



# ATTACHMENTS

## COUNCIL MEETING

6 July 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* and the *Shire of Manjimup Standing Orders Local Law 2013*.

#### **Standing Orders**

The Shire of Manjimup *Standing Orders Local Law 2013* (Standing Orders) applies to Council meeting procedures and nothing in this policy overrides those Standing Orders.

#### **Council Meetings**

##### *Meeting frequency and starting time*

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

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

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

#### **Officers' Reports**

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

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

#### **Principles**

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

- Be according to law;
- Take account of any State or Council Policy;
- Have regard to the current Strategic Community Plan and Corporate Business Plan, and any other relevant Shire strategic documents;
- Have regard to the Shire's Risk Management Framework;
- Be balanced and objective;
- Be technically correct;
- Be properly researched using relevant information and data;
- Ensure procedural fairness;
- Include options, consequences and associated impacts where appropriate; and
- Include expert opinion or advice where necessary.

SHIRE OF MANJIMUP  
1. COUNCIL POLICIES  
1.1 COUNCIL CHAMBER AND MEETINGS  
1.1.1 Council Meeting System

*Recommendations*

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

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

Alternate Motions or amendments to Officers' Recommendation

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

Councillors are encouraged to provide suggested alternatives to officer recommendations to the appropriate Director or CEO at least 24 hours in advance of the relevant Council meeting. This is to ensure that the terminology being proposed in the alternative recommendation is consistent and clear, as well as to ensure the legality of any proposed amendments.

A copy of the proposed amendment, with reasons, is to be circulated to all other Councillors, CEO and Directors.

Order of business

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

Late Reports

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

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

New Business of an Urgent Nature

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

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

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



SHIRE OF MANJIMUP  
1. COUNCIL POLICIES  
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Guests

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

Definitive Meeting Procedure Guide

Council has adopted the following publication as its definitive guide on meeting procedure for this Council.

***"Take the Chair (eighth edition 1990)" by David Price, Bill Smith  
and Harold Luxton."***

Published by Rostrum WA Inc, printed by Mercury Press, Osborne Park WA.

**Briefings, Workshops and Other Informal Meetings**

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

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

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

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

1. Presentations by others
2. Councillor discussion
3. Questions on the agenda
4. Councillor issues
5. Information Bulleting issues
6. SMT updates

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

**ADOPTED 22 MAY 2008  
REVIEWED 27 MAY 2021  
NEXT DUE FOR REVIEW MAY 2025**

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

## Shire of Manjimup

### Proposed Allocation of Round 4 - Local Roads and Community Infrastructure Program

Proposed projects have been chosen based on meeting actions within the Corporate Business Plan 2023-2027:

- C10.2 Implement strategies contained in the Access & Inclusion Plan 2018-2023;
- D5 - Develop and maintain community infrastructure to a service level that meets the community needs.
- D8 Develop town centres to showcase their unique characters and encourage vibrant, mixed-use commercial and public spaces
- D11 Provide for public parks and playgrounds that are accessible and attractive with well-maintained amenities and equipment.
- D16 Provide adequate and safe parking facilities in town sites and enforce compliance with ACROD regulations and local laws

#### Funding Structure

\$526,631 Road Projects only

\$912,987 Road and Community Infrastructure Programs

**\$1,439,618 Total Shire of Manjimup Allocation**

#### Proposed Allocation

<b>Road Projects</b>		
<b>\$526,631</b>	\$126,000 Reseal Middleton Road	SLK - various, 3.0 km
	\$130,000 Reseal Eastbourne Road	SLK - 0.02-2.42, 2.4 km
	\$100,000 Reseal Sears Road	SLK - various, 2.6 km
	\$85,000 Reseal Graphite Road	SLK - 24.50-25.88, 1.63 km
	\$35,631 Reseal Seven Day Road	SLK - 8.50-9.20, 0.7km
	\$50,000 Crack Seal (various)	
<hr/>		
<b>Walpole</b>		
<b>\$210,000</b>	\$210,000 Wapole Rec Ground	Public Toilet Replacement
<hr/>		
<b>Northcliffe</b>		
<b>\$230,000</b>	\$40,000 Northcliffe Town Hall	Interior/Exterior Paint Energy Efficient Lighting
	\$165,000 Northcliffe Rec Centre & Grandstand	Fretting brick repairs, repairs to cracked walls, replace breeze block with windows, replace grandstand seating, install ceilings and insulation,
	\$25,000 Northcliffe Pioneer Museum	Replace rusted roof and paint
<hr/>		
<b>Pemberton</b>		
<b>\$205,000</b>	\$180,000 Pemberton Sports Club	Complete External Paint Accessibility compliance
	\$25,000 New Public Toilet Car Park	Asphalt inc line marking with disability parking
<hr/>		
<b>Manjimup</b>		
<b>\$267,987</b>	\$99,987 Manjimup Indoor Sports Pavilion	External Paint
	\$40,000 Manjimup Community Centre	External Paint Fix Cubicles Child Care Centre
	\$8,000 Cemetery Fencing	Balbarrup Pioneer - Replace fencing with roughcut P&R
	\$32,000 Cemetery Fencing	Balbarrup - Replace fencing with roughcut P&R
	\$45,000 Manjin Park	Renewal and painting of Fountain Renewal of walkway
	\$43,000 Manjimup Town Hall	Repair lighting, Paint and Roof Repairs
<hr/>		
<b>\$1,439,618 Total Allocated</b>		
 <b>\$0 Funding Remaining</b>		



[illegible]










## 2023 Applications - May

Reference	Details	Received	Determination	Est. Cost	Days
TP2022/178	DA22/180: Development Application - Holiday Accommodation - Lot 5279 South Western Highway Palgarup	11/10/2022	COUNCIL APPROVED	4/05/2023 \$ -	205
TP2023/30	DA23/27: Development Application - Lot 5, 26 Longo Court Manjimup - Proposed Wayside Stall	16/02/2023	COUNCIL APPROVED	25/05/2023 \$ 1,000.00	98
TP2023/31	DA23/28: Development Application - Lots 8894 & 8895 Tattenham Rd Meerup - proposed softwood plantation (pine)	23/02/2023	COUNCIL APPROVED	25/05/2023 \$ 105,000.00	91
TP2023/33	DA23/30: Development Application - Lot 7694 Mitchelldean Rd Yanmah - proposed dam	24/02/2023	COUNCIL APPROVED	25/05/2023 \$ 30,000.00	90
TP2023/34	DA23/31: Development Application - Lot 100, 93 Dawsons Road, Balbarup - Proposed Change of use - Outbuilding to Dwelling	27/02/2023	COUNCIL APPROVED	25/05/2023 \$ -	87
TP2023/43	DA23/23: Development Application - Lot 111 Dixvale Rd Dixvale - proposed packing shed/coolroom	13/03/2023	COUNCIL APPROVED	4/05/2023 \$ 19,900.00	52
TP2023/52	DA23/48: Subdivision Application - Lots 5 & 6 Graphite Rd Glenoran - 163416	27/03/2023	COUNCIL APPROVED	25/05/2023 \$ -	59
TP2023/55	DA23/52: Development Application - Lot 94, 50 Karri Street Walpole - Proposed Outbuilding, Water Tank & Dwelling Preparation	6/04/2023	APPROVED	19/05/2023 \$ 100,000.00	43
TP2023/62	DA23/58: Development Application - Lot 29 Quenda Drive Northcliffe - Proposed 2x Sea Containers	17/04/2023	APPROVED	15/05/2023 \$ 5,000.00	28
TP2023/63	DA23/60: Development Application - Lot 14 Miguel Place Walpole - proposed workshop	18/04/2023	APPROVED	4/05/2023 \$ 150,000.00	16
TP2023/68	DA23/65: Development Application - Lot 4 South Coast Highway Walpole - proposed animal shelter	5/05/2023	APPROVED	25/05/2023 \$ 2,500.00	20
TP2023/70	DA23/67: Development Application - Lot 272 Chopping St Manjimup - proposed new dwelling	9/05/2023	APPROVED	26/05/2023 \$ 295,000.00	17
TP2023/71	DA23/68: Development Application - Lot 94 Karri St Walpole - proposed new dwelling	11/05/2023	APPROVED	19/05/2023 \$ 385,508.00	8



Ranger and Emergency Services  
FORM 5.2.4.1 v3



## Application To Keep More Than Two Dogs

Dog Act 1976 – Section 26, Dog Local Laws 2004 & Policy 5.2.5 Applications to Keep Additional Dogs or Cats

Application Fee \$80.00

**SHIRE OF  
MANJIMUP**

### Applicant Details

Name: CLAYTON Pukallus

Address: 52 AMIA ST Northcliffe

Our address is: (Tick appropriate box) ☒ Within Gazetted Townsite (3 Dog Limit) ☐ Outside of Gazetted Townsite (5 Dog Limit)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth (applicant must be over 18 years of age): 4/6/1975

Dog Details							
**Inside of Gazetted Town site – (3) Dog Limit				***Outside Gazetted Town site – (5) Dog Limit			
	Name	Breed	Colour	Age	Microchip Number	Sterilised Yes / No	Sex M / F
1.	Gypsy	Rotti	Black + Tan		9530100050442	No	F
2.	Shebba	Rotti	Black + Tan		953010003180061	No	F
3.	Ziggy	Rotti	Black + Tan		 953010006600254	No	F
**The following section can only be completed if you reside outside of a gazetted town site							
4.							
5.							

