



UNCONFIRMED MINUTES

ORDINARY MEETING OF COUNCIL

16 DECEMBER 2025

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SHIRE OF MANJIMUP

Minutes of the Ordinary Meeting of Council held in the Council Chamber, Tuesday, 16 December 2025.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5.30pm and made an Acknowledgement of Country.

2. ANNOUNCEMENTS BY THE PRESIDENT

The Shire President made the following announcements:

- I would like to acknowledge the recent events in Bondi and extend Council's heartfelt sympathies to our local Jewish community and anyone who has been affected by this tragic event.
- Coming into the silly season, also known as Christmas, I would like to remind everyone to look out for your neighbours, be kind to yourself and to others.
- I would like to congratulate the Cherry Harmony Festival for another incredibly successful festival.
- We are heading into the dreaded fire season so please ensure you have your fire plan prepared.
- Our thanks to all the first responders, our hospitality staff and our retail staff who are under the pump at this time of the year.

3. ATTENDANCE

Councillors

D Buegge (Shire President)
Cr S Miolin (Deputy Shire President)
Cr J Bettink
Cr A Burns
Cr B Daniele
Cr J Darin
Cr W De Campo
Cr H Tempra

Staff

Mr Benjamin (Ben) Rose (Chief Executive Officer)
Mr Greg Lockwood (Director Business)
Ms Gail Ipsen Cutts (Director Community Services)
Mr Jason Giadresco (Director Development Services)
Mr Catherine Mills (Director Works & Services)

Ms Gaye Burridge (Corporate Administration Officer)

Gallery

Ten people were in attendance.

3.1 Apologies

Cr Tempra was to be an apology, however was in attendance.

Cr Willcox was an apology for this meeting.

3.2 Leave of Absence

Nil.

4. DECLARATIONS OF INTEREST

The Chief Executive Officer advised that he has received an Impartiality declaration for Item 9.9.2 from Cr Bettink.

5. PUBLIC QUESTION TIME

5.1 *Response to public questions taken on notice*

Nil.

5.2 *Public Question Time*

Holly Lamey – Manjimup

Mrs Lamey addressed Council regarding Item 9.5.3 Request for Penalty Fee Waiver for Application for Retrospective Planning Approval for a Holiday House at Lot 2810 (32) Karri Street, Manjimup. Asking for consideration regarding the background.

Ed Fallens – Manjimup

Mr Fallens addressed Council regarding Item Proposed Bottleshop Extension at Lot 2 (109) Giblett Street, Manjimup (Manjimup Hotel) and the responsibility for maintenance of the carpark at the rear of the Hotel.

6. PRESENTATIONS

6.1 *Petitions*

Nil.

6.2 Presentations

Nil.

6.3 Deputations

Alan Rasmussen from Anglicare WA

Mr Rasmussen made a deputation to Council regarding proposal for ratepayers facing financial hardship.

Paul Omodei – Eastbrook

Mr Omodei spoke in support of Mr Rasmussen and his proposal for ratepayers facing financial hardship.

6.4 Delegate reports

Nil.

6.5 Conference reports

Nil.

7. CONFIRMATION OF MINUTES

MOVED: Cr Darin

SECONDED: Cr De Campo

29788

That the Minutes of the Ordinary Meeting of the Council held on 25 November 2025 be confirmed as a true and accurate record.

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempra.

Against: Nil.

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

8.1 Notice of Motion (Cr De Campo) - Proposed Strategic Investment Toward a Four Star Hilton Hotel in Manjimup

PROPONENT	Cr De Campo
OWNER	Shire of Manjimup
LOCATION / ADDRESS	N/A
WARD	N/A
ZONE	N/A
DIRECTORATE	Development Services
FILE REFERENCE	F160069
LEGISLATION	<i>Local Government Act 1995</i>
AUTHOR	Jason Giadresco (Director Development Services)
DATE OF REPORT	28 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

At the Ordinary Council Meeting held 25 November 2025 Cr Wade De Campo provided the following Notice of Motion:

- 1. That Council direct the Chief Executive Officer to restart negotiations with the Hilton Group on the development of a 4 – 4.5 star hotel complex with a potential contribution of up to \$4 million above land potentially available.**
- 2. Provide a report to Council in time for budget deliberations for 2025/2026 budget including the potential impact on the long-term financial position and a Cost Benefit analysis in relation to a Council Investment into a private venture for the broader community using the strategic assets reserve for any funds needed.**
- 3. Investigate in negotiations for Council to take an equity position in the hotel for its investment.**

PUBLIC CONSULTATION UNDERTAKEN

Nil.

CR DE CAMPO COMMENT

Cr De Campo has provided the following comments with regard to his Notice of Motion:

Purpose of Preamble

The purpose of this report is to present the case for the Manjimup Shire Council to invest 4 million dollars as an anchor contribution toward the development of a Hilton branded 4 star hotel in Manjimup. The report outlines regional tourism data, national comparisons, economic modelling and a risk and benefit assessment, and includes commentary on the potential alignment of improved accommodation with future regional events.

Background

Tourism WA data from 2024 shows that the Southern Forests and Valleys region recorded 337,000 overnight visitors, 1.218 million visitor nights and approximately 192 million dollars in overnight visitor expenditure.

Manjimup currently lacks a 4 star or internationally branded hotel, despite this being identified in the SuperTowns Strategic Growth Plan as essential infrastructure for economic diversification and tourism development.

A council investment in a Hilton branded hotel would address this long standing gap and support the ongoing growth of the regional visitor economy by increasing overnight stays, visitor expenditure and the attractiveness of the region for events and conferences.

Discussion

1. Regional Tourism Performance

Tourism WA 2024 data shows:

- 337,000 overnight visitors
- 1.218 million visitor nights
- 192 million dollars in overnight visitor spend
- Average length of stay 3.6 nights
- Domestic average stay 2.8 nights
- Average spend per trip 570 dollars
- Average daily spend 158 dollars

The region supports multi night visitation patterns, however Manjimup captures fewer overnight stays than expected due to the absence of branded accommodation of sufficient scale and quality.

2. Comparable Regional Hotel Investments

Kalgoorlie Boulder

The City of Kalgoorlie Boulder supported the development of a 122 room DoubleTree by Hilton resort with approximately 10 to 12.5 million dollars in enabling works, contributing to a total project value of approximately 20 to 22

million dollars. The project aims to increase visitor stays, support the golf course asset and strengthen the regional tourism economy.

Geelong Waterfront

A 200 room Crowne Plaza hotel is being delivered as part of a major waterfront redevelopment including a convention and events centre. Public funding contributions include 423 million dollars from the Victorian Government, 30 million dollars from the Australian Government and 3 million dollars from the City of Greater Geelong. The development is expected to support approximately 1,450 construction jobs and 700 ongoing roles.

These examples show that regional councils often contribute to branded hotel developments due to the long-term economic benefits they provide and their role as anchor investments.

2. Strategic Alignment for Manjimup

A Hilton branded hotel aligns with the objectives of the SuperTowns Growth Plan. It supports the shift toward inland tourism as coastal regions become increasingly congested. It positions Manjimup as a multi night base for the Southern Forests and Valleys, enabling visitors to explore the region more easily and to stay longer.

4. Hypothetical Alignment with the UCI Gravel World Championships 2026

The UCI Gravel World Championships will be held in Nannup in 2026. The event is expected to attract elite cyclists, media, support teams and spectators. Nannup's accommodation capacity is limited.

Although the proposed Hilton hotel in Manjimup will not be constructed in time for this event, it is reasonable to consider that if such a hotel were operational by 2026, it could have served as a central inland base for visitors seeking higher quality accommodation. This scenario illustrates the strategic value of increasing accommodation supply to support future major events.

5. Economic Impact Modelling

The following conservative assumptions have been applied:

- 110 room 4 star hotel
- Occupancy at maturity 63 percent
- Average Daily Rate 235 dollars
- Visitor expenditure outside hotel equal to 2.4 times ADR
- Progressive ramp up in early years

Five Year Projection

Year	Occupancy	Room Nights Sold	Room Revenue
1	50 percent	20,075	4.7 million dollars
2	57 percent	22,815	5.3 million dollars
3	61 percent	24,435	5.7 million dollars
4	63 percent	25,235	5.9 million dollars
5	63 percent	25,235	6.0 million dollars

Estimated visitor expenditure outside the hotel over five years is between 64 and 70 million dollars.

Using a multiplier of 1.65, the total regional economic impact over five years is estimated at 110 to 125 million dollars.

Ten Year Projection

- Estimated room revenue: 65 to 70 million dollars
- Estimated visitor expenditure outside hotel: 160 to 180 million dollars
- Total regional impact: 260 to 300 million dollars

6. Risk Assessment

Risk	Likelihood	Impact	Mitigation
Construction cost escalation	Medium	Medium	Fixed price contracts and developer risk allocation
Slow initial occupancy	Low to Medium	Low	Strong brand distribution and regional event support
Over reliance on tourism	Low	Medium	Corporate and government travel segments
Developer non completion	Medium	High	Stage based agreements and performance securities
Economic downturn	Low	Low	Resilient regional domestic tourism market
Council exposure concerns	Medium	Medium	Capped contribution and structured PPP model

7. Rationale for Hilton Branding

Hilton provides strong market recognition, global booking channels, loyalty program benefits and a consistent service standard. These factors improve occupancy performance, room rates and the attractiveness of Manjimup for corporate and event bookings.

Recommendation

That Council:

1. Supports in principle a 4 million dollar anchor investment toward a Hilton branded 4 star hotel in Manjimup, subject to feasibility outcomes and a suitable public private partnership structure.
2. Authorises administration to commence feasibility studies including site evaluation, economic modelling and developer engagement.
3. Requests that a detailed business case be prepared for further Council consideration.

Conclusion

The development of a Hilton branded 4 star hotel in Manjimup represents a substantial opportunity to advance the Shire's economic development goals. It fulfils a long identified strategic requirement, aligns with tourism growth in the Southern Forests and Valleys, and positions the region to attract extended visitor stays and future events.

Economic modelling indicates that a 4 million dollar Council investment could unlock between 260 and 300 million dollars in regional economic activity over a ten year period. The proposal offers significant long term value and supports the ongoing diversification and resilience of the local economy.

