centre is the responsibility of the PSC.
	e. Set up of funerals, current floor coverings are extremely	e. The SoM encourages the PSC to obtain lighter, fit for purpose, court coverings. Some investigations
	ne and heavy.	into options and costings have been done in recent years by PSC and SoM. The use of the Recreation Centre Development Program funds would be appropriate for this, and grants could be applied
	f. All security and access call outs are handling volunteer committee.	for. f. See comment d.
ii.Supplementary steps to stabilise financial position of PSC	PSC agrees to this recommendation, including:	<ol> <li>Noted.</li> <li>SoM is aware and supportive of PSC's grant application (to DLGSC) for this purpose. The grant funding will enable PSC to engage a qualified/experienced consultant to assist with this.</li> <li>b. Noted.</li> </ol>

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Public Submission Schedule Pemberton Sports Complex Operational & Governance Model Review

Recommendations Comment within Report	Comment	Officer Comment
	c. User group arrangements: currently undertaking grant application to engage consultant to assist with strategic/operational plan and user group arrangements including Licence to Occupy.	c. See comment a.
iii.Formalise all activities in Club Constitution	PSC agrees to this recommendation.     PSC will need assistance/guidance with processes and governance.	<ol> <li>Noted.</li> <li>PSC is encouraged to include this assistance request in their grant funding application to DLGSC (see above comment) to enable engage a qualified/experienced consultant.</li> </ol>
	PSC will require governance training for new and existing committee members	<ol> <li>See comment 2 to assist with governance training.</li> <li>Furthermore, the Shire can advise on free governance training available online and upcoming training opportunities.</li> </ol>
iv.Licence to Occupy	<ol> <li>PSC agrees to this recommendation.</li> <li>Queried whether there are any existing documents in the SoM.</li> <li>Suggests review of existing hire form, and assumes the consultant can assist with this.</li> </ol>	<ol> <li>Noted.</li> <li>The above-mentioned consultant can assist with this. SoM can provide some example documents.</li> <li>See previous comment.</li> </ol>
v.Explore Co- location options	<ol> <li>PSC agree to this recommendation and is open to further discussion.</li> <li>Options for co-location include:         <ul> <li>a. Pemberton Visitor Centre: good sized car park, open 7 days, location not conducive to visiting traffic, caters to visitors rather than the community.</li> </ul> </li> </ol>	<ol> <li>Noted.</li> <li>PSC to explore options and determine suitability of their management and use of the Complex with the suggested and/or other groups.</li> </ol>

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Public Submission Schedule Pemberton Sports Complex Operational & Governance Model Review

Recommendations	Comment	Officer Comment
within Report		
	b. Pemberton Community Resource	
	Centre: good fit for community	
	support, retro-fitting for IT and	
	equipment requirements would be	
	expensive, location not conducive	
	to visiting traffic.	
vi.Electricity Costs	1. PSC agrees to this recommendation.	1. Noted.
Reduction	2. Suggests that usage data and new	<ol><li>Supported as per the Report.</li></ol>
	audit are needed.	
	<ol><li>Meters required on all usage areas.</li></ol>	3. The installation of submeters on relevant areas is
		supported as per the Report so that usage can tracked
		for high usage areas and between discreet optional
		components of the Complex.
	4. Kitchen cool rooms and freezer in	4. Funds will be requested from Council to install a
	progress – all to be included on kitchen	number of electrical submeters, including the cool
	electricity meter and billed to user.	rooms and freezer.
	5. We would like it noted that as the PSC	5. The SoM supports the recommendation in the Report
	is also the Pemberton Evacuation	to reduce the size of the cool room, and divide it to a
	Centre a reduction in the size of the cool	cool room and unrefrigerated store room.
	room space is not preferred.	There is no requirement for any Evacuation Centre to
		have a (large) cool room, and none of the other 3
		Evacuation Centres within the SoM have a cool room.
	6. Solar system upgrade and ongoing	6. The solar system is an asset that belongs to PSC (the
	maintenance required. Solar to include	SoM financially contributed to PSC to purchase and
	batteries. Upgraded for best use, ie. bar	install the system). The PSC is encouraged to
	area rather than community centre	determine the return on investment and financial
		feasibility of a solar upgrade and batteries prior to
		proceeding with, based on usage data analysis from the
		new electricity meters.

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Public Submission Schedule Pemberton Sports Complex Operational & Governance Model Review

Recommendations within Report	ပိ	Comment	Officer Comment
vii.Water Usage Investigation	<del>-</del> . 4		Noted.     Li is recommend to defer any further investment upon completion of the original and any recommendations that
		water use of a lean. Suggests filters on all usage areas (separate sections	completion of the addit, and any recommendations that
		similar to electricity) and new audit to determine sustainable options. Queries	
		the costs of meters and who will pay for	
	ω.	tnese? Open to look into other options. Suggest to close the toilets in the	3. Supported as long as some toilets are available appropriate for the activities held. This suggestion is
		hallway unless there is an event.	likely to have a positive impact on costs (electricity and
	_		
	4.	Suggest rainwater tanks for use on garden, lawns and toilets.	<ol> <li>Principle supported, noting any investment should be considered against its merit.</li> </ol>
viii.Future licence	<del>-</del>		1. Noted.
agreement with		recommendation, to review over time.	
nser groups		User group and bar profits need to be	
		considered carefully with clear and	
		isolated arrangements. Important to	
		have it precise. Advice and assistance	
		needed. Without current management to	
		facilitate and manage this would be too	
ix.Explore re-	<del>-</del>	PSC agree to this recommendation.	1. Noted.
valuation of	2		2. Supported.
Complex by		joint application is required to the VGA.	
Valuer General.	ა.		3. Refer to pages 31, 32, and 82 of the Report.
		determined? Using what information,	
		and from whom? Assume it to be the	
		rental value of commercial lease.	

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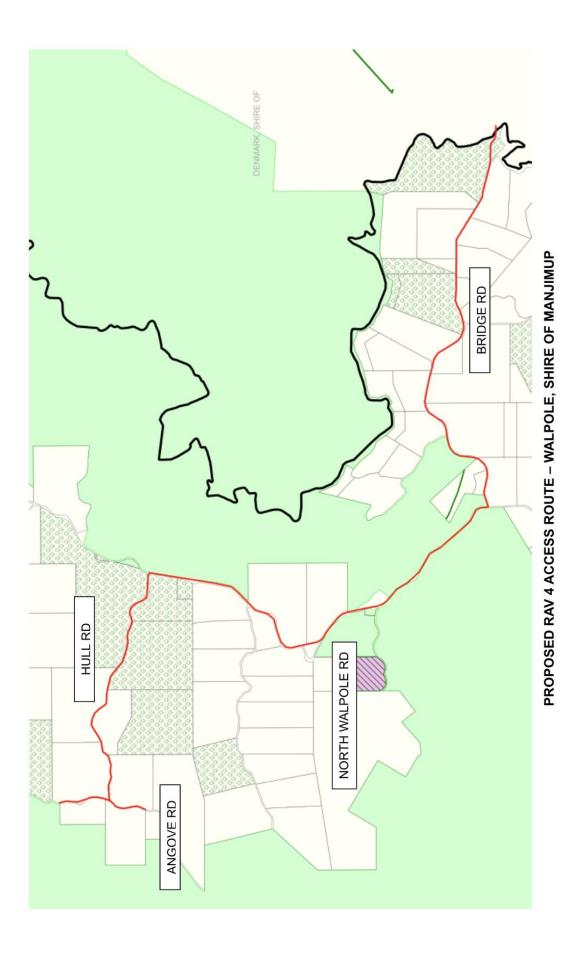
**9.9.4(3)** 

Public Submission Schedule Pemberton Sports Complex Operational & Governance Model Review

Recommendations Comment within Report	Comment	Officer Comment
Additional	1. As a committee that has strived to	1. It is noted that the PSC has operated in good faith with the
comments	maintain the function of this community	Consultants as part of this review, and clearly attempted
	asset for use of all members of the	to rationale costs and work on efficiency gains.
	Pemberton community and surrounds,	
	we feel we have shown our commitment	
	and dedication to this process.	
	2. The responsibility on committee	2. The proposed Fee for Service Arrangement aims to
	members and volunteers is	provide an equitable and transparent solution to ensure
	unsustainable and we hope these	the community centre within the Complex can be operated
	review findings are given the attention	in a sustainable manner and thus remain available into the
	they deserve and that a fair and	future to its user groups and the wider community.
	equitable arrangement can be reached	
	that will see a beneficial outcome to all	
	parties concerned.	

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**9.12.1(1)** 



## Sean Tysoe

HVSrouteassessments <HVSrouteassessments@mainroads.wa.gov.au> From: Sent:

Thursday, 28 September 2023 11:47 AM

ن م

External] Route Determination - PF Olsen - Shire of Manjimup - SWR - 2130432 2130218 2130211 2130215 - N4.3 - Requesting LGA support

RAV Network Application - Leggerini.pdf, Leggerini-1LEG\_Property\_Map\_210923.pdf Attachments:

Good morning,

Heavy Vehicle Services (HVS) has received an application to add road(s), within your local government boundaries, onto the Restricted Access Vehicle (RAV) Network. In accordance with our RAV Access Approval & Review Policy we seek your input.

# Requested Networks:

Road No.         Road Na           2130432         Angrove Rd           2130218         Hull Rd	Road Name ove Rd Rd						
	Rd	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	School Bus Route Y/N	Current Traffic Vo (vehicles per d
2130218   Hull Rd		Hull Rd (0.00)	Property access (0.46)	Nil	Tandem Drive Network 4		
		North Walpole Rd (0.00)	Angrove Rd (4.00)	Nil	Tandem Drive Network 4		
2130211 North Walpole Rd	Ipole Rd	Bridge Rd (7.47)	Hull Rd (14.16)	Tandem Drive Network 4	No change		
2130215 Bridge Rd		North Walpole Rd (0.00)	Hazelvale Rd (6.85)	Tandem Drive Network 3   Tandem Drive Network 4	Tandem Drive Network 4		
			Mass Requirements				
Road No. Road	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level		
2130432   Angrove Rd	Rd	Angrove Rd (0.00)	Hull Rd (0.46)	I!N	AMMS Level 3		
2130218 Hull Rd		North Walpole Rd (0.00)	Angrove Rd (4.00)	Nil	AMMS Level 3		
2130211 North Walpole Rd	Ipole Rd	Bridge Rd (7.47)	Hull Rd (14.16)	AMMS Level 1	AMMS Level 3		
2130215 Bridge Rd		North Walpole Rd (0.00)	Hazelvale Rd (6.85)	AMMS Level 1	AMMS Level 3		

For details of the RAVs approved on the requested networks, please refer to the following RAV Category Charts:

- Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle (RAV) Categories
- Accredited Mass Management Scheme (AMMS) Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle (RAV) Categories
  - Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle (RAV) Categories

Accredited Mass Management Scheme (AMMS) Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle (RAV) Categories

## RAV Access Benefits:

While RAV access provides productivity benefits to the transport industry, there are also considerable benefits to road managers and the local community. These benefits reducing carbon emissions, reducing heavy vehicle noise, and in some cases reducing congestion and reducing road wear. For further information of the benefits of RAV are all based around reducing the number of heavy vehicle movements on the road and include reducing risk exposure (e.g. reducing potential for serious crashes), access, please refer to our RAV Access Benefits document.

# Accredited Mass Management Scheme (AMMS) Benefits:

While it is acknowledged that AMMS mass limits cause additional road wear when compared to statutory mass limits, AMMS requires the transport operator to have strict loading controls in place, which are audited by HVS. It is arguably those operators that do not have loading controls in place and operate overloaded that cause the most damage to our roads

AMMS provides considerable productivity benefits, therefore reduces heavy vehicle movements and provides similar benefits to those previously mentioned for RAV access. Where a road is already approved for AMMS mass limits, allowing a higher RAV Network will not cause additional road wear.

# What we need from you:

HVS will conduct onsite assessments and consider the safety aspects of approving RAV access in accordance with our Standard Restricted Access Vehicle Route Assessment **Guidelines and Guidelines for Approving RAV Access** 

To assist HVS in this process, please provide us with estimated traffic volumes and any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above road(s) onto the requested RAV network or increasing the mass level. The Preliminary Assessment Checklist can be used to assist you in identifying any significant deficiencies that may render the road(s) unsuitable for the requested RAV access.

It would be appreciated if you could provide your comment to HVS within four (4) weeks of this email to enable HVS to consider any potential issues as part of our assessment process

It is important to ensure that any comments are provided with sufficient reasoning, as this will be used to justify our decision to the applicant.

Your reference for this request is D23#923293.

Should you require any further information or assistance regarding this request, please contact the HVS Route Assessment team on 138 486 or

Kind Regards,

**9.12.1(2)** 

Natasha Marson

# **HVSrouteassessments**



Main Roads acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present

From: Kieran Carson <

Sent: Friday, 22 September 2023 9:00 AM

To: HVSrouteassessments <HVSrouteassessments@mainroads.wa.gov.au>

Cc: Matthew Randall

Subject: CM: PF Olsen RAV Network Extension

You don't often get email from

CAUTION: This email originated from outside of Main Roads. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning,

Please find attached a request by PF Olsen (Aus) for an extension to the RAV Network for Angove and Hull Roads, North Walpole.

Please reply with any queries.

Regards,

Kieran Carson | Harvest Forester

| P +61 8 6819 7000 | www.pfolsen.com

PO Box 2039 | Albany 6331 | Australia

3

**9.12.1(2)** 



**9.12.1(3)** 

### **RAV Benefits**



There is often a misconception that larger heavy vehicle combinations result in increased wear to the road infrastructure. Restricted Access Vehicles (RAV), such as a road trains, not only provide productivity benefits for the transport operator, a RAV reduces the number of trips required for a specific transport task, which consequently reduces carbon emissions, traffic congestion, crash risk exposure, heavy vehicle noise and pavement wear.

The following example explains how a RAV provides these benefits:



The above general access semi-trailer combination can carry a payload of approximately 24.5 tonnes with the axle loadings shown. To move 160 tonnes of product, this vehicle would need to make 7 trips.



The above RAV (double road train) can carry a payload of approximately 53.5 tonnes with the same axle loadings as the general access semi-trailer combination. To move 160 tonnes of product, this vehicle would need to make 3 trips.



The above RAV (triple road train) can carry a payload of approximately 82.5 tonnes with the same axle loadings as the general access semi-trailer combination. To move 160 tonnes of product, this vehicle would need to take 2 trips.

The RAVs shown in the above example are required to meet minimum axle spacing requirements, which allows for pavement recovery between the axle groups. As such, the impact on the pavement is actually reduced with a RAV, as there is more payload being moved with less axle loads.



543 **9.15.1(1)** 



#### SHIRE OF MANJIMUP NORTHCLIFFE TOWN HALL MANAGEMENT COMMITTEE

Minutes of the Northcliffe Town Hall Management Committee Informal Meeting held at the Northcliffe Town Hall, Wednesday 8 March 2023.

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

#### 2. Declaration of opening Meeting

Chairperson declared the meeting open at 5pm.

#### 3. Attendance

Members Present:

Peter Krispyn Shire Staff representative (Chair)

Wendy Eiby Councillor

Ethel Sale Community representative
Jodie Miller Community Representative
Jenny Smith Community Representative

Minute Taker:

Robyn Filipiak Minute Taker

Absent: Nil

#### 4. Guests:

Beverly Thiele.

#### 5. Presentations

Beverly Thiele, representing the Northcliffe Centenary Committee, presented to the committee an outline of the upcoming Centenary celebrations to be held in Northcliffe on the Easter weekend of 2024. There is a proposed "Lighting Up Northcliffe" celebration over that weekend for 3 nights. The Centenary Committee have requested approval from the NTHMC to use the external wall of the Town Hall facing Zamia Street for a moving pictures display and also access to a power supply from the Hall.

Beverly also noted that the Centenary Committee are liaising directly with the Shire of Manjimup in relation to this event.

#### 6. Disclosure of Interests

Nil.

#### 7. Council Decision on Previous Recommendations

Nil

**9.15.1(1)** 

#### 8. Confirmation of Previous Minutes

Moved: Cr Eiby Seconded: Peter Krispyn

That the minutes of the Northcliffe Town Hall Management Committee Meeting held on 7 November 2022 meeting be confirmed as a true and accurate record of the meeting.

Carried: 5/0

#### 9. Standing Items

Peter advised the committee that an Expression of Interest was sent out recently to contractors within the Shire of Manjimup to assist with the current list of maintenance items in relation to Shire buildings. 1 x response has been received and will be available from 14 March 2023.

Scheduling of projects to be prioritised between Peter and Contractor – Northcliffe Town Hall is a priority. Committee members to notify Building Services of any items to be attended to. Below list updated.

MAINTENANCE ITEM	RESPONSIBILITY	OUTCOME
Soap dispensers to be installed	SOM	Soap dispensers ordered & received. To be installed. 08/03 Contractor to install.
Secure area for bins	SOM	Ongoing – ok as is in the short term.
Stumps	SOM to organise contractor	One inspection undertaken by contractor, further inspection and follow up required. Priority. 08/03 Contractor to assess and replace.
Picture rail	NTHMC – Phil Watson	Ongoing. 08/03 Contractor to install.
Painting of Supper Room	NTHMC to arrange contractor to paint and payment. SOM to purchase paint & equipment	Completed.
Gutters to be cleaned	SOM	Ongoing. 08/03 Contractor to clean.
Disabled ramp to Supper Room and Hall	SOM	Ongoing. 08/03 Contractor to install.
Carpet to Supper Room  - commercial grade carpet tiles	SOM (Ethel & Robyn to liaise – quote required)	Completed.
Timber floors to be repaired and sanded	SOM (quote received from Blechynden Timber Flooring)	Ongoing. 08/03 Ongoing.
1 x light – Supper Room	SOM	

545 **9.15.1(1)** 

2 x lights – Stage area to be replaced		08/03 Electrician to be followed up as works have not been completed.
Main entrance and stage wings - priority	SOM	Ongoing. 08/03 Contractor to complete.
Commemorative plaques to be hung	SOM	08/03 Contractor to complete – position agreed on.
Town Hall signage	SOM	08/03 To be followed up.
Supper Room curtains	NTHMC	Ongoing.

#### 10. Matters arising from Previous Minutes

Nil.

#### 11. New Business

- **11.1 Scope of upcoming maintenance works** see Standing Items, ongoing works to be allocated to appointed contractor.
- **11.2** Allocation of keys discussion held about the installation of locked boxes x 2 internal and external. Robyn to investigate options and report back to committee.
- **11.3** Resignation of Gaye Van Hazendonk Wendy Eiby thanked Gaye Van Hazendonk for her service to the NTHMC.

Moved: Wendy Eiby Seconded: Ethel Sale

That Gaye Van Hazendonk's resignation be accepted. Gaye is thanked for her service and commitment to the Northcliffe Town Hall Management Committee.

Carried: 5/0

#### 12. General Business:

- 12.1 Request from the Northcliffe Centenary Committee Members of the NTHMC agreed to allow the Centenary Committee to display projector images on the external wall of the Town Hall for the proposed "Lighting Up Northcliffe" subject to all other Council approvals being obtained during the 100<sup>th</sup> celebration on the Easter weekend of 2024.
- **12.2 Town Hall dance -** Ethel gave an overview of the success of the dance held recently. Proposal to hold a dance bi-monthly on the 3<sup>rd</sup> Saturday of that month.
- **12.3** Cleaning schedule for the Town Hall Jodie to meet with Kaye Benson, Building Cleaning Supervisor, to confirm/clarify the

546 **9.15.1(1)** 

cleaning schedule and requirements. Meeting to be organised.

12.4 Fees and Charges – Robyn to supply committee members with copies of the current 2022-2023 F & C charges, along with 2021-2022, along with examples of the Manjimup Town Hall costs.

**2023-2024** Fees and Charges to be discussed at a special meeting to be held online on Wednesday 29 March 2023. This is to enable discussion and confirmation of F & C's before the upcoming annual budget meeting.

#### 13. Next Meeting:

Wednesday 29 March 2023 at 5pm primarily to discuss the Fees and Charges for 2023-2024 – to be held online by Teams. Please see above.

#### 14. Meeting Closed:

There being no further business, the Chair declared the meeting closed at 6 pm.

**9.15.2(1)** 

F170380

#### SHIRE OF MANJIMUP AIRFIELD MANAGEMENT COMMITTEE



Minutes of the Airfield Management Committee Meeting held 13 September 2023 at the Airfield Terminal Building commencing at 5:30pm.

#### 1. DECLARATION OF OPENING

Chairperson Cr Cliff Winfield declared the meeting open at 5:33pm with the Shire of Manjimup respectfully acknowledging the Noongar people as the Traditional Custodians of the lands on which we live, work and gather and we pay our respects to their Elders past, present and in the future.