Reason for request to keep more than the prescribed number of Dogs:

Ziggy, became my daughters dog, as she had to be hand reared as a puppy, as she was abandon by mother as a puppy. At this stage my daughter was dealing with,

Reason Continued: Depression, + Ziggy became her companion, as, I had been working away and my Partner had started Fulltime work,

Ziggy will be moving with my daughter, in near future, as she is looking at moving to Bundury.

My daughters depression, was due to dealing with Juvinil arthritis, and Ziggy Played a big role in her healing process.

Please note that applications to keep more than two dogs will only be approved in circumstances where:

- All dog registration requirements are satisfied (if applicable); and
- The dogs are not used for breeding purposes; and
- **The dogs are not of a restricted breed or declared a dangerous dog; and**
- There is no history or current incidence of dog nuisance, wandering or actions that is likely to impact on the surrounding community; and
- A maximum of three (3) dogs may be kept on a single premises within a gazetted townsite; and
- A maximum of five (5) dogs may be kept on a single premises outside a gazetted townsite.

Once an application has been received by the Shire, a Ranger will conduct a property assessment to consider the following:

- Fence height and stability; and
- Proximity of neighbours; and
- Location and housing arrangements of the dogs; and
- Faecal disposal; and
- Lot size and breed of dogs; and
- Consent of Property Owner in writing (if applicable).

Please read and sign this declaration. Applications will not be processed without your signature and payment.

- Your application may not be supported whereby a majority of your neighbours have valid reasons to object to the keeping of more than two dogs or where there is a current or ongoing incidence of dog nuisance.
- A review of applications, pending or approved, may occur at any stage. If it is found that you have contravened any of the above conditions, approval may be revoked or varied.
- In the event that any of the registered and approved dogs become deceased or relocated on a permanent basis to another residence, the approval will be deemed as void.
- Please note that approval will not be granted if adequate means do not exist at the property to effectively confine the dogs.
- Applicant will be notified in writing of outcome following Council decision.
- Inspections will be conducted periodically to ensure compliance.
- Your application may not be supported if you have any offences committed, pursuant to the *Cat Act 2011* or subsidiary legislation.

I hereby apply pursuant to the provisions of *Section 26 (3) of the Dog Act 1976* to keep more than two dogs on the above premises and understand that payment of the prescribed fee is required at lodgement of application.

I also understand and agree to comply with all conditions as required by the Shire of Manjimup if approved. I understand that I am limited to a maximum of three (3) Dogs within a gazetted townsite or five (5) Dogs outside of the gazetted town site as per *Council Policy 5.2.5 Applications to Keep Additional Dogs or Cats*.

Applicants Signature: \_\_\_\_\_

Date: 11/5/2023


Office Use Only			
Application Fee: (As per Fees & Charges)	\$ 80.00	Date Paid:	11/5/2023
Shire Officer:	T Saurcup	Receipt No:	89385



Office Use Only	
<b>Checklist</b>	
Application Fee received. Receipt No: _____	<input type="checkbox"/>
Officer to include map of area highlighting neighbours surveyed	<input type="checkbox"/>
Record of neighbours surveyed	<input type="checkbox"/>
Copies of dogs registration forms	<input type="checkbox"/>
Supply animal history (if applicable) and photographs of property	<input type="checkbox"/>

Council Decision			
(Please Tick Box)	Successful: <input type="checkbox"/>	Unsuccessful: <input type="checkbox"/>	
Officers Signature:		Date:	

Applicant Notification		
Applicant notified of outcome in writing	Date:	

	Ranger and Emergency Services FORM 5.2.4.2
	<h2>Application To Keep More Than Two Dogs</h2> <p><i>Dog Act 1976 – Section 26, Dog Local Laws 2004 &amp; Policy 5.2.5 Applications to Keep Additional Dogs or Cats</i></p>
<b>SHIRE OF MANJIMUP</b>	<b>Property Owner Comments</b>

1. Property Owner Comments (To be conducted by Shire Officer)	
***Please Note: Property Owner who is commenting must be over 18 years of age.	
Name:	CONSTANCE JOAN TELFER
Address:	(BOX 472) 52 AMIA ST. NORTHELIFEE
Phone Number:	
(Please Tick the Appropriate Box)	Approve: <input checked="" type="checkbox"/> Decline: <input type="checkbox"/>
Comment:	THE DOGS ARE NOT NASTY TO ME IN ANYWAY. I HAVE BEEN AWAY FOR 2 WEEKS WHEN I GOT HOME THEY WERE OVER ME I THINK THEY MUST ME
Signature:	Date: 6/6/2023

F170380

**SHIRE OF MANJIMUP  
AIRFIELD MANAGEMENT COMMITTEE**



Minutes of the Airfield Management Committee Meeting held 14 June 2023  
at the Airfield Terminal Building commencing at 5:30pm.

**1. DECLARATION OF OPENING**

Chairperson Cr Cliff Winfield declared the meeting open at 5:30pm 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  
Nathan Ramage – DBCA  
Peter Casonato – Manjimup Aero Club  
Shane Clarke – St John Ambulance (Proxy) entered 5.33pm

**APOLOGIES**

Shane Hawily – Local Pilot Representative  
Barbara Hunter – St John Ambulance

**ABSENT**

Nil.

**GUESTS**

Paul Kerry – General Manager Bendotti Exporters invited as a guest by DBCA to discuss water supply proposal as a joint venture between DCBA and Bendotti exporters. Discussed in item 7.3

**3. DECLARATION OF INTEREST**

Nil.

**4. PUBLIC ATTENDANCE / QUESTION TIME**

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

*“That the Minutes of the meeting of the Airfield Management Committee held on Wednesday 1 March 2023 be adopted as a true record of proceedings.”*

**Moved: Ward, B      Seconded: Lefroy, M      CARRIED: 7/0**

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

**MOVED: Winfield, C      SECONDED: Taylor, R**  
**28977**

**That Council:**

1. **Receive the unconfirmed Minutes of the Airfield Management Committee meeting held 1 March 2023, as shown in Attachment: 9.15.2 (1).** **CARRIED: 10/0**

## 7. **MATTERS ARISING FROM PREVIOUS MINUTES**

7.1 Terms of reference – updated 29 March 2023 to add Shaun Tysoe as Deputy Airport Reporting Officer - **completed**

7.2 Switch board at Terminal building – **completed**

7.3 DBCA water supply proposal – DBCA have a formal quote for \$158,500 to provide water to site from Seven Day Road. Bendotti Exporters are upgrading their water supply in the near future and currently working with DBCA with the option of supplying DBCA water for tank storage. Proposal to be brought back to the committee if progressed.

**Shane Clarke entered at 5.33pm**

## 8. **CORRESPONDENCE**

### 8.1 **Inwards**

8.1.1 WML Consulting Engineers – Runway Seal Inspection & Maintenance Quote

8.1.2 AMS – Runway Seal Inspection & Maintenance Quote

8.1.3 AMS – Technical Inspection

8.1.4 Flightradar24 – Airport photo request

8.1.5 **Late correspondence – Email from Bruce Ward & Max LeFroy re: Airport Funding. Email from Director Works & Services confirming detail of works required at airport and status of airport.**

- Catherine clarified that the Shire officers had no part in preparing the airport funding document. Costings and information within the document were provided by Bruce & Max.
- Catherine provided a copy of and detail on the response provided by Michael Leers Director Works & Services regarding Max and Bruces concerns.
- Reseal costings stated in the document are not relevant after a seal inspection was carried out by WML Consulting engineers. The Shire of Manjimup are waiting for the formal report, however a reseal is not required. Max advised that today's inspector was impressed with the runway, however; Max stated that Chris Bitmead from Aerodrome Management Services had some concerns over the water ponding and apron when carrying out the Aerodrome Technical Inspection in April.
- The current seal still has 10-15 years life left in it. Correction works to be done, its not an easy fix however it's not expensive.
- Max advised that WML consulting engineers suggested an on-site with a sealing company . Catherine advised that any of the Asphalt companies would be suitable as it is an everyday practise for them.

**Motion**

That CM prepare work schedule and costings and provide to the committee prior to the next Airfield Committee Meeting

**Moved: Ward, B**

**Seconded: Lefroy, B**

**8.2 Outwards**

8.2.1 WML Consulting Engineers – Runway Seal Inspection & Maintenance

8.2.2 Flightradar24 – Airport image

**9. REPORTS****9.1 Financial**

- As provided
- Request from Council for budget increase from \$30,000 to \$40,000 for 2023/24 financial year awaiting approval

**9.2 Airfield Reporting Officer**

- Draining issues
- Repairs to fence
- Lights – leakage has been an issue since they were installed in 1991, which hasn't varied much and not failing.
- AMS Technical inspections report findings that stood out;
  - Taxiway into DBCA hanger not to be used – hover taxi only
  - Dedicated Taxiway into bomber refueling area required.
  - Linemarking.
  - Runway Seal.

**9.3 Aero Club**

- Quite at present
- Shortage on instructors, trying to source instructors from Bunbury
- No plane movement data provided

**9.4 Local Pilots**

Nil.

**9.5 St John Ambulance**

- RFDS Linemarking area may be required as its hard to access with Ambulance safely.

**9.6 DBCA**

- Decline in aircraft movements, nearly ceased operations out of Manjimup for the winter.
- Official Resignation letter to be sent, due to work promotion and relocation to Albany. Replacement Committee members to be officially confirmed.