Sources

- Tourism WA, Southern Forests and Valleys Visitor Factsheet 2024
assets-us-01.kc-usercontent.com
- Australian Hotel Investment Review and Outlook 2025
jll.com
- Regional hotel economic impact reports
switchhotelsolutions.com.au
- Hotel economic impact methodology
pinnacle-advisory.com
- Kalgoorlie DoubleTree by Hilton project
abc.net.au
stantec.com
- Geelong Waterfront Crowne Plaza and Convention Centre
heraldsun.com.au
- Southern Forests and Valleys tourism region information
australiassouthwest.com

OFFICER COMMENT

Should the Notice of Motion be accepted by Council, the CEO will then approach the Hilton Group to discuss the potential contribution, Council's expected equity position in the proposal and begin preparation, by an external consultant, of a cost-benefit analysis for Council's investment into the venture utilising the Strategic Asset and Development Reserve.

A further report back to Council to enable a more informed decision based on the financial impact of the proposal can be presented for budgetary discussion, as per the Notice of Motion.

Another way Council may choose to proceed is to hold off on the development of a cost-benefit analysis for the moment, and:

- Approach Hilton Group and sound out their interest in the Shire, and whether investment from the Shire of Manjimup could 'tip the balance' in encouraging them to invest.
- Identify possible sites and examine the opportunities and constraints of each.
- Research options for raising funds, and the opportunity cost for use of these funds for this purpose.
- Hold a concept forum session early in the new year for Council to discuss this matter further.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS

Shire investment into a Hilton Group Hotel is not identified in the Council's adopted Integrated Planning Framework, which outlines Council's and the local community's long-term vision, values and priorities.

This proposal will reduce Council's ability to fund other already recognised and endorsed major priorities.

ORGANISATIONAL RISK MANAGEMENT

The Shire community may question the need for the potential investment into a hotel when other public infrastructure or services managed by the Shire need funding.

Given the expected community sentiment towards this potential project, Council must be able to robustly justify the project and demonstrate that it is a

genuine strategic priority that aligns with the Shire community's long-term interests.

FINANCIAL IMPLICATIONS

For an investment of this size, the Shire would need to obtain expert consultant advice, which has not been budgeted for. The Notice of Motion discusses the use of the Strategic Asset Reserve for the development of a cost-benefit analysis for the potential investment.

Such a venture would almost certainly (depending on the size of the investment) be a major trading undertaking for the purposes of Section 3.59 of the Local Government Act 1995 - this prescribes a process that must be followed involving the preparation and advertisement of a Business Plan.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

CR DE CAMPO NOTICE OF MOTION

That Council:

- 1. Direct the Chief Executive Officer to restart negotiations with the Hilton Group on the development of a 4 – 4.5 star hotel complex with a potential contribution of up to \$4 million above land potentially available.**
- 2. Provide a report to Council in time for budget deliberations for 2026/2027 budget including the potential impact on the long-term financial position and a Cost Benefit analysis in relation to a Council Investment into a private venture for the broader community using the strategic assets reserve for any funds needed.**
- 3. Investigate in negotiations for Council to take an equity position in the hotel for its investment.**

COUNCIL RESOLUTION

CR DE CAMPO MOTION

MOVED: Cr De Campo SECONDED: Cr Miolin

That Council:

- 1. Direct the Chief Executive Officer to restart negotiations with the appropriate Group on the development of a 4 – 4.5 star hotel complex with a potential contribution of up to \$4 million above land potentially available.**
- 2. Provide a report to Council in time for budget deliberations for 2026/2027 budget including the potential impact on the long-term financial position and a Cost Benefit analysis in relation to a Council Investment into a private venture for the broader community using the strategic assets reserve for any funds needed.**
- 3. Investigate in negotiations for Council to take an equity position in the hotel for its investment.**

AMENDMENT TO MOTION

MOVED: Cr Miolin SECONDED: Cr Bettink

29789

That Council:

- 1. Direct the Chief Executive Officer to negotiate with a Leading Hotel provider or providers on the development of a 4 – 4.5 star hotel complex in Manjimup with a potential land and cash contribution from the Shire.**
- 2. Provide a report to Council in time for budget deliberations for 2026/2027 budget including the potential impact on the long-term financial position, potential sources of funding and a Cost Benefit analysis in relation to a Council Investment into a private venture for the broader community using the strategic assets reserve for funding.**
- 3. Investigate in negotiations for Council to take an equity position in the hotel in return for its investment.**

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempira.

Against: Nil.

SUBSTANTIVE MOTION

That Council:

- 4. Direct the Chief Executive Officer to negotiate with a Leading Hotel provider or providers on the development of a 4 – 4.5 star hotel complex in Manjimup with a potential land and cash contribution from the Shire.**
- 5. Provide a report to Council in time for budget deliberations for 2026/2027 budget including the potential impact on the long-term financial position, potential sources of funding and a Cost Benefit analysis in relation to a Council Investment into a private venture for the broader community using the strategic assets reserve for funding.**
- 6. Investigate in negotiations for Council to take an equity position in the hotel in return for its investment.**

8.2 Notice of Motion (Cr De Campo) - Proposal to Introduce a Cap on Minimum Rate Donnelly River Hut Precinct

PROPONENT	Cr De Campo
OWNER	Various
LOCATION / ADDRESS	Donnelly River, Yeagarup
WARD	Rural
ZONE	National Park
DIRECTORATE	Business
FILE REFERENCE	F200337-002
LEGISLATION	Local Government Act 1995
AUTHOR	Greg Lockwood (Director Business)
DATE OF REPORT	28 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

At the Ordinary Council Meeting held 26 August 2025 Cr Wade De Campo provided the following Notice of Motion:

That the Chief Executive Officer direct the Director Business to:

- 1. Introduce a 70% cap on the minimum rate for the Donnelly River Hut Precinct to be included in the 2026/2027 budget.*
- 2. That Council rebate the hut owners in the Donnelly River Hut Precinct 30% of the minimum rate charged in the 2025/2026 budget.*

This Notice of Motion was presented to Council on the 30 September 2025 for consideration and was passed on a Simple Majority but later reported and acknowledged by Council as lost at the 25 November 2025 meeting, as an Absolute Majority was required.

At the Ordinary Council meeting held 25 November 2025 Cr Wade De Campo provided the following Notice of Motion:

- 1. Direct the Chief Executive Officer to introduce a 32% concession off the minimum rate (per Clause 6.47 of the Local Government Act 1995) for the Donnelly River Hut Precinct to be considered through the 2026/2027 draft budget deliberations.*
- 2. Provide a concession to rates of 32% off the minimum rate (per Clause 6.47 of the Local Government Act 1995) charged in the 2025-26 Shire Budget for hut owners / lessees in the Donnelly River Hut Precinct.*

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

Below is Councillor De Campo's statement in support of his Notice of Motion:

"The Donnelly River huts, located within the National Park and on the Shire of Manjimup side of the river, form part of a unique settlement with historic and cultural significance. These huts are in an isolated location where the Shire has limited capacity to deliver any direct services. Access to the settlement is via a Department of Biodiversity, Conservation and Attractions (DBCA) road, to which the Shire makes no contribution for maintenance.

In setting the framework for hut leases, it is acknowledged that the Donnelly huts are distinct from most other properties within the Shire due to their remoteness, the absence of Shire-provided services and infrastructure.

It is further noted that Council has not yet pursued lease arrangements for huts at Broke Inlet or the Gairdner River, meaning consistency across all such remote settlements is still evolving.

*Given these circumstances, it is proposed that Council consider applying a **32% discount** to the minimum rate on the Shire of Manjimup side of the Donnelly River. The rationale for this discount includes:*

- *Recognition of the lack of Shire service delivery to the site;*
- *Acknowledgement of the reliance on DBCA for road and access maintenance;*
- *Support for the long-term sustainability and maintenance of this unique heritage settlement;*
- *Lack of equity in relation to other huts in National Park in both Broke Inlet and Gairdner River.*

Council's decision on this matter will provide clarity and equity for hut owners while establishing a fair basis for managing these remote leases into the future".

At its meeting held on 7 November 2024, Council resolved to impose rates on the Huts at the Lower Donnelly. A copy of the relevant agenda item is appended for reference, outlining the rationale for charging rates to the leaseholders and the associated discussion regarding a subsidised minimum.

APPENDIX: 8.2 (A)

MOVED: Cr Darin

SECONDED: Cr De Campo

29574

That Council:

1. Direct the Chief Executive Officer to raise interim rates on the Donnelly River Huts as per values provided by the Valuer General applied to the rates adopted in 2024/2025 annual budget effective 1 July 2024.
2. Direct the Chief Executive Officer to report on other DBCA leases including Broke Inlet, Garner River and Callcup, as part of the Rating Review and Rating Strategy.
3. Direct the Chief Executive Officer to send a letter to the Donnelly Rive Conservation Association on the outcome of this agenda item and to thank the group for the professional presentation delivered by Mr Brad Russell on 12 September 2024.

CARRIED: 6/2

For: Cr Buegge, Cr Darin, Cr De Campo, Cr Ventris, Cr Willcox, Cr Winfield.

Against: Cr Miolin, Cr Omodei,

It should be noted, in relation to point 2 above, that as part of the Rating Review Shire staff will, in due course, present a report to Council regarding Broke Inlet, Gairdner River and Callcup.

Shire Staff apply Rates as directed by Council through 4.1.9 Rating Policy, 4.1.13 Rates Exemption Policy, 4.1.14 Rates Concession Waiver Policy and in accordance with the Annual Budget. Those policies are appended for Council's reference. It should be noted that all three polices are due for review.

APPENDIX: 8.2(B)
APPENDIX: 8.2(C)
APPENDIX: 8.2(D)

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS

Rating Policy 4.1.9 has the objective to implement a clear policy on rating within the Shire of Manjimup that is:

- a) easy for the ratepayer to understand,
- b) administratively efficient to implement,
- c) raises additional revenue for Council and,
- d) to the extent possible, delivers an equitable rating treatment between like uses.

ORGANISATIONAL RISK MANAGEMENT

There is significant organisational risk to the Shire in identifying a particular group of minimum-rate payers for a rating cap. Allowing such a concession could prompt similar claims from other ratepayers seeking reductions, and this level of discounting may ultimately shift a greater financial burden onto those not on the minimum rate.

FINANCIAL IMPLICATIONS

There are ten (10) Donnelly River Huts currently charged the minimum rate, generating a total of \$12,950. A rebate of 32% to leaseholders would result in a reduction to the adopted budget of \$4,144. No offsetting line item has been identified in the Notice of Motion to accommodate this loss.

SUSTAINABILITY

Environmental: Nil.

Economic: Giving rate capping to a particular rating group may cause others to feel aggrieved and seek a reduction also.