#### 2. PRESENT

Cr Cliff Winfield – Council Representative
Catherine Mills – Manager Technical Services, Shire of Manjimup
Max Lefroy – Airfield Reporting Officer
Sean Tysoe – Deputy Airfield Reporting Officer
Bruce Ward – Deputy Airfield Reporting Officer
Shane Hawily – Local Pilot Representative
Nicole Chapman – Minute Taker

#### **APOLOGIES**

Peter Casonato – Manjimup Aero Club Jeffrey Bennett – Proxy for DBCA

#### **ABSENT**

Nathan Ramage – DBCA Barbara Hunter – St John Ambulance

#### **GUESTS**

Nil.

4.

#### DECLARATION OF INTEREST Nil.

PUBLIC ATTENDANCE / QUESTION TIME

#### 5. CONFIRMATION OF MINUTES OF MEETING HELD 14 JUNE 2023

"That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 14 June 2023 be adopted as a true record of proceedings."

MOVED: Ward, B SECONDED: Lefroy, M CARRIED: 6/0

548 **9.15.2(1)** 

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

MOVED: Skoss, K SECONDED: Eiby, W

29186

That Council:

1. Receive the unconfirmed Minutes of the Airfield Management Committee meeting held 14 June 2023, as shown in Attachment: 9.15.1 (1).

CARRIED: 9/0

#### 7. MATTERS ARISING FROM PREVIOUS MINUTES

- **7.1** DBCA water supply Bendotti Exporters are undertaking a major upgrade of their water supply. It is envisaged that DBCA will be able to link into their pumping station which is only 120 metres from DBCA storage tanks. Bendotti Exporters are supportive of this.
- 7.2 ATI fixed wing planes using Taxiway Delta
- 7.3 ATI Taxiway for firebombers to access fuel facility
- 7.4 Trail Exercise held 28 June 2023

#### 8. CORRESPONDENCE

- 8.1 Inwards
- 8.1.1. Airfield Management Committee Resignation Letter Nathan Ramage DBCA
- 8.1.2. WML Airport Inspection Report
- 8.1.3. Quote request Warren Electrical Airport Leakage Test
- 8.1.4. Updated Air BP Emergency Contact List and Safety Data Sheet
- 8.1.5. AAA Certificate of Membership 2023-2024

#### 8.2 Outwards

- 8.2.1 Request for updated Air BP Emergency Contact List and Safety Data Sheet
- 8.2.2 Follow up request for updates Air BP Emergency Contact List and Safety Data Sheet
- 8.2.3 Thank you letter M & F Della Gola Southern Forest Machinery
- 8.2.4 Quote request Rentokil Termite Spraying
- 8.2.5 Follow up quote from Warren Electrical Airport Leakage Test

#### 9. REPORTS

#### 9.1 Financial

- Not available at meeting, have been emailed to Committee members 15 September 2023
- Council adopted budget increase to \$40,000 for the 2023/24 financial year

**9.15.2(1)** 

#### 9.2 Airfield Reporting Officer – Max Lefroy

· Priority List - Taxiway Delta upgrade or resolution needed over summer

#### 9.3 Wildlife Report - Deputy Airfield Reporting Officer - Bruce Ward

- June Wildlife Report 13 Black Cockatoos, 10 Crows, 26 lbis, 2 Magpies
- July Wildlife Report 38 Black Cockatoos, 5 Magpies, 1 Swamp Harriers
- August Wildlife Report 254 Black Cockatoos, 16 Crows, 30 Ibis, 22 Magpies and 2 Swamp Harriers
- Wildlife Booking form now consolidated to record both On and Off-field data on the one form. Dispersal methods also updated.
- Wildlife Identification Training session completed 13 September 2023

#### 9.4 Aero Club – Peter Casonato

Nil.

#### 9.5 Local Pilot – Shane Hawily

Nil.

#### 9.6 St John Ambulance – Barber Hunter

Nil.

#### 9.7 DBCA - Nathan Ramage

Report was provided by email from Jeffrey Bennett

#### 10. NEW BUSINESS

**10.1** Terminal Building Maintenance - Gutters and drainage Gutters to be replaced and drainage to be put in place, by Building Services. Fascia's will need to be done later.

Toilet upgrades - will look at updating the toilets – painting walls, floor and ceiling and updating tapware and the possibility of making the male and female toilets unisex.

**10.2** Accepting the resignation of Nathan Ramage DBCA representative **MOTION** 

The Airfield Management Committee accepts the resignation of Nathan Ramage as the DBCA representative and accepts the nomination of Jeffrey Bennett as the DBCA representative and Alison Raper as Proxy for DBCA.

MOVED: Lefroy, M SECONDED: Ward, B CARRIED: 6/0

- **10.3** Nomination of DBCA representatives see discussion and Motion in Item 10.2
- **10.4** Funding Community Projects. Aeroclub member approached Bruce regarding possible funding applications and suggested to approach Talison Lithium Ltd.

**9.15.2(1)** 

**10.5** Reserve funding for line marking. Urgent line marking works are required on the runway, taxiway, apron, etc to rectify issues identified in the Technical Inspection Report

#### RECOMMENDATION

That Council approve the transfer of \$20,000 from the Airfield Construction and Maintenance Reserve to the 2023/24 Airfield Maintenance operational budget for the required line marking.

MOVED: Tysoe, S SECONDED: Hawily, S CARRIED: 6/0

#### 11. NEXT MEETING

Early December at the Airfield Terminal Building, exact date to be advised.

#### 12. MEETING CLOSED

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.07pm.

**9.15.2(2)** 



#### **AIRFIELD MANAGEMENT COMMITTEE**

#### TERMS OF REFERENCE

Status: Management Committee

Members: 1 Councillor

1 Airport Reporting Officer

2 Deputy Airport Reporting Officer Manager Technical Services

1 representative Manjimup Aero Club

1 representative DBCA 1 representative Local Pilots

1 representative St John Ambulance

(Total 9)

Proxies: 1 Councillor, 1 St John Ambulance, Officer, 1 DBCA

**Quorum:** At least 5 members of Committee

**Term of Appointment**: 2 years to 18 October 2025 **Officer Responsible:** Manager Technical Services

Meetings: Quarterly

**Reporting:** Direct to Council Meeting **Requirement:** Open to the public

**Delegated Powers:** Authorised to carry out voluntary or contributory

maintenance activities at the Airport within budgetary

limits.

#### **FUNCTIONS OF COMMITTEE**

 To manage and maintain Manjimup Airfield and associated facilities in accordance with Council's policy and the guidelines laid down by Air Services Australia and the Civil Aviation Safety Authority;

2. Carry out voluntary and contributory maintenance activities within the annual allocated operating budget;

3. To advise Council on matters relating to Airfield policy; and

4. To advise Council on the future development of the airfield (at the existing or alternative locations).

Reviewed: 16 November 2023

Cr Cliff Winfield	Councillor	
Cr Wendy Eiby	Councillor (Proxy)	
Catherine Mills	Manager Technical Services	
Michael Leers	Director of Works (Proxy)	
Max Lefroy	Airport Reporting Officer	
Sean Tysoe	Deputy Airport Reporting Officer	
Bruce Ward	Deputy Airport Reporting Officer	
Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)	
Peter Casonato	Representative Manjimup Aero Club	
Jeffrey Bennett	Representative DBCA	
Alison Raper	Representative DBCA (Proxy)	
Shane Hawily	Representative Local Pilot	

**9.15.2(2)** 



# AIRFIELD MANAGEMENT COMMITTEE TERMS OF REFERENCE

Barbara Hunter	Representative St John Ambulance
Shane Clarke	Representative St John Ambulance
	(Proxy)



#### **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 Tuesday 17 October 2023, commencing at 5.30pm.

#### 1 OPENING OF MEETING

The meeting was opened at 5.34pm by Shire President Paul Omodei.

#### 2 ACKNOWLEDGEMENT OF COUNTRY

Delivered by Shire President Paul Omodei.

'The Shire of Manjimup acknowledges and respects the traditional lands of all Aboriginal people and respects Elders past and present. We ask that all people that walk, work and live on Aboriginal lands be respectful of culture and traditions, and commit to building a brighter future together.'

#### 3 ATTENDANCE:

Shire President, Cr. Paul Omodei Evy Apeldoorn – Shire of Manjimup Angelo Femia – Football Jodi Johnston – Cricket Troy Reid – Soccer (left 6.05pm) Carol Samsa – Hockey Tracy Gibellini – Hockey (proxy)

#### **GUESTS:**

Shammara Markotis – Shire of Manjimup (minute taker)

#### APOLOGIES/ABSENCES:

Cr. Denise Jenkins (Councillor)
Cr. Susan Dawson Vidovich (Councillor proxy)
Cr. Cliff Winfield (Councillor proxy)
Gail Ipsen Cutts – Shire of Manjimup (proxy)
Mat Johnston – Football (proxy)
Dave Jeffery – Cricket (proxy)
Aimee Bendotti – Warren District Agricultural
Society

Ethel Sale – Warren District Agricultural Society (proxy) Josh Rayson – Community Member

Pat Martin – Community Member
Melinda Booth – Community Member

#### 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 CONFIRMATION OF PREVIOUS MEETING MINUTES

That the minutes of the meeting of the Manjimup Rea Park & Collier Street Redevelopment Advisory Committee held on 12 September 2023 be adopted as a true record of proceedings.

Moved: T. Gibellini Seconded: A. Femia CARRIED 6/0

#### 6 COUNCIL DECISIONS ON COMMITTEE RECOMMENDATIONS

Ordinary Meeting 28 September 2023:

#### **COUNCIL RESOLUTION:**

MOVED: Eiby, W SECONDED: Taylor, R

#### 29275

#### That Council:

- 1. Receive the unconfirmed meeting minutes of the Manjimup Rea Park and Collier Street Redevelopment Advisory Committee meeting held 12 September 2023 as per Attachment 9.16.3(1); and
- 2. Support the proposed amenities building being located on the eastern side of the cricket nets and note that the Master Plan will be modified as required.

**ADOPTED BY EN BLOC RESOLUTION: 10/0** 

#### 7 BUSINESS ARISING FROM MINUTES & ACTION AGENDA

- Tigers have had a meeting regarding the amenities block at Rea Park since the proposed amenities upgrade plan was shared. Tigers subcommittee have proposed some changes to the plan.
- A. Femia provided a copy of the proposed changes to E. Apeldoorn. Proposed changes will be investigated by internal Shire departments.
- E. Apeldoorn requested that Tigers obtain quotes for the renovations ASAP. E. Apeldoorn will provide Tigers with a firm date that the costs are required by.

#### 8 UPDATES – E. APELDOORN

#### Implementation

Power Upgrade and Field Lighting

- Underground conduits are finished. Contractor won't proceed with cabling until the transformer is installed.
- Footings for field lighting to be poured over the week commencing 30 October.
- Western Power approval are still pending.

#### **Planning**

#### Amenities

- Proposed location, layout and car park concepts for the new Amenities Building at the Collier Street fields has been sent to all clubs for comment (see Attachment I).
- Discussion around whether there is a need for sealed car park and solar panels.
- J. Johnston questioned the construction cost of the building.
- T. Gibellini said that the umpire and storeroom could be removed to save costs and the current Collier Street facilities could be used for this purpose until the pavilion is constructed.
- A. Femia asked about the purpose of the area to the east and south of the proposed amenities building in the master plan. The master plan shows the area as car parking but there is also some desire to keep the area grassed for events.
- Shire President asked where the additional car parking will be situated in relation to the location of the proposed amenities building.
- Water pipelines running along west side of current Collier Street road reserve to be dealt with for amalgamation of road reserve.

- A. Femia asked how the area to the north of the proposed building would be landscaped and finished off. E. Apeldoorn stated that those final details (e.g. path connections and landscaping) will need to be worked out.
- Discussion about the management/operational model of the building and club contributions. This is still to be determined.

#### **Committee Recommendation**

That Council acknowledge that the Committee agree in principle to the proposed layout and location/orientation of the new Amenities Building as enclosed in these minutes.

Moved: C. Samsa Seconded: T. Gibellini CARRIED 6/0

#### Spectator Seating

- C. Samsa said that hockey would like a moveable (ie. on wheels) seating structure with a roof and backing to protect from the weather. E Apeldoorn mentioned that any seating would need to be positioned so that the required playing fields run off distances can be met. S Markotis queried whether temporary (sheltered) structures on the fields would impact on the grass quality underneath. Hockey and Soccer clubs to further investigate their desired spectator seating.
- E. Apeldoorn suggested placing smaller sheltered seats around the outside of the Collier Street fields, with fencing installed around it. A decision on the seating is required as the location impacts on the design drawings of other components of the project.
- Tigers have met with the Shire to discuss the tiered seating around the Rea Park oval. A concept plan is being developed.

#### Fencing

· To be discussed at a future meeting.

#### Grant Funding

Growing Regions EOI Update

- Notification expected in the next few weeks.
- · Timeline for applications is short.
- J. Johnston asked if WA Football Commission or WA Cricket Association had been approached for facility funding. E. Apeldoorn advised that these discussions have been undertaken.

#### 9 GENERAL BUSINESS

- Many consultants are completing concept designs, and investigations are being undertaken and progressing well.
- Rea Park events area concept plan is nearing completion.
- Discussion about the tree assessments being undertaken and clearing that will be required.

#### 10 NEXT MEETING

Meeting Dates for 2023: 21 November

#### 12 MEETING CLOSURE

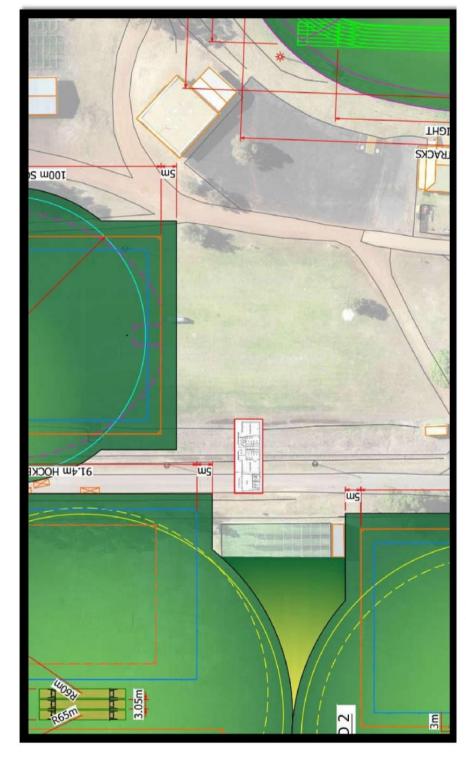
The Shire President, thanking all in attendance, closed the meeting at 7.00pm.

ATTACHMENT I - PROPOSED LOCATION, LAYOUT AND CAR PARK CONCEPTS FOR NEW AMENITIES BUILDING



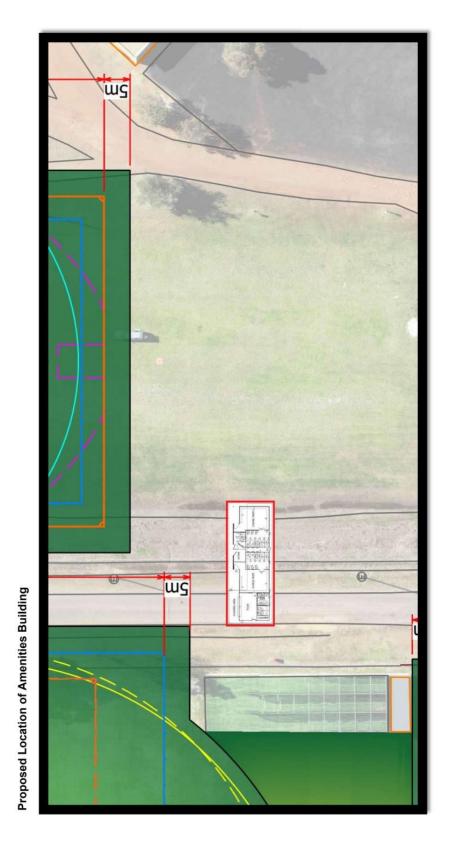
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MRCR Advisory Committee Minutes - 17 October 2023



MRCR Advisory Committee Minutes - 17 October 2023

Proposed Location of Amenities Building



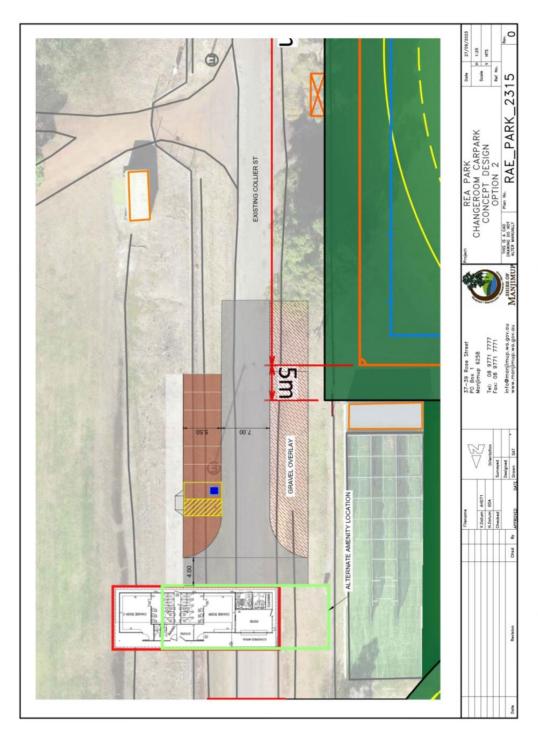
Page 6 of 8

MRCR Advisory Committee Minutes – 17 October 2023

CHANGE ROOM 2 STORE 056 COVERED AREA KIOSK WC AM

Proposed Amenities Building Layout Approximately 23m x 7m

Page 7 of 8



Page 8 of 8

MRCR Advisory Committee Minutes – 17 October 2023

**9.16.2(1)** 



#### **MEETING MINUTES**

Meeting Minutes of the Manjimup Recreation Advisory Committee will be held at the JC Rose Room, Council Chambers, 37-39 Rose Street, Manjimup on Monday 16 October 2023, commencing at 5.30pm.

#### 1 OPENING OF MEETING

The meeting was opened at 5.32pm by Evy Apeldoorn who chaired the meeting.

#### 2 ACKNOWLEDGEMENT OF COUNTRY

Delivered by Evy Apeldoorn.

'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:

Cr. Donnelle Buegge (Councillor - voting rights) arrived 5.52pm

Evy Apeldoorn (Shire of Manjimup)

Michelle Lyster (Basketball - voting rights)

Troy Reid (Soccer)

Peter Simpson (Tennis)

Carol Samsa (Hockey)

Ray Curo (Manjimup Country Club)

Spencer Roberts (Shire of Manjimup - non-voting)

#### APOLOGIES/ABSENCES:

Cr. Susan Dawson Vidovich (Councillor)

Gail Ipsen Cutts (Shire of Manjimup proxy)

Michael Leers (Shire of Manjimup - non-voting)

Anthony Stubberfield (Football)

Aaron Pedlar (Basketball)

Kira Blechynden (Netball)

Jodi Johnston (Cricket)

Jo Luzny (Warren Equestrian Centre)

#### **GUESTS:**

Rose Moyle (Manjimup Speedway)

#### 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.

Manjimup Recreation Advisory Committee Minutes – 16 October 2023

562 **9.16.2(1)** 

#### 5 CONFIRMATION OF PREVIOUS MEETING MINUTES

That the notes of the meeting of the Manjimup Recreation Advisory Committee held on Monday 26 June 2023 be adopted as a true record of proceedings.

Moved: R. Curo Seconded: C. Samsa CARRIED 6/0

#### 6 COUNCIL DECISIONS ON COMMITTEE RECOMMENDATIONS

Ordinary Meeting 27 July 2023:

#### COUNCIL RESOLUTION:

MOVED: Dawson Vidovich, S SECONDED: Eiby, W

#### 29207

That Council receive the unconfirmed meeting notes of the Manjimup Recreation Advisory Committee Meeting held 23 June 2023 as per Attachment: 9.16.2(1).

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

#### 7 BUSINESS ARISING FROM MINUTES & ACTION AGENDA

#### Follow up from action points:

Suggestion from previous meeting (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.

- Item added as a standing agenda item on MRAC meeting agendas (parked until such time as the tennis facility has been completed) to ensure it will be dealt with when appropriate.
- Invitation to the committee sent to the Manjimup Speedway and Manjimup Motorcycle Clubs; Rose Moyle has nominated as a representative for the Manjimup Speedway Club, and the Manjimup Motorcycle Club intend to nominate a representative.