**9.7 NEW REPORT ADDED – Wildlife Hazard Report**

- .As per report presented at meeting  
May Wildlife report – 4 Crows and 1 Swamp Harrier



**10. NEW BUSINESS**

**10.1** Taxiway Delta only to be used for hovering. Nathan to liaise with DBCA to help obtain a solution, possible contribution to help upgrades.

**10.2** Trial exercise – 28 June 2023 local Emergency Management Committee members. CM to formally invite Airfield Management Committee

**10.2** Red Community Grant – Paul from Bendotti Exporters advised of grant up to 150,000 dollar for dollar which Bendotti Exporters are applying for with an agreement between Bendotti Exporters and DBCA at this stage. DBCA to update Committee as plans progress. Water will be non-potable.

**11. NEXT MEETING**

Date to be advised early September 5:30pm at the Airfield Terminal Building.

**12. MEETING CLOSED**

The meeting was closed by Chairperson, Cr Cliff Winfield at 6.31pm.



**SHIRE OF MANJIMUP**  
**WALPOLE TOWN ACTIVATION**  
**ADVISORY COMMITTEE**

Minutes of the Walpole Town Activation Advisory Committee Meeting held at the Walpole Community Resource Centre, Wednesday 7 June 2023.

**1. Declaration of Opening of Meeting:**

Jennifer Willcox opened the meeting at 10.45am.

**2. Attendance**

Members Present:

Jocelyn Baister (JB)	A/Director Development and Regulation
Michael Leers (ML)	Director Works and Services
Cr Jennifer Willcox (JW)	Councillor
Louise Pickett (LP)	Community Representative
Sarah Walker (SW)	Community Representative
Sheree Gray (SG)	Community Representative
David Tapley (DT)	Community Representative
Kaylene Roberts (KR)	Minute Taker

**3. Apologies**

Gail Ipsen Cutts (GC)	Shire Representative
Evy Apeldoorn (EA)	Manager Community & Rec Services (Proxy)
Sarah Walker (SW)	Community Representative
Cherie Smith (CS)	Community Representative

**4. Guests**

Nil.

**5. Presentations**

Nil.

**6. Disclosure of Interest**

Louise Pickett who runs the Houseboat Holidays and the Post Office.

**7. Council Decision on Previous Recommendations**

ML – There is \$25k within the infrastructure budget for the sealing of the CRC carpark.

Playground to be discussed at the 15 June Council meeting along with other budgetary items.

## 8. Confirmation of Previous Minutes

**Moved: Michael Leers      Seconded: Jennifer Willcox**

**That the previous minutes of the Walpole Town Activation Advisory Committee Meeting held on 16<sup>th</sup> February 2023 be adopted as a true and correct record.**

**Carried 6/0**

## 9. Standing Items

### 9.1 Developing Age Friendly Community

ML – sealing of Pioneer Park car park on hold till next construction season – November/December due to weather and contractor availability. Council will be requested to have funds carried forward to next financial year.

JW – public are already aware of the proposed accessible path works to be undertaken at the time of car park works.

JW – Dr situation – still need to liaise with others getting paediatric services into Walpole. Have liaised with GC.

The CRC have taken on the aged health support.

Approached by Denmark Medical about subsidising Dr's visits to Walpole.

Subsidising travel from Denmark to Walpole.

Denmark have lost 4 Dr's which reduces the Dr's visit to Walpole to 1 day a week.

DT – Shire provided \$20k towards subsidising quite a few years ago.

DT – Silver Chain closed down the Health Advisory Committee.

ML – Will look into past budgets.

JW – Denmark Medical want a body organised in Walpole to lobby the resurrection of the Health Advisory Committee – will need to raise with Council and speak to the CEO /DCS.

JW – Elizabeth Gerner library – CRC undertook a survey regarding the naming of the library with an overwhelming response.

An official request has been tabled and will be presented to Council at next meeting.

SG – Dog exercise area – undertook a door knock in the area and there was an overwhelming response of NO for the proposed area, with the majority of the responses relating to bringing more tourists to the area, carparking on Shotter Street, parked up on the Laneways etc.

ML – it is up to the Committee whether to proceed with the process of progressing with the dog exercise area.

JW – Sandy Beach is proposed to be a dog beach area. DBCA are modifying one of their tracks.

**Moved: Michael Leers      Seconded: Louise Pickett**

**That the Committee not proceed with the investigation into the Unallocated Crown land on Shotter Street for a dog exercise area.**

**Carried 6/0**

JW – meeting with MPO re playground at Community Gardens on Friday, 9 June regarding specifications for the footings.

Not donating to Pioneer Park.

ML – Nature-based Playground for Pioneer Park – DBCA have plans through the Trail Heads project in 23/24.

ML – Proposed 2023/24 Budget to prepare design, plans and consultation regardless of who pays for it – Shire, DBCA or grant funding. To be discussed at 15 June Informal Council Meeting session where grant funded projects are to be presented.

ML – Capital Works program for Walpole.

22/23 Drainage works – Priority areas throughout Walpole – contractor has been engaged and started work with value of works being \$200k;

Nockolds Street – pit and drainage, kerbing included.

Sealing of Pioneer Carpark & Walpole Jetty car park with asphalt has been postponed due to contractor availability and weather. Jetty Car Park Project which is grant funded with funds being carried forward to next year. Both jobs to be completed at the same time.

Pioneer Car park to include disabled bay in front of toilet.

North Walpole Rd is ongoing and the funds have been carried forward.

Karri triangle area Lights are fixed and in place. JW – not working. ML to look into.

JW – Dump point being repaired. JB to follow up with MBS.

JW – EV station – works in progress.

JW – Fish cleaning station – with MBS.

MBS working out specs for the station and liaising with the Work Camp.

#### **10. Matters arising from Previous Minutes**

Nil.

#### **11. New Business**

DT – Looking at entering in the Tidy Towns again.

Would like to have the 'love grass' in front of the Post Office mail box and the Telstra building as well as the vine on the fence.

ML – stated that it needs to be dug up.

DT – spraying of the foreshore – ML stated it is part of the spraying program.

DT – Would not spray but can do with volunteers using cut and paste method.

ML – Would need formal request and ML will pass onto MPO.

ML – Be aware the Foreshore is classed as an Environmentally Sensitive Area.

JB – do the Council need to support the entry into the Tidy Towns?

ML – stated that it is normally the Tidy Town committee.

JW – waiting for Wiseman Signs on a quote for the replacement of Tidy Towns signage.

SG – Approached by Steve from Bibbulmun Foundation regarding their 25<sup>th</sup> Anniversary happening at the end of August for 3 days.

Not sure if this is part of this forum – JB/ML have stated definitely a function of this committee.

Wanting to do a parade down the main street.

Community get together on the Saturday night for 100 – 200 people.  
 Wanting help from the people of Walpole to help organise sausage sizzles and become active participants in their 25<sup>th</sup> anniversary.  
 Tour guides coming out from the track and then the parade.  
 SG - Has an email and will forward onto the Committee that has an overview of what they are proposing.  
 ML – with the parade they will need a traffic management plan.  
 LP – has Steve only been emailing with SG  
 SG – Steve has made contact with CS and looking at options whether it be the Recreation Centre which could cater for 100 – 200 people and SG suggested looking at the Town Hall which would be a better venue for this type of event.  
 LP – liaise with the Tourism Association through the Visitor Centre who can help with marketing and advertising.  
 ML - Council may get requested to waive the fees for the hire of the Town Hall but JW stated that the hall is already under lease with the CRC and if it gets waived then they will decide.  
 SG – small budget - CS is aware of this - \$300.  
 Are there any community groups that would be able to assist?

**Moved: Sheree Grey**

**Seconded: David Tapley**

**That Council support the 25<sup>th</sup> Anniversary of the Bibbulmun Track in Walpole and to assist with the required traffic management.**

**Carried 6/0**

A small committee can informally meet to organise the 25<sup>th</sup> Anniversary.  
 Council cannot make any formal recommendations.  
 Assistance from Council with regards to waste management and rubbish management.  
 ML – suggest also using the street bins that are available.  
 Organise markets for the weekend.

Organise the next meeting of this Committee for early July to ensure that matters can be presented to Council for approval if required.

LP – Marine Rescue Group are receiving a new vessel. Christening within 2 months. The Minister and other hierarchy will be attending with a date to be advised. Looking at 3 weekends at the end of July beginning August. New vessel will be here in a couple of weeks and the new name is being kept under wraps.

## **12. General Business**

Nil.

### **Next Meeting:**

Monday, 10 July 2023 at the Walpole CRC at 10.30am.

### **Meeting Closed:**

There being no further business, the Chair declared the meeting closed at 12.00pm.

**SHIRE OF MANJIMUP  
NORTHCLIFFE TOWN ACTIVATION ADVISORY  
COMMITTEE**



Minutes of the Northcliffe Town Activation Advisory Committee Meeting held at the Northcliffe Visitor Centre, Monday 12 June 2023.

**1. Declaration of Opening of Meeting:**

Cr Wendy Eiby opened the meeting at 1.04pm.