Social: Rate payers expect objectiveness, fairness and equitable rating of all properties within the Shire. Given that these leases are used as holiday homes, there is a potential perception of social inequity, as residents struggling to maintain their primary home may view discounts granted to holiday homeowners as unfair.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

CR DE CAMPO RECOMMENDATION

Direct the Chief Executive Officer to:

- 1. Introduce a 32% concession off the minimum rate (per Clause 6.47 of the Local Government Act 1995) for the Donnelly River Hut Precinct to be considered through the 2026/2027 draft budget deliberations.**
- 2. Provide a concession to rates of 32% off the minimum rate (per Clause 6.47 of the Local Government Act 1995) charged in the 2025-26 Shire Budget for hut owners / lessees in the Donnelly River Hut Precinct.**

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Miolin

29790

CR DE CAMPO RECOMMENDATION

Direct the Chief Executive Officer to:

- 1. Introduce a 32% concession off the minimum rate (per Clause 6.47 of the Local Government Act 1995) for the Donnelly River Hut Precinct to be considered through the 2026/2027 draft budget deliberations.**
- 2. Provide a concession to rates of 32% off the minimum rate (per Clause 6.47 of the Local Government Act 1995) charged in the 2025-26 Shire Budget for hut owners / lessees in the Donnelly River Hut Precinct.**

CARRIED: 5/3 (ABSOLUTE MAJORITY)

For: Cr Burns, Cr Daniele, Cr De Campo, Cr Miolin, Cr Tempra.

Against: Shire President Buegge, Cr Bettink, Cr Darin.

ATTACHMENT**9.5.5 Request for State Government Infrastructure Funding in Response to West Coast Demersal Fishing Ban**

PROPONENT	Cr De Campo
OWNER	Shire of Manjimup
LOCATION / ADDRESS	Windy Harbour Settlement and Walpole Townsite
WARD	Rural
ZONE	N/A
DIRECTORATE	Development Services
FILE REFERENCE	F160627
LEGISLATION	Local Government Act 1995
AUTHOR	Jason Giadresco (Director Development Services)
DATE OF REPORT	10 December 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

The purpose of this report is to present the following Notice of Motion received from Cr De Campo regarding the closure of the West Coast Zone fishery as of 1 January 2026, and it's expected impacts on the coastal areas of the Shire of Manjimup. Cr De Campo's Notice of Motion reads as follows:

That Council:

- 1. Formally requests the Western Australian State Government to allocate a minimum of \$10,000,000 in specific grant funding to the Shire of Manjimup for the comprehensive upgrade of essential public infrastructure within the Windy Harbour settlement and Walpole Townsite to service the expected increase in visitation to these places by the recreational fishing community.**
- 2. Formally request that the State Government also provide specific, ongoing operational support to health, bushfire, marine rescue, local volunteer and community services located within the Shire to manage the predicted surge in visitor activity in Windy Harbour and Walpole over the 21-month closure period.**
- 3. Notes and expresses its profound concern with the Western Australian State Government's unilateral decision to implement a 21-month ban on boat-based recreational demersal fishing in the West Coast Zone, effective from 1 January 2026 until September 2027, noting:**
 - This decision, while ostensibly for stock recovery in the West Coast Zone, represents a direct challenge to the resilience of the infrastructure in the coastal areas of the Shire, particularly**

impacting the coastal settlement of Windy Harbour and the town of Walpole.

- The existing State Fisheries Support Package fails to directly address the critical, overdue infrastructure deficit at local assets like Windy Harbour and Walpole, which will bear the brunt of managing high visitor numbers attracted by the very fishery now being closed.
- That Council asserts that the State Government, having imposed a mandated conservation measure with such a significant visitation impact to the Shire, has an unavoidable financial obligation to fund necessary compensatory and remedial infrastructure and service upgrades.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

CR DE CAMPO COMMENT

The following background comments are offered by Cr De Campo in relation to Notice of Motion, in summary:

- The previous West Coast demersal fishing ban proved that people will travel from the Capes region to fish out of the nearest access to the South Coast, as many travelled to Windy Harbour to launch their vessels.
- This placed excessive pressure on the infrastructure of Windy Harbour.
- There is a distinct difference between the Shire of Manjimup and the Shire of Northampton and that is the tyranny of distance. No one is going to venture up there for a day trip to fish, however that is easily done from the Capes.
- The fishing community are a very loyal community and will travel to the nearest fishing access as proven from previous experience.
- Request 10 million dollars to fund upgrades.
- Explicitly note that within the first 6 months the Shire would need at least upgrade to the toilet block, fish cleaning facilities, develop better waste management for offal and then within 12 months the construction of the road into the rear of China Town and lifting of the Windy Harbour Camp Ground to cope with the next summer's fishing community to be able to maximise the amount of people that can access the south coast through Windy Harbour.

To address the potential impact on Windy Harbour's infrastructure, Cr De Campo has suggested that Council approach the State Government to fund upgrades to the facilities and infrastructure at Windy Harbour and Walpole noting that these will need to be achieved over the next 6 to 12 months:

- Expanded car park at the boat ramp (Windy Harbour).
- Fish cleaning/offal/waste disposal facilities.
- Boat ramp works.
- Safety measures around road network at the caretaker's residence that may include one way beach access (Windy Harbour).
- Toilet upgrades including paid shower facilities.
- Raise the ground level of the Windy Harbour Camp Ground.

Cr De Campo has also pointed out that the State Government has provided significant funding where it has chosen to close or constrain an industry, as listed:

1. Kimberley Marine Parks fishing restrictions - \$31.3 million including upgrades to boat ramp facilities and upgrades to the Broome Tropical Aquaculture Park.
2. West Coast Demersal scalefish reforms 2023/25 seasonal closures to rebuild dhufish/snapper stocks - \$11.5 million
3. Ending Native Logging - \$80 million Native Forestry Transition Plan
4. Collie phasing out State run coal by 2027/29 - \$547.4 million, however included \$5.2 million for Lake Kepwari campground and boating facilities.

OFFICER COMMENT

The 21-month demersal fishing ban is expected to shift significant recreational fishing effort onto the species that remain open on the South Coast, leading to an intensified use of Windy Harbour and placing undue stress on critical, volunteer-dependent, and limited local services both there and in Walpole.

The following is a list of identified (but by no mean exhaustive) list, by Councillors and staff, of key items of infrastructure and services that will likely to be placed under increased stress, and require additional funding from the State Government to remain locally effective, as a direct result of the State Government's decision:

Windy Harbour Water Supply

The Shire manages the Windy Harbour reticulated water supply, which is drawn from two bores and is highly seasonal. Increased visitor numbers from the shifted fishing effort will directly translate to increased water demand.

The existing Shire infrastructure is designed to serve a predictable seasonal population. The State's policy decision forces an unplanned surge in demand,

risking the depletion of limited groundwater resources and straining the bore and chlorination systems.

Waste Services and Offal Disposal

Current waste and effluent disposal systems at Windy Harbour are managed by the Shire and designed for typical seasonal usage. Increased fishing activity (for non-demersal species) leads to a proportional increase in general waste and, crucially, fish offal. There is a small offal disposal facility in Windy Harbour, but it is considered ineffective due to its design.

Without the immediate installation of a dedicated fish cleaning station and offal disposal system, the increased offal will overwhelm existing general waste stream managed by the Windy Harbour Caretaker, creating public health and environmental hazards within the D'Entrecasteaux National Park setting. The State is effectively creating a waste problem the Shire cannot absorb financially or logistically.

Marine Sea Rescue and Safety Services

Windy Harbour relies on a volunteer-run Sea Rescue Group. Walpole too, has a Marine Rescue. Increased boat traffic operating from the boat ramps at these locations will inevitably lead to a higher frequency of launching/retrieval incidents, mechanical failures, and distress calls.

The State's policy, by concentrating activity, directly increases the operational risk and workload for local volunteers. It is recommended the State provide increased financial assistance to the Walpole and Windy Harbour Sea Rescue groups for equipment maintenance, fuel costs, and volunteer training necessitated by the State-imposed increase in marine activity and risk.

Volunteer Bushfire Brigades

The Windy Harbour settlement is located within the D'Entrecasteaux National Park. Walpole is also remotely located within the Walpole Wilderness Area. Both are in high-risk bushfire zones, where evacuations can be critically challenging (as shown by past bushfire events). Increased visitor numbers mean a higher concentration of people in these remote locations.

More people mean a higher probability of accidental ignition and a significantly more complex, life-threatening mass evacuation scenario.

Health Services

Windy Harbour is remote, relying on the limited medical resources and transport services available in nearby communities like Northcliffe (approx. 30km away). Increased visitor numbers mean increased strain on local healthcare and emergency response capability.

A surge in visitors increases the statistical probability of accidents (boating, fishing, recreational), and other medical emergencies.

Telecommunications

Increased visitor numbers will likely overwhelm the limited existing telecommunications capacity (mobile and internet bandwidth) in both Walpole and Windy Harbour.

Poor telecommunications are a life-safety issue in a remote setting, particularly during marine incidents (Sea Rescue) or bushfires (DFES). Telecommunications infrastructure needs to be reliable to allow for emergency communication for the thousands of people State policy is directing to these high-risk, remote locations.

Windy Harbour Camp Ground

The Shire manages the Windy Harbour Nature Based Caravan Park, which has limited capacity of approximately 140 patrons. The increased visitor interest, even from non-recreational fishers, will lead to an immediate surge in demand for the limited designated camping and accommodation spaces. The camp ground is also seasonally unusable in winter/early spring as the water table rises.

It would be expected that due to the pressures placed on the camp ground, overflow camping will occur in undesignated, environmentally fragile areas within the National Park, leading to environmental damage, unmanaged sanitation, and illegal waste disposal.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS

The State Government has implemented a conservation measure with a significant regional cost. It is only appropriate that the State partners with local government to ensure the affected coastal communities emerge from this period stronger, more resilient, and equipped with better infrastructure.

ORGANISATIONAL RISK MANAGEMENT

It would be expected by the Shire's coastal communities that Council would advocate on their behalf to mitigate the impacts that will be brought about by increased visitation. Proactive, aggressive advocacy assures the local community that Council is fighting for the necessary resources to better manage the impact brought about by the State Government's decision.

In essence, the Notice of Motion is a strategic risk management tool aimed at compelling the State to take responsibility for the environmental, economic, and social consequences its policy decision will create in the Shire of Manjimup.

FINANCIAL IMPLICATIONS

Should funding from the State not be forthcoming, infrastructure maintenance or improvement will need to be funded by the Shire's budget, potentially at the cost of other community services or projects.

SUSTAINABILITY

Environmental: The installation/upgrade of the fish cleaning stations and offal disposal system better manages waste, protecting the sensitive coastline within the local government area. Upgraded water infrastructure manages demand, preventing strain on local groundwater resources.

Economic: With the injection of 10 million dollars into the Shire, it would provide immediate, non-fishing related employment and contracting opportunities in delivering new facilities and infrastructure upgrades.