#### 8 GENERAL BUSINESS

#### **Sports Updates**

#### Hockey (C. Samsa)

- Reported that there are a number of weeds around Manjimup Monograms and Southern Roasting Co. E. Apeldoorn advised that while this issue doesn't sit within the terms of reference of this committee it will be taken on notice and investigated by the Parks team.
- Walking hockey will commence soon.

#### Manjimup Country Club (R. Curo)

JB Ipsen event is coming up. Numbers are slightly down on last year.
 Availability of accommodation may or may not be an issue. Event has been running for 47 years.

Manjimup Recreation Advisory Committee Minutes – 16 October 2023

563 **9.16.2(1)** 

#### Parks Operations Team (S. Roberts)

 Weed spraying (flat weed/clover) undertaken on Collier Street, Rea Park and Manjimup Recreation Grounds fields. Follow up to be undertaken in about three weeks' time. All fields will be fertilised in two weeks.

#### Tennis (P. Simpson)

- Met with the Shire Departments to keep everyone up to date on the progress of the tennis facility project.
- Welcoming the warmer weather so that site works can be completed.
- All tenders have been awarded.
- Tennis program is continuing to be run at Manjimup Senior High School while the new facility is being built.
- M. Lyster asked the anticipated completion date for the facility. P. Simpson said that he is hoping it could be open for the next season (commencing October).
- R. Moyle asked who has been engaged as the lighting contractor. P. Simpson advised that this work is being undertaken by Mat Johnston as no submissions were received from contractors.
- R. Curo asked what the anticipated membership numbers of the club will be. P. Simpson said that the club is unique at the moment as it is currently a club without facilities, so presently the club consists of a small committee that is driving the tennis development project. As part of the grant application the club had to show a membership base which was put out to the community with more than 200 people expressing an interest. This will be used to drive membership when the facility opens. P. Simpson said that the current coaching program is at capacity and isn't widely advertised as there are no places available. This coaching program will be transitioned to the new facility when built.
- The club intends to incorporate tennis programs into local schools with the support of Tennis West and Tennis Australia.
- M. Lyster asked about the line marking and whether it will be purely for tennis
  or if other sports will be accommodated. P. Simpson said that the netball
  association had been approached to see if they would like to incorporate an
  outdoor netball court into one of the courts. At this stage Netball has not
  confirmed whether there is a need for this.

#### Basketball (M. Lyster)

- New season started last week.
- Transitioned to online courtside scoring this year. Utilising the current WIFI.
- 21 junior boys teams, 17 junior girls teams, 13 senior men's teams and 14 senior women's teams.
- Aussie Hoops commences this week.
- Hosting under 18 regional carnival in Manjimup on 29 October. 27 teams coming to play at the stadium. Expecting 750-1,000 people.
- Training for juniors commenced last week, facilitated by the South West Basketball WA representative.
- 14 teams will represent Manjimup in regional carnivals across the south west over the coming weekends. The majority of these teams will also represent Manjimup at the Country Championships in Perth early next year.
- Requested some works on the stadium exterior (removal of thistles on side verge, potholes repaired in lower car park, grass mowed and peppy trees trimmed) prior to the Manjimup regional carnival. Also requested additional supplies (eg. bin liners and toilet paper). E. Apeldoorn asked that the requests

**9.16.2(1)** 

- be submitted by email so that they can be distributed to the appropriate departments.
- M. Lyster noted that there had been issues with the ablution facilities at last years regional carnival however it is hoped that these have been rectified. Cr.
   D. Buegge noted a strong urine smell in the female ablutions last week. The stadium caretaker will be advised of this.
- Queried the proposed completion of the works in the grandstand. E.
   Apeldoorn explained that this is waiting on contractor availability.
- MABA will be making a written request to install some storage hooks for hanging bags of balls in the store room at the original stadium entry.
- Suggestion that the construction fencing around the tennis development be inspected by the tennis club following the regional carnival to ensure that it hasn't been meddled with.
- Training schedule to be updated and submitted to the Shire for stadium booking requests.

#### Soccer (T. Reid)

- Junior program is currently underway. Manjimup Rovers have stepped in to run the 10-week program due to a lack of volunteers at the individual junior clubs throughout the towns. Program has been streamlined to be held at one venue but the goal is to get the program back out to the towns eventually. Approximately 280 children are registered.
- Senior season is completed and will recommence in March next year.

#### Cricket (J. Johnston)

- Following AGM's, WBCA has a new Executive for 2023/2024 season with Jason Treasure as President, Tristan Mead Vice President & Dan Bayman Secretary/Treasurer.
- Manjimup Junior Cricket club executive for 2023/2024 season with Ben Lagana as President, Jodi Johnston Secretary/Treasurer.
- The three Manjimup cricket clubs seniors Manjimup Cricket Club & Forestry Cricket Club along with Manjimup Junior Cricket Club have met & formalised a new organisation known as 'Cricket Manjimup' to ensure all cricket user clubs of the Collier Street Reserve are working together for the betterment of cricket in Manjimup. A bank account and committee guidelines is in the process of being arranged to ensure costs are shared.
- Junior training started last week with a visit from the Scorchers bus and a Come & Try Day.
- Programs offered in Manjimup will be Cricket Blast, Star Blast & Juniors along with a T20 comp for 15-18 year olds.
- WBCA junior games will commence on 21 October.
- WBCA senior games will commence on 28 October.
- Forestry Cricket Club will be responsible for the maintenance of the cricket turf pitch this season.
- Turf roller has been upgraded with a petrol motor rather than diesel.

#### Manjimup Speedway (R. Moyle)

- Club has been operating for 52 years with the season being held during the summer season.
- Six race meetings to be held this year. First meeting was held last weekend.
- Membership is currently just over 80 with a good number of juniors.

565 **9.16.2(1)** 

- Race meets attract a lot of people from out of town. The club works closely
  with the Margaret River club through the sharing of volunteers and running of
  club point meetings.
- The club has secured \$100,000 grant through the Native Forest Transition community fund program to assist with the upgrade of track lighting. Currently awaiting an outcome from the Club Night Lights grant program for additional funding of approximately \$200,000. The total project cost is about \$400,000. There may be an opportunity to receive up to \$60,000 through grant funding from Speedway Australia for safety projects. This is the second application that the club has made to the Club Night Lights program following an unsuccessful application a few years ago.
- A number of improvements have been undertaken at the track over the past years.
- Committee is very active and the club is going forward.
- Canteen will be run by the Hospital Auxillary this year.

#### Cr. D. Buegge

- As there may be a change to the Councillor representation on this committee, Cr. Buegge thanked all of those who had been a part of the committee.
- E. Apeldoorn explained that all advisory committees will be reestablished at a Special Meeting of Council on 24 October where the Councillor representatives will be determined past the Council elections. It has been proposed that the sport and community membership of the committee remain the same and the frequency of meetings be reduced to twice per year in line with the sporting seasons.

#### **Project Updates**

#### Collier St/Rea Park Precinct Project (E. Apeldoorn)

- Underground installation of conduits has been completed.
- · Light pole footings will be installed at the end of October.
- Western Power approvals are still pending. Wiring and switchboards won't be installed until there is power on site.
- · Planning for amenities, fields, spectator seating is continuing.
- Waiting for a notification on the Growing Regions funding expression of interest that was submitted.

#### Manjimup Trail Bike Hub (E. Apeldoorn)

- Progress is being made on the Trail Centre.
- · Website is being developed.
- Stage 1 routes are nearing completion.

#### 9 MEETING CLOSURE AT 6.13PM

#### 10 NEXT MEETING

Upcoming meeting dates: TBC following re-establishment of committee.

566 **9.16.3(1)** 

#### **MINUTES**

Minutes from the meeting of the Pemberton Community Hub Balang Miya Advisory Committee held 2:00 pm, Tuesday 17 October 2023.



#### **Declaration of Opening of Meeting**

EA (Chair) declared the meeting open at 2:00 pm

#### 1 Acknowledgement of Country delivered by VDT

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

#### **Acronyms and Definitions**

SoM Shire of Manjimup PL Pemberton Library

Cr Councillors

PVC Pemberton Visitor Centre

PCRC Pemberton Community Resource Centre

PAG Pemberton Arts Group

PCCI Pemberton Chamber Commerce and Industry
RSL Returned Services League – Pemberton Branch

PH&H Pemberton Heritage and History Group

LW Lotterywest

SWDC South West Development Commission

#### 2 Attendance / Apologies

#### **ATTENDANCE**:

Cr Paul Omodei (Shire President) Cr Ken Lawrence (Councillor) Evy Apeldoorn (SoM - Acting Director

Community Services) Sherril Jackson (PL)

Vanda Dei-Tos (PL – Proxy)

Deanne Ventris (PH&HG) (arrived at 2:05pm)

Petula Holland (PVC – Proxy) Anna Czerkasow (PAG) Gaye Van Hazendonk (PCRC) Jill Baker (PAG Proxy) Rob Baker (PCRC Proxy)

#### APOLOGIES:

Gail Ipsen Cutts (SoM and Committee Chair)

Cr Murray Ventris (Councillor – Proxy)

Bob Hammond (RSL)

Leanne Rowe (PH&HG Proxy)

#### ABSENT:

Jacqui Moltoni (PCCI – Proxy) Noeleen Collings (RSL – Proxy) Mitchell Goddin (PVC) Ardal Nigg (PCCI)

#### **GUESTS:**

Georgia Schipp (Minute Taker) Brian Robinson (Interim CEO, SoM) Donelle Buegge (Councillor)

#### 3 Declaration of Interest

Nil.

#### 4 Confirmation of Minutes

Minutes from the Pemberton Community Hub Balang Miya Advisory Committee of 13 June 2023 were accepted at this meeting as a true and correct record.

Moved: VDT Seconded: KL CARRIED 8/0

Pemberton Community Hub Balang Miya Advisory Committee - 17 October, 2023

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#### 5 Matters Arising from Recommendations on Council Agenda

Agenda Item 29280

That Council:

- Receive the unconfirmed minutes of the Pemberton Community Hub Advisory Committee meeting held 29 August 2023 as shown at Attachment 9.16.1(1);
- Acknowledge that whilst the grant submission to Lotterywest for the fit-out funding was
  a joint effort between the Shire of Manjimup and the Pemberton Community Resource
  Centre (PCRC), the grant was awarded to the PCRC who are as such responsible for
  the appropriate administration and acquittal of these funds in accordance with the grant
  agreement; and
- Adopt the updated Terms of Reference for the Pemberton Community Hub Advisory Committee as per Attachment 9.16.1(2).

#### 6 Business Arising from Previous Minutes

7.2.2 - There was a problem with automatic lights in Museum and storeroom. DV confirmed that they are now working.

#### 7 General Business / New Matters

#### 7.1 Fit-out (Lotterywest Grant Expenditure Schedule) - Status Update

7.1.1 GVH stated no updates had been made to the Grant Expenditure Schedule. However, an extension had been obtained from Lotterywest and the grant acquittal is now due early 2024.

#### 7.2 Construction update

7.2.1 VDT provided an update of items that had been completed:

- Tactiles for ramp have been installed
- Telstra pit has been relocated
- · Hepple Street Car park has been sealed
- Signage has been installed
- Door to zoom room has been installed
- Emergency evacuation plans have been prepared, framed and hung.

#### 7.2.2 VDT also noted other tasks still requiring attention (most underway):

- Handrails on ramp contractor has been organised but waiting on some materials which are on back order before job can be completed.
- Leak in flashing where PAG air conditioner was installed Contractor waiting on 2 weeks of warm weather in order to make the necessary repairs.
- Markings for service lane The Shire's Works Department is seeking relevant quotes (once finalized and accepted allow approximately 2 months for completion)
- Return and installation of the RSL Honour Board
- Board is being transferred to Volunteer Hub for some basic repairs before being returned to Pemberton. The RSL's pictures are also being returned to the Hub and will be placed on a table in the conference room pending RSL advice on where items need to be hung. The Shire is liaising with RSL on the best and safest arrangement for hanging the Honour Board and pictures, likely to be via a hanging rail and wires.
  - 7.2.3 VDT thanked everyone for providing feedback on additional keys required. The order was placed some weeks ago. VDT requested that any user groups that had not already provided a copy of the keys to their storage areas to the Shire for emergency/maintenance matters, do so as soon as possible.

#### 7.3 Leases and MOUs

Pemberton Community Hub Balang Miya Advisory Committee - 17 October, 2023

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- 7.3.1 VDT stated that Shire's Senior Admin and Properties Officer, Jasmine Bamess advised:
- Final lease documents and MOUs will be provided to the groups for signing as soon as the proposed move-in date has been determined and approval letters obtained from Dept Planning Lands and Heritage.
- Jasmine asked user groups to check the plans/sketches showing the lease areas, shared areas and common areas and provide feedback to her. They were attached to the last email she sent to stakeholders.

#### 7.4 Signage

7.4.1 VDT advised that signage was installed during the week of 26 September. Installation went relatively smoothly, although there are two items that need to be rectified.

- PH&H sign wrongly shows the *History and Heritage Museum* instead of the *Heritage and History Museum*. Kingman has been notified and a correction is being prepared.
- The main entrance totem will be installed once concreting under paving in relevant section has been completed.

#### 7.5 Landscaping/Sculptures

7.5.1 VDT informed that Sam Royer is meeting with Rhys Sparrow to peg out locations for plinths. Sam will then liaise with AC, BH and Spencer Roberts for a final confirmation before proceeding.

7.5.2 PO queried landscaping and reticulation system.

#### 7.6 Floor Update

7.6.1 Guest Interim CEO BR provided an update about the well-progressing remediation of the flooring works in the CRC/VC areas.BR also explained the proposed remediation of the floor bubbles in the Old Infant Health Building.

#### 7.7 Other

7.7.1 PO raised concerns over the wall behind the CRC not having a rail.

7.7.2 EA informed the committee that each advisory Committee of Council will be reestablished following Council elections and that due to the Pemberton Community Hub nearing completion, the committee is expected to be dissolved by the end of the year. GVD questioned if it was best to continue the committee into the new year in case of teething issues. BR and EA stated that it would be more productive for individual user groups to have direct contact with the Shire regarding any issues that may arise.

#### 8 Meeting Closure

EA (Chair) declared the meeting closed at 2:32pm

Next Meeting Date: 2:00pm, 21 November 2023

Pemberton Community Hub Balang Miya Advisory Committee - 17 October, 2023

**9.16.4(1)** 

#### SHIRE OF MANJIMUP SUSTAINABILITY ADVISORY COMMITTEE



Minutes of the Sustainability Advisory Committee Meeting held at the JC Rose Room, Manjimup, Wednesday 18 October 2023.

#### 1. Declaration of Opening of Meeting:

As the inaugural meeting of the Advisory Committee, Brian Robinson – Interim opened the meeting at 5.10pm and gave a brief outline as to the intended agenda. The meeting was advised that the usual practice was for the meeting to be chaired by an elected member, but it was recommended that the identification of the chair be deferred until after the local government elections.

#### 2. Acknowledgement of Country

Cr Bugge gave an acknowledgement of Country.

#### 3. Attendance / Apologies:

#### Present:

Cr Donelle Buegge (DB) Councillor Cr Wendy Eiby (WE) Councillor

Brian Robinson (BR) Interim Chief Executive Officer
Ann Bentley (AB) Environmental Sustainability Officer
Southern Forests Community Landcare

Jayde Darin (JD)

Clare Bailey (CB)

Rob Telford (RT)

Ian Wilson (IW)

Mitchell East (ME)

Community Representative

Community Representative

Community Representative

Community Representative

#### Apologies:

Cr Kim Skoss (KS) Councillor (proxy)

Jason Giadresco (JG) Senior Governance Officer (proxy)
Stephen King (SK) Community Representative

Ashleigh Collins (AC) Community Representative

#### 4. Disclosure of Interests

Nil.

#### 5. Terms of Reference

The Advisory Committee Terms of Reference were outlined for the committee members.

#### Application of Code of Conduct and Shire of Manjimup Standing Orders Local Law 2013

**9.16.4(1)** 

The application of the Shire of Manjimup's code of conduct and the Shire's Standing Orders Local Law was outlined to the committee.

#### 7. Shire of Manjimup Strategic Community Plan 2021- 2031 and Corporate Business Plan 2023 – 2027

Ms Bentley distributed hard copies distributed of the Strategic Community Plan and Corporate Business Plan. The purpose of the Plans in guiding the budget processes and business of the Shire were outlined.

#### 8. Other Relevant Shire Documents

Ms Bentley gave an outlined of existing documents relevant to Sustainability and Environmental outcomes that have been adopted by the Shire. Ms Bentley also outlined that a review of the Environmental Sustainability Strategy.

Action Item: All members of the Advisory Committee to be provided with a thumb drive containing the relevant documents.

## Outline of Progress to Date on Sustainability Measures Achieved Report outlined and will be sent out with minutes. Matters arising from this meeting are reflected on the attached Action Sheet.

#### 10. New Business

#### A. Waterwise Recommendation

Moved: Cr Wendy Eiby Seconded: lan Wilson

That the Shire of Manjimup pursue the membership of becoming a Waterwise Council.

Carried 8/0

#### B. Water Sensitive Urban Design Recommendation

Moved: Cr Wendy Eiby Seconded: Jayde Darin

That the Shire Officer investigate the implementation of water wise urban design within Shire Operations.

Carried 8/0

#### 11. Next Meeting

22 November 2023, 6pm, JC Rose Room (refreshments supplied).

#### 12. Meeting Closure

6.52pm

**ACTION SHEET** 

# SUSTAINABILITY ADVISORY COMMITTEE (SAC)

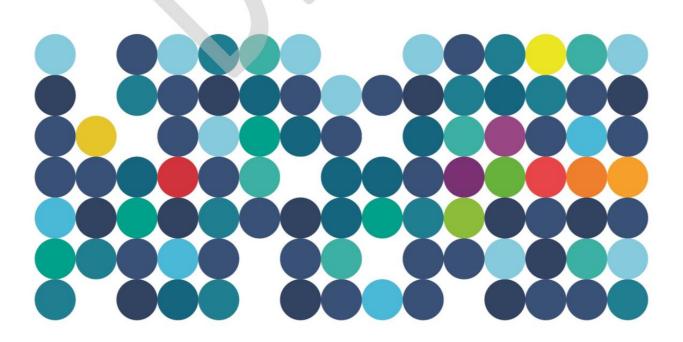
STATUS	In progress.	Completed.	Presented at next meeting.				I   Completed 27/10/2023.	_	+		_		In progress.	In progress.	
ACTION	Thumb Drives to be supplied to members with all key starting documents.	Email contact sheet to be created and distributed to members.	All members bring to next meeting strategic direction ideas for the SAC. Presented at next meeting. Ideas will be big and small to allow for immediate actions and long-term	strategic actions to be implemented. Having regard to existing priorities and	information that has been provided. Ideas to be practical and meet Shire's	financial obligations.	Draft Environmental Sustainability Strategy to contain following additional Completed 27/10/2023.	themes; United Nations Sustainable Development Goals, plant and animal	diseases, using sustainable materials for infrastructure, urban forest	canopy, increase in Officer capacity, sustainable chemical use, sustainable	emergency risk management, climate change community education and	engagement.	Officer to investigate current verge spraying practices.	Invite Director of Works and Services, Michael Leers, to give feedback on In progress.	outcomes from multi-council road construction training event.
MEETING DATE	18.10.23	18.10.23	18.10.23				18.10.23						18.10.23	18.10.23	

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# Waterwise Council Action Plan

Shire of Manjimup [Date]





The Waterwise Council Program supports the State Government's vision to create a Waterwise Perth and waterwise communities, recognising that:

A waterwise Perth is cool, liveable, green and sustainable, a place where people want to live, work and spend their time. It is a city where communities care about and value water, while making best use of its various sources (groundwater, surface water, stormwater, seawater and wastewater).

The city serves as a catchment and provides healthy natural environments, supporting a range of social, ecological and economic benefits.





#### Introduction

It has been over 10 years since the Waterwise Council Program was launched by Water Corporation and the Department of Water and Environmental Regulation. The Program was developed to build a cooperative working relationship with local governments to improve water use efficiency in local governments and their communities.

Since the development of the first Water Efficiency Action Plan in 2016, Waterwise Councils have achieved a number of amazing and innovative initiatives to reduce water usage and strive towards developing waterwise communities.

#### Criteria to become a Waterwise Council

The Waterwise Council (WWC) Program is free to all local government authorities (LGAs) in Western Australia to join. To be endorsed as a Waterwise Council, a local government must fulfil the following steps:

**Criteria 1:** Sign a Memorandum of Understanding to participate in the Waterwise Council Program.

**Criteria 2:** Review water consumption and create a Waterwise Council Action Plan for potable and non-potable water sources for all local government operations and the community.