**2. Acknowledgement of Country**

**3. Attendance / Apologies:**

Present:

Cr Wendy Eiby (WE)	Councillor
Jocelyn Baister (JB)	A/Director Development & Regulation (Proxy)
Spencer Roberts (SR)	Manager Parks Operations (Proxy)
Evy Apeldoorn (EA)	Manager Community & Rec Services (Proxy)
Ken Gwynne (KG)	Community Representative
Joanne Tatarynowicz (JT)	Community Representative
Fiona Sinclair (FS)	Community Representative (from 1.07pm)
Kaylene Roberts (KR)	Minute Taker

**Apologies:**

Brian Robinson (BR)	Director Development & Regulation
Michael Leers (ML)	Director Works
Gail Ipsen Cutts (GC)	Director Community Services
Mark Edwards (ME)	Community Representative
Sonia Hycza (SH)	Community Representative
Penelope Wood (PW)	Community Representative

**4. Guests:**

Nil.

**5. Presentations:**

Nil.

**6. Disclosure of Interest:**

Nil.

**7. Council Decision on Previous Recommendations**

- Council resolved to note the minutes of meeting held 28 February 2023,
- Council acknowledged all other recommendations from previous minutes.

## 8. Previous Minutes

<b>Moved: Ken Gwynne</b>	<b>Seconded: Wendy Eiby</b>
<b>That the previous minutes of the Northcliffe Town Activation Committee Meeting held on 28 February 2023 be adopted as a true and correct record.</b>	
<b>Carried 7/0</b>	

## 9. Standing Items

### 9.1 Developing Age Friendly Community

### 9.2 Action Sheet

- Power Poles - Painting of Power poles is ongoing;
- Request permission from Western Power;
- An audit to be undertaken of all power poles before next meeting;
- JB query budget;
- Provision to rejuvenate the painting of poles every 5 years;
  
- Munroe House - is in now within the Pioneer Park Museum area;
- DWS has re-assessed the costing - \$250k;
- Item to next Council meeting (15 June) to get the Town Centre Revitalisation money for the next financial year;
  
- Entry statements - ongoing;
  - Aboriginal Commissioning Funding did not go ahead this year;
  - Looking into Timber Transition Grants in the 2<sup>nd</sup> round;
  - FS – look at a youth project to develop artwork to tie in with aboriginal heritage and cultural vitality - \$20k to \$50k;
  - Leave for now until have a design and artwork till a grant would be available;
  - SR – are they structurally sound if so no need to demolish;
  
- Footpath to Rec Centre
  - Look at putting camera's up around the area;
  - SR to follow up with DWS / Rangers, setup for 30 days;
  - EA – look at putting bollards up;
  - SR stated can't put bollards up as DFES fire access;
  - Put a notice in the Karri Pigeon explaining the reasons this footpath should not be accessed by cars and stating that Rangers may place cameras up and there could be a possibility of prosecution;
  - Look at putting signage up;
  
- Northcliffe Town Centenary 2024
  - Subcommittee very busy;
  - Celebrations will commence Friday night through to Monday midday;
  - Draft program will be available shortly;
  - Activities all weekend with a Grand Ball on Saturday night;
  - Shire approved footpath plaques to the footpaths on the shop side;
  - Plaques to be imbedded into the footpath;
  - SR stated that the parks crew will be ready to undertake the town tidy up, starting in February;

- Further plaques are proposed – funding approved for tree plaques in the middle of town;

**10. Matters arising from previous minutes:**

- Water fountain at Skate Park is in progress, waiting for new budget;
- Skip bins no longer happening in town which is good as it will stop the amount of illegal dumping of rubbish;

**11. New Business**

**11.1 SFA request permission to paint new Bin with funding support from Shire**

- FS - Need to organise someone to paint the bin, have paint;
- Any funding available to assist the painter to paint it;
- EA – what sort of an amount were you thinking of?
- Looking at around \$1k for the works;

**Moved: Wendy Eiby**

**Seconded: Spencer Roberts**

**The Committee look into funding options for the painting of the new bin.**

**Carried 7/0**

- Same submission process as last time – put out an expression of interest;
- SFA will manage the project;
- Artist to nominate and give a basic idea;
- Select artist then they submit their design;
- Flora design in keeping with the current theme;
- Subject to the new budget, extra recycling bins subject being approved, would be an addition to this;
- JB – should we wait and see how many new bins are approved and then can all be done as one project;
- EA – a group could apply or a community grant for the year after for the bins and maybe the power poles;
- FS – can there be a community grant come from this committee?
- No – this is a Council committee;
- FS – will put in a NCD application next year;

**11.2 Installation of Noongar season banners at NDHS**

- Banners are in place and look great;
- FS stated organisations in Northcliffe are allowed to contact the school to ask licensing permission and the artist has agree to it to use those images within any of the organisations;
- Possible for the Shire to ask for a licence to use the design, maybe in a paid capacity;

**11.3 Quokka Sanctuary – JT**

- JT was approached by Pauline Hewitt, who runs a wildlife sanctuary on Datchet Road and she is keen to get Northcliffe named as a Quokka sanctuary;
- Spoke to WE who stated that Walpole already have that idea in mind and we would need to be careful that we don't tread on their toes;
- Pauline could act as a secondary supporting role;



- Could include the whole southern district part;
- Making Northcliffe a Quokka promotion town and promoting the district;
- Could be a part of the Ecotourism;
- FS – SFA are looking at having a Quokka as a Mascot for the Understory on annual basis;
- JT – make it more scientific and nature-based;
- WE – have to be careful on how you market it as if you market it as Quokka central you'll get tourists turning up expecting to see Quokka's in the main street;
- JT – likes the idea of being a Quokka region;
- WE -2 years ago Walpole were really keen to have themselves as the Quokka Central for the SW and were looking at marketing themselves as that;
- WE advised Pauline to talk to Jennifer Willcox – Walpole Councillor as she will know if it is still on the books;
- FS will contact Cr Willcox;

#### **11.4 Concept of an Evolution Trail - JT**

- JT – Stramolites in the North to tall forests in the south;
- Northcliffe is very well placed to be part of the track around WA;
- Promoting the evolution trail;
- WE – looking into doing a geology trail locally here and can link up with other geo regions;
- JB – is there a wider trail network that already has this happening;
- WE – not in the SW but Murchison and surrounds do;
- WE – A guy from Nannup is desperate to get Northcliffe up and running but not having much luck in the SW;
- FS – will tie in with the Gene Stream Songline Sculpture – have applied for funding with the Visitor Centre already giving funding for and if successful will go out the front of the Visitor Centre and that is looking at deep-time and vulnerable species that link into evolution;
- Part of the network of sculptures in WA;
- Sitting with Lotterywest and still waiting to hear if they got funding approval;
- Applied to the Shire for extra funding for the project;
- Trouble with getting funding for brochures so if we go more for online websites, then we would not have the costs of printing the brochures;
- EA – can apply for funding for online digital brochures as a one off;

#### **11.5 Youth Mural for Skate Park Shed**

- SF in talks with CYDO – missed out on funding that is with the Family Centre;
- Has put in a request for a variation for an extension and waiting to hear;

#### **12. General Business**

Nil.

#### **13. Next Meeting:**

Monday, 11 September 2023 at the Northcliffe Visitor Centre at 1.00pm

#### **14. Meeting Closed:**

1.51pm.

**ACTION SHEET**  
**NORTHCLIFFE TOWN ACTIVATION ADVISORY COMMITTEE**

MATTERS ARISING FROM PREVIOUS MINUTES	STATUS	OFFICER	ACTION
Painting of powerpoles within the CBD Poles outside of townhall looking unsafe. Painting of the poles to be undertaken in the near future.	Ongoing SR has inspected, one pole has been identified. Parks & Gardens will remove. Ongoing.	DWS	No Action Look at the potential removal or relocation of the poles. No further action Request permission from Western Power to paint. Investigation of how many poles around town An audit to be undertaken prior to next meeting. Provision to rejuvenate the paint on poles every 5 years.
Munroe House – formal request for Council to look after the drainage. New drainage to be installed between the proposed Munroe House and Museum. Water tank to be relocated. Planning and Building Permits are in place. The relocation of Munroe house is currently underway.	Ongoing New headwall and rock pitching to be located at the end of the new drainage  Munroe House is now in place	DWS/DDR	Council to take on drainage works with \$'s associated grant. No money locked into the budget for the works. Rainwater Tank relocation and drainage has been completed  DWS has reassessed - \$250k

<p>The house will be placed on new stumps and should be completed within 2 months.</p> <p>The costing for the sealing will need to be re-assessed.</p>			<p>Cr has an item going to Council to get money from the Revitalisation money in the next financial year.</p>
<p>Entry Statements – PW has stated should have 3 entry statements</p> <p>The 3 locations to look at:</p> <p>Eastern Statement – moving location opposite Lizarks property.</p> <p>Western Statement – investigate current location.</p> <p>Southern Statement – between Mill No. 1 and Mill No. 2 Roads</p> <p>– investigate and what the cost would be.</p> <p>For safety concerns, statements should be 5m from the edge of the Bitumen</p> <p>Do we look at just getting the artwork on the existing statements updated.</p>	<p>SFA looking at Aboriginal Commissioning Fund</p> <p>Community group can look at sourcing funds through Community Grants and marketing.</p> <p>Reduced to 2 with not Southern entrance. Community funding of upto \$50k</p>	<p>Committee DWS / DDR</p>	<p>Committee to investigate the location of the proposed three entry statements and the cost per statement.</p> <p>North site opposite Lizark property is not within town boundary.</p> <p>Location 1 – Pemberton-Northcliffe Road is in right location but wrong orientation.</p> <p>Bring into town centre opposite the hotel on the vacant land.</p> <p>Scope of work examples sent out to committee by EA (KR sent out on 13/9/22)</p> <p>Aboriginal Commissioning fund did not happen this year.</p> <p>FS – looking into Timber transition grant for Rd 2.</p>