Social: The Shire's strong stance unifies the local community against the perceived injustice of the State's unfunded mandate.

VOTING REQUIREMENTS: SIMPLE MAJORITY

CR DECAMPO RECOMMENDATION

That Council:

- 1. Formally requests the Western Australian State Government to allocate a minimum of \$10,000,000 in specific grant funding to the Shire of Manjimup for the comprehensive upgrade of essential public infrastructure within the Windy Harbour Settlement and Walpole to service the expected increase in visitation to these areas by the recreational fishing community.**
- 2. Formally request that the State Government also provide specific, ongoing operational and financial support to health, bushfire, marine rescue, local volunteer and community services located within the Shire to manage the predicted surge in visitor activity in Windy Harbour and Walpole over the 21-month closure period.**

3. Notes and expresses its profound concern with the Western Australian State Government's unilateral decision to implement a 21-month ban on boat-based recreational demersal fishing in the West Coast Zone, effective from 1 January 2026 until September 2027, noting:
 - This decision, while ostensibly for stock recovery in the West Coast Zone, represents a direct challenge to the resilience of the infrastructure in the coastal areas of the Shire, particularly impacting the coastal settlement of Windy Harbour and the town of Walpole.
 - The existing State Fisheries Support Package fails to directly address the critical, overdue infrastructure deficit at local assets like Windy Harbour and Walpole, which will bear the brunt of managing high visitor numbers attracted by the very fishery now being closed.
 - That Council asserts that the State Government, having imposed a mandated conservation measure with such a significant visitation impact to the Shire of Manjimup, has an unavoidable financial obligation to fund necessary compensatory and remedial infrastructure and service upgrades.

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Tempra

29791

CR DECAMPO RECOMMENDATION

That Council:

1. Formally requests the Western Australian State Government to allocate a minimum of \$10,000,000 in specific grant funding to the Shire of Manjimup for the comprehensive upgrade of essential public infrastructure within the Windy Harbour Settlement and Walpole to service the expected increase in visitation to these areas by the recreational fishing community.
2. Formally request that the State Government also provide specific, ongoing operational and financial support to health, bushfire, marine rescue, local volunteer and community services located within the Shire to manage the predicted surge in visitor activity in Windy Harbour and Walpole over the 21-month closure period.
3. Notes and expresses its profound concern with the Western Australian State Government's unilateral decision to implement a

21-month ban on boat-based recreational demersal fishing in the West Coast Zone, effective from 1 January 2026 until September 2027, noting:

- **This decision, while ostensibly for stock recovery in the West Coast Zone, represents a direct challenge to the resilience of the infrastructure in the coastal areas of the Shire, particularly impacting the coastal settlement of Windy Harbour and the town of Walpole.**
- **The existing State Fisheries Support Package fails to directly address the critical, overdue infrastructure deficit at local assets like Windy Harbour and Walpole, which will bear the brunt of managing high visitor numbers attracted by the very fishery now being closed.**
- **That Council asserts that the State Government, having imposed a mandated conservation measure with such a significant visitation impact to the Shire of Manjimup, has an unavoidable financial obligation to fund necessary compensatory and remedial infrastructure and service upgrades.**

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Temptra.

Against: Nil.

9. COUNCIL OFFICER REPORTS:

MOVED: Cr De Campo SECONDED: Cr Daniele

I29792

“That Council adopt the recommendations contained in the Council Officers and Committee Reports on pages 1 – 86 of the Agenda with the exception of those on the board:

9.1.1	2024/25 Shire of Manjimup Annual Report and Notice of Annual Meeting of Electors
9.1.2	Council to Chief Executive Officer Delegations from 17 December 2025 to 25 February 2026
9.5.1	Proposed Bottleshop Extension at Lot 2 (109) Giblett Street, Manjimup (Manjimup Hotel)
9.5.3	Request for Penalty Fee Waiver for Application for Retrospective Planning Approval for a Holiday House at Lot 2810 (32) Karri Street, Manjimup
9.5.4	Proposed Budget Adjustment for Finalisation of the Pemberton Mill Workers' Cottages Precinct Conservation Management Plan
9.9.1	Review of Tourism, Marketing and Promotions Undertaken by, or Funded by, the Shire of Manjimup - Proposed Project Plan

Items passed by En Bloc Resolution

- 9.3.1 Monthly Statement of Financial Activity - October 2025
- 9.3.2 Adoption of Material Variance / Percentage 2025/2026 Financial Year
- 9.3.3 Shire Financial Payments for October 2025
- 9.5.2 Proposed Revision of Local Planning Policy 6.1.17 Greenlands Estate
- 9.9.2 Request for the Shire of Manjimup to Submit a Regional Housing Support Fund Application on Behalf of Crowea Village Incorporated, Northcliffe
- 9.12.1 Findings Related to Examination of the Diamond Resource Recovery Facility Feasibility Report 2025
- 9.13.1 Proposed Asphalt Trial - Kurandra and Springall Roads, Manjimup
- 9.13.2 Maintaining Regional Roads - Acknowledgment of Performance Audit Report Undertaken by the Western Australian Office of the Auditor General
- 9.16.1 Unconfirmed Minutes of the Audit and Risk Management Advisory Committee Meeting held 2 December 2025

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempira.

Against: Nil.

ATTACHMENT**9.3.1 Monthly Statement of Financial Activity - October 2025**

PROPONENT	Shire of Manjimup
OWNER	Whole Shire
LOCATION / ADDRESS:	Whole Shire
WARD:	Whole Shire
ZONE:	N/A
DIRECTORATE:	Business
FILE REFERENCE:	F160188
LEGISLATION:	Local Government Act 1995; Local Government (Financial Management Regulations) 1996
AUTHOR:	Greg Lockwood (Director Business)
DATE OF REPORT:	28 November 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* require monthly Statement of Financial Activity reports to be prepared and presented to Council, containing the following information:

- Annual budget estimates.
- Estimates to end of month.
- Actual expenditure.
- Actual income.
- Material variances.
- Net current assets.

The Statement of Financial Activity report for the period to 31 October 2025 is attached. The report is summarised by "Type" with operating comments identifying departments with a reportable variance.

ATTACHMENT: 9.3.1 (1)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

As at 31 October 2025, the Shire of Manjimup has a projected surplus of \$220,609 for the 2025/26 financial year. This positive result is primarily attributable to the finalisation of the 2025 Annual Financial Accounts and confirmation of the 2024/25 closing surplus.

On 25 November 2025, Shire staff received the final audited Annual Financial Accounts for 2025. The 2025/26 Budget was initially adopted with a carry-forward surplus of \$6,375,350; however, the final accounts reported a surplus of \$6,595,959. After deducting committed project funding, the additional available balance totals \$220,609. This final position, and any proposed allocations, will be addressed as part of the December 2025 Budget Review.

The start of the financial year has been relatively subdued, largely due to the later adoption of the 2025/26 Budget in July. This delay impacts the issuing of rates and restricts expenditure to essential operational activities or grant-funded projects until revenue is received. With this period now concluded, expenditure and project activity are expected to increase from October onwards.

As part of the September 2025 Budget Review, several previously reported variances both favourable and unfavourable were adjusted to reflect expected year-end positions.

An outstanding issue requiring further assessment in December relates to utilities at the Manjimup Regional AquaCentre. Water consumption is expected to decrease following the budgeted tile and joint repairs. However, electricity costs require additional consideration due to the failure of the pillow roof system, which is allowing heated air to escape and increasing energy usage. This issue will negatively impact the final year-end result and will need ongoing monitoring until replacement roof systems are installed under the 2025/26 budget allocation.

Other than AquaCentre utilities, no other material discrepancies have been identified in October 2025, and with prudent financial management across all departments, the Shire is currently expected to achieve a neutral or minor surplus by 30 June 2026.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act 1995 and Financial Management Regulation 34.

POLICY AND STRATEGIC IMPLICATIONS

Nil.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

As described in above summary.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY**OFFICER RECOMMENDATION**

That Council receive the Monthly Statement of Financial Activity Report for October 2025, as per Attachment: 9.3.1(1).

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Daniele

29793

That Council receive the Monthly Statement of Financial Activity Report for October 2025, as per Attachment: 9.3.1(1).

ADOPTED BY EN BLOC RESOLUTION: 8/0

9.3.2 Adoption of Material Variance / Percentage 2025/2026 Financial Year

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	N/A
WARD:	Whole Shire
ZONE:	N/A
DIRECTORATE:	Business Directorate
FILE REFERENCE:	F160188
LEGISLATION:	Local Government Act 1995; Local Government (Financial Management) Regulations 1996
AUTHOR:	Greg Lockwood (Director Business)
DATE OF REPORT:	17 December 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 require that each financial year a local government is to adopt a materiality level for the purpose of reporting variances in the monthly statement of financial activity.

The Local Government (Financial Management) Regulations 1996 – Financial Reports includes Regulation 34 requiring the local government to prepare each month a statement of financial activity, as set out in the Rate Setting Statement included in the annual budget.

Regulation 34 (1) lists the details to be included in the statement of financial activity, among which are material variances between budget estimates and actual amounts of expenditure, revenue and income to the end of the month to which the statement relates.

Regulation 34 (2) (b) requires an explanation to be provided to Council for each of the material variances shown in each statement of financial activity. Regulation 34 (5) prescribes that each financial year, a local government is to adopt a percentage or value, calculated in accordance with accounting standard AAS 5 (AASB 1031), to be used in statements of financial activity for reporting material variances.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

As part of the adoption of the 2024/25 Material Variance thresholds Council requested any consideration of future variance reporting be discussed at the ARMAC. On the 2 December 2025 the ARMAC met, considered the item and endorsed a value variance of \$20,000 and above, both positive and negative, measured against the Nature and Type Local Government classifications in the monthly reporting.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.8; and Local Government (Financial Management) Regulations 1996, r.34(5).

POLICY / STRATEGIC IMPLICATIONS

Nil.

ORGANISATIONAL RISK MANAGEMENT

Having clear guidelines to the level of reportable variances reduces risk of misstatements or omissions in the Monthly Financial Activity Statement.

FINANCIAL IMPLICATIONS

Nil.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council adopt the “Reportable Material Variance Amount” of \$20,000 for the Nature and Type categories for the 2025/2026 Financial Year.

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Daniele

29794

That Council adopt the “Reportable Material Variance Amount” of \$20,000 for the Nature and Type categories for the 2025/2026 Financial Year.