**Criteria 3:** Ensure appropriate staff complete online waterwise training at <a href="https://www.watercorporation.com.au/Help-and-advice/Business-customers">https://www.watercorporation.com.au/Help-and-advice/Business-customers</a>

**Criteria 4:** Progress towards full compliance with groundwater licence conditions including metering regulations and no infringements of water usage issued in the past 12 months.

**Criteria 5:** Report annually to retain endorsement (optional recognition scheme)

#### **Objectives**

The objectives of the Waterwise Council Action Plan are to:

- Assess current water management activities across council operations and the community;
- · Identify opportunities to save water;
- Set goals to improve water management outcomes;
- Prepare an action plan and implement water actions to progress towards your targets;
- Provide a process for annual reporting on implementation of water actions;
- Work towards creating waterwise communities beyond water efficiency (recognition scheme)

This plan will be valid for a period of **5 years** and forms the basis of annual reporting requirements.

#### Methodology

- Waterwise journey
- Water use inventory
- Develop water goals and targets
- Table of endorsement actions
- · Recognition Scheme





#### **Contact Details**

LGA details	
Administration office address	37-39 Rose Street, Manjimup
Telephone	9771 7777
General email	info@manjimup.wa.gov.au
Chief Executive Officer	
Name	
Telephone	
Email	
Primary Program Contact	
Name	Ann Bentley
Position	Environmental Sustainability Officer
Telephone	9771 7777
Email	Ann.Bentley@manjimup.wa.gov.au
Secondary Program Contact	
Name	
Position	
Telephone	
Email	

#### **Water Management Team**

A representative from each directorate should be involved as per Corporate Business Plan 2022 – 2026 Action A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations, outlines that all Directorates are responsible.

Name	Position/Department	Email	Completed online training? Yes/No
Ann Bentley	Environmental Sustainability Officer		





### **Shire of Manjimup Waterwise Journey**

### Waterwise Council Milestones (existing WWCs only)

Milestone	Reporting Year
Endorsement	N/A
Gold	N/A
Platinum (Council of the Year)	N/A
10 Year Waterwise Council	N/A

### **Main Strategic Documents**

List any water related strategies or plans below as your main reference documents for background on your waterwise journey so far. This may include, for example, your previous Water Efficiency Action Plan/Waterwise Council Action Plan, an existing Environmental Strategy or drainage asset management plan.

Please also list and link related policies, local laws, management plans and factsheets below that relate to your efforts towards creating waterwise communities.

Table 1: Summary of related strategic documents

Main Strategic Document	Link	Notes
Environmental Management and Sustainability Strategy 2013	www.manjimup.wa.gov.au/ our-services/sustainability	This strategy outlines goals in conserving and reusing water through adaption if infrastructure and promotion of water efficiency measures.
Natural Environment Strategy 2008	www.manjimup.wa.gov.au/ our- services/sustainability/natu ral-resource-management- projects	This strategy outlines commitments in reviewing water use and investigating alternative water sources and management practices.
Corporate Business Plan 2022 - 2026	www.manjimup.wa.gov.au/ our-documents/strategic- planning	This Plan outlines the core business objectives including actions to undertake initiatives to reduce water consumption, improve water efficiency and capture of reuse water.
Related Strategic Document	Link	Notes
6.1.18 Landscaping Policy	www.manjimup.wa.gov.au/ our- documents/policies/planni ng	Policy outlines standards that includes Water sensitive landscape design, plants and irrigation.
6.1.19 Managing the Natural Environment	www.manjimup.wa.gov.au/ our- documents/policies/planni ng	



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### **Waterwise Achievements**

List and link where possible your main waterwise achievements to date, including major projects, ongoing programs, retrofits, water reduction achievements, awards etc:

### Shire of Manjimup achievements include:

- Waterwise principles used in new garden installations. Ongoing upgrades to existing sprinklers aiming to reduce water use.
- Watering of Pemberton Sports Oval using treated wastewater.
- Stormwater harvesting & storage, and reuse of collected water (Rea Park & Collier Street)
- 2017 MRAC Water Wise program started.
- Supported government initiatives such as showerhead replacements, cistern upgrades and scheme restrictions.
- 2021 Bush Fire Brigades Shed Water Tank installation.
- Installation of sensor/automatic taps and low flush toilets at Public Toilets (80%).
- · Annual monitoring and reporting shows reductions in water use.





### **Water Use Inventory**

The purpose of the Corporate and Community water use inventories is to identify priority areas for action and assist LGA's to track water consumption over time. Please outline inventories in the following sections:

- 1. Corporate water consumption
- 2. Community water consumption

### **Corporate water consumption**

Insert your corporate potable and non-potable water consumption data for the previous financial year in Tables 2 and 3 below.

Access potable water consumption by emailing <u>WEpartnerships@watercorporation.com.au</u> and request a water consumption report for your local government. For information about your groundwater and alternate water sources please refer to your groundwater licences and associated metering reports or email the Department of Water and Environmental Regulation at <u>waterwise@dwer.wa.gov.au</u>

Table 2: Summary of corporate total water consumption overtime from potable and non-potable water sources

Water source	2016/2017 (kL)	2017/2018 (kL)	2018/2019 (kL)	2019/2020 (kL)	2020/2021 (kL)
Potable water					
Non-potable, licensed groundwater					
Non-potable alternate water source (Recycled water/stormwater etc.)					
Total water consumption					

Table 3: Top 5 potable and top 5 non-potable water consuming assets

Account #	Common name	Water use source	2019/2020 (kL)	2020/2021 (kL)	Notes*
Top 5 potable	sites				
Top 5 non-po	table sites				
GWL xxxxxx					
GWL xxxxx					
GWL xxxx					
SWL and or					
GWL xxxxxx					

\*Let us know of any unexplained/ high water use or water efficiency measures in the past year that may affect your regular water use for these sites e.g. site renovations, seasonal closures, new lawn, leaks etc.



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Insert details below for corporate groundwater licences in Table 3 below to help monitor abstraction and groundwater efficiency. For changes in licences, please provide details in the notes section. For details on groundwater licences, contact Department of Water and Environmental regulation at <a href="mailto:waterwise@dwer.wa.gov.au">waterwise@dwer.wa.gov.au</a>

Table 4: Summary of corporate licences to take groundwater

Licence #	Current Licensed allocation (kL)	Actual metered abstraction 2018/2019 (kL)	Actual metered abstraction 2019/2020 (kL)	Actual metered abstraction 2020/2021 (kL)	Notes*
GWL xxxxxx					
GWL xxxxxx					
SWL xxxxxx					

### **Community water consumption**

Your annual community water use is the amount of water currently consumed by the community. This information helps to recognise the total water cycle to progress towards a waterwise city and can assist you to identify trends and set targets to reduce water consumption.

Table 5: Community potable water use sectors and water consumption over time

Water use source	2016/2017 (kL)	2017/2018 (kL)	2018/2019 (kL)	2019/2020 (kL)	2020/2021 (kL)
Residential					
Commercial					
Education					
Total water use					

Please request a licensed, self-supply groundwater allocation report for the below table from the Water Supply Planning branch of the Department of Water and Environmental Regulation by emailing <a href="mailto:waterwise@dwer.wa.gov.au">waterwise@dwer.wa.gov.au</a>

Table 6: Community non-potable water allocation over time

Water use source	2016/2017 (kL)	2017/2018 (kL)	2018/2019 (kL)	2019/2020 (kL)	2020/2021 (kL)
Garden bores					
Licensed, self-supply groundwater users for example schools, sports clubs, industry, construction and horticulture					
Total water use (kL)					



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### **Waterwise Goals**

Your waterwise goals should address all aspects of a waterwise city. In a Waterwise City, urban areas can exploit the synergies between local water management and urban greening while creating resilient and liveable neighbourhoods.

### **Waterwise Vision**

Insert Waterwise vision/priorities here (can be sourced from your sustainability strategies or Water Sensitive Cities Index Results):

To promote a sustainable and waterwise community that values all resources (Strategic Community Plan 2019).

Create a vision to become a Water Sensitive City by 2030.

### **Corporate Water Management**

Insert your LGA's corporate water management goal/s:

- All new development to incorporate WSC water management principles and practices
- Three sumps converted into open space or provide improved water quality and amenity outcomes
- Maintain corporate potable water use within 5% of 2020 levels for the next 5 years.
- Increase Water Sensitive Cities Goal area of 'Increase Productivity and Resource Efficiency' towards 4 or more rating.
- Prepare plans to reduce groundwater abstraction under every licence by 10% by 2030
- Increase the percentage of alternative water sources used in the Council from 2% to 5%.

### **Community Water Management**

Insert your LGA's community water management goal/s:

- Community (including under-represented groups) is represented on planning and asset management advisory committees.
- Community has responsibility for joint management of a multi-functional open space area
- Reduce community per capita water use below 110kL per annum by 2025.
- Educate the community on the extent of groundwater use and importance of leaving it in the ground for livability
- Assist the community to reduce garden bore use by 10% by 2030.





## Waterwise Endorsement Action Table

### Waterwise Endorsement Action Table

If you are applying to become endorsed as a Waterwise Council for the first time, the below actions are mandatory for your LGA to progress over the lifetime of your plan. Feel welcome to add more if you desire, however these will be part of your annual reporting.

WEpartnerships@watercorporation.com.au to discuss previous mandatory actions you have completed and removal from your new plan. Current endorsed and Gold Waterwise Councils will also need to include the below actions unless previously completed. Please contact Additional actions (+Add) will need to replace any mandatory actions you have completed. There is no limit to the number of additional actions you can add. Additional actions can come from other related LGA plans or strategies that relate to development/support of waterwise communities and waterwise practices.

Table 8: Waterwise Endorsement Action Table

Water Area	Corporate Water Actions	Status (Complete/In Progress/Ongoing/ To be Completed)	Department Responsible	2020/2021 Updates/Notes/Evidence
All water sources	ces			
Facilities	Establish a Water Audit Program or similar to closely monitor water use, continually improve water efficiency and identify how to reduce water demand of your top water consuming assets. Demonstrate your plans to implement viable recommendations from your water audits over time.			For a list of Waterwise Auditors, go to https://www.watercorporation.com.au/Waterwise/Waterwise-specialists
	Implement maintenance processes to detect, report and repair leaks within all council assets.			For information on detecting and repairing leaks, visit https://www.watercorporation.com.au/Help_and-advice/Water-issues
Monitoring	Implement tracking and monitoring of assets' water use over time using industry standards for benchmarking top water consuming sites.			Industry standards can be found <u>here.</u>
Education	Establish a Water Management Team to foster a culture of Waterwise Champions within the council including providing behaviour change programs, workshops or initiatives that will encourage waterwise practices at the office and at home.			





## Waterwise Endorsement Action Table

Irrigation	Establish and/or maintain a baseline water budget for every irrigated public open space asset. Demonstrate how you monitor and adjust the baseline water budget in response to weather conditions and or landscape planting changes.	
	Provide evidence that demonstrates irrigation systems are performing at best practice and are audited to identify poorly performing fixtures or schedules.	
Landscaping	Landscaping policies and/or plans to include low water use plants, waterwise mulch, hydrozoning and soil amendments.	
WSUD	Develop Local Planning Policy to implement water sensitive urban design in new land developments and infill developments.	
Add+	Develop a POS Water Management Plan to identify future projects and relative procurement needed to meet corporate water demand and efficiency goals for example including use of technology and cultivation techniques.	
Add+	Proactively reduce pollution and litter near local waterways through community groups, council programs or similar.	
Potable water sources	er sources	
Facilities	Procurement policies incorporate internal requirements to install better than the minimum Building Code of Australia WELS ratings for water efficiency for water fixtures, fittings and appliances for all new buildings AND external requirements to use Smart Approved WaterMarked and Waterwise Approved Approved Services where nossible	For information on WELS ratings, visit <a href="https://www.waterrating.gov.au/">https://www.waterrating.gov.au/</a> For a list of waterwise devices, go to <a href="https://www.smartwatermark.org/products/waterwise/">https://www.smartwatermark.org/products/waterwise/</a>
Monitoring	Scheme water meters (and any sub meters) are read on a regular basis and recorded. Usage anomalies are investigated and leaks repaired in a timely manner.	For information on how to read your water meter, templates and information is available at <a href="https://www.watercorporation.com.au/Help-and-advice/Business-customers">https://www.watercorporation.com.au/Help-and-advice/Business-customers</a>





# Waterwise Endorsement Action Table

Add+	Install data loggers on top 3 consuming facilities to monitor water use and regularly monitor.	
Add+	Implement a process to schedule in monitoring of council facilities after major and minor community events for leaks or vandalism.	
Non-potable	Non-potable water sources	
Monitoring	Progress towards metering the take of water from all suideling guideling licenced groundwater bores using correctly installed and approved water meters.	See Meter regulation fact sheet for licensees and guidelines for water meter installation for regulatory standards available at http://www.water.wa.gov.au/licensing/metering-and-measurement/metering-regulations
	Develop a process to record your metered water take for each licensed groundwater bore at the end of each calendar month and submit recordings via <u>Water Online</u> to manage all of your water licensing and metering requirements.	See <u>Managing your meter data online</u> for how to upload and report via the water metering portal of <u>Water Online</u> .
	Maintain all meters in good working order and notify the DWER as soon as possible of detecting a malfunction of the water meter.	See <u>Meter our water use brochure</u> for more information on how to maintain and service your meter
Add+	Investigate alternative (non-scheme) water supply options for public open space in areas with limited groundwater allocation.	
Add+	Provide policy direction towards increasing groundwater recharge through permeable hard surfaces.	





## Waterwise Endorsement Action Table

Water Area	Community Water Actions	Status (Complete/In Progress/Ongoing/ To be Completed)	Department Responsible	2020/2021 Updates/Notes/Evidence
Education	Engage with household and business ratepayers to promote water efficiency, waterwise gardens and how to be a responsible garden bore owner.			
	Provide information on the installation and local regulation of non-potable water supply (e.g. grey water systems and rainwater tanks)			
	Engage with local schools on water efficiency and sustainability programs, including encouraging schools to participate in the <u>Waterwise Schools</u> <u>Program.</u>			For a list of schools in your council who are not endorsed, please email WEpartnerships@watercorporation.com.au
Add+	Promote community connectivity to water through waterwise events at local lakes, rivers or coastal areas.			
Add+	Promote understanding of the importance of groundwater in the landscape to maintain natural assets.			
Add+	Support local environmental community groups to adapt to low water use practices			
Add+	Promote the use of Waterwise Specialists, Products and Plants to local community and businesses.			To search for waterwise services, visit <a href="https://www.watercorporation.com.au/Waterwise/Waterwise-specialists">https://www.watercorporation.com.au/Waterwise/Waterwise-specialists</a>

End of action plan for Waterwise Council endorsement and re-endorsement. To retain endorsement as a Gold Waterwise Councils and for councils wishing to apply to be endorsed as Gold, please fill in the criteria for Gold Waterwise Council status in the following pages.



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### Waterwise Recognition Scheme

### **Criteria for Gold Waterwise Council Status**

As part of the Waterwise Council Program, local governments can be endorsed as a Waterwise Gold Council. To apply for Gold Waterwise Council Status, LGA's must demonstrate significant contribution towards development of waterwise communities and best practice water management.

For all local governments, the following actions must be completed before Gold endorsement:

- 1. Have all **Aquatic Centres** endorsed as a <u>Waterwise Aquatic Centre</u>
- 2. Have a Waterwise **Verge Policy or Guideline** in line with Water Corporation's <u>Waterwise Verge Best Practice Guidelines</u>
- 3. Have an established cross-functional Water Management Team

Please provide an update below

Table 9: Updates on compulsory Gold waterwise actions

Gold Compulsory Action (as above)	2020/2021 Updates/Notes/Evidence
All Aquatic Centres endorsed as Waterwise	Completed in 2016
Waterwise Verge Policy or Guideline	e.g. policy link, confirmation of review from Water Corporation
Established cross-functional Water Management Team	e.g. agendas, minutes, team list

If you are currently a Gold Waterwise Council or intending to apply for Gold status for the first time, please provide an update to the actions in Table 10 and provide 5 or more additional actions to report on each financial year for continued Gold re-endorsement.

Additional actions will need to address Water Sensitive City goal areas with at least one action each addressing the following goals:

- 1. Improve Productivity and Resource Efficiency;
- 2. Increase Community Capital; and
- 3. Improve Ecological Health.

Gold actions will need to demonstrate a willingness to strengthen governance arrangements, build community capital, and invest in multifunctional adaptive infrastructure. These actions and others to support high quality and connected open spaces, protecting and enhancing the ecological values of urban landscapes, and recreating a more natural water cycle will assist your council to progress beyond water efficiency and towards creating waterwise cities and communities.

### **Water Sensitive Cities Goal Areas**

The <u>Cooperative Research Centre for Water Sensitive Cities</u> developed the <u>Waterwise Sensitive Cities Index</u> to benchmark cities against a range of goals and indicators to show where cities sit in regards to becoming a Water Sensitive City (WSC).

See Figure 1 for the goals and indicators that you will need to inform your Gold Waterwise Council actions. For more information on how to progress your LGA towards creating a Water Sensitive City, visit <a href="https://watersensitivecities.org.au/">https://watersensitivecities.org.au/</a> or contact <a href="https://watersensitivecities.org.au/">WEpartnership@watercorporation.com.au</a>.



### Waterwise Recognition Scheme

Figure 1: Water Sensitive Cities Goal Areas and Indicators

Ensure good water sensitive governance	Increase community capital	Achieve equity of essential services	Improve productivity & resource efficiency	Improve ecological health	Ensure quality urban space	Promote adaptive infrastructure
Knowledge, skills and organisational capacity	Water literacy	Equitable access to safe and secure water supply	Maximised resource recovery	Healthy and biodiverse habitat	Activating connected green - blue space	Diversify self- sufficient fit-for- purpose water supply
Water is key element in city planning and design	Connection with water	Equitable access to safe and reliable sanitation	Low GHG emission in water sector	Surface water quality and flows	Urban elements functioning to mitigate heat impacts	Multi-functional water infrastructure
Cross-sector institutional arrangements and processes	Shared ownership, management & responsibility	Equitable access to flood protection	Water-related business opportunities	Groundwater quality and replenishment	Vegetation coverage	Integration and intelligent control
Public engagement, participation and transparency	Community preparedness and response to extreme events	Equitable and affordable access to amenity values of water-related assets	Low end-user potable water demand	Protect existing areas of high ecological value		Robust infrastructure
Leadership, long-term vision and commitment	Indigenous involvement in water planning		Benefits across other sectors			Infrastructure and ownership at multiple scales
Water resourcing and funding to deliver broad societal value						Adequate maintenance
Equitable representation of perspectives						





### Waterwise Recognition Scheme

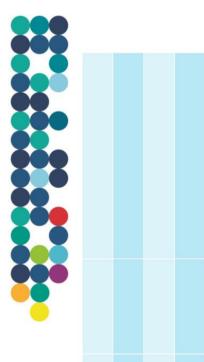
### **Gold Waterwise Council Action Table**

Actions are allocated against Water Sensitive Cities Goal Areas. For assistance in the below, please contact WEpartnerships@watercorporation.com.au

Table 10: Gold Waterwise Council Action Table

WSC goal	2020 – 2025 Gold Actions (minimum of 10 actions including those listed below)	Status (Complete/ /Ongoing/To be Completed)	Department Responsible	2020/2021 Updates/Notes/Evidence
Good Water Sensitive Governance	Encourage local developments and infill projects to be accredited under Green Star Developments, EnviroDevelopment, One Planet Living or Living Community Building Challenge.  All of these programs allow a development to become endorsed as a Waterwise Development.			
Good Water Sensitive Governance	Support relevant parks and irrigation staff to complete Irrigation Australia's Irrigation Efficiency Course.			The irrigation course forms part of the Irrigation Trade Qualification.
Increase Community Capital	Provide local planting lists for residents with waterwise species in line with the $\underline{\text{Waterwise Plant Directory}}$			
Ensure quality urban space	Provide active progress towards upgrading retrofitting local drainage sumps infrastructure to improve for community accessibility, amenity and environmental improvement outcomes using Water Sensitive Design techniques.			For more information on WSUD techniques, visit https://www.newwaterways.org.au/resources/case-studies-fact-sheets/wsud-fact-sheets/
Improve Productivity & Resource Efficiency	Encourage participation of public and private golf courses in the Department of Water and Environmental Regulation's Waterwise Golf Program			Councils who do not have a public or private golf course will need to include an additional action in their gold recognition application.
Good Water Sensitive Governance	Add+			
Increase Community Capital	Add+			







## Waterwise Recognition Scheme



### Management of Endorsement

Endorsement of Waterwise Council Action Plan			
<lga>:</lga>			
a)	Will implement the water management measures stated in the Waterwise Council Action Plan and ensure employees and contractors assist in implementing actions.		
c)	Acknowledges that the Water Corporation and / or Department of Water and Environmental Regulation may comment on the Action Plan and/or request additional information relating to the Action Plan.		
d)	Acknowledges that the Water Corporation and Department of Water and Environmental Regulation will monitor the Action Plan and failure to meet requirements of the program may result in the withdrawal of Waterwise endorsement.		
e)	Will submit an annual report, in accordance with the Waterwise Endorsement Action Table, detailing progress made on the Action Plan in order to maintain endorsement as a Waterwise Council.		
Name			
Position			
Signature		Date	

Water Corporation and Department of Water and Environmental Regulation Acceptance of the Waterwise Council Action Plan

Water Corporation and Department of Water and Environmental Regulation has reviewed and accepted the Action Plan. With acceptance of this Action Plan, the Shire of Manjimup will be eligible for endorsement/reendorsement as a Waterwise Council.