			<p>FRRR – look at youth project to develop the artwork to tie in with aboriginal heritage and cultural vitality - \$20k - \$50k</p> <p>SR – are they structurally sound if so no need to demolish</p>
			<p>Need to consult with the Indigenous Community.</p> <p>DWS stated that more research still to be undertaken</p>
		DWS	
		WE/ML	<p>To be brought back to the next meeting</p> <p>MPO to follow up with DWS / Rangers.</p>
	To be developed as .....	Ongoing	
Dual Naming within Townsite – Not permitted by the State Consultation not undertaken		Ongoing	
Design of Munroe House carpark circulated to Committee		Ongoing	
Cr Eiby to supply Maps showing 1 <sup>st</sup> nation and English names		Ongoing	
Camera's at footpath to Rec Centre		Ongoing	
Looking at putting temporary camera's up around the area.		Ongoing	
Put a notice in the Karri Pigeon for educational purposes			

stating Rangers placing camera's in the area. Look at putting signage up.			
Northcliffe Town Centenary 2024	Ongoing	Committee	<p>Subcommittee very busy</p> <p>Celebrations commence Friday night through to Monday midday</p> <p>Draft program will be available shortly</p> <p>Activities all weekend with a Grand Ball on Saturday night</p> <p>Shire approved footpath plaques to the footpaths on the shop side</p> <p>Plaques to be embedded into the footpath</p> <p>Parks crew will do tidy up starting in February and then again a week before</p> <p>Further plaques are proposed – funding approved for tree plaques in the middle of town</p>



## Meeting of the Pemberton Community Hub Balang Miya Advisory Committee - Tuesday 13 June 2023

### 1. Acknowledgement of Country

The Shire of Manjimup respectfully acknowledges and thanks the Bibbulmun People as Traditional Custodians of the land on which we meet and pays its respect to Elders, past and present.

### 2. Acronyms and Definitions

SoM	Shire of Manjimup
PL	Public 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

### 3. Attendance/Apologies

#### Attendees

Cr Murray Ventris (Counsellor – Proxy)  
 Gail Ipsen Cutts (Shire and Committee Chair)  
 Gaye Van Hazendonk (Pemberton community PCRC)  
 Rob Baker (PCRC Proxy)  
 Sherril Jackson (PL)  
 Vanda Dei-Tos (PL – Proxy and Minute taker)  
 Anna Czerkasow (PAG)  
 Jill Baker (PAG Proxy)  
 Deanne Ventris (PH&HG)  
 Leanne Rowe (PH&HG Proxy)  
 Bob Hammond (RSL)  
 Petula Holland (PVC – Proxy)  
 Cr Paul Omodei  
 Jacqui Moltoni (PCCI – Proxy) arrived 2.05

#### Apologies

Ardal Nigg (PCCI)  
 Mitchell Goddin (PVC)  
 Cr Ken Lawrence (Counsellor)

**Guests**

Cr Donelle Buegge

Michael Leers, A/g Interim CEO, Shire of Manjimup

Helen Rose, Shire of Manjimup.

**4. Declaration of Financial Interests – None**

- 5. Minutes of previous meeting** held on 4 April 2023 confirmed with an amendment to 7.8.3.4 so that it reads – “PCRC rep noted that the arrangement had been for PCRC staff to manage the Library on the Librarian’s non-workdays. However, the PCRC rep advised that PCRC staff were unable to do so without the payment of a fee for service as required by the Department Primary Industry and Regional Development”.

**Moved:** Gaye Van Hazendonk **Seconded:** Anna Czerkasow **Vote:** 7/0

**6. Matters arising from recommendations on Council Agenda**

- Welcome to Leanne Rowe as new PH&H Proxy.
- Jessica Winter’s resignation as Community Development Project Officer Proxy accepted.
- Amended Terms of Reference for the Pemberton Community Hub Advisory Committee adopted.

**7. Business Arising (from previous minutes)**

- 6.1.1 Further to 7.1.2, PCRC rep advised that deadline for acquittal of LW fit-out grant has been extended to September 2023.
- 6.1.2 Chair noted that the deadline for the acquittal SWDC grant has been extended to the end of July 2023.

**7 General Business****7.1 Practical Completion**

- 7.1.1 Chair confirmed SoM had received practical completion documentation although a snag list of items for finalisation remained. An opening event will be organised once the snag list items are completed.

**PCCI Proxy joined meeting at 2.05pm.**

**7.2 Grants**

- 7.2.1 PCRC noted that PAG needs several items (including rubbish bin, vacuum cleaner, tea towels, extension cords, microwave) amounting to approximately \$1,200 and suggested they could be funded by underspends accumulated to date.
- 7.2.2 Chair noted that in previous meetings a motion was passed by the Committee to reserve underspend savings until fit-out purchases (as per the spreadsheet) had been finalised. Subsequently, the Committee

would determine, in order of priority, how the underspend savings would be used. This motion was subsequently approved by Council.

- 7.2.3 To change this arrangement, the motion would need to be rescinded by Council and a new motion put forward. This arrangement was confirmed by A/g Interim CEO, Michael Leers.
- 7.2.4 Chair noted that if underspends were used prior to the acquittal of the Lotterywest grant, any spending over the grant allocation would have to be covered by the PCRC.
- 7.2.5 PCRC rep advised she is almost ready to acquit the first part of the grant. She sought clarification of a Shire invoice which included appliances for the kitchen fit out and storeroom lining and Chair agreed to provide an itemised list of the costs. Chair advised that pre-lining was added to all storerooms to avoid having to add it after construction as the cost would have been prohibitive.
- 7.2.6 PCRC rep encouraged stakeholders to complete their purchases and submit invoices to her as soon as possible.
- 7.2.7 PH&H rep confirmed her group was working on expending the funds allocated to them for a curator kit (for exhibition displays and information). It had taken longer than expected due to the extensive research required.
- 7.2.8 PH&H rep advised she is liaising with Mick Eastwood on a quote for the installation of plinths for the outdoor area. Chair noted that the cost of a plinth for PAG's artworks would be added to this. Chair asked PH&H to encourage Mr Eastwood to submit his quote as soon as possible so that it could be considered alongside a quote already obtained from another local contractor.

### **7.3 Occupancy Permits**

- 7.3.1 Chair confirmed that Shire has received occupancy permits.
- 7.3.2 PCRC rep advised that stakeholders interested in being part of the group move from their current location to the Hub should contact her to confirm their readiness to relocate so that she can arrange a date with the removalists (who require at least six weeks advance notice).
- 7.3.3 RSL rep asked whether the group's Honour Board could be returned together with the full tray back of other RSL memorabilia that had accompanied it. He said, he thought it was to be delivered to the Manjimup Mens' Shed as the top of the board required some repairs.
- 7.3.4 Chair confirmed the Honour Board was at the Powerup Museum workshop and assumed that the other items were with it. All items would be returned to Hub and Board installed at a location to be agreed. To assist in this process the RSL rep agreed to email photos of items transferred to Manjimup during the construction of the Hub.



- 7.3.5 In response to PAG rep's query about who would paint the pre-lining in their storeroom, Chair confirmed it would be a PAG responsibility.

#### **7.4 Signage**

- 7.4.1 Ahead of finalising the signage proof on 14 June, Chair asked whether the artist's initials on the Hub logo and other signage should be kept. PAG and PH&H proxy reps noted initials should remain but could be made smaller and curved to fit the circular design of the logo. This would ensure the artist was acknowledged.
- 7.4.2 Cr Proxy asked whether external logo on building façade could be moved to a corner of the building rather than placing it above the old RSL building entrance. Chair advised that this idea had previously been considered and then discarded as trees at the main entrance would obscure it.
- 7.4.3 PCCI rep asked whether the Pemberton Community Hub text over logo on façade could be enlarged but the Aboriginal name, *Balang Mia* remain the current size. Chair noted all wording around the logo would need to be the same size. She advised it could be increased in size and all agreed this was a good idea.
- 7.4.4 In relation to logos, Chair noted that in preparing signage, all Stakeholders' logos were recreated as vector files. She said these files would be made available to each Stakeholder group once signage was finalised. Chair thanked PVC Proxy for her assistance in facilitating this task.
- 7.4.5 Chair gave latest version of information sign text to PH&H reps for final review.

#### **7.5 Landscaping**

- 7.5.1 Chair advised the Shire's Parks' team would be completing basic landscaping tasks in the Hub on 14 June. A/g Interim CEO confirmed the Parks team was likely to be working at the Hub for most of the day. He noted that although the SoM Parks Team would be working from the original landscaping design, there would be variations as some of the plants originally selected could not be sourced and others were not suitable for the spaces proposed. He said, external areas where artworks were to be installed would only be mulched. The Parks Team would return to finalise landscaping once the artworks were in situ.
- 7.5.2 RSL rep will visit the Hub to speak to Parks Team Manager (Spencer Roberts) to show him where the three soldier sculptures are to be installed in various garden areas. Chair agreed to forward contact details of Parks Team Supervisor to RSL rep.
- 7.5.3 PVC Proxy asked whether steps could be added to back entrance of the Hub. Chair noted that it could be considered in the future however there

is no budget at present. If steps were built they would also need handrails.