ADOPTED BY EN BLOC RESOLUTION: 8/0

ATTACHMENT**9.3.3 Shire Financial Payments for October 2025**

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	All
ZONE:	Whole of Shire
DIRECTORATE:	Business
FILE REFERENCE:	F160967
LEGISLATION:	Local Government (Financial Management) Regulations 1996
AUTHOR:	Sharon O'Connell (Finance Officer – Accounts Payable)
DATE OF REPORT:	28 November 2025
DECLARATION OF INTEREST:	Nil.

BACKGROUND

It is a statutory requirement for a list of payments from the Municipal and Trust Funds to be presented to Council and included in the Minutes.

Effective from 1 September 2023, local governments are required to disclose information about purchases made on purchasing cards, such as corporate cards, debit cards, store cards, fuel cards and taxi cards.

CONSULTATION UNDERTAKEN

Nil.

COMMENT

Accounts for payment totalling \$2,763,373.40 for the month of October 2025 including Corporate Card transactions, Ampol and BP fuel cards and Wright Express (Coles cards) transactions for September 2025, are attached.

ATTACHMENT: 9.3.3(1)

Payment by Fund	Amount
Municipal – October 2025	\$2,763,373.40
Trust Fund	\$0.00
Total	\$2,763,373.40

Electronic Funds Transfer (EFT), direct debits, and cheque payment reports are available for inspection at the Ordinary Meeting of Council of 16 December 2025.

Method	Batch or cheque no.	Amount
Municipal Payments for Month October 2025		
Cheque payments	95823 – 95833	\$27,755.41
EFT	420 - 424	\$1,700,623.80
Direct Debits		\$120,356.75
Payroll – October 2025		\$914,637.44
Total Payments – October 2025		\$2,763,373.40

Direct Debit for Card Payments	Amount
Corporate Credit Cards – September 2025	\$11,187.96
Wright Express - Coles – September 2025	\$487.52
Total	\$11,675.48
Direct Debit payments included on Warrant Listing Report – October 2025	

Fuel Card Payments	Amount
BP Cards – September 2025	\$7,961.47
Ampol Cards – September 2025	\$2,248.00
Total	\$10,209.47
Fuel Card Payments included on Electronic Funds Transfer (EFT) payments on Warrant Listing Report – October 2025	

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, Regulations (12) and (13).

POLICY / STRATEGIC IMPLICATIONS

Nil.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

As stated.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council note the October 2025 accounts for payment totalling \$2,763,373.40 as detailed within Attachment: 9.3.3(1).

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Daniele

29795

That Council note the October 2025 accounts for payment totalling \$2,763,373.40 as detailed within Attachment: 9.3.3(1).

ADOPTED BY EN BLOC RESOLUTION: 8/0

**ATTACHMENT
APPENDIX**

9.5.2 Proposed Revision of Local Planning Policy 6.1.17 Greenlands Estate

PROPONENT	Shire of Manjimup
OWNER	Various
LOCATION / ADDRESS	Lots 103-119, 121 & 123-127 & 9002 Golf Links Road and Lot 9000 Pemberton Road North, Pemberton
WARD	Rural
ZONE	Special Use
DIRECTORATE	Development Services
FILE REFERENCE	F161518
LEGISLATION	Planning and Development Act 2005
AUTHOR	Jocelyn Baister (Manager Planning Services)
DATE OF REPORT	17 November 2025
DECLARATION OF INTEREST	The Director of Development Services is a property owner within the subject land area and has not been involved in the development of this agenda item.

BACKGROUND

At its Ordinary Meeting held 30 September 2025, Council considered a request to amend the agricultural buffer distance at Golf Links Road, Pemberton and resolved (Resolution 29734) as follows:

That Council:

- 1. Note the three (3) requests received from Mr Sam Martin to:**
 - 1.1. Reduce the agricultural buffer distance for the land abutting Golf Links Road, Pemberton Special Use Zone Area 7;**
 - 1.2. Allow for a mix of plant species within the vegetated buffer at Lots 103-107 (200-330) Golf Links Road, Pemberton; and**
 - 1.3. Permit Ancillary Accommodation within Special Use Zone Area 7.**
- 2. Request the Chief Executive Officer to:**
 - 2.1. Draft a revised Local Planning Policy 6.1.17 Greenlands Estate, which includes but is not limited to amendments that reduces the total agricultural buffer distance from 170m to 120m from the northern boundary of Golf Links Road and present the draft policy to Council at a future Council Meeting, for adoption for advertising purposes.**

- 2.2. Remind all landowners within Special Use Zone Area 7, that the 80m vegetated buffer must be maintained using the approved plant list and to conform with the criteria set out in the Department of Health Guidelines for Separation of Agricultural and Residential Land Uses (2012).**
- 2.3. Advise the proponent that the Shire is not supportive of preparing an amendment to Local Planning Scheme No.4 to incorporate Ancillary Accommodation as there is no current need and nexus for the financial implications to the Shire, however, agrees to introduce the land use in draft Local Planning Scheme No.5.**

In accordance with point 2.1 of the resolution, Shire staff have now reviewed Local Planning Policy 6.1.17 (the Policy) and provide a copy of the draft revised policy for Council to consider and approve for the purpose of consultation. A copy of the current adopted version of the Policy is appended.

ATTACHMENT: 9.5.2 (1)
APPENDIX: 9.5.2 (A)

A summary of the proposed changes is provided in the Comment section below.

PUBLIC CONSULTATION UNDERTAKEN

Prior to adoption by Council, advertising of the draft policies is required to be undertaken in accordance with the Planning and Development (*Local Planning Schemes*) Regulations 2015 (*the Regulations*), Schedule 2, clause 4 (1).

COMMENT

Local Planning Policies are used by Local Government to assist in making decisions under the Scheme. They provide guidance to applicants and Shire Officers as to particular requirements or considerations that are applicable when determining applications for the Shire's prior planning consent.

In accordance with Schedule 2, clause 3 of the Regulations, local planning policies may be prepared and adopted in respect of a particular use class or general planning issues and may apply to the whole Scheme area or to part or parts of the Scheme area specified in the policy.

To assist Council in understanding the proposed changes to Policy 6.1.17 from the version previously adopted further discussion is provided below.

Agricultural Buffer Setback

As previously mentioned and reported on, the proposed reduction to the agricultural buffer setback has been incorporated into the draft revised Policy.

Site Responsive Design

Additional guidance through illustrations have been included in the draft Policy to ensure that developers are aware of the intent of providing for site responsive design that works with the existing contours of the land. Shire staff have attempted to guide housing design that mitigates excessive cut and fill of the land, however advice has not always been taken. It is expected that a visual representation of the design element, may assist with fewer variations to policy.

Future Stages of Subdivision

As Council may be aware the developer has received conditional subdivision approval for the creation of addition lots at Greenlands Estate. The next stage of development will offer lots between 2,000 and 5,000m². All of the next stage have been pre-sold prior to titles being available. Shire staff are of the opinion that as these lots are effectively low density residential, then the development should be guided by the State's Residential Design Codes (R-Codes) for the applicable density.

The draft revised Policy provides for this acceptable development criteria, thereby reducing the need for prior planning approval if a Single House is compliant with the R-Codes. It should be noted that in doing so, the intent to deliver development which reflects the character of Pemberton will no longer be within the control of the Shire and dwelling design will be at the landowner's discretion.

Conclusion

A review of the Policy has been undertaken. The proposed draft policy will deliver contemporary planning guidance to Shire staff and developers.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

POLICY / STRATEGIC IMPLICATIONS

The draft Policy aims to deliver a number of strategies from the Shire of Manjimup's Strategic Community Plan such as:

- B10. Ensure the regulatory environment is easy to navigate and development, business and industry-friendly.
- E4. Develop policy established from well-researched and evidence-based data.

ORGANISATIONAL RISK MANAGEMENT

Given there has been a large proportion of the lots designed and built to comply with the existing setback and policy requirements, there is a risk of reputational damage to the organisation for changing development standards whilst development is in progress.

Should there be objections to the proposed revised provisions, Council can request modifications to return to the current setback requirements from the consideration of submissions.

FINANCIAL IMPLICATIONS

The costs of advertising the draft revised Policy will be covered through the Statutory Planning operational budget.

SUSTAINABILITY

Environmental: As discussed previously.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. **Endorse the outcome of the review of Local Planning Policy 6.1.17 Greenlands Estate, pursuant to Schedule 2, Clause 5B (2) of the Planning and Development (Local Planning Schemes) Regulations 2015.**
2. **Prepare and publish a notice of amendments for Local Planning Policy 6.1.17 Greenlands Estate as modified and contained within Attachment 9.5.2 (1) for the purpose of advertising, in accordance with Schedule 2, Clauses 5 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015.**
3. **Note that any submissions received during the advertising period will be presented to Council for consideration.**

COUNCIL RESOLUTION**MOVED: Cr De Campo SECONDED: Cr Daniele****29796****That Council:**

- 1. Endorse the outcome of the review of Local Planning Policy 6.1.17 Greenlands Estate, pursuant to Schedule 2, Clause 5B (2) of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 2. Prepare and publish a notice of amendments for Local Planning Policy 6.1.17 Greenlands Estate as modified and contained within Attachment 9.5.2 (1) for the purpose of advertising, in accordance with Schedule 2, Clauses 5 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 3. Note that any submissions received during the advertising period will be presented to Council for consideration.**

ADOPTED BY EN BLOC RESOLUTION: 8/0

Cr Bettink declared an Impartiality Interest in this Item as Cr Bettink is the President of Crowea Village. Cr Bettink declared that she would consider this matter on its merits and vote accordingly.

ATTACHMENT

9.9.2 Request for the Shire of Manjimup to Submit a Regional Housing Support Fund Application on Behalf of Crowea Village Incorporated, Northcliffe

PROPONENT	Crowea Village Inc., Northcliffe
OWNER	Crowea Village Inc., Northcliffe
LOCATION / ADDRESS	11 Meerup Street Northcliffe 6262
WARD	Rural
ZONE	Residential, Public purposes, Local roads
DIRECTORATE	Community Services
FILE REFERENCE	F250017
LEGISLATION	WA Local Government Act 1995
AUTHOR	Gail Ipsen Cutts (Director Community Services)
DATE OF REPORT	26 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

Crowea Village Inc is a community-based, not-for-profit organisation (established in 1992) that owns and operates the residential aged accommodation in Northcliffe. Crowea Village Inc currently manages nine independent living units, all of which are fully occupied, with a growing waiting list of eligible seniors requiring accommodation in the near term. The location plan below indicates the proposed location of new unit block and existing units. A more detailed background as provided by Crowea Village Inc is attached.

ATTACHMENT: 9.9.2 (1)



Crowea Village Inc wish to apply to the Western Australian Regional Housing Support Fund (RHSF) to construct five (5) additional aged persons accommodation units, valued at approximately \$1.36 million (ex GST) in total project cost.