Water Corporation				
Name				
Position				
Signature		Date		
	Water and Environmental Regulation			
	Water and Environmental Regulation			
Department of	Water and Environmental Regulation			

Please submit your Waterwise Council Action Plan to  $\underline{\text{WEpartnerships@watercorporation.com.au}}.$ 

For any questions, contact WEpartnerships@watercorporation.com.au or call (08) 9420 2114



### **Memorandum of** Understanding



This document represents an agreement between Water Corporation, the Department of Water and Environmental Regulation and the Shire of Manjimup.

### **Purpose**

The purpose of this Memorandum of Understanding (MOU) is to outline the Shire of Manjimup commitment to the Waterwise Council Program (the Program) and detail the organisation's commitment to build a cooperative working relationship to sustainably manage water use in the Shire of Manjimup area and increase awareness of the importance of building water sensitive communities.

### **Term**

This MOU will guide the working relationship between the parties to achieve the MOU intent for a period from the date of its signing until either party decides it no longer wishes to participate in the Program. At that time, the working relationship between the parties will be reviewed.

### **Background**

Water Corporation and the Department of Water and Environmental Regulation launched the Waterwise Council Program in 2009 to build a cooperative working relationship with local government to improve water use efficiency in their operations and their communities.

Population and economic growth combined with the changing climate are placing additional pressures on those planning, managing and using our water resources. In response, the State Government is creating a portfolio of options to meet our future water demands highlighting the importance of water use efficiency.

1 Memorandum of Understanding

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The partnership with local government is an essential component in achieving water savings in our communities. The Program will assist local government to improve water management of potable and non-potable sources for public open space and facilities. The Program also supports behavioural changes in the community by encouraging the use of products and services designed to reduce water demand.

### Water Corporation and the Department of Water and Environmental Regulation:

- Will present the council with an official acknowledgement of achievement on completion of the program criteria.
   Additional recognition will be provided to endorsed councils that have achieved significant progress towards best practice water management in council operations and the community.
- Will provide the council with branding to promote the council as Waterwise.
- Will promote the council as Waterwise through any relevant advertising campaigns and on both the Corporation and Department's websites.
- Will provide access to Waterwise training including all training materials at no charge to councils participating in the Program.



### The Shire of Manjimup

Will work with Water Corporation and the Department of Water and Environmental Regulation to improve water management and champion water efficiency, take part in appropriate promotional activities, and encourage all appropriate staff to undertake relevant Waterwise training.

- Will commit to meeting the Program criteria as detailed below:
  - Council commitment sign this Memorandum of Understanding confirming the council's commitment to participate in the Waterwise Council Program.
  - Review council water consumption and create a Waterwise Council Action Plan for potable and non-potable water sources for all council operations and the community.
  - 3. Ensure that appropriate staff members complete Waterwise training.
  - 4. Progress towards full compliance with groundwater licence conditions including metering regulations and no infringements of water usage issued in the past 12 months. (This includes permanent water efficiency measures)
  - 5. Report annually to retain Waterwise Council endorsement. Evidence to demonstrate compliance with the Program criteria will be requested every year. Should a council fail to meet the criteria, Water Corporation and the Department of Water and Environmental Regulation may remove the council's endorsement status. If endorsement is withdrawn this automatically removes the council's right to use the Program branding.

 Will recognise the partnership with Water Corporation and the Department of Water and Environmental Regulation through promotion where appropriate on the council's website, on materials and at events.

### **Future Commitments**

### 1. The parties commit to:

Recognise and protect the intellectual property that parties may invest in the preparation of any promotion or offer.

Ensure logos used on all promotional materials are used in accordance with the organisation's guidelines and that the appropriate approvals are received prior to use.

Nominate a point of contact at each organisation that will be responsible for overseeing progress towards the purpose of this MOU.

### 2

The parties will not disclose, advertise, or publish the details of this MOU without the prior written consent of the other parties, unless required to do so under law.

### **No Obligations**

The parties agree that in working towards the purpose of this MOU they will deal with each other and conduct themselves in accordance with good commercial business and industrial practice.

The relationship between the parties is limited to carrying out the purpose of the MOU.

This MOU does not preclude either organisation from developing similar mutually beneficial understandings with other parties.

2 Memorandum of Understanding

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### **Date of Effect**

<XX/XX/XXXX >

Title:

Date:

For Wate	er Corporation
By:	
Name:	
Title:	
Date:	
For Depa	ortment of Water and Environmental
By:	
Name:	
Title:	
Date:	
For the S	Shire of Manjimup
By:	
Name:	

Chief Executive Officer

3 Memorandum of Understanding

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Looking after all our water needs

### Water sensitive urban design

### Water sensitive urban design in WA: an introduction

### **Urban water management objectives**

Better urban water management outcomes can be achieved through the implementation of the following objectives:

### Manage catchments to maintain or improve water resources

- Manage runoff from all rainfall events as high in the catchment as possible.
- Post development hydrology should mimic pre-development conditions.
- Maintain or improve water quality of surface water and groundwater.
- Manage, protect and restore waterways and wetlands.
- Minimise pollutant inputs through implementation of appropriate nonstructural controls.
- Retain native vegetation and natural landform.
- Protect public drinking water source areas.
- Safeguard the quality and availability of water resources for the future.

### Manage risks to human life and property

- Provide adequate clearance from 100-year average recurrence interval flooding and surface or groundwater inundation and waterlogging.
- Prevent flooding or inundation of upstream or adjacent developed areas.
- Manage surface water flows to prevent damage to downstream infrastructure and assets.
- Manage risk to public health from disease vector and nuisance insects

### Ensure the efficient use of water resources

- Minimise water use within developments.
- Maximise water reuse, including using wastewater and harvested stormwater.
- Achieve highest value use of fit for purpose water, considering all available forms of water for their potential as a resource.

### Ensure that economic, social and cultural values are recognised and maintained

- Enhance social amenity through multiple use corridors and by integrating water management measures into the street and lot landscape to increase visual, recreational, cultural, public health and ecological values.
- Implement water management systems that are economically viable in the long-term.
- Ensure the delivery of best practice urban water management through planning and design of high quality urban areas in accordance with sustainability and precautionary principles.

Integrating water as early as possible into the land use planning process provides the best opportunity to achieve optimal solutions and implement efficient and effective best management practices.

### **Treatment train**

Stormwater management involves a continuous chain of water quantity and treatment management elements that address hydrologic changes in urbanised catchments, including flooding impacts, water quality, water reuse and ecological objectives. This is achieved by a series of hydrological design responses at four stages in the urban hydrological system.

There are a range of structural and non-structural practices that can be used as part of the treatment train. Some have specific purposes and as such should be used for specific stages in the treatment train, while others are applicable to a range of stages in the treatment train.

The design should aim to achieve the urban water management objectives at each part of the treatment train.

### Land use and planning Capture, use and infiltrate rainfall Total water cycle outcomes through location and good design Total to the 1 in 1 year ARI event District Precinct (subdivision) Total water cycle outcomes through location and good design Prevent and reduce pollutants at their source Minimise runoff Minimise erosion Safe conveyance and discharge Flood management Reduce transmission of pollutants at their source Minimise erosion Minimise erosion Design scale District Precinct (subdivision) Street Lot

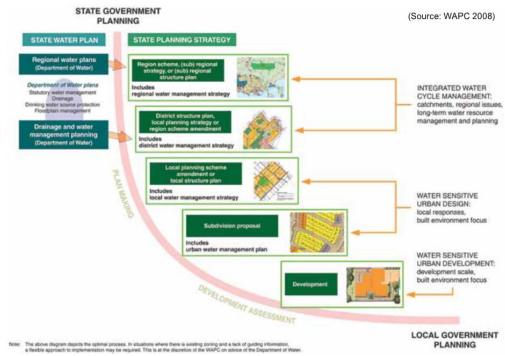
### Design scale

The selection of management practices (sometimes referred to as best management practices) must also consider the development scale that it can be applied at. This includes practices which are applied at the broad district level, such as wastewater recycling schemes; at a whole of precinct level, such as public open space solutions and neighbourhood

reticulated non-drinking water schemes; at the street level in verges and roads; and at the individual lot level, as part of the design and construction of buildings and private spaces. The "Water sensitive urban design" brochures series provide an indication of applicable design scales for each management practice.

### Support for water sensitive urban design in WA

- The integration of water and land use planning is a recommendation of the Securing our water future: a state water strategy and State water plan (Government of Western Australia 2003 and 2007).
- Better urban water management (Western Australian Planning Commission 2008) provides a framework for the implementation of State planning policy 2.9: Water resources (Government of Western Australia 2006), which requires consideration of water resources as part of the land use planning and development approvals process.



### Better Urban Water Management aims to achieve the consideration of water as part of land use planning and deliver urban water management objectives by:

- Facilitating better management and use of our urban water resources by ensuring an appropriate level of consideration is given to the total water cycle at each stage of the planning process.
- Assisting regional, district, local, subdivision and development phases of the planning process by identifying the actions and investigations required at each planning stage.
- Applying to proposed greenfield and urban renewal residential, commercial, industrial and rural-residential uses and development.
- Ensuring consideration of relevant issues at a level of detail appropriate to the planning decision being made and the degree of risk to ecological systems and community assets.
- Identifying the agencies responsible for provision of water resource information.
- Allowing a flexible approach to planning and development assessment.

### WSUD outcomes are also supported by the following key strategies:

### National strategies

- National strategy for ecologically sustainable development
- National water quality management strategy
- Australian guidelines for water quality management

### State strategies

- State sustainability strategy
- Securing our water future: a state water strategy for Western Australia
- State water quality management strategy series
- Wetlands conservation policy for Western Australia
- State waterways initiative: Strategic directions for the future

### Regional strategies

Natural resource management regional strategies

168 St Georges Terrace

### Required reading

Australian rainfall and runoff - a guide to flood estimation, 2001, Engineers Australia.

Australian runoff quality - a guide to water sensitive urban design, 2006, Engineers Australia, available at <www.arq.org.au>.

Better urban water management, 2008, Western Australian Planning Commission, available at <www.planning.wa.gov.au>.

Interim guidelines for the preparation of local water management strategies, 2008, Department of Water, available at <www.water.wa.gov.au>.

State planning policy 2.9: Water resources, 2006, Government of Western Australia.

State water plan, 2007, Government of Western Australia.

Stormwater management manual for Western Australia, 2004–2007, Department of Water, available at <www.water.wa.gov.au>.

Urban water management plans: guidelines for preparing plans and for complying with subdivision conditions, 2008, Department of Water, available at <www.water.wa.gov.au>.

> Ph: 08 6364 7600 • Fax: 08 6364 7601 www.water.wa.gov.au 2

Department of Water

June 2011 21592\_100\_06/11

Perth Western Australia

PO Box K822 Perth

Western Australia 6842



### 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;

SHIRE OF MANJIMUP
1. <u>COUNCIL POLICIES</u>
1.1 COUNCIL & CHAMBER MEETINGS
1.1.1 Council Meeting System

- 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:

- 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).
- 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.

SHIRE OF MANJIMUP
1. <u>COUNCIL POLICIES</u>
1.1 COUNCIL & CHAMBER MEETINGS
1.1.1 Council Meeting System

### **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;
- Councillor discussion;
- 3. Questions on the agenda;
- 4. Councillor issues;
- 5. Information Bulleting issues; and

SHIRE OF MANJIMUP
1. <u>COUNCIL POLICIES</u>
1.1 COUNCIL & CHAMBER MEETINGS
1.1.1 Council Meeting System

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.

**9.1.2(A)** 



### 1 COUNCIL POLICIES

1.1 COUNCIL CHAMBER & MEETINGS

1.1.2 Councillor Meeting Fees and Reimbursement of Expenses

### **Background & Issues**

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

### **Objectives**

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

### **Area of Application**

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

### Policy Measures

### Meeting Fees

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

### Local Government Allowance

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

### 3. Information Communication and Technology Allowance

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

### Child Care costs

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

### 5. Reimbursement of Travelling and Accommodation Allowance

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

### 1 COUNCIL POLICIES

### 1.1 COUNCIL CHAMBER & MEETINGS

### 1.1.2. Councillor Meeting Fees and Reimbursement of Expenses

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

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

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

### 6. Reimbursement of Accommodation Allowance

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

### 7. Reimbursement of any other expenses

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

**9.1.2(A)** 

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

### **Adoption and Date Due for Revision**

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

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

### ATTACHMENT APPENDIX

### 9.5.1 Proposed Subdivision at Lot 9002 (No 332) Golf Links Road, Pemberton

PROPONENT Edge Planning & Property
OWNER Greenland Pemberton Pty Ltd

LOCATION / ADDRESS: Lot 9002 (No 332) Golf Links Road,

Pemberton

WARD: West Special Use

**DIRECTORATE:** Development & Regulation

FILE REFERENCE: DA23/3 & P58160

**LEGISLATION:** Planning and Development Act 2015

AUTHOR: Brian Robinson
DATE OF REPORT: 3 January 2023

DECLARATION OF INTEREST: Nil

### **BACKGROUND:**

The Greenland Estate (the Estate) is located on the south side of Golf Links Road, approximately 1km north east of the Pemberton Townsite. The estate comprises two separate parcels of land, being west and east of Pemberton Road North. As reflected on the location plan below, the developers have previously created 18 1ha lots from the western parcel and 5 lots ranging from 1ha to 2ha from the eastern parcel, with all new lots fronting Golf Links Road.



The Western Australian Planning Commission (WAPC) is now seeking comment on the proposed subdivision of the eastern part of the estate (Lot 9002) having an area of 48.45ha. If approved, the proposed subdivision will create 130 residential lots ranging from 2,000m² to 9,006m² in area, a public open space reserve of 2,036m², a "Shire Emergency Services Reserve" and

9.5.8(A)

two balance lots. Each of the two balance lots contain dams and are notated with the statement "Dam to be removed and additional geotechnical investigations to be undertaken".

As shown on the proposed plan of subdivision, 120 of the lots will form the bulk of the estate located east of Pemberton Road North, with the lots ranging from 2,000m² to 3,380m², whilst 10 larger properties are proposed with areas from 4,000m² to 9,006m² abutting Vasse Highway. Access to the majority of the lots will be provided via a total of 10 local road reserves, whilst 8 lots will be accessed from Pemberton North Road. A copy of the proposed plan of subdivision is shown attached.

**ATTACHMENT: 9.5.1(1)** 

Amendment No 115 to the Shire's then Town Planning Scheme No 2 rezoned the land from "Rural" to "Special Development" Zone. The Amendment as gazetted contained a Subdivision and Development Concept Plan and introduced scheme provisions relating to the future subdivision and development of the land. A copy of the approved Subdivision and Development Concept Plan is appended.

**APPENDIX: 9.5.1(A)** 

At its Ordinary Meeting held on 29 September 2022 Council was requested to consider amending the endorsed Concept Plan. A copy of the applicants submission, as considered by Council, detailing the proposed changes and notations on the original concept plan are appended.

**APPENDIX: 9.5.1(B)** 

In addition Shire Officers requested Council to consider a statement in the proponents submission that "Based on recent Department of Planning, Lands and Heritage (DPLH) advice, there is no requirement to prepare a structure plan on either Lot 9000 or Lot 9001 prior to the Western Australian Planning Commission (WAPC) granting conditional subdivision approval. This is based on section 138(3) of the Planning and Development Act 2005."

By way of summary, Council resolved to:

- a) Support the variations proposed to the Subdivision and Development Concept Plan relating to the establishment of a Fire Service Access Route abutting Vasse highway and screening vegetation, subject to three conditions; and
- b) Advise the proponent and Department of Planning, Lands and Heritage that the Shire of Manjimup did not support the view that structure planning is not required, that it considered the need for structure planning was well documented and essential to ensure orderly and proper planning relating to the overall development of the estate, services, traffic management and infrastructure upgrades being addressed in a co-ordinated and timely manner.

An excerpt of the relevant minutes is appended.

**APPENDIX: 9.5.1 (C)** 

Contrary to the advice of Council, an application for approval to the subdivision without Structure Planning has been made and the WAPC is seeking local government advice on the proposal.

### **PUBLIC CONSULTATION UNDERTAKEN:**

Nil

### **COMMENT (Includes Options):**

To assist Council in considering the WAPC request for comment, the following comments are offered:

### Zoning

The provisions of Local Planning Scheme No 4 (LPS No 4) include the subject land within the Special Use Zone area No 7. Provisions relating to the Subdivision and Development of the land are outlined within Part 5.42 of the Scheme and Schedule 6 of LPS No 4.

### Part 5.42 - Special Use Zone

As outlined within clause 5.42.1 the Policies relating to the Special Use Zone as follows:

"The local government policies in controlling development and influencing subdivision within the Special Use Zone will be to:

- (i) Zone land to provide for special uses that do not readily fall within the zone categories of the Scheme;
- (ii) Require preparation of a Structure Plan for adoption by the local government for developments which consist of multiple uses;
- (iii) Ensure that new development/subdivision proposals reflect the settlement strategy in the adopted Local Planning Strategy; and
- (iv) Ensure that large scale developments are located in close proximity to existing towns in strategically identified locations.

### Development in the Zone

Land uses, subdivision and conditions of development and use will be in accordance with an endorsed Structure Plan including relevant documentation adopted by the local government and identified in Schedule 6 of the Scheme."

In addition to the above policies, clause 5.42.2 states that there is a general presumption against subdivision unless provided for in an adopted Structure Plan.

### <u>Schedule 6 – Special Use Zone No 7</u>

Schedule 6 outlines a number of permitted uses and imposes a number of conditions of use on the Estate. Many of provisions relate to the need for Structure Planning reflected on the Subdivision Concept Plan shown at Appendix: 9.5.1(D). A copy of the Special Provisions are also appended.

**APPENDIX: 9.5.1(D)** 

The conditions of use relating to a Structure Plan are summarised as follows:

- Preparation of Structure Plan approved by the local government and Western Australian Planning Commission (WAPC) prior to any subdivision of land;
- The required Structure Plan being generally in accordance with the endorsed "Subdivision and Development Concept Plan adopted by the local government on 22/11/2007" and the landscape, agricultural, effluent and drainage assessments, included as part of the Amendment Report";
- 3. The following management plans being prepared to the satisfaction of the local government prior to the adoption of a Structure Plan:
  - · A drainage management plan;
  - An access strategy addressing all accesses and suitable legal agreements between the Proponent and the Shire to clarify the approach to contributions for upgrading roads and intersections as well as staging of road infrastructure requirements;
  - Building Design Guidelines to achieve a higher standard sympathetic to Pemberton's character/climate, that avoids replicating standard metropolitan building designs;
  - A Fire Management Plan;
  - An Agricultural Impact Assessment to address State Planning Policy No 2.5, compatibility with current adjoining/nearby agricultural land uses;
  - Requirements regarding advice on titles for all lots within 250m of Golf Links Road; and
  - A landscape management plan for local government approval for the strategic landscape design, a landscaping theme for the entire estate, revegetation to address natural resource management and water management requirements, street tree planting and visual impact analysis.
- 4. The community purpose site and Public Open Space being ceded free of cost and a 'Memorandum of Understanding" being prepared between the proponent and local government to ensure construction of a community facility at a future date consistent with the local government's budgetary commitments.

### **Submitted Documentation**

In support of the proposal, the applicant has submitted a number of documents that they hope will result in the need for structure planning to be waived. These documents include the following technical information as prepared by suitably qualified consultants:

- A Bushfire Management Plan, Bushfire Attack Level and Bushfire Hazard Level Assessment;
- · Local Water Management Strategy;
- Servicing Report;
- Traffic Impact Assessment;
- · Report on the Residential/Rural Interface (2007); and

### A staging plan.

The applicant has submitted this documentation in an attempt to demonstrate more detailed structure planning is not required.