## **7.6 Location of Sculptures**

- 7.6.1 Shire President asked where PAG intended to locate the wine cork artwork chosen as the winning work of 2023 Sculpture in the Vines? PAG rep said she believed the best location for this sculpture was at the Pemberton Sports Centre. She noted also that the *Head Stack* sculpture would be better in a more open place. The *Take a Bite* sculpture will be included in the central courtyard of the Hub precinct.
- 7.6.2 Chair asked PAG rep if planned plinth for *Take a Bite?* would be large enough. Chair noted that anchor points would have to be added.
- 7.6.3 In response to a query from the Chair about whether the plinth for the trolley will be large enough, the PH&H rep advised that based on discussions with the SoM Building Services Manager (Peter Krispyn), it would be.

## **7.7 Leases and MOUs**

- 7.7.1 Chair confirmed that draft leases had been distributed to all Stakeholders except PCCI. When she asked if RSL required a separate lease for their portion of the storeroom, RSL rep confirmed that this was not necessary as MOU was sufficient.
- 7.7.2 **Cr Proxy and PCCI Proxy left meeting at 2.57pm.**
- 7.7.3 PAG Proxy said that details of the Shire's Peppercorn rent arrangements had not been included in the lease documents. Chair directed her to *Schedule* section of lease where this information is explained in detail.
- 7.7.4 Chair offered to attend individual Stakeholder meetings to give group members the opportunity to ask questions about the leases and MOUs. Given her impending long service leave, she suggested interested groups involve her in their meetings soon.

## **7.8 Cameras for RSL Building**

- 7.8.1 Chair confirmed that the Shire would provide internal cameras (with no audio) to monitor Library space and PVC retail area. The PVC would need to cover the cost of installing theirs. Although cameras can be added to the exterior of the building, there is no budget for this.

## **7.9 Security**

- 7.9.1 Chair advised Cross Security will commission alarms next week (19-23 June). PAG and PH&H have decided not to commission alarms in their areas of the Hub.
- 7.9.2 Chair noted alarms are installed to protect property, reduce insurance premiums and for other security-related reasons. The Shire includes them in all new builds. These days alarms are very sophisticated and

generally, only sound in two instances. If they have not been set when staff depart at the end of the day, the security monitoring company will call if they remain inactivated by a certain time in the evening. The second instance causing an alarm to activate is due to an intruder seeking to enter the building.

- 7.9.3 Chair noted PCRC advice that it does not have sufficient staff located in the area to be included in the Hub's call out list when an alarm is activated. PCRC has advised that its policy requires two staff to attend an alarm call-out and only one of its two part-time staff lives in the Pemberton area.
- 7.9.4 Stakeholder groups not included on the call out roster when staff repeatedly fail to set alarms correctly (despite receiving the appropriate training) will be invoiced for the cost of having someone else respond to the call.

#### **7.10 Key Schedule**

- 7.10.1 Chair noted she had provided keys to Stakeholders in good faith ahead of MOUs being signed. Any group preferring not to move into the Hub would need to return their keys.
- 7.10.2 Chair asked Stakeholders to advise the number of keys their group required as soon as they know. To ensure the security of the building, the number of keys should be kept to the minimum needed. Chair will place an order for the keys once she has responses from all Stakeholders.

#### **7.11 Stakeholder Comments/Queries/Feedback**

- 7.11.1 Chair – nil
- 7.11.2 RSL – nil
- 7.11.3 Chair asked RSL rep to provide description and pictures of server window required. RSL rep advised he would discuss with his RSL colleagues at a meeting on evening of 13 June and provide advice to Chair.
- 7.11.4 PCRC rep – Queried who would provide Wi-Fi access to conference room for groups hiring it. Chair undertook to discuss with Shire's ICT Department and get back to the group.
- 7.11.5 PCRC rep asked whether bumps in floor in RSL building would be fixed. Chair noted Shire's Building Services Department advised that the floor was uneven due to a combination of the weight of the library shelving in the space over an extended period and moisture. The expectation was that it would settle.
- 7.11.6 PAG rep queried if air conditioning had been added to their area. Chair said it would be included with the fit-out for the kiln.

- 7.11.7 PAG rep reminded Committee to use her new email address as the old email address was no longer valid.
  - 7.11.8 PH&H rep asked whether lights in museum were automatic. Chair said she believed they were sensor lights but would need to check. The intent was that visitors would obtain a code to the museum from the PVC and the sensor lights would activate as they entered the museum.
  - 7.11.9 In response to a query concerning internet access in PH&H space, Chair confirmed that NBN connection is available, but PH&H would need to arrange its own provider.
  - 7.11.10 PCRC Proxy – Nothing to add.
  - 7.11.11 PL rep advised that the PL had re-opened the previous week to a constant stream of visitors. She noted that the foul weather resulted in visitors tracking water and mud from footwear into the space. She understood mats were being organised, however, in the longer term, the Committee might consider an awning or small portico above the entry doors.
  - 7.11.12 PVC rep said she had raised installing an awning with Peter Krispyn and he thought it would not be difficult to arrange.
  - 7.11.13 PL Proxy noted that outcome of grant application for landscaping would be advised in July. However, she was not optimistic that it would be successful.
  - 7.11.14 PVC rep agreed to discuss moving in arrangements with PCRC.
  - 7.11.15 PAG Proxy asked if sea container currently located on site could be used to store white display plinths once other items like the kiln had been removed for installation. Chair noted that sea container could remain for a short period before being relocated. It could not be used for long-term storage.
  - 7.11.16 Cr (Guest) said she had not seen the Hub since the construction phase. She said it looked fantastic including the new Library space.
  - 7.11.17 Chair asked PAG and PH&H to decide whether furniture in Top Notch café building was required as it needs to be cleared from the space. If so, she would arrange for it to be delivered to the Hub. PH&H rep agreed to discuss with group and advise Chair.
  - 7.11.18 In closing, Chair asked Shire President if he would like to take over as Chair of the Committee given her forthcoming departure on extended leave. Shire President said he preferred not to.
- 8. **Next Meeting** - Tuesday 1 August 2023 at 2.00pm, TBC.
  - 9. **Meeting Closed** – 3.36pm

## MEETING MINUTES

Meeting notes from the meeting of the Manjimup Heritage Park Advisory Committee held at 5:30pm on Tuesday 13 June 2023 at the JC Rose Room, Council Chambers Committee Room.



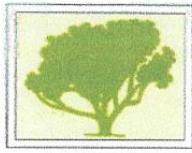
<b>1</b>	<b>Declaration of Opening of Meeting</b> Cr. Donelle Buegge opened meeting at 5:35pm, quorum present.
<b>2</b>	<b>Acknowledgement of Country</b> delivered by Cr. Buegge The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.
<b>3</b>	<p><b>Attendance / Apologies</b></p> <p><b>MEMBERS PRESENT:</b> Cr. Donelle Buegge Gail Ipsen Cutts (Director Community Services) Spencer Roberts (Manager Parks Operations) Sam Cleveland (Manjimup Visitor Centre) Ian Wilson (Manjimup Historical Society) Vicki Winfield (Community Representative) Jessica Winters (Community Representative) Marie Manns (Manjimup Community Garden)</p> <p><b>APOLOGIES/ABSENCES:</b> Cr. Robert Taylor Yvonne Pegrum (Manjimup Woodturners)</p> <p><b>Proxy apologies/absences</b> Michael Leers Proxy (Director Works &amp; Services) Evy Apeldoorn Proxy (Manager Community &amp; Recreation) Peter Casonato Proxy (Manjimup Visitor Centre) Anne Bentley Proxy (Manjimup Community Garden)</p>
<b>4</b>	<b>Declaration of Financial Interest</b> Nil.
<b>5</b>	<p><b>Confirmation of Minutes</b></p> <p>Vicki Winfield raised the errors contained in the Heritage Park brochure was brought to our attention by a member of the public and not internally – the minutes need to be changed to reflect this.</p> <p>Minutes moved with this amendment – VW and IW seconded.</p> <p>The minutes of the Manjimup Heritage Park Advisory Committee Meeting held on 14 March 2023 are accepted at this meeting as a true and correct record, noting the amendment to 8.10 that the errors in the Heritage Park brochure were brought to our attention from a member of the public.</p> <p><b>Moved:</b> V Winfield                      <b>Seconded:</b> I Wilson                      <b>CARRIED 8:0</b></p>
<b>6</b>	<p><b>Council Decisions on Committee Recommendations</b></p> <ol style="list-style-type: none"> <li>1. Receive the unconfirmed minutes of the Manjimup Heritage Park Advisory Committee meeting held 14 March 2023;</li> <li>2. Accept the amended representative nomination for Community Representative as follows: <ol style="list-style-type: none"> <li>a) appointment of Jessica Winters as the community representative; and</li> </ol> </li> </ol>