RHSF guidelines require that local governments or a registered community housing provider must be the formal applicant for the grant. As the Crowea Village Inc is not registered under a community housing provider they have requested the local government to be the applicant. To meet the 19 December 2025 deadline, Crowea Village Inc has formally requested that the Shire of Manjimup submit the grant application on their behalf. This presents a compressed timeframe, given the final Ordinary Council Meeting of the year is scheduled for 16 December.

Furthermore, Crowea Village Inc has also requested that Council consider supporting the project through a self-supporting loan of \$50,000 to cover the portion of project costs not met through the RHSF grant. The attached correspondence from the Crowea Village Inc outlines the request.

ATTACHMENT: 9.9.2 (2)

The purpose of this report is to seek Council direction on the request by Crowea Village Inc for the local government to submit the RHSF on their behalf and to consider the request for a self-supporting loan.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The project proposes to deliver five additional seniors accommodation units, which respond to demonstrated local demand and support healthy ageing, ageing-in-place, and community resilience objectives.

Given the clear need identified by the Crowea Village Inc existing waiting list and positive occupancy history, the project is consistent with local and regional aged accommodation priorities. The additional units are expected to increase aged persons' housing availability, reduce local housing stress, and maintain community connection for older residents.

The proposal and final concepts have had preliminary review by the Shire's Development Coordination Unit and Property Officer. The consensus was that the proposed development could be approved if supported by the following technical data:

- Septic connection details.
- Demonstration of compliance through bushfire management plan.
- Certified building permit.
- Consideration of footpath extension.

No significant concerns have been raised, and the proposal appears to be well prepared and considered. In saying this, it should be noted that no formal development application, building application, or lease amendment requests have been submitted by the Proponent.

The RHSF application cannot proceed unless the Shire acts as the formal Applicant. Under this arrangement:

- The Shire submits and administers the RHSF grant (input of all documentation as provided by Crowea Village Inc).
- Crowea Village Inc undertakes the project delivery, management, and ongoing operations.
- Council may (if it chooses) provide a self-supporting loan to Crowea Village Inc to fund the non-grant component of the project.

The short application timeframe means Council must determine its willingness to act as the Applicant and consider the loan request at the 16 December meeting. If approved, staff will prepare and submit the RHSF application before 19 December 2025.

STATUTORY ENVIRONMENT

There are no statutory barriers to Council acting as the Applicant for an external funding program where the project is delivered by a community-based not-for-profit. However, the following should be noted:

- A self-supporting loan must comply with the provisions of the Local Government Act 1995, including advertising and public notice requirements under s6.20.
- Council must ensure that appropriate legal agreements, securities and risk controls are in place before any loan is advanced.
- Entering a funding agreement as the Applicant requires clear contractual arrangements establishing that Crowea Village Inc bears responsibility for delivery, cost variations, defects, insurances and operational management.

All statutory requirements can be satisfied through normal governance processes.

POLICY / STRATEGIC IMPLICATIONS

The proposal aligns strongly with the Shire of Manjimup Community Strategic Plan, including:

Community

- C1.2 Support ageing-in-place and accessible community services.
The project expands aged accommodation options, enabling seniors to remain locally and maintain social support networks.

Economy

- E1.3 Support sustainable and diverse local housing options.
Additional aged housing reduces local housing pressure and contributes to community stability.

Governance

- G1.1 Responsibly manage financial resources and community assets.
A self-supporting loan can be managed through appropriate controls and ensures community investment is supported by an accountable NFP.
- G2.1 Strengthen partnerships with community organisations.
Acting as the Applicant fosters productive partnerships that benefit vulnerable residents.

ORGANISATIONAL RISK MANAGEMENT

Whilst there is always some risk whereby the Shire assumes liability as the formal grant Applicant for a third party, this risk can be mitigated by preparing a detailed funding agreement ensuring the Proponent bears responsibility for project delivery and compliance.

In addition to the above, project overruns or non-performance by the Proponent can be managed through the implementation of Contractual safeguards, payment parameters, milestone reporting, and financial acquittal responsibilities being placed on the Proponent.

There is a low risk to the organisation from the Proponent defaulting on a self-supporting loan. The loan requested is minimal and the financial position of the Proponent is strong, with a solid financial history of over 30 years. Risk can be managed through a loan agreement and financial checks. The current financials of Crowea Village Inc are available for perusal on request.

The short timeframe for application preparation poses a challenge and a risk, however this can be mitigated by the Proponent ensuring all documentation is current and provided to the Shire in a timely fashion and submission of application prioritised by staff.

FINANCIAL IMPLICATIONS

There are no financial implications for the 2025 / 2026 financial year budget resulting from this agenda item.

The initial fee proposal from the Proponents builder is \$1.36 Million (ex GST). The Proponent is seeking \$50,000 self-supporting loan from the Shire of Manjimup with the remaining funds being requested from the grant funding. Any additional costs or overruns will be funded by the Crowea Village Inc.

Should Council support a self-supporting loan:

- The loan would be raised by the Shire in the 2026 / 2027 financial year but fully repaid by Crowea Village Inc, including interest and fees.
- The Shire bears no long-term financial exposure if appropriate securities and agreements are in place.
- Statutory advertising and compliance under the Local Government Act 1995 apply.
- Loan repayment schedules would be included in the Shire's Long-Term Financial Plan.

There are no unbudgeted direct costs to the Shire, other than staff time required to prepare the application and associated agreements and lease documentation.

SUSTAINABILITY

Environmental:

The development of additional aged accommodation units will incorporate contemporary building standards that support.

Economic:

The project supports economic sustainability by increasing local construction and trade activity, reducing housing pressure within the Shire, increasing local expenditure by residents who remain within the community, and leveraging external investment into local assets at low risk to the Shire.

The additional units also help stabilise ageing residents' financial and social circumstances, reducing pressure on other community services.

Social:

The proposal provides significant social benefits, including supporting local seniors to age safely and independently in their home community, increasing access to suitable housing for vulnerable residents, reducing social isolation by enabling seniors to remain connected to family, services, and community networks, and enabling expansion of an established NFP with strong community governance.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

- 1. Supports the request from Crowea Village Inc for the Shire of Manjimup to auspice the application to the Regional Housing Support Fund (RHSF) for the construction of five (5) additional aged persons accommodation units, with a total estimated project cost of \$1.36 million (ex GST).**
- 2. Directs the Chief Executive Officer to prepare, complete and submit the RHSF application on behalf of Crowea Village Inc prior to the 19 December 2025 deadline, subject to Crowea Village Inc providing all required documentation, project details, and budget information in a timely manner.**
- 3. Agrees in-principle to providing a \$50,000 self-supporting loan to Crowea Village Inc for the portion of the project cost not met through the RHSF grant, subject to:**
 - 3.1. The Shire undertaking all requirements under the *Local Government Act 1995*.**
 - 3.2. Approval of the Western Australian Treasury Department.**
 - 3.3. Crowea Village Inc providing all financial information, project costings, feasibility details and supporting documentation required for due diligence.**
 - 3.4. A satisfactory financial assessment confirming Crowea Village Inc capacity to service the loan.**
 - 3.5. A formal self-supporting loan agreement being executed requiring Crowea Village Inc to meet all repayments, interest, fees and charges.**
 - 3.6. Crowea Village Inc accepting full responsibility for project delivery, ongoing management, insurances, compliance obligations and grant acquittal requirements.**
- 4. Subject to a successful grant outcome, requires that a formal Funding and Delivery Agreement be developed between the Shire and Crowea Village Inc, outlining roles, responsibilities, risk management, reporting requirements and financial obligations.**
- 5. Notes that the Shire will incur no unbudgeted direct financial cost, and that all administrative support and coordination for the Regional Housing Support Fund application will be managed within existing resources.**

COUNCIL RESOLUTION**MOVED: Cr De Campo SECONDED: Cr Daniele****29797****That Council:**

- 1. Supports the request from Crowea Village Inc for the Shire of Manjimup to auspice the application to the Regional Housing Support Fund (RHSF) for the construction of five (5) additional aged persons accommodation units, with a total estimated project cost of \$1.36 million (ex GST).**
- 2. Directs the Chief Executive Officer to prepare, complete and submit the RHSF application on behalf of Crowea Village Inc prior to the 19 December 2025 deadline, subject to Crowea Village Inc providing all required documentation, project details, and budget information in a timely manner.**
- 3. Agrees in-principle to providing a \$50,000 self-supporting loan to Crowea Village Inc for the portion of the project cost not met through the RHSF grant, subject to:**
 - 3.1. The Shire undertaking all requirements under the *Local Government Act 1995*.**
 - 3.2. Approval of the Western Australian Treasury Department.**
 - 3.3. Crowea Village Inc providing all financial information, project costings, feasibility details and supporting documentation required for due diligence.**
 - 3.4. A satisfactory financial assessment confirming Crowea Village Inc capacity to service the loan.**
 - 3.5. A formal self-supporting loan agreement being executed requiring Crowea Village Inc to meet all repayments, interest, fees and charges.**
 - 3.6. Crowea Village Inc accepting full responsibility for project delivery, ongoing management, insurances, compliance obligations and grant acquittal requirements.**
- 4. Subject to a successful grant outcome, requires that a formal Funding and Delivery Agreement be developed between the Shire and Crowea Village Inc, outlining roles, responsibilities, risk management, reporting requirements and financial obligations.**
- 5. Notes that the Shire will incur no unbudgeted direct financial cost,**

and that all administrative support and coordination for the Regional Housing Support Fund application will be managed within existing resources.

ADOPTED BY EN BLOC RESOLUTION: 8/0

ATTACHMENT**9.12.1 Findings Related to Examination of the Diamond Resource Recovery Facility Feasibility Report 2025**

PROPONENT	Verge Enviro Pty Ltd
OWNER	WA Chip & Pulp Co Pty Ltd
LOCATION / ADDRESS	Diamond Mill Lease, Eastbourne Road, Diamond Tree WA 6258
WARD	Rural
ZONE	State Forest and other forest reserves
DIRECTORATE	Infrastructure Services
FILE REFERENCE	F240005
LEGISLATION	Environmental Protection Act 1986; Waste Avoidance and Resource Recovery Act 2007; Local Government Act 1995; Local Government (Functions and General) Regulations 1996; Public Health Act 2016; Shire of Manjimup Health Local Law 2020; Shire of Manjimup Waste Local Law 2022.
AUTHOR	Mark Sewell (Waste Management Officer)
DATE OF REPORT	20 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

The Shire of Manjimup operates the Manjimup Recycling and Refuse Centre (MRRC) at 62 Ralston Road Ringbark. Key facilities at the MRRC include a public drop-off transfer area, a landfill, and a liquid waste facility.