A number of documents specified by the Scheme, and approved Concept Plan, as being required to inform a detailed structure plan have however not been supplied. These documents include:

- a) An Access Strategy and associated Deed of Agreement to clarify the approach to contributions for upgrading and staging of the works,
- A detailed landscape/water feature to be designed and located to the satisfaction of the Shire;
- Details on the approach to the developer's contribution towards a dual use path to Pemberton;
- d) A suitable level of detail associated with water sensitive urban design, legal agreement with the Shire to clarify the approach to contributions for upgrading roads;
- e) Building Design Guidelines;
- f) A Landscape Management Plan addressing strategic landscape design and themes; and
- g) An assessment of the future development potential of the "Rural Tourist" site; and
- h) Potential uses for the balance lots, currently containing dams.

In addition no detail has been provided in respect of what standard of boundary fencing will be established on the common boundary with the now existing 1ha lots off Golf Links Road.

### **Traffic Impact Assessment**

In addition to the above, it is noted that the submitted Traffic Impact Assessment contains a number of conflicting statements and fatally does not take into account restricted access vehicles (RAV) using the existing roads which are approved RAV networks.

It is also noted that the Traffic Impact Assessment states that no traffic data was available for the local roads. Relevant Shire Officers advise no approach was made to Shire officers to discuss traffic management or road upgrading contributions or timing. The current Traffic Impact Assessment cannot be accepted.

### Scale of Subdivision

When completed, the subdivision of whole of the Greenlands Estate will occupy an area of 123.7859ha, being equivalent to the site of the entire Pemberton Townsite. It will be the single largest residential estate in the history of the Shire of Manjimup.

### Staging

A plan has been submitted showing that the subdivision will be staged, with stage 1 to contain 61 lots with 7-9 lots front Pemberton Road North. Stage 2 is shown as containing 71 lots, with the plan stating lot yield is yet to be determined for the two balance lots. A copy of the submitted staging plan is shown attached.

### **ATTACHMENT: 9.5.1(2)**

### Water Supply

The submitted Engineering Servicing Report has identified that the current Water Corporation infrastructure is not capable of supporting the development as proposed. The advice states that a substantial upgrade of the water treatment plan will be required to service more than 30 lots and that while the developer is liaising with the Water Corporation, an upgrade is not currently on the 5 year upgrade program.

### Timing of Development

As a result of issues associated with the supply of potable water a maximum of 30 lots can be serviced with a reticulated sewerage service, being just under half of Stage 1. With the timing of any upgrade to the Water Corporation water supply treatment plant unconfirmed, it is unknown when the balance of the subdivision could occur.

It should be noted that the Traffic Impact Assessment references that "Some forecasts suggest an uptake of about 50 properties per year, which would result in full development in about 8-9 years for a total of around 465 lots". Based on this, the author of the Assessment has assumed that for the purpose of the traffic assessment, full development by 2030. With the reticulated water supply only able to service approximately 30 lots at this stage, it is unlikely that these rates of development will be achieved and the Traffic Impact Assessment should be revised accordingly.

### Structure Planning

Structure Plans provide the framework for the co-ordinated provision of services, infrastructure, land use and development of an area. In addition to the site specific provisions of the Scheme, clause 15 of the Deemed to Apply provisions contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* states that:

"A structure plan in respect of an area of land in the Scheme may be prepared if:

- a) The area is:
  - (i) All or part of a zone identified in this Scheme as an area suitable for urban or industrial development; and
  - (ii) Identified in this Scheme as an area requiring a structure plan to be prepared before any future subdivision or development in undertaken."

Structure Plans are required to be advertised for public comment over a period of between 14 and 28 days, ensuring an open and transparent process.

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At the time of Amendment No 115 to the Shire's then Town Planning Scheme No 2, members of the public were only given opportunity to provide comment on a broad brush concept plan. The concept plan clearly stated that more detailed structure planning was required.

These requirements have clearly been known to all parties including the landowner since Amendment 115 was gazetted in 2009. It should also be noted that the requirement for more detailed structure planning was highlighted within a number of the landowners own consultant reports, as well as ultimately the Scheme provisions that resulted.

It is strongly recommended that subdivision of the land should be opposed until such time as detailed structure planning has been completed taking into account the Scheme provisions and notations on the Concept Plan, allowing the more detailed proposal to be advertised. This will ensure an open and transparent process for all parties, including landowners abutting the site and members of the general public.

Given that potable water supply is only available for 30 of the proposed lots and an upgrade of the water supply is not currently within 5 year planning horizons, it is considered that completion of a structure planning will not unnecessarily delay the ultimate subdivision of the land.

### Conclusion

The requirement for a detailed structure plan, along with the need to enter into a Deed of Agreement with the Shire regarding road infrastructure upgrading has been clearly documented within the Scheme and known by the land owner since gazettal of Amendment No 115 to Town Planning Scheme No 2 in 2009.

The applicant has attempted to justify proceeding without detailed structure planning and the agreement given the market demand for land and a statement that State Government Officers having advised them Structure Planning may not be required.

Shire Officers do not support the above justification and highlight that structure planning is clearly required in accordance with Clause 15 of the *Planning and Development (Local Planning Scheme) Regulations 1015* and Local Planning Scheme No 4. For this reason the application for subdivision is not supported at this time.

### STATUTORY ENVIRONMENT:

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

### **POLICY / STRATEGIC IMPLICATIONS:**

Comments relating to strategic implications and relevant considerations have been provided in the Comment Section of this agenda item.

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### ORGANISATIONAL RISK MANAGEMENT:

Should subdivision of the land proceed without the pre-requisite structure planning and firm agreement regarding the timing and upgrading requirements relating to roads and infrastructure, there is potential for the Shire to be left with costs associated with road upgrades resulting from the proposed subdivision.

### FINANCIAL IMPLICATIONS:

Nil

### SUSTAINABILITY:

<u>Environmental</u>: Additional information is required to determine potential environmental impacts.

<u>Economic</u>: Subdivision of the land as proposed will provide a substantial number of lots supporting the future growth of Pemberton and the Shire generally. However due care is required to ensure the Shire is not burdened with infrastructure upgrade costs resulting from the development.

<u>Social</u>: Subdivision of the land as proposed will provide a substantial number of lots supporting the future growth of Pemberton and the Shire generally.

### VOTING REQUIREMENTS: SIMPLE MAJORITY

### OFFICER RECOMMENDATION:

That Council advise the Western Australian Planning Commission:

- The Shire of Manjimup does not support the subdivision of the land prior to the completion of detailed structure planning addressing the specific requirements as detailed within Schedule 6 of the Shire's Local Planning Scheme No 4;
- 2. Given the significant scale of the development, being equivalent to the size of the current Pemberton Townsite, it is appropriate that structure planning, including the required public consultation is undertaken in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015,* ensuring an open and transparent process;
- Issues such as servicing with a potable water supply must be resolved prior to support of the subdivision in the scale proposed;
- 4. The submitted Traffic Impact Statement contains numerous errors and does not address existing traffic volumes on the local roads, which are available from the Shire, nor the fact the local roads are included on the Restricted Access Vehicle network; and
- 5. That having regard to the fact that significant upgrades are required to the Water Corporations potable water treatment plant in order to service the current proposed subdivision and that such plans are not currently within the 5 year program, sufficient time is available for the proponent to complete detailed structure planning as proposed within Amendment No 115 to Town Planning Scheme No 2 and now reflected within the Scheme.

### **ATTACHMENTS**

- 1 Attachment No 1 Proposed Plan of Subdivision 1 Page
- 2 Attachment No 2 Proposed Staging Plan 1 Page

### **APPENDICES**

Α	Appendix A - Endorsed Subdivision and Development Concept Plan	1 Page
В	Appendix B - Copy of previous submission considered on 29 September 2022	8 Pages
С	Appendix C - Excerpt of previous minutes from 29 September 2022	10 Pages
D	Appendix D - Special Provisions relating to Special Use Zone No 7	3 Pages

### **Ordinary Meeting**

### COUNCIL RESOLUTION:

MOVED: Omodei, P SECONDED: Winfield, C

### 29029

That Council advise the Western Australian Planning Commission:

- 1. The Shire of Manjimup does not support the subdivision of the land prior to the completion of detailed structure planning addressing the specific requirements as detailed within Schedule 6 of the Shire's Local Planning Scheme No 4;
- 2. Given the significant scale of the development, being equivalent to the size of the current Pemberton Townsite, it is appropriate that structure planning, including the required public consultation is undertaken in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015,* ensuring an open and transparent process;
- Issues such as servicing with a potable water supply must be resolved prior to support of the subdivision in the scale proposed;
- 4. The submitted Traffic Impact Statement contains numerous errors and does not address existing traffic volumes on the local roads, which are available from the Shire, nor the fact the local roads are included on the Restricted Access Vehicle network; and
- 5. That having regard to the fact that significant upgrades are required to the Water Corporations potable water treatment plant

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Ordinary Council Meeting

9 February 2023

in order to service the current proposed subdivision and that such plans are not currently within the 5 year program, sufficient time is available for the proponent to complete detailed structure planning as proposed within Amendment No 115 to Town Planning Scheme No 2 and now reflected within the Scheme.

611

### **MOTION CARRIED 8/3**

### **FOR**

Cr S Dawson Vidovich

Cr W Eiby

Cr D Jenkins

Cr P Omodei

Cr K Skoss

Cr R Taylor

Cr J Willcox

Cr C Winfield

### **AGAINST**

Cr D Buegge

Cr K Lawrence

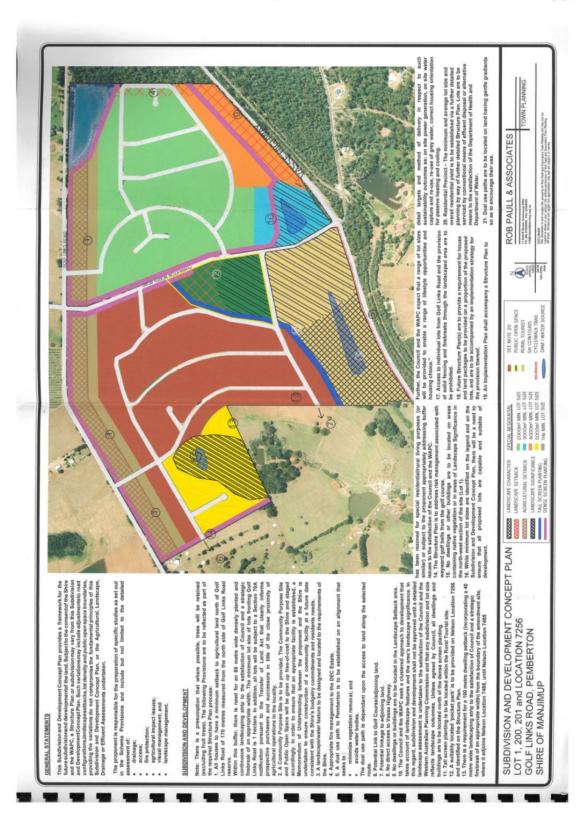
Cr M Ventris



Attachments - Ordinary Council - 9 February 2023

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12 **9.5.1** 



Attachments - Ordinary Council - 9 February 2023



Chief Executive Officer Shire of Manjimup info@manjimup.wa.gov.au brian.robinson@manjimup.wa.gov.au

Attention: Brian Robinson

Dear Brian

#### LOT 9001 PEMBERTON ROAD NORTH, PEMBERTON

#### 1. Introduction

I refer to recent discussions regarding the above. The purpose of this correspondence is to seek Council support to modest changes to the Subdivision and Development Concept Plan (2009), to be called 'SDCP 2009', which formed part of Scheme Amendment No. 115. This is in order to support an upcoming subdivision application for generous sized residential lots on Lot 9001 Pemberton Road North.

The modest changes between the SDCP 2009 and the current concept are relocating and widening the 'dense screen planting' from about 50m from the Vasse Highway boundary to near the Vasse Highway boundary and providing a fire service access route (FSAR) on the Vasse Highway property boundary.

The following attachments are provided in support of the request:

- 'Difference Between Current Concept (2022) and Subdivision and Development Concept Plan (2009)' to be called the 'Differences Plan';
- · Cross-Section Plan; and
- Landscape Assessment (August 20007) by William James Landscape Architect.





### www.edgeplanning.com.au

134 Hare Street, Mount Clarence, Albany, WA 6330 T: 9842 2269 M: 0409 107 336 E: steve@edgeplanning.com.au ABN: 51 473 192 534

#### 2. Background

Lot 9001 Pemberton Road North is 54.6022 hectares in area and is located to the east of Pemberton Road North. Lot 9001 is large and has multiple road frontages. Significantly, Lot 9001 can independently be subdivided/developed from the land to the west of Pemberton Road North (Lot 9000). Our client also owns Lot 9000 which is 75.3354 hectares in area.

Various technical investigations were undertaken to support Scheme Amendment No. 115 including landscape, agricultural impact assessment, effluent disposal and drainage. Some of these investigations are still considered generally fit-for-purpose including the Landscape Assessment by William James Landscape Architect.

Based on recent Department of Planning, Lands and Heritage (DPLH) advice, there is no requirement to prepare a Structure Plan on either Lot 9000 or Lot 9001 prior to the Western Australian Planning Commission (WAPC) granting conditional subdivision approval. This is based on section 138(3) of the Planning and Development Act 2005.

Recent DPLH advice outlines the requirement to prepare technical investigations, to support the subdivision application, for both Lots 9000 and 9001. While technical investigations are being undertaken for both west and east sides, it is highlighted the upcoming next stage subdivision application is for land to the east of Pemberton Road North.

To address the Shire of Manjimup Local Planning Scheme No. 4 (LPS4) and DPLH advice, additional technical assessments have or are being undertaken for both Lot 9000 and Lot 9001. In particular, the technical investigations are:

- Bushfire Management Plan and BAL Contour Map by Smith Consulting;
- Bushfire Hazard Level Assessment includes land west of Pemberton Road North by Smith Consulting;
- Local Water Management Strategy by Bio Diverse Solutions;
- Site and Soil Evaluation by Bio Diverse Solutions;
- · Servicing Report by Peter Eastlake Consulting Engineer; and
- Traffic Impact Assessment by Donald Veal Consultants.

The owner of adjoining Lot 800 (No. 334) Golf Links Road has expressed no interest in subdividing this land in the foreseeable future. Importantly, the subdivision of Lot 9001 can occur without Lot 800 being part of the subdivision application. There is however scope for Lot 800 to be subdivided later on should there be landowner interest.

Various lots associated with the subdivision approval of WAPC reference 157585 have or are being created adjoining Golf Links Road. These lots also contain the 80m wide vegetated buffer.

#### 3. Planning framework

Lot 9001 (previously Lot 7256) has been identified for residential land use and development for decades including in the *Shire of Manjimup Local Planning Strategy* (endorsed by the WAPC on 19 December 2003). Scheme Amendment No. 115 rezoned the site from the 'Rural' zone to the 'Special Development' zone. Scheme

Amendment No. 115 was gazetted on 31 July 2009 and was supported by the associated SDCP 2009. The site is now zoned 'Special Use No. 7 (SU7)' in LPS4 and is within Pemberton Precinct 2 Golf Links Road.

The site is suitably zoned and relevant technical investigations have or are being undertaken to demonstrate that proposed residential lots will be suitable and capable. Based on the SDCP 2009 and supporting technical investigations, the proposed lots will be generous in size and predominantly Residential R5 (2000m²) with some R2.5 lots (4000m²).

The landscape assessment from William James Landscape Architect highlights the major landscape view that needs to be addressed, as part of future subdivision/development, is the iconic view from Vasse Highway towards the old house located west of Pemberton Road North (outside of the proposed upcoming subdivision application site).

Noting that the SDCP 2009 is a broad concept/framework plan, it is suggested there is scope to vary modest components based on changing planning, bushfire and servicing requirements over the past decade or more.

#### 4. Modest changes between SDCP 2009 and current concept

The current concept is consistent with the SDCP 2009 including land uses, lot sizes, addressing land use compatibility, bushfire mitigation measures, key landscape considerations and the provision of a small area of public open space east of Pemberton Road North. The current concept for Lot 9001 will continue to see our client provide a 15m wide planting strip adjoining Pemberton Road North (east side) based on the William James Landscape Architect report. The current concept will respond to the planning framework, landform, site characteristics and required servicing.

Since the SDCP 2009 was prepared, relevant new policies include the Government Sewerage Policy, State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and Guidelines for Planning in Bushfire Prone Areas. The current concept is required to take account of these and other new documents.

The modest changes between the SDCP 2009 and the current concept are relocating and widening 'dense screen planting' from about 50m from the Vasse Highway boundary to near the Vasse Highway boundary and providing a FSAR on the Vasse Highway property boundary.

In support, please see attached the Differences Plan. This highlights the existing and proposed changes to the location/alignment of the dense screen planting and also shows the proposed FSAR (6m wide) adjoining Vasse Highway.

The proposed relocation of the 'dense screen planting' from about 50m from the Vasse Highway boundary to near the Vasse Highway boundary (separated by a proposed 6m wide FSAR) is justified on the following grounds:

 It meets the objectives in the Landscape Assessment from William James Landscape Architect (August 2007) to screen development, east of Pemberton Road North, when viewed from Vasse Highway. This is proposed through

planting with a depth of 20m near Vasse Highway. While details will be addressed as a subdivision condition, a Cross-Section Plan is enclosed which shows the proposed intent which proposes a mix of trees and shrubs of different heights:

- The planting width will be increased from 15m, proposed in the William James Landscape Architect report, to 20m. Our client will be responsible for undertaking planting to the satisfaction of the Shire;
- The proposed 20m wide dense screen planting will complement the existing vegetation within the Vasse Highway road reserve. The proposed planting will ensure future development is effectively screened from Vasse Highway;
- Relocating the dense screen planting assists to provide greater areas of BAL-29
  or below for lots backing onto Vasse Highway. In particular, moving the dense
  screen planting about 50m southward will provide increased separation and
  will lower BAL ratings for lots backing onto Vasse Highway;
- The current concept again proposes 4000m<sup>2</sup> lots adjoining Vasse Highway and provides suitable building setbacks from Vasse Highway based on the SDCP 2009 plan;
- The modifications takes account of the Guidelines for Planning in Bushfire Prone
  Areas and the Bushfire Management Plan (in progress) including the provision
  of multiple access routes, as well as a perimeter road on the eastern boundary;
- The proposed modifications will not negatively impact on surrounding land or on the area's amenity; and
- The modest modifications do not materially change the intent of the SDCP 2009 and do not restrict the use and development of adjoining lands.

#### 5. Cross-Section Plan

The enclosed Cross-Section Plan shows the current concept for land adjoining Vasse Highway. In particular, it shows:

- Vasse Highway road reserve including existing mature vegetation in the reserve;
- 6m wide FSAR;
- 20m wide dense screen planting by subdivider (trees and shrubs of different heights likely to range between 5m to 20m in height with details to be addressed through a subdivision condition);
- Landscape setback width of 50m from the Vasse Highway property boundary (building exclusion area);
- Building envelope/developable area showing an indicative shed and house;
- Front setback;
- Subdivision road (with street trees to be provided by the subdivider); and
- Contours.

#### 6. Bushfire management

To address SPP3.7 and the Guidelines for Planning in Bushfire Prone Areas, the current concept is to:

- Provide multiple access routes via the public road network;
- Construct a perimeter road along the full length of the eastern boundary;

- Provide a FSAR adjoining the southern boundary of the lots backing onto Vasse Highway. The proposed FSAR will be 6m wide and will be located in an easement;
- Future dwellings to be suitably setback from the National Park;
- · Provision of a reticulated water supply and fire hydrants; and
- · The establishment of an Asset Protection Zone around dwellings.

A FSAR is considered an appropriate outcome rather than a public road adjoining Vasse Highway noting:

- · A FSAR will have less visual impact that a public road;
- To address visual amenity considerations from Vasse Highway, the SDCP 2009 did not propose an additional parallel road to Vasse Highway;
- The provision of a FSAR adjoining Vasse Highway will provide suitable access for the bushfire brigade given Vasse Highway is only metres away; and
- The DPLH, based on recent discussions, have outlined in-principle support for a FSAR rather than a public road adjoining Vasse Highway.

#### 7. Other matters

As outlined earlier, our client will provide a 15m wide planting strip adjoining Pemberton Road North (east side) to reflect the SDCP 2009 as part of the upcoming subdivision. This is to enhance the area's amenity and to screen/filter development. Proposed lots are required to have sufficient depth to ensure each lot has suitable areas of BAL-29 or below to locate a dwelling.