	3. Adopt the amended Terms of Reference for the Heritage Park Advisory Committee to amend the Terms of Reference to reduce the number of community representatives to 2 and to amend the quorum to 5 members instead of the current 6.
<b>7</b>	<b>Business Arising from Previous Minutes</b>  Refer to Action Sheet.
<b>8</b>	<b>General Business / New Matters</b>  <ul style="list-style-type: none"> <li>Heritage Park brochure and introduction of QR codes as a reference guide raised by S Cleveland. Further detail contained under action sheet.</li> <li>A letter received from Roger Underwood regarding a project proposal for a memorial to Dick Sproge in the Heritage Park was tabled for discussion.</li> </ul> <p>G Ipsen Cutts advised Dick Sproge commemoration in the Heritage Park goes back to 2006 and is referenced in the Heritage Park Plan. The letter also places a large onus on the Shire to implement the memorial process. She acknowledges the letters merit, however feels at present other priorities take precedence.</p> <p>I Wilson referenced a large tree with Dick Sproge dancing on top of it, which represents his memorial. Advised this image is currently available in the Park and suggested the photo could be shown at a temporary exhibition at some point in time.</p> <p>V Winfield felt the letter showed a lack of understanding of the cost and ongoing implications to the Park of constructing the suggested memorial. The writer touches on the fact it is interpreted at the Diamond Tree etc. and she feels it is the most appropriate location. Potential to include photo and interpretive placed in Timber Museum.</p> <p>J Winters advised of the huge component of the development plan and consultation process was about not singing any one person's praises. She also suggested a temporarily exhibition as we are unaware of Dick's character and the Park is seen as a collective place for all thoughts and not one individual.</p> <p>I Wilson advised Sproge was one of the many fallers in the timber industry. I Wilson explained his purchase of properties around Somerville Street area, which made him an instrumental part of developing that area of Manjimup. There is a road titled Sproge Road already located near the cemetery. Since 1939 many Manjimup residents identify that particular area of town as Sproge town. Talks about one part of his life – more important to development of town rather than timber industry.</p> <p>D Buegge is hesitant to single out any one person and the resources to construct a memorial of this type would likely be in excess of \$100,000.</p> <p>G Ipsen Cutts concluded that whilst Dick Sproge's achievements are acknowledged, to notify the Mr Underwood that the principals of the Heritage Park aren't to celebrate any one given individual as there have been so many contributors to our heritage and furthermore there are already numerous priorities focused on the Park with limited resources to deliver. As such the motion is to</p> <ol style="list-style-type: none"> <li>Not support the request from Roger Underwood for the Shire of Manjimup to lead and fund a memorial to Dick Sproge in the Heritage Park due to the principle of the Heritage being not to celebrate individuals as there have been so many contributors to other Shires Heritage; and</li> </ol>

	<p>b) Extend an invitation to Mr Underwood to work in consultation with the Shire of Manjimup to deliver a temporary exhibition within the foyer of Power Up – Heritage Park entry.</p> <p><b>Moved:</b> V Winfield                      <b>Seconded:</b> I Wilson                      <b>CARRIED 8:0</b></p>
	<ul style="list-style-type: none"> <li>Community Gardens Quotes to bitumen pathways have been provided - 1 quote for \$12,000 received. Tallison Lithium grant for \$10,000 to be applied for and the public to be approached for additional funding.</li> </ul> <p>Currently have 14 members. 2 young couples – Troy and Pascal who could be possible influencers in the Heritage Park.</p> <p><b>Action:</b> D Buegge to provide contact details for Troy and Pascal to S Cleveland to approach as potential influencers of the Heritage Park.</p>
	<ul style="list-style-type: none"> <li>IW raised possession of 17 images of the timber industry that have become available through a deceased estate (to be confirmed). These were provided to Dunsborough Lions Club at second hand shop and eventually landed with I Wilson. The Manjimup Historical Society showed no interest in retaining frames for therefore proposing they be added to the Heritage Park collection. All frames match and it is the best collection of single or similar framed photos of the timber industry seen to date.</li> </ul> <p>G Houghton is referenced in the images. A book written by Glen Houghton which describes his interest in photography and framing etc. and is buried in Dunsborough where images originated from.</p> <p>Photo of John Duncan Dearle has been offered for donation to the collection. He was the State Energy Commissions first PR representative and an extremely important component of acquiring the PowerUp collection. John Dearle was instrumental in pulling the collection together – he travelled around the State collecting items for the facility based originally in Fremantle. He was iconic to the majority of objects in the Park collected by 1992. Potentially without his input the collection may not be as it is currently is. John Duncan's photo was offered by family to the Park. Proposed to hang it next to the "Museum Geeks" window – providing more detail on a collector with some interpretation.</p> <p>I Wilson motions to accept the donation of:</p> <ol style="list-style-type: none"> <li>A collection of 18 historic timber images and matching frames by G Houghton, and</li> <li>A framed image of John Duncan Dearle who was essentially the instigator of the original 'World of Energy Collection' for the State Energy Commission.</li> </ol> <p><b>Moved:</b> I Wilson                      <b>Seconded:</b> S Roberts                      <b>CARRIED 8:0</b></p> <p><b>Action:</b> S Cleveland to obtain quote for another roller frame to hold the timber images in the PowerUp foyer (originally purchased from The Factory).</p>
	<ul style="list-style-type: none"> <li>Dog mess disposal bag dispenser has been installed near the playground in the Heritage Park. SC requested approval to purchase an additional two dispensers. Placement to be near Ward Street entry – closer to where bore is and Rose street entry by existing bin. G Ipsen Cutts granted approval.</li> </ul> <p><b>Action:</b> S Cleveland to raise purchase order and acquire two additional dog bag dispenser units to then be installed in the Park.</p>

	<ul style="list-style-type: none"> <li>G Ipsen Cutts advised this meeting may be her last for year as taking long service leave.</li> </ul>
	<ul style="list-style-type: none"> <li>D Buegge raised viewing several images shown surrounding the history of Manjimup on various Facebook pages could be used on display screen in PowerUp foyer, along with group settlement images.</li> </ul> <p><b>Action:</b> S Cleveland to seek permission to use images for display in foyer area of PowerUp.</p>
	<ul style="list-style-type: none"> <li>Use of Agricultural Shed – Woodwork &amp; Blacksmith Demonstration</li> </ul> <p>Approached by the Community Resource Centre in consultation with a local wood crafter and blacksmith who would like to use the Agricultural Shed to host regular demonstration sessions over weekend of their art to the public. Propose to hold fortnightly and commence over school holidays. There would be items available for purchase, therefore a hire fee, bond payment and insurances would be required if booking were to proceed. Noting this is not a once off but if successful an ongoing activation and commercial venture.</p> <p>Collective feedback from HPAC attendees is support of encouraging the artisans to operate within the Park but noting the appropriate location is the Blacksmith area within the hamlet with potential to adapt space to better suit their requirements. If the venture proves successful there may be an opportunity to expand this space to accommodate Blacksmiths area – permanent workshop structure to accommodate demonstrations.</p> <p>Other options were discussed. If not using Blacksmith area it would need to take place in an area closer to the Woodturners Shed to generate increased traffic to this section of the Park. There is also potential to use the Age of Steam Museum but this would need to be further investigated as it also had a concrete floor. A key required of the Artisans is visibility from outside the Park it was felt that the Blacksmiths, with additional signs was very close to the Carpark and clearly visible.</p> <p>Collective opinion was that the Ag Exhibition Space was purpose built for just that. Further Volunteers have worked to restore agricultural items that would need to be removed from this space – potentially disenfranchising the volunteers. The Blacksmiths was designed specifically with a working model as a future option and to activate the space inside the Park and Hamlet.</p> <p><b>Action:</b> Contact to be made with Community Resource Centre by S Cleveland outlining strong desire for demonstrations to take place in the Blacksmiths area as the Agricultural Shed isn't fit for purpose. Encourage hirers to look at Blacksmiths again with new eyes and encourage suggestions to alter the display to suit their requirements.</p>
9	<p><b>Meeting Closure</b> Cr. Donelle Buegge declared the meeting closed at 7.32pm.</p>
10	<p><b>Next Meeting Date:</b> 5:30pm on the 12<sup>th</sup> September 2023 at the JC Rose Room, Council Chambers Committee Room.</p>





The CEO  
Shire of Manjimup  
Manjimup, WA

Roger Underwood  
7 Palin St, Palmyra  
Western Australia 6157  
Email: [yorkgum41@outlook.com](mailto:yorkgum41@outlook.com)  
Mobile: 0429 339405

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Dear Sir,

**Dick Sproge**

I am writing to raise with you the need for a proper memorial to the legendary axeman of the karri forest, Dick Sproge. I consider him one of the most remarkable Western Australians, a man of outstanding courage and bushmanship. It would be appropriate to have his name associated with Manjimup, and for his deeds to be made accessible to future generations.

If you are interested in the background to the man and his work, you might like to read my story about him on my website: [www.forestleaves.blog](http://www.forestleaves.blog) This story has been read all over Australia and overseas since it was published, and a common thread in the responses has been the need to create something that commemorates this outstanding man.

I am aware that Parks and Wildlife mention Sproge at some interpretive sites in the forest, for example at Diamond Tree and Gloucester Tree, but these are cursory, and diluted by other material being presented. My suggestion is a proper stand-alone and dramatic memorial at the Timber Park. This would comprise a vertical karri log, maybe 20 m in height, with pegs up the side, and a stature of Sproge with his axe, standing on top.

Below would be an interpretive shelter with photographs and information. It would be a sensational addition to the history/heritage aspect of the park.

Could I suggest that Council takes the initiative in putting together a team to plan, fund and manage this project. I envisage the involvement of the Shire, the historical society, Parks and Wildlife and the tourist bureau/Timber Park committee (there might be others).

I have discussed this briefly with Ian Wilson, and he mentioned that a similar idea had been mooted many years ago but came to nothing. Now is a good time to resurrect it.