The present reasonable working estimate is that the landfill has another 30 years of life remaining (to about 2055). Conserving or prolonging the life of Council's MRRC landfill is of paramount importance in providing for the long-term future of affordable waste services in the Shire of Manjimup.

Verge Enviro Pty Ltd (Verge Enviro), a local family business, is the current contractor managing the MRRC on the Shire's behalf.

In 2024, independent of (but in no way contrary to) their contractual arrangements with the Shire of Manjimup, Verge Enviro engaged ASK Waste Management Pty Ltd (ASK) to carry out a study and prepare a report on the feasibility of establishing and operating, on a commercial basis, a new privately-owned waste transfer station in Manjimup. The proposed transfer station "Diamond Resource Recovery Facility" (DRRF) would be located off Eastbourne Road at Diamond Tree, approximately 13 kilometres south from the centre of Manjimup.

A copy of the ASK report is attached.

ATTACHMENT: 9.12.1 (1)

At its 27 May 2025 Ordinary Council Meeting, Council resolved to:

COUNCIL RESOLUTION**MOVED: Cr Eiby****SECONDED: Cr Willcox****29690****That Council:**

- 1. Receives the completed Diamond Resource Recovery Facility Feasibility Report 2025.**
- 2. Direct the Chief Executive Officer to examine the Diamond Resource Recovery Facility Feasibility Report 2025 for implications and opportunities regarding waste management services provided by the Shire of Manjimup.**
- 3. Direct the Chief Executive Officer to examine all relevant legislation to ensure that any participation by the Shire of Manjimup in activities proposed in the Diamond Resource Recovery Facility Feasibility Report 2025 and its proponent Verge Enviro are compliant with all regulation/s.**
- 4. Direct the Chief Executive Officer report back to Council with regards to findings in relation to items 2 and 3, above, including recommendations for next steps by the Shire of Manjimup.**

ADOPTED BY EN BLOC RESOLUTION: 8/0

The purpose of this report is to examine the DRRF feasibility report for implications, opportunities and benefits regarding waste management services provide by the Shire, and to examine relevant legislation to ensure that any participation by the Shire in activities proposed in the DRRF are compliant with all regulations.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The DRRF presents a mix of strategic implications, benefits and constraints that are relevant to Council's future waste management planning.

Implications

- The DRRF may offer a viable alternative to landfilling organic waste at the MRRC, potentially reducing landfill volumes (organic waste forms ~30% of total input) and lowering methane emissions, while supporting community interest in improved organics management and resource recovery.
- Diverting bulky and hazardous recyclables (such as scrap metal, mattresses, tyres, batteries and e-waste) to the DRRF could reduce operational pressures at the MRRC, free up landfill footprint, and improve compliance and safety outcomes.
- Other local governments may choose to use the DRRF for resource-recovery processing, resulting in increased residual waste requiring landfilling at the MRRC. This would need to be evaluated in terms of site longevity, capacity and revenue implications.
- If residents or commercial operators prefer to dispose of waste at the DRRF for reasons of cost or convenience, the MRRC and Pemberton transfer station may experience reduced tipping fee income.

Opportunities

- Diverting organic waste to the DRRF could reduce landfill inputs by up to 30%, lower greenhouse gas emissions, and support visible progress on a matter of strong community interest.
- Using the DRRF as the initial receipt point for bulky or hazardous recyclables could reduce stockpiling, handling and compliance burdens at the MRRC, and lessen associated fire-risk issues.
- The DRRF may provide a viable avenue for processing C&D waste and controlled liquid wastes, enabling on-selling of recovered products and potentially allowing Council to decommission the MRRC liquid waste facility, freeing significant footprint for future operations.
- Accepting residual waste generated by the DRRF's processing activities could provide additional tipping fee revenue to Council, particularly for materials originating from commercial operators or other local governments.

Limitations

- The DRRF is not yet constructed, and no confirmed commencement date exists; it is unlikely to be operational before 2027, and there remains a small possibility it may not proceed.
- At present, the DRRF does not have confirmed, reliable downstream markets for its recovered products, and establishing these contracts may take time, affecting its viability as a consistent receiving facility.
- It is not yet known whether the DRRF would represent best value for money for Council in a competitive procurement process; open tendering would be required to determine competitiveness, particularly given regional price preference provisions and potential transport cost advantages.

STATUTORY ENVIRONMENT

There are two key aspects of the statutory environment within which Council must consider the implications and opportunities of the DRRF Feasibility Study. These regulatory frameworks are (1) that which protects both environmental values and public health, and under which all of the operations of Council's waste management are carried out, and (2) that which forms the basis upon which all of Council's waste services are procured.

Because the proponent of the DRRF (Verge Enviro) is already a significant contractor to Council for the management of the MRRC, due diligence will be required to be applied in any tendering or other procurement processes.

The current contract with Verge Enviro to manage the operations of the MRRC expires at the end of March 2028, by which time a new open tender process must be carried out.

POLICY / STRATEGIC IMPLICATIONS

The Shire of Manjimup Strategic Community Plan 2021 – 2031 includes under Our Natural Environment, the community goals and strategies:

- 1.4 - Potential climate change impacts are anticipated and responded to.
- 1.5 - Waste management strategies are expanded and a greater range of options provided to ensure we minimise the negative impacts on our environment.
- A15 - Continue to diversify waste management options and encourage waste avoidance, reduction, reuse and recycling.

The *Shire of Manjimup Corporate Business Plan 2023 – 2027* includes in its Action Plan:

- A15.2 - Work in partnership with stakeholders and communities to implement new waste management strategies and diversify options (with its KPI recorded as “new initiatives undertaken”).

Broadly, strategic waste plans at federal, state, regional, sub-regional and local level all include or imply a focus on reducing the annual rate of waste disposed to landfill, and in particular on reducing organic waste disposal to landfill in order to reduce greenhouse gas emissions (methane). The DRRF concept is for a facility which can process significant volumes of organic wastes, in order to recover resources from them and therefore significantly reduce the volume of organic waste disposed to landfill, and reduce the emission of greenhouse gases.

ORGANISATIONAL RISK MANAGEMENT

There is no risk to the Shire of Manjimup in maintaining awareness of progress in the development of the DRRF.

There is a risk to the Shire of Manjimup if a lack of awareness leads to lost opportunity.

FINANCIAL IMPLICATIONS

There are no financial costs in maintaining an awareness of progress in the development of the DRRF other than the costs of the officer time required to do so. However, this may also be viewed as an investment with future returns in value should Council subsequently decide to make use of services provided by a future DRRF.

SUSTAINABILITY

Environmental: If the DRRF eventuates, there is potential for environmental benefit through the increased range of environmentally safe destination options for waste disposers.

Economic: The economic value is directly related to social, environmental and public health benefits.

Social: With an operational DRRF, residents and businesses of the Shire of Manjimup will have an increased range of choices for how they dispose of particular wastes. Such decisions may be based on either economic or environmental values, depending on the individual or business.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

- 1. Positively receives the implications, opportunities and benefits to the Shire of Manjimup in relation to the proposed Diamond Resource Recovery Facility.**
- 2. Acknowledge that the Chief Executive Officer must follow procurement process of Local Government, in respect to any engagement with the proposed Diamond Resource Recovery Facility.**

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Daniele

29798

That Council:

- 1. Positively receives the implications, opportunities and benefits to the Shire of Manjimup in relation to the proposed Diamond Resource Recovery Facility.**
- 2. Acknowledge that the Chief Executive Officer must follow procurement process of Local Government, in respect to any engagement with the proposed Diamond Resource Recovery Facility.**

ADOPTED BY EN BLOC RESOLUTION: 8/0

9.13.1 Proposed Asphalt Trial - Kurandra and Springall Roads, Manjimup

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	Kurandra Road, Springall Road, Manjimup
WARD	Whole of Shire
ZONE	Road Reserve
DIRECTORATE	Infrastructure Services
FILE REFERENCE	F180203
LEGISLATION	Local Government Act 1995
AUTHOR	Catherine Mills (Director Infrastructure Services)
DATE OF REPORT	28 October 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

In its 2025/2026 approved budget, Council approved re-seal works on both Kurandra and Springall Roads, Manjimup. Both roads are in a very poor sealed state. As a result, these roads frequently require increased reactive maintenance, deliver reduced ride quality, and pose ongoing safety and operational risks for local communities.

The purpose of this report is to propose an alternative trial of a Stone Mastic Asphalt (SMA) to Council considering the degenerated seal as opposed to a new chip seal application. The alternative trial comes as the proposed application is in direct contravention to the Road Hierarchy Policy which states that a chip seal is required on such roads.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

Degenerated roads in the Shire of Manjimup, with poor or ageing seals often exhibit widespread cracking, ravelling and stone loss due to long-term exposure, limited maintenance cycles and challenging environmental conditions. These surfaces are particularly vulnerable to moisture ingress, which accelerates base and subgrade deterioration and leads to reduced structural capacity. In many cases, the original seals were not designed for current traffic volumes or heavy agricultural and freight loads, compounding the rate of decline and limited intervention. This is mostly due to historical usage and recent development.

Full reconstruction of the deteriorated section would require substantial investment in pavement removal/treatment, sub-base correction and reinstatement of new structural layers, making it a high-cost option with significant cost associated for low volume roads. Given the technical complexity and financial implications of bringing these rehabilitation works forward, it is appropriate to consider an alternative treatment that may stabilise the asset in the interim. Trialling a SMA overlay on the degenerated seal provides an opportunity to test whether the dense stone-on-stone matrix and high binder content can restore surface integrity and defer major capital works.

The SMA trial is intended to determine whether the mix can provide improved surface strength, enhanced durability and reduced susceptibility to ravelling or cracking over the compromised seal. SMA's structural stone skeleton and thicker binder film generally offer superior resistance to deformation, oxidation and moisture ingress. If effective, the treatment has the potential to reduce reactive maintenance, improve ride quality and provide a more robust wearing course suited to the area.

Although promising, the application of SMA over a degraded seal requires careful evaluation of existing surface condition, pre-treatment requirements and bond strength between layers. The trial will allow monitoring of compaction performance, texture depth, binder migration and the effectiveness of the interface bond under early traffic loading. Observations will help determine whether additional preparation such as regulating, crack sealing or strengthening treatments is necessary to achieve optimal outcomes. An expertise company have assessed the site for the Infrastructure department including results of trials held elsewhere, all of which were positive.

If the trial demonstrates satisfactory performance, SMA may offer a cost-effective pathway to extend the service life of selected sections without committing to full reconstruction in the future. Trial outcomes will support long-term asset management decisions by comparing lifecycle costs, durability and value for money relative to conventional reseals, reconstructions or rehabilitation strategies which the Shire of Manjimup have previously relied upon. Ultimately, the trial will provide evidence-based guidance on the suitability of SMA as part of the Shire's broader pavement preservation and surfacing program.

STATUTORY ENVIRONMENT

The Local Government Act 1995, obligates local governments to provide, maintain, and responsibly manage public infrastructure to meet community needs. This is supported by the Local Government (Financial Management) Regulations 1996, requiring long-term financial planning, asset renewal forecasting, and transparent reporting on the condition and value of road assets. Road management practices are further influenced by the Austroads Guides, Main Roads WA standards, and relevant Australian Standards, which

set the technical, safety, and performance benchmarks for construction, maintenance, and inspection activities. Together, these instruments create a regulated environment where the Shire must balance statutory compliance, fiscal responsibility, and service level expectations to ensure the road network remains safe, functional, and sustainable over the long term.

POLICY / STRATEGIC IMPLICATIONS

Undertaking this trial outside the scope of existing policy poses risks for the Shire. Deviating from the endorsed asset management and road intervention frameworks may create inconsistencies in how treatments are selected, prioritised, and justified across the network, hence the trial and proposed acceptance from Council. As a result, while the trial may yield operational insights, it also highlights the need for careful documentation, governance oversight, and clear rationale to ensure alignment with broader policy objectives and maintain organisational credibility.

ORGANISATIONAL RISK MANAGEMENT

From an organisational risk perspective, the trial presents a positive opportunity so long as it is managed carefully. By clearly documenting the purpose of the trial, the expected benefits, and how performance will be monitored, the Shire can ensure transparent and well-governed decision-making. While the treatment falls outside current policy, managing it through a simple risk assessment and formal approval process helps protect the organisation and shows that innovation can still occur responsibly. If successful, the trial could provide valuable evidence to support future policy updates and improve long-term road management practices.

FINANCIAL IMPLICATIONS

Construction costs in the Shire of Manjimup are generally higher than the state average due to regional labour shortages, material transport distances, and the escalating price of aggregates, bitumen, and plant hire. Any deviation from standard treatments can increase upfront costs through specialised materials. However, a well-designed trial can also provide long-term financial benefits by identifying treatments that reduce maintenance needs, extend pavement life, or improve whole-of-life value. This is what Shire Officers are focused on currently.

Currently one meter squared SMA will cost approximately \$24 whereas, a simple chip seal will cost approximately \$9.

SUSTAINABILITY

Environmental: The trial supports sustainability by exploring treatment options that will reduce material use, lower emissions, and potentially extend the life of the existing road assets.

Economic: The trial offers the potential to identify more cost-effective road treatments that improve asset longevity and deliver better value for money across the Shire's construction and maintenance programs.

Social: The trial can enhance community wellbeing by supporting safer, smoother roads and demonstrating the Shire's commitment to continuously improving the network that residents rely on every day.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

- 1. Approve the trial of a stone mastic asphalt treatment to Kurandra and Springall Roads in 2025/26 financial year.**
- 2. Approve similar trials on degraded chip sealed roads, at the discretion of the Chief Executive Officer, with an endeavour to best practice road renewal over the coming years.**
- 3. Direct the Chief Executive Officer to carry out a review of the trial in the 2030/31 construction year.**

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Daniele

29799

That Council:

- 1. Approve the trial of a stone mastic asphalt treatment to Kurandra and Springall Roads in 2025/26 financial year.**
- 2. Approve similar trials on degraded chip sealed roads, at the discretion of the Chief Executive Officer, with an endeavour to best practice road renewal over the coming years.**
- 3. Direct the Chief Executive Officer to carry out a review of the trial in the 2030/31 construction year.**

ADOPTED BY EN BLOC RESOLUTION: 8/0

ATTACHMENT**9.13.2 Maintaining Regional Roads - Acknowledgment of Performance Audit Report Undertaken by the Western Australian Office of the Auditor General**

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	N/A
WARD	N/A
ZONE	N/A
DIRECTORATE	Infrastructure Services
FILE REFERENCE	F240230
LEGISLATION	Local Government Act 1995 Auditor General Act 2006
AUTHOR	Catherine Mills (Director Infrastructure Services)
DATE OF REPORT	26 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

In November 2025, the Office of the Auditor General (OAG) tabled Report 3: 2025/26 – Maintaining Regional Local Roads in Parliament. The report is a performance audit that examined whether regional local government entities effectively manage maintenance of their local roads.

The audit focused on whether local governments have structured, risk-based approaches to maintenance (including good road condition data and awareness of funding). The OAG visited and inspected thousands of kilometres of road and audited five regional local governments (City of Greater Geraldton; Shires of Derby-West Kimberley, Dumbleyung, East Pilbara and Manjimup), plus met with the Commissioner of Main Roads Western Australia (MRWA) and the Department of Local Government, Industry Regulation and Safety (LGIRS).

A copy of the report can be found in the attachment.

ATTACHMENT: 9.13.2 (1)

PUBLIC CONSULTATION UNDERTAKEN

The OAG carried out the public consultation via online road user survey. They also engaged with Regional Road Groups and Western Australian Local Government Association (WALGA).

COMMENT

The main findings of the report are as follows:

No consolidated picture of road condition

There is no statewide, network-level condition dataset or single body responsible for it, so the overall condition and maintenance backlog cannot be reliably measured. This undermines strategic planning and the ability to quantify the cost to fix the network.

Inconsistent asset planning and capability

The quality and use of condition data varies across Councils; only one of the five audited Councils had a current full asset management plan and clear condition information for the whole network. Many Councils rely on visible defects and community complaint activity to guide maintenance.

Capacity pressures

Regional Councils commonly face recruitment and retention problems for technical staff, limited access to contractors, and difficulties meeting regulatory/approval requirements, all of which reduce their ability to adopt a structured, risk-based approach.

Funding model problems

Existing funding allocation methods (some elements unchanged since 1990) and the asset-preservation model do not sufficiently account for road condition, local government capacity to raise revenue, or the diversity of road types and needs, leading to funding that can be misaligned with actual maintenance need.

Extra pressures on roads

Increased heavy haulage and more frequent severe weather events are accelerating deterioration in some places and increasing maintenance costs and urgent repairs.

The OAG's drive is that WA needs better, consolidated condition data, improvements in Councils' asset-management capability, and funding arrangements that are more responsive to the diversity of regional needs and capability. The report notes technology and sharing of best practice make condition-data collection and analysis increasingly feasible, but many Councils will need support to uplift skills and systems. Sector groups commented that the report reflects serious issues such as contractor shortages and recruitment constraints.

Based on the OAG findings and Shire officers response to the report there are currently some limitations to the Shire such as:

Under-resourced technical capacity

Difficulties recruiting/retaining qualified staff (engineers, asset managers) in regional areas; limited local access to materials or contractors.

Lack of comprehensive condition-data for the road network

Without accurate, up-to-date road condition assessments across all roads (sealed and unsealed), it's hard to prioritise maintenance, schedule preventative works, or forecast maintenance backlog financially.

Reliance on reactive maintenance

Risk that roads in poor structural condition may be overlooked if damage is not visible or reported, potentially leading to disproportionate deterioration, higher long-term costs, and safety issues.

Funding shortfalls / misaligned funding model

The current funding allocation model does not adequately reflect actual local road condition, usage (heavy load traffic), or the capacity of regional governments to self-fund their maintenance shortfalls. For Manjimup, that may mean too little funding for real needs.

Community expectations vs. capacity

Residents expect safe, reliable roads (for transport, access to services, freight, etc.), but delivering and sustaining that standard may be challenging given constraints.

To conclude, the Auditor General's report reinforces that maintaining regional roads requires stronger data, clearer planning, and fairer funding to remain sustainable. For the Shire of Manjimup, it provides both a caution and an opportunity to strengthen asset management practices and advocate for the resources needed to meet community expectations.

STATUTORY ENVIRONMENT

The Auditor General is an independent Officer of Parliament, meaning the findings cannot be directed or influenced by Ministers, departments, or local governments. Reports must be tabled in Parliament and made public.

Local governments must maintain proper asset management systems, adopt long-term asset management plans, prepare long-term financial plans, report on infrastructure assets in accordance with accounting standards.

POLICY / STRATEGIC IMPLICATIONS

The findings of the Auditor General's Maintaining Regional Local Roads report are expected to lead to sector-wide policy changes, particularly in the areas of road condition data, asset management and funding. State agencies and WALGA are likely to review current road-funding models, strengthen requirements for consistent road-condition assessments, and increase expectations around long term asset planning and public reporting of service levels. These reforms aim to improve transparency, ensure maintenance programs are evidence-based, and better align funding with the real needs of regional local governments such as the Shire of Manjimup.

ORGANISATIONAL RISK MANAGEMENT

The audit highlights several organisational risks for local governments, particularly those with large regional road networks such as the Shire of Manjimup. Without comprehensive and current road-condition data, Councils face heightened financial, operational and safety risks, including inaccurate asset valuations, unplanned maintenance costs and reduced service reliability. Strengthened expectations around asset management and service-level reporting will require the organisation to proactively manage these risks through improved data collection, clearer prioritisation frameworks and integration of road-network risks into corporate and strategic risk registers. This approach will support more predictable budgeting, enhance safety outcomes and ensure compliance with emerging sector standards

FINANCIAL IMPLICATIONS

The findings highlight that current funding levels and allocation models are unlikely to meet the true cost of maintaining a large regional road network.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

- 1. Acknowledge the Performance Report on Maintaining Local Roads Provided by the Western Australian Office of the Auditor General in Attachment: 9.13.2 (1).**
- 2. Notes the Associated Implications for Funding, Asset Management and long term Road Maintenance Planning within the Shire of Manjimup.**

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Daniele

29800

That Council:

- 1. Acknowledge the Performance Report on Maintaining Local Roads Provided by the Western Australian Office of the Auditor General in Attachment: 9.13.2 (1).**
- 2. Notes the Associated Implications for Funding, Asset Management and long term Road Maintenance Planning within the Shire of Manjimup.**

ADOPTED BY EN BLOC RESOLUTION: 8/0

ATTACHMENT**9.16.1 Unconfirmed Minutes of the Audit and Risk Management Advisory Committee Meeting held 2 December 2025**

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	All
ZONE:	N/A
DIRECTORATE:	Business
FILE REFERENCE:	F170379
LEGISLATION:	Local Government Act 1995, Local Government (Financial Management) Regulations 1996
AUTHOR:	Greg Lockwood (Director Business)