While our client is responsible for undertaking the 15m wide planting strip adjoining Pemberton Road North, it is queried whether the Council would prefer the planting to be located in freehold lots or located within the road reserve?

To increase the effectiveness of the planting, twinned/shared crossovers will be provided for lots fronting Pemberton Road North.

The orchard was completely removed some time ago on adjoining Lot 800 (No. 334) Golf Links Road and accordingly the property no longer has a non-conforming use right for an orchard. The owner of Lot 800 is not considering growing any more apples on this land. Instead, the owner undertakes grazing. Given Lot 800 is zoned Special Use (SU7) and the zoning does not permit agriculture-intensive (includes orchards), there is accordingly no issues with possible complaints regarding spray drift onto Lot 9001.

It is understood the Shire continues to require a 'pocket park', based on the SDCP 2009, for land to the east of Pemberton Road North. The public open space will be centrally located. In-time, a major area of POS will be provided west of Pemberton Road North in accordance with the SDCP 2009.

#### 8. Economic and community benefits

Gaining approval and implementing the upcoming subdivision application will have various economic and community benefits to complement the State Government's Just Transition Fund. This includes supporting local employment, assisting to create a

**9.5.8(A)** 

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more sustainable local economy, sustaining local facilities and services, and providing a greater choice for those wishing to buy residential lots in Pemberton.

#### 9. Next steps

Gaining Council support to the modest changes between the SDCP 2009 and the current concept, as outlined on the Differences Plan and in Cross-Section Plan, will assist in finalising required technical investigations and refining the subdivision concept. This is with a view of submitting a subdivision application to the WAPC in the short-term.

Please contact me on 0409107336 or steve@edgeplanning.com.au should you have any questions, seek clarification or require additional information.

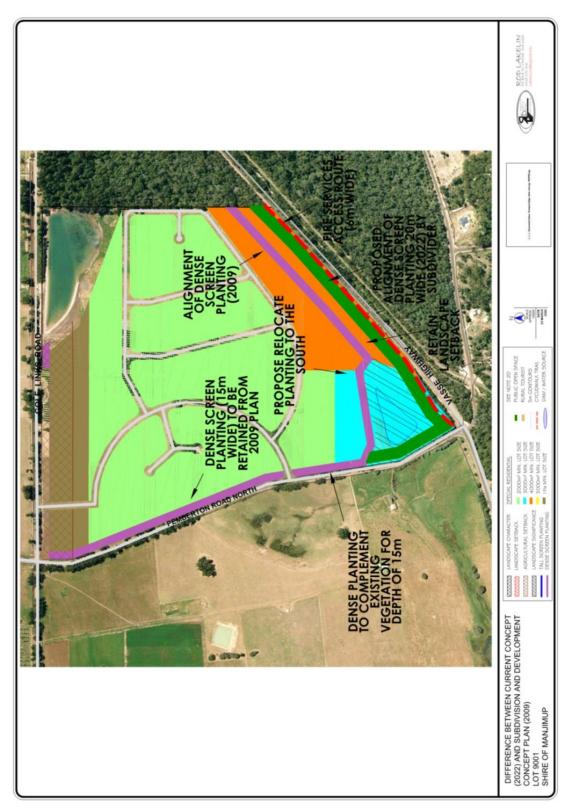
On behalf of our client, Edge Planning & Property trust the Council will positively consider this request. I look forward to receiving Council support, to the modest changes between the SDCP 2009 and the current concept, at your earliest possible convenience.

Yours sincerely

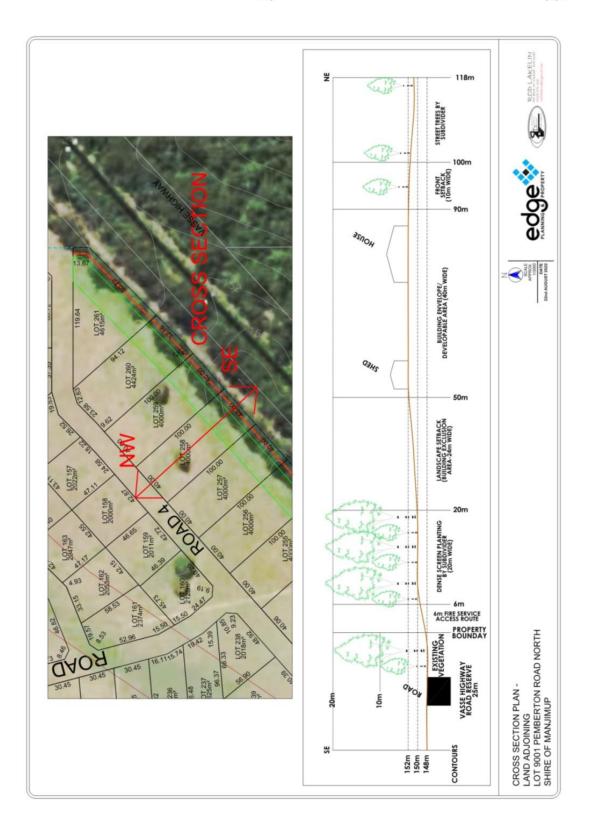
Steve Thompson SENIOR PARTNER

7 September 2022

Enc.



Attachments - Ordinary Council - 9 February 2023



Attachments - Ordinary Council - 9 February 2023

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#### **ATTACHMENT APPENDIX**

#### 9.5.2 Proposed Modifications to Approved Concept Plan - Lot 9001 Golf Links Road, Pemberton

**PROPONENT Edge Planning Consultants** OWNER Greenland Pemberton Pty Ltd

LOCATION / ADDRESS: Lot 9001 Golf Links Road, Pemberton

WARD: West ZONE:

Special Use DIRECTORATE:

Development and Regulation

FILE REFERENCE: F220148 P58140

LEGISLATION: Planning and Development Act 2005

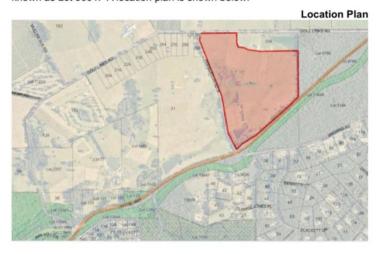
Brian Robinson AUTHOR: 2 September 2022 DATE OF REPORT:

**DECLARATION OF INTEREST:** Nil

#### BACKGROUND:

The Greenlands Estate (the Estate) is located on the South side of Golf Links Road, approximately 1km north east of the Pemberton townsite. The Estate comprises two distinct sections of land, one either side of Pemberton North Road.

Consultants on behalf of the owner/developer of the Estate is requesting Council consider a number of modifications to the Estate's endorsed Concept Plan as it relates to the land located east of Pemberton North Road, currently known as Lot 9001. A location plan is shown below.



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To date, the estate developer has created 18 1ha lots fronting Golf Links Road to the west of Pemberton North Road. The developer is also in the process of creating an additional 5 lots ranging from 1ha to 2ha on the eastern side of Pemberton North Road, which will leave and area of 48.5202 ha of land to be known as Lot 9002. A copy of the endorsed diagram of survey is shown attached.

ATTACHMENT: 9.5.2(1)

Creation of the Estate was facilitated by Amendment No 115 to the Shire's then Town Planning Scheme No 2, which rezoned the land from "Rural" to "Special Development" Zone. The Amendment as gazetted contained a Concept Plan and introduced a number of scheme provisions relating to the future subdivision and development of the land. A copy of the Concept Plan is appended.

APPENDIX: 9.5.2(A)

The developer is now focusing on the subdivision of the balance of Lot 9001 and is seeking to modify the approved Concept Plan to:

- a) Introduce a 6m Fire Service Access Route (FSAR) abutting Vasse Highway; and
- b) Relocate and widen the 'dense screen planting' shown approximately 50m north of the Vasse Highway boundary to a position immediately abutting the FSAR.

The consultant is also seeking an indication as to whether Council would prefer the planting to be located in freehold lots or located within the road reserve.

Additionally it is noted that the proponent's correspondence states that "Based on recent Department of Planning, Lands and Heritage (DPLH) advice, there is not requirement to prepare a structure plan on either Lot 9000 or Lot 9001 prior to the Western Australian Planning Commission (WAPCA) granting conditional subdivision approval. This is based on section 138(3) of the Planning and Development Act 2005."

A copy of the submitted correspondence is shown attached along with a Plan detailing the differences from the approved "Subdivision and Development Concept Plan" and a cross sections demonstrating the proposed approach.

ATTACHMENT: 9.5.2(2)

Council is requested to consider the proponents request and determine whether in fact a formal structure plan is required prior to subdivision of the

# PUBLIC CONSULTATION UNDERTAKEN:

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#### **COMMENT (Includes Options):**

To assist Council in considering the request and determine whether a formal structure plan should be required, the following comments are offered:

The provisions of Local Planning Scheme No 4 (LPS No 4) include the subject land within the Special Use Zone area No 7. Provisions relating to the Subdivision and Development of the land are outlined within Part 5.42 of the Scheme and Schedule 6 of LPS No 4.

#### Part 5.42 - Special Use Zone

As outlined within clause 5.42.1 the Policies relating to the Special Use Zone as follows:

"The local government policies in controlling development and influencing subdivision within the Special Use Zone will be to:

- Zone land to provide for special uses that do not readily fall within the zone categories of the Scheme;
- Require preparation of a Structure Plan for adoption by the local government for developments which consist of multiple uses;
- (iii) Ensure that new development/subdivision proposals reflect the settlement strategy in the adopted Local Planning Strategy; and
- (iv) Ensure that large scale developments are located in close proximity to existing towns in strategically identified locations.

#### Development in the Zone

Lane uses, subdivision and conditions of development and use will be in accordance with an endorsed Structure Plan including relevant documentation adopted by the local government and identified in Schedule 6 of the Scheme."

In addition to the above policies, clause 5.42.2 states that there is a general presumption against subdivision unless provided for in an adopted Structure

#### Schedule 6 - Special Use Zone No 7

Schedule 6 outlines a total of a number of permitted uses and imposes a number conditions of use on the Estate as shown at Appendix: 9.5.2 (B). Many of these conditions relate to the need for a detailed Structure Plan to be prepared.

APPENDIX: 9.5.2(B)

The conditions of Use relating to a Structure Plan are summarised as follows:

- Preparation of Structure Plan approved by the local government and Western Australian Planning Commission (WAPC) prior to any subdivision of land;
- The required Structure Plan being generally in accordance with the endorsed "Subdivision and Development Concept Plan adopted by the local government on 22/11/2007" and the landscape, agricultural,

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effluent and drainage assessments, included as part of the Amendment Report":

- The following management plans being prepared to the satisfaction of the local government prior to the adoption of a Structure Plan:
  - · A drainage management plan;
  - An access strategy addressing all accesses and suitable legal agreements between the Proponent and the Shire to clarify the approach to contributions for upgrading roads and intersections as well as staging of road infrastructure requirements;
  - Building Design Guidelines to achieve a higher standard sympathetic to Pemberton's character/climate, that avoids replicating standard metropolitan building designs;
  - A Fire Management Plan:
  - An Agricultural Impact Assessment to address State Planning Policy No 2.5, compatibility with current adjoining/nearby agricultural land uses;
  - Requirements regarding advice on titles for all lots within 250m of Golf Links Road; and
  - A landscape management plan for local government approval for the strategic landscape design, a landscaping theme for the entire estate, revegetation to address natural resource management and water management requirements, street tree planting and visual impact analysis.
- 4. The community purpose site and Public Open Space being ceded free of cost and a 'Memorandum of Understanding" being prepared between the proponent and local government to ensure construction of a community facility at a future date consistent with the local government's budgetary commitments.

In considering any variation to the Subdivision and Development Concept Plan, Council must have due regard to the above matters.

As reflected by the Scheme provisions within Schedule 6, there are numerous requirements to be addressed through a detailed structure plan. Further comments on the potential for subdivision without a Structure Plan is provided within the balance of this agenda item.

#### Approved Concept Plan

The approved "Subdivision and Development Concept Plan" as shown at Appendix: 9.5.2(A) contains a number of statements and outlines a number of specific requirements relating to the future subdivision and development of the land. In accordance with the General Statement the plan provides a framework for future subdivision and development and may be varied "provided the variations do not compromise the principles of the plan, the Agricultural, Landscape, Drainage or Effluent Assessments undertaken".

Whilst many of the statements and requirements reflect the scheme requirements discussed above, additional requirements stated under the section "Subdivision and Development" that are relevant to the subdivision of Lot 9001 are summarised as follows:

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- a) Provision of a dual use path to Pemberton;
- b) No dwellings being located within the Landscape Setback area;
- c) With reference to area 10 of the plan, Council and the WAPC seeking a clustered approach to development that takes into account landscape features/significance and that no subdivision or development shall be approved until a detailed landscape assessment is undertaken to the satisfaction of Council and the WAPC;
- d) Unless agreed by Council, all dwellings to be located north of the dense screen planting;
- e) Whilst minimum lot sizes are identified on the legend and plan, there
  will be a need to ensure that all proposed lots are capable and suitable
  of development;
- f) Future Structure plans are to provide a requirement for house and land packages to be provided on a proportion of the proposed lots, supported by an implementation strategy;
- g) An Implementation Plan shall accompany a Structure Plan to detail targets and method of delivery in respect to such sustainability outcomes as on-site power generation, on-site water capture and reuse, re-use of grey water, correct housing orientation for passive heating and cooling; and
- h) Dual use paths are to be located on land having gentle gradients so as to encourage their use.

By proposing the variation to the Concept Plan as it relates to Lot 9001, the proponent is essentially seeking Council agreement to vary the requirements summarised in point d) above.

#### Ability to Vary the Concept Plan

Provisions of LPS No 2 relating to Lot 9001 state that the subdivision and development are to "generally accord" with approved Concept Plan. It is therefore possible to vary the concept plan as requested.

#### Landscape Considerations

The Concept Plan was developed with due regard to a landscape assessment submitted in support of Amendment No 155. Within the proponents submission (refer Attachment: 9.5.2(1)) they state the landscape assessment highlighted that the major landscape view that needs to be addressed as part of future subdivision/development is the "iconic view from Vasse Highway towards the old house located west of Pemberton Road North (outside of the proposed upcoming subdivision application site).

Whilst it is agreed that the landscape assessment did identify this view as important, as stated on page 5 of the assessment "The major objective of the planning guidelines has been to maintain the experience of the rural landscaping on the eastern approach to Pemberton...". In terms of Lot 9001 the stated recommendations on page 43 were:

- · Develop the site in general accordance with the Guide Plan;
- Do not obscure views to the land immediately adjacent to Vasse Highway, maintaining filtered views through roadside vegetation and

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open view at the corner of Pemberton North Road. The dense screen planting shown on the Guide Plan should begin 50m from the road reserve boundary;

- Plant dense screening as shown on the Guide Plan using a variety of trees and shrubs so that development is unseen from the adjacent road way. The dense screening should be a minimum of 10m high and of the minimum widths shown on the guide plan; and
- · Retain existing vegetation and shelterbelts.

A copy of the Guide Plan as contained within the 2007 Landscape Assessment Report is shown attached. A full copy of the assessment report can be made available to elected members on request.

APPENDIX: 9.5.2(C)

The approved Concept Plan fully reflects the above recommendations. However, it is considered that subdivision of the land abutting the Vasse Highway in accordance with those recommendations would be problematic given:

- a) The first 50 metres of the private lots abutting Vasse Highway would need to be retained as grassland only;
- b) The grassland area would be separated from the house site by the 15m dense screen planting;
- c) As reflected in the proponent's submission, 4,000m² lots are typically 40m wide by 100m deep. The majority of the properties would not be developable at that size and development including homes would be constructed in close proximity to the vegetation; and
- d) The implications associated with the need to comply with bushfire requirements.

#### Planning for Bushfire

As detailed within Schedule 6 of LPS No 4, a Fire Management Plan is required to be prepared as part of a structure planning exercise. A consultant, working on behalf of the landowner/developer, is currently preparing a Bushfire Management Plan in accordance with the WAPC's State Planning Policy No 3.7 – Planning in Bushfire Areas (SPP No 3.7) and the associated Guidelines for Planning in Bushfire Prone Areas (the Guidelines).

In accordance with the guidelines, it is recommended that hazard separation and defendable space is provided in the form of a perimeter road within greenfield subdivisions where the subdivision is to abut vegetation. In this case, the construction of a perimeter road abutting Vasse Highway would result in the future subdivision and associated development being clearly visible from Vasse Highway.

It is proposed that as an alternative to a perimeter road, a FSAR be established to provide access for emergency services for firefighting and fire management purposes. This is permissible in accordance with the Guidelines and there is no requirement to seal the FASR, reducing the potential visual impact.

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A FSAR can be located across multiple private lots subject to suitable gates and locks being used to facilitate emergency access, or they can be created as a separate reserve. The guidelines advise that in both cases the management of the FSAR is by the local government. The Shire's Community Emergency Services Manager has indicated a preference for a separate FSAR reserve to be established and this is supported.

#### Proposed Screen Planting

Whilst the establishment of a dense screen planting immediately adjacent to the FSAR will prevent the objective of maintaining filtered views through the roadside vegetation. That said, there are issues with the proposed Landscape Setback area as reflected within the Concept Plan, which are summarised as follows:

- a) Whilst the intent was to use this area to maintain filtered views of farmland, the effectiveness of maintaining a 50m wide area to achieve this is questionable:
- The area would be effectively isolated from the balance of the private landholdings; and
- c) Unless strict management conditions were imposed and enforced, there is potential such an area would be revegetated with vegetation either through natural revegetation processes or the landowners planting additional vegetation.

By establishing a wider 20m vegetated buffer as proposed, the developer will be maximising the potential for resultant development to be visible from Vasse Highway, which is consistent with the intent of ensuring visual separation from the urban development associated with the Pemberton townsite. The proposed relocation and increase of the vegetated buffer is therefore supported.

#### Structure Planning

The proponent has advised within the supporting correspondence that the Department of Planning, Lands and Heritage has advised that there is no requirement to prepare a structure plan on the basis of section 138(3) of the *Planning and Development Act 2005*. Shire officers dispute this on the grounds that Concept Plan was not a detailed plan and in itself highlights the need for more detailed structure planning to occur. In Shire Officers opinion, a structure plan is required for the purposes of ensuring orderly and proper planning

The provisions of Amendment No 155, notations on the Concept Plan and provisions of LPS No 4 are all based on the premise that more detailed plans would be prepared for the whole of Special Use Zone Area No 7, based on the more detailed technical studies identified within those documents. Through the structure planning process strategic issues such as traffic management and infrastructure upgrades will be addressed.

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Given that the subdivision and development of Lots 9000 and 9001 will represent the largest single residential estate development within the history of the Shire, this is considered highly appropriate. Should subdivision of the land be dealt with on piecemeal basis, there is potential for issues resulting from the overall development to be inappropriately deferred.

In accordance with the Deemed-to-Apply provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, such a structure plan would be advertised for public comment. To date the ability for comments to be sought has been limited to a broad scale concept plan. <a href="Conclusion">Conclusion</a>

Modification of the Subdivision and Development Concept Plan relating to Lot 9000 as proposed is supported subject to:

- The proposed vegetation screen plantings being wholly retained within the resultant lots; and
- b) The Fire Service Access Route being created as a separate reserve, vested with the Crown with a management order in favour of the Shire for the purposes of emergency management.

Notwithstanding the above, it is recommended that both the proponent and the Department of Planning, Lands and Heritage be advised that in the opinion of the Shire of Manjimup detailed structure planning of the area is required, consistent with the provisions of Amendment No 115, clauses 5.42.1, 5.42.2 and the provisions of Schedule 6 of Local Planning Scheme No 4 and is essential to ensure the requirements for orderly and proper planning and strategic issues such as traffic management and infrastructure upgrades relating to the estate as a whole are addressed.

#### STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Shire of Manjimup Local Planning Scheme No. 4.

#### POLICY / STRATEGIC IMPLICATIONS:

As detailed within the comment section above.

### ORGANISATIONAL RISK MANAGEMENT:

Should structure planning not be completed as recommended within Amendment No 115 and the provisions of Local Planning Scheme No 4, there is a potential for ad-hoc subdivision to occur without the overall need for matters relating to the wider subdivision being addressed such as infrastructure upgrades.

#### FINANCIAL IMPLICATIONS:

Nil.

#### SUSTAINABILITY:

Environmental: Nil.

Economic: By requiring the completion of structure planning to be undertaken, there is a risk the lead time for resultant subdivision to be extended. It should

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however be noted that it was the landowners own consultants who recommended that need for more detailed studies and structure planning to be completed. These requirements have been known to the landowner since gazettal of Amendment No 115 to Town Planning Scheme No 2.