If I can help in any way, let me know,

Yours sincerely

Roger Underwood AM  
May 3, 2023

### 9.12.1 Proposed New Tipping Fee for Organic Agri-Wastes Disposed at the Manjimup Recycling and Refuse Centre

<b>PROPONENT</b>	Shire of Manjimup
<b>OWNER</b>	Shire of Manjimup
<b>LOCATION / ADDRESS:</b>	Whole of Shire
<b>WARD:</b>	Whole of Shire
<b>ZONE:</b>	Whole of Shire
<b>DIRECTORATE:</b>	Works and Services
<b>FILE REFERENCE:</b>	F160640
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i> <i>Waste Avoidance and Resource Recovery Act 2007</i>
<b>AUTHOR:</b>	Mark Sewell/Michael Leers
<b>DATE OF REPORT:</b>	9 September 2022
<b>DECLARATION OF INTEREST:</b>	Nil

#### BACKGROUND:

Council is requested to create a new tipping fee in the Tipping Fees/Sanitary Landfills section of the adopted Fees and Charges Schedule 2022/23.

Following complaints in early 2022 from adjacent property owners, on 21 April 2022 the Department of Water and Environmental Regulation (DWER) commenced correspondence with the Shire regarding activities at the Manjimup Recycling and Refuse Centre (MRRC). Result of the correspondence was a report from DWER strongly recommending that organic horticultural/agricultural wastes (also known as organic agri-waste) are not mixed with green wastes (garden waste, lawn clippings, branches, etc). DWER's position is that the addition of organic agri-waste to green waste may be considered as a composting activity. The activities permissible under the current MRRC licence do not include composting.

Given the need to follow DWER advice on the matter, the Shire of Manjimup and its waste contractor will no longer mix organic agri-waste with green waste at the MRRC. The acceptance of such waste material now requires the imposition of a tipping fee to support the various costs of managing the waste by landfilling, including the application of daily cover to mitigate odour emission, future requirements for management of methane emissions as the organic material decomposes under anaerobic conditions and the loss of void space taken up by the material.

Under these circumstances the recommended approach is to impose a tipping fee for the disposal (to landfill) of organic agri-wastes. It is proposed that a tipping fee for organic agri-wastes be imposed, and that for 2022/23 financial year this be \$90.00 per cubic metre inc GST.

#### PUBLIC CONSULTATION UNDERTAKEN:

Nil.

**COMMENT (Includes Options):**

Organic agri-wastes are waste fruits or vegetables, typically in a single-crop stream, generated locally by producers or processors in the horticultural or agricultural sectors and brought to the MRRC for disposal. Until very recently, these organic agri-waste have been accepted at the MRRC without charge because it was provided as an input resource when mixed with green waste to produce a mulch-type compost material, useful both onsite as an intermediate cover and off-site as a soil enhancer.

The recommendations from DWER note that the mixing of agri-waste and green waste may be considered as a composting activity. This activity is not an authorised use under the MRRC licence. As a result the disposal of all agri-waste must be through landfilling.

However, it should be noted that in 2022, the landfilling of bulk organic waste does not at all align with best practice. The landfill void space taken up by all recoverable organic wastes including household organic wastes is considerable and may be as much as 40% of the annual total volume received. Over the course of each decade this represents the loss of four years of useful tip life. Landfill void space has a very high financial value. Establishing new landfill space elsewhere (once all the void space at the MRRC is taken up by wastes) would represent an enormous financial burden on the Shire of Manjimup.

Further to this, landfilled organic material continues to decompose, but under anaerobic conditions. This process generates methane which eventually contributes to greenhouse gas accumulation. Methane has a significantly greater ability to trap heat in the atmosphere and contribute to global warming than carbon dioxide. Landfilling of organic materials is a significant contributor to anthropomorphic climate change.

Recovery of value from organic waste resources, usually through a composting process, is better practice. However, because the Shire of Manjimup is not able to carry out organic resource recovery at the MRRC, landfilling is the only option available for material arriving there at present.

As such, it is recommended that Council adopt the new tipping fee of \$90.00 per cubic metre inc GST for the disposal of agri-waste. This fee is consistent with the disposal of other wastes such as construction and demolition waste which incurs an \$82 per cubic metre inc GST. The proposed fee will also provide incentive for producers and processors to seek alternatives such as waste avoidance or other treatments of their own.

**STATUTORY ENVIRONMENT:**

The *Local Government Act 1995*, under Section 6.16, provides Local Government with the power to impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than for a service for which a fee or charge already exists. The imposition of a fee or charge requires an absolute majority of Council.

The *Local Government Act 1995* (s 6.16 3) requires that fees and charges are imposed when adopting the annual budget, but also provides for a fee or charge to be imposed or amended during a financial year, again requiring an absolute majority of Council. The *Waste Avoidance and Resource Recovery Act 2007* (s 68) states that nothing in this Part of the Act prevents or restricts a local government from imposing or recovering a fee or charge in respect of waste services under the *Local Government Act 1995* s 6.16.

Pending Council's approval of the new fee, the *Local Government Act 1995* (s 6.19) requires that any local government wishing to impose any fees or charges after the annual budget has been adopted, must, before introducing the fees or charges, give local public notice of its intention to do so and the date the proposed fees or charges will be imposed. This notice will be provided in the form of advertising in the Manjimup Bridgetown Times.

**POLICY / STRATEGIC IMPLICATIONS:**

The Shire of Manjimup Ralston Road Waste Management Facility Strategic Management Plan 2012 – 2032 requires review and significant work to realign MRRC strategy with the WA Waste Authority's Waste Avoidance and Resource Recovery Strategy 2030. To this end, the Shire of Manjimup has engaged a consultant who is currently undertaking a comprehensive site study. Their report, including recommendations, is due during the first part of 2023.

However, in the absence of a current strategic plan, the endeavour of Shire officers is to direct the operation of the MRRC towards alignment with the principles of the Waste Avoidance and Resource Recovery Strategy 2030, including, where possible, the pursuit of best-practice waste management according to the preferences of the waste hierarchy.

The imposition of a tipping fee for organic agri-wastes would provide impetus to better align with the Waste Avoidance and Resource Recovery Strategy 2030 and its waste hierarchy. The amount of dumped agri-wastes will be monitored during the remainder of the financial year in order to determine any impact on the 2023/24 Fees and Charges.

**ORGANISATIONAL RISK MANAGEMENT:**

Importantly there is a significant risk to the Shire if management of such wastes do not align with DWER recommendations. However, there is also reputational risk to the Shire for creating an added cost impost on producers/processors, which also applies if organic agri-wastes continue to generate odour emissions, in turn attracting complaints from neighbours. There is also a financial risk if the costs of accepting organic agri-waste for landfilling are not covered by a fee. If landfilling of organic agri-wastes becomes the norm, there are environmental risks which in time will have to be managed.

Management of all these risks will require careful analysis and planning, proactive communication, and a willingness to provide leadership as the matter is resolved to the eventual satisfaction of all stakeholders.

**FINANCIAL IMPLICATIONS:**

It is recommended that a tipping fee for organic agri-wastes be imposed, and that for 2022/23 financial year this be \$90.00 per cubic metre inc GST.

Based on estimates of recent disposals, the total annual tipping fee collected for organic agri-wastes brought to the MRRC for disposal might be in the range \$28,000 to \$48,000 inc GST. This assumes no change in disposer behaviour. These amounts, if realised, would represent around an additional 5% to 10% of annual tipping fee revenue at the MRRC. A percentage of these funds will go into the Shire's Waste Management and Site Development Reserve to be spent on development and expansion.

**SUSTAINABILITY:**

Environmental: While disposal to landfill is a less-preferred method of waste management than resource recovery, there is no alternative for organic agri-wastes but to landfill them once they have been brought to the MRRC.

Economic: The impost of a suitable tipping fee will assist in maintaining the ongoing economic viability of the MRRC. However, how significantly a new cost would impact producers or processors is not known.

Social: The most sustainable outcome for society with respect to waste management is to follow the principles of the waste hierarchy and seek to avoid waste generation as the most-preferred option, recover resources (where possible) next, and landfill the waste as a least-preferred method. Imposing a tipping fee will support the Shire's pursuit of the principles of the waste hierarchy to the greatest extent possible given the limitations of the MRRC site.

**VOTING REQUIREMENTS:****ABSOLUTE MAJORITY****OFFICER RECOMMENDATION:****That Council:**

1. Under its adopted 2022/23 Fees and Charges schedule, impose a new tipping fee of \$90.00 per cubic metre inc GST for organic agri-wastes brought to the Manjimup Recycling and Refuse Centre; and
2. Provide Local Public Notice under the *Local Government Act 1995* to give effect to the fee.

**Ordinary Meeting****COUNCIL RESOLUTION:**

**MOVED: Skoss, K****SECONDED: Winfield, C****28904****That Council:**

1. Under its adopted 2022/23 Fees and Charges schedule, impose a new tipping fee of \$90.00 per cubic metre inc GST for organic agri-wastes brought to the Manjimup Recycling and Refuse Centre;
2. Provide Local Public Notice under the Local Government Act 1995 to give effect to the fee;
3. Request that a report be prepared for Council's information regards the discrete landfilling of the organic agri-waste so that it can be retrieved at a later date for composting; and
4. Request that a report be prepared for Council decision providing manageable options for organic agri-waste by March 2023, in time for 2023/24 Annual Budget considerations.

**MOTION CARRIED 6/2****FOR**

Cr D Buegge  
 Cr P Omodei  
 Cr K Skoss  
 Cr M Ventris  
 Cr J Willcox  
 Cr C Winfield

**AGAINST**

Cr S Dawson Vidovich  
 Cr R Taylor