<u>Social</u>: Modification of the Subdivision and Development Concept Plan as proposed is consistent with contemporary bushfire planning techniques, whilst ensuring the visual impact of future development is minimised.

VOTING REQUIREMENTS: SIMPLE MAJORITY

#### OFFICER RECOMMENDATION:

#### That Council:

- Advise the proponent that the proposed modifications to the Subdivision and Development Concept Plan relating to Lot 9001 are supported subject to the following conditions:
  - a) The proposed Fire Service Access Route abutting Vasse Highway being designed and constructed in accordance with the State Planning Policy No 3.7 and the Planning for Bushfire Guidelines to the satisfaction of the Shire of Manjimup and the Department of Fire and Emergency Services;
  - b) The Fire Service Access Route being contained within a separate reserve vested with the Crown free of charge;
  - c) All Screen Vegetation being wholly contained within private property and being established in a timely manner so as to ensure the resultant subdivision and development are effectively screened from view.
- Advise the proponent and Department of Planning, Lands and Heritage that the Shire of Manjimup:
  - a) Does not support the view that structure planning is not required on the basis of clause 138(3) of the Planning and Development Act 2005:
  - b) Considers that the need for structure planning has been well documented through the provisions of Amendment No 115 to Town Planning Scheme No 2 (as proposed by the landowners consultants), the provisions of clause 5.42.1, 5.42.2 and the provisions of Schedule 6 of Local Planning Scheme No 4; and
  - c) Structure planning is essential to ensure orderly and proper planning and that matters relating to the overall development of the estate such as service provision, traffic management, infrastructure upgrades are addressed in a co-ordinated and timely manner.

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#### COUNCIL RESOLUTION:

MOVED: Skoss, K SECONDED: Dawson Vidovich, S

#### 28900

That Council:

- Advise the proponent that the proposed modifications to the Subdivision and Development Concept Plan relating to Lot 9001 are supported subject to the following conditions:
  - a) The proposed Fire Service Access Route abutting Vasse Highway being designed and constructed in accordance with the State Planning Policy No 3.7 and the Planning for Bushfire Guidelines to the satisfaction of the Shire of Manjimup and the Department of Fire and Emergency Services;
  - The Fire Service Access Route being contained within a separate reserve vested with the Crown free of charge;
  - c) All Screen Vegetation being wholly contained within private property and being established in a timely manner so as to ensure the resultant subdivision and development are effectively screened from view.
- 2. Advise the proponent and Department of Planning, Lands and Heritage that the Shire of Manjimup:
  - Does not support the view that structure planning is not required on the basis of clause 138(3) of the Planning and Development Act 2005;
  - b) Considers that the need for structure planning has been well documented through the provisions of Amendment No 115 to Town Planning Scheme No 2 (as proposed by the landowners consultants), the provisions of clause 5.42.1, 5.42.2 and the provisions of Schedule 6 of Local Planning Scheme No 4; and
  - c) Structure planning is essential to ensure orderly and proper planning and that matters relating to the overall development of the estate such as service provision, traffic management, infrastructure upgrades are addressed in a co-ordinated and timely manner.

CARRIED: 8/0

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ZONE IDENTIFICATION	SPECIAL USE ZONE PERMITTED USES	CONDITIONS OF USE
		approval.
		13. All buildings shall be setback a minimum of 100 metres from the adjoining State Forest and 50 metres from any existing water bodies (unless it can be demonstrated by the proponent that a lesser distance will not compromise fire protection requirements or water quality).
		14. Dams shall only be permitted on common property.
		15. A Fire Management Plan (FMP) shall be prepared by the proponent in consultation with the local government, the DEC and Fire and Emergency Services. This FMP shall require endorsement by the local government prior to the lodgement of any application for Survey Strata subdivision or development. Full implementation of the FMP shall be required prior to any development commencing.
		<ol> <li>Perimeter fencing of the Strata Title allotments will not be permitted. Any fencing to be installed shall be limited to the immediate curtilages of the proposed residences.</li> </ol>
		17. A detailed site revegetation programme shall be submitted to the local government and require endorsement prior to the lodgement of any application for Survey Strata subdivision or development. The revegetation programme shall document planting locations, species, and the ongoing management of the revegetation, so as to minimise any undesirable visual impacts of proposed dwellings from Vasse Highway.
		<ol> <li>The proponent implementing a statutory mechanism to the satisfaction of the local government limiting or restricting domestic animals to prevent impact on the adjacent State Forest.</li> </ol>
Special Use Zone No. 7 - Lots 200, 201, 1, & Loc 7256, Golf Links and Pemberton North Roads and Vasse Highway, Pemberton.	The "General" and "Subdivision and Development Statements" of the Subdivision and Development Concept Plan forming part of Amendment No 115 to revoked Scheme No 2 form part of the Scheme and are to be read as if they were included within the Scheme itself.  Within the area of the "Subdivision and Development of the Scheme itself."	a) A Structure Plan shall be prepared, submitted to, and approved by the local government and the Western Australian Planning Commission prior to the commencement of any subdivision on land within this Special Use Zone and shall be adopted by local government and endorsed by the Western Australian Planning Commission in accordance with section 6.4 of the Scheme.      b) Subdivision and Development shall generally reflect the 'Subdivision and Development Concept Plan' adopted by local government on 22/11/2007 and
	Concept Plan' shown as 'Special Residential' the following shall apply:  1. Unless otherwise specified, the Special Use Zone	the landscape, agricultural, effluent and drainage assessments included as part of the Amendment Report. The required Structure Plan is to be in general accordance with the adopted Subdivision and Development Concept Plan.
	Permitted Uses specified shall be deemed to be an "A" use for the purpose of Clause 4.19.2 of the Scheme.	Subdivision shall be implemented in a staged fashion in response to market demand.      The following Management Plans, Strategy, Guidelines and Impact Assessment shall be
	A Dwelling-Single in the area shown on a 'Structure Plan' as 'Special Residential' and designed	prepared by the Proponent prior to the adoption of a 'Structure Plan' and be to the satisfaction of the local government.  e) A Drainage Management shall be prepared and
	in accordance with the building design guidelines	submitted to the local government for approval and this Plan shall address:

Shire of Manjimup Scheme Text No. 4

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and located with building setbacks specified in the 'Structure Plan' shall be deemed to be a P' use for the purpose of Clause 4.18.2 of the Scheme.  3. Home Office within a Dwelling-Single shall be deemed to be a P' use for the purpose of Clause 4.19.2 of the Scheme.  4. Public Recreation shall be deemed to be a P' use for the purpose of Clause 4.19.2 of the Scheme.  4. Public Recreation shall be deemed a P' use for the purpose of Clause 4.19.2 of the Scheme.  5. Family Day Care Centre.  6. Bed & Breakfast 7. Community Purpose 8. Home Business 9. Home Occupation 10. Home Holiday Accommodation Within the area of the Subdivision and Development Concept Plan' shown as 'Rural Tourist': 11. Dwelling-Single 12. Restaurant 13. Cellar Door Sales 14. Bed & Breakfast Accommodation 15. Caretakers Dwelling 16. Home Occupation 17. Home Occupation 18. Home Office 19. Home Holiday Accommodation 20. Private Recreation 21. Reception Centre 22. Shop that is ancillary to a tourist development and the Stire Development and the Stire Development and the Stire Development of Caretakers Dwelling 21. Reception Centre 22. Shop that is ancillary to a tourist development tand this Plan shall: 22. Industry-cottage 23. Industry-cottage 24. Rural Pursuit  15. Am Agricultural Impact Assessment shall be deemed a P' use for the purpose of Clause 4.19.2 of the Scheme.  16. Home Occupation 17. Home Occupation 18. Home Office 19. Home A Breakfast Accommodation 29. Private Recreation 29. Private Recreation 20. Private Recreation 21. Reception Centre 22. Shop that is ancillary to a tourist development and not exceed 50m* NLA. 23. Industry-cottage 24. Rural Pursuit  15. A management of stormwater on site; 25. provision of nutrient, sediment and visit the Department of the propored and submitted to the local government for approvariant of the proporate and submitted to the local government for approvariant of the control of the Cont

Shire of Manjimup Scheme Text No. 4

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ZONE IDENTIFICATION	SPECIAL USE ZONE PERMITTED USES	CONDITIONS OF USE
IDENTIFICATION	PERMITTED USES	current adjoining/nearby agricultural land uses; and  compatibility of proposed land uses with the subject land.  For all lots within 250 metres of Golf Links Road and the common boundaries between Lots 1 & 201 of the subject land and Nelson Location 7485, prospective purchasers and their successors in title to be made subject to such legal arrangements as may be determined as being appropriate to prevent the lodgement of
		complaints about the conduct of standard agricultural practices on adjoining or nearby priority agricultural land. Lot titles are to be endorsed accordingly. The owners of all other lots within the subdivision are to be made aware of intensive agricultural operations within close proximity through an appropriate Section 70A Notification pursuant to the Transfer of Land act on each title.  k) A Landscape Management Plan shall be prepared
		and submitted to local government for approval and this plan shall address:
		<ul> <li>the 'strategic' landscape design along with associated planting and other key measures;</li> </ul>
		<ul> <li>a landscaping 'theme/s' for the entire estate along with consideration of the longer-term management and appropriateness of the vegetation;</li> </ul>
		<ul> <li>revegetation required to address natural resource management and water management requirements;</li> </ul>
		<ul> <li>appropriate street tree planting; and</li> <li>visual impact analysis.</li> </ul>
		I) The community purpose site and Public Open Space will be ceded free-of-cost to the local government in order to ensure that an appropriate community facility is established, a 'Memorandum of Understanding' will be prepared between the Proponent and the local government to ensure construction of a community facility at a future date consistent with the local government's budgetary commitments and residents needs.
		The Proponent shall undertake an assessment of the future development potential of the 'Rural Tourist' sites for land uses other than permanent residential and identify constraints that may impact on development.
Special Use Zone No. 8  Lot 1 on Diagram 62828 Middlesex Road, Middlesex and Part of Lot 13143 on Deposited Plan 181722 Middlesex Road, Middlesex	Agriculture - Extensive 'P'     Agriculture - Intensive 'P'     Agriculture - Intensive 'P'     Agriculture - Intensive 'P'     Animal Establishment 'A'     Aquaculture 'D'     Aquaculture 'D'     Agriculture 'A'     Brewery 'A'     Civic Use 'D'     Community Purpose 'A'	The local government may impose conditions on the development approval including, but not limited to, those relating to revegetation, hours of operation, preparation and implementation of a management plan(s) to manage noise and other land use conflict risks, the provision of effluent and wastewater disposal and treatment and mosquito borne disease.
AMD 23 GG 22/03/2022	Dwellings:     Caretaker's Dwellings 'D'     Dwelling 'D'     Educational Establishment 'A'     Exhibition Centre' A'     Family Day Care ' A'     Garden Centre 'A'	In granting approval to any of the uses listed in column 2, the local government shall require a notification, pursuant to Section 70A of the Transfer of Lands Act 1893, to be included on the certificate(s) of title that the lot(s) are within an agricultural area and a speedway and sawmill are also adjacent. The lot has the potential to be

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# 3.1 COMMUNITY SERVICES 3.1 COMMUNITY DEVELOPMENT 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

### **Background and Issues**

Community infrastructure, public places, memorials and plaques are reminders of citizens, culture and local heritage and are to be named and placed appropriately to match the context and significance of the asset or purpose.

#### **Objectives**

The objective of this policy is:

- to establish and formalise the principles and criteria by which the Shire of Manjimup names public places, community infrastructure, memorials and plaques inclusive of:
  - · Memorial furniture;
  - · Memorial Plaques;
  - · Public Spaces (including Shire reserves);
  - Community infrastructure (i.e. any property, complex, structure, building, ornamental bridges, asset, sporting field owned or under the control of the Shire, excluding public roads.); and
  - Tree Plantings
- 2. to ensure that a consistent, fair and equitable assessment of the naming of the asset is undertaken.
- 3. To acknowledge that language provides an identity that connects people to culture, embodies traditions and passes on knowledge.

## **Area of Application**

This policy applies to all Shire-managed public spaces, community infrastructure, memorial furniture, plaques and tree plantings within the Shire of Manjimup local government area, excluding public roads/bridges.

#### **Policy Measures**

The Shire will consider on its merits any application for the naming of an asset to be included on land under its care, control and management.

- 1. Naming of Public Open Spaces, Reserves and Community Infrastructure
  - a) In general terms, naming should be unique and use form, spelling and style of contemporary Australian English. In particular cases, naming practice should take into account local Noongar languages.

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# 3.1 COMMUNITY SERVICES 3.1 COMMUNITY DEVELOPMENT 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

- b) A name shall be wherever possible:
  - relevant to Australian, preferably local, history, flora, fauna, culture, local landscape and physical characteristics;
  - short and simple preferably one to two words;
  - in all respects, in accordance with community standards;
  - complementary with and sensitive to existing names and design themes of adjoining assets;
  - not easily confused with or duplicating names within the region or nearby local governments;
  - be considerate of any potential risk to the reputation of the Shire and/or Council from aligning with an individual or company whose reputation may vary.
  - be considerate of any potential detrimental impact to the community or individuals; and
  - · have strong local community support.
- c) If personal names are used, the person commemorated should be considered to have suitably addressed the following criteria:
  - have contributed significantly to the development, protection or enhancement of:
    - o Shire Town sites, Localities or Reserves; or
    - the greater region (Warren-Blackwood, Walpole-Nornalup) that has produced long-term improvements in the area or community;
  - have actively served or contributed to an area of national or international importance;
  - have a long-term association with a local community group or service club (no less than twenty years), service to the community or organisation must have been voluntary;
  - have donated property or funds for community benefit;
  - have their birth name recognised no nick-names;
  - preferably be recognised in memoriam;
  - · be endorsed by a deceased persons immediate family; and
  - names of living persons are by their nature subject to partisan perception and change in community judgement and acceptance. For this reason the adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstance.

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# 3.1 COMMUNITY SERVICES 3.1 COMMUNITY DEVELOPMENT 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

- d) Sensitivity to diverse cultural situations should be applied when selecting names and derogatory or discriminatory terms or terms likely to cause offence will not be approved.
- e) Names of commercial entities and the like must not be used unless part of a formal sponsorship proposal.
- f) Naming of parks, reserves and components of reserves must meet the requirements under the Land Administration Act and the Geographic Names Committee (GNC) WA Principles, Guidelines and Procedures.

Note: under the Land Administration Act 1997 names that commemorate a living person will not be considered for parks and reserves over one hectare.

#### 2. Renaming of Community Infrastructure or Public Space

- a) Renaming will only occur in an extraordinary case. Evidence of substantial community support must be provided for a change in name
- b) Where an asset has been named after a person and that person comes into disrepute through illegal activities, conviction or similar, whether retrospectively or subsequent to the naming, the Shire reserves the right to remove or review the name immediately.
- c) Where a name change is being considered for any of the Shire's infrastructure or reserves, the request is to be firstly referred to Land Management Service (LMS) to confirm if the current name is officially approved by the GNC.

#### 3. Signage

a) Any signage must be in line with the Shire's signage practices, design standards, and guidelines.

# 4. Requirements for Naming Proposals for Public Spaces and Community Infrastructure

- a) Addressed to the Chief Executive Officer (CEO);
- b) Evidence of support from an Elected Member of the Shire;
- c) Address of the building or place to be named;
- d) A site plan clearly identifying the location and boundaries of the asset to be named:
- e) Documentation providing the reason for the choice of name including the history, meaning, significance and relevance to the town, locality and/or Warren-Blackwood or Walpole-Nornalup region or national/international contribution;

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# 3.1 COMMUNITY SERVICES 3.1 COMMUNITY DEVELOPMENT 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

- f) If the nomination is being submitted by an organisation, documented evidence (i.e. minutes from a committee / board meeting) must also be included in support of the nomination; and
- g) For personal names, the following must also be supplied:
  - Biographical details: dates of birth & death (if relevant); length and years of service or association;
  - Written permission from the family in the case of a deceased person.

# 5 Requirements for Memorial Furniture and Plaques

- a) Addressed to the CEO;
- b) Address of the location;
- A site plan clearly identifying the location of the proposed plaque or memorial seat;
- d) A copy of the text to be included on the plaque or memorial seat, and the size and details of the materials to be used.
- e) Documentation providing the reason for the choice of name including the history, meaning, significance and relevance of the subject person to the site; and
- f) If the nomination is being submitted by an organisation, documented evidence (i.e. minutes from a committee / board meeting) must also be included in support of the nomination.

#### 6. Requirements for Tree Planting / Plaques

- a) Addressed to the CEO;
- b) Within the primary town sites of Manjimup, Pemberton, Northcliffe and Walplole the preferred locations are:
  - i. Manjimup Heritage Park
  - ii. Pemberton Memorial Park
  - iii. Northcliffe Forest Park
  - iv. Walpole Pioneer Park
  - v. Other
- c) A site plan clearly identifying the location of the proposed tree planting or tree plaque installation;
- d) Documentation providing the reason for the request including whether for: Centenarian recognition, or memorial purposes should include the history, meaning, significance and relevance of the subject person;

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# 3.1 COMMUNITY SERVICES 3.1 COMMUNITY DEVELOPMENT 3.1.6 Naming of Shire Assets, Tree Plantings, Memorials and Plaques

- e) If the request is to recognise a Centenarian then consent of that Centenarian must be included in the submission;
- f) A copy of the text to be included on the plaque or memorial seat, and the size and details of the materials to be used.
- g) If the nomination is being submitted by an organisation, documented evidence (i.e. minutes from a committee / board meeting) must also be included in support of the nomination.

### 7. Assessment Process:

- a) On receipt of a nomination, the CEO shall ensure or criteria is assessed.
- b) Where the nomination proposal pertains to the naming of parks and reserves a preliminary presentation should be made to Landgate (GNC) for initial comment prior to it being presented to Council for approval. If approval is provided, public consultation occurs, formal approval from Landgate is then requested.
- c) Recommendations to Council involving matters that may be deemed of a sensitive nature will be kept confidential, where possible. Adoption of the recommendation will require an absolute majority decision by Council.
- d) Maintenance and replacement budget considerations pertaining to the request will be considered in the Officer Report.
- e) Memorial furniture, plaques or tree plantings can be granted approval at the discretion of the CEO provided there is no variation to the Policy Measures.

**ADOPTED 24 October 2019** 

**NEXT DUE FOR REVIEW MONTH 2023** 

The Administration of this Policy is by Community Services Directorate.

**9.15.2(A)** 



#### **AIRFIELD MANAGEMENT COMMITTEE**

#### TERMS OF REFERENCE

Status: Management Committee

Members: 1 Councillor

1 Airport Reporting Officer

2 Deputy Airport Reporting Officer Manager Technical Services

1 representative Manjimup Aero Club

1 representative DBCA
1 representative Local Pilots

1 representative St John Ambulance

(Total 9)

Proxies: 1 Councillor, 1 St John Ambulance, Officer, 1 DBCA

Quorum: At least 4 members of Committee

Term of Appointment: 2 years to 21 October 2023
Officer Responsible: Manager Technical Services

Meetings: Quarterly

**Reporting:** Direct to Council Meeting **Requirement:** Open to the public

**Delegated Powers:** Authorised to carry out voluntary or contributory

maintenance activities at the Airport within budgetary

limits.

#### **FUNCTIONS OF COMMITTEE**

 To manage and maintain Manjimup Airfield and associated facilities in accordance with Council's policy and the guidelines laid down by Air Services Australia and the Civil Aviation Safety Authority;

2. Carry out voluntary and contributory maintenance activities within the annual allocated operating budget;

3. To advise Council on matters relating to Airfield policy; and

4. To advise Council on the future development of the airfield (at the existing or alternative locations).

### Members Reviewed: 13 September 2023

Cr Cliff Winfield	Councillor
Cr Robert Taylor	Councillor (Proxy)
Catherine Mills	Manager Technical Services
Michael Leers	Director of Works (Proxy)
Max Lefroy	Airport Reporting Officer
Sean Tysoe	Deputy Airport Reporting Officer
Bruce Ward	Deputy Airport Reporting Officer
Gavin Ladhams	Deputy Airport Reporting Officer (Proxy)
Peter Casonato	Representative Manjimup Aero Club
Jeffrey Bennett	Representative DBCA

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# **AIRFIELD MANAGEMENT COMMITTEE**

# **TERMS OF REFERENCE**

Alison Raper	Representative DBCA (Proxy)	
Shane Hawily	Representative Local Pilot	
Barbara Hunter	Representative St John Ambulance	
Shane Clarke	Representative St John Ambulance (Proxy)	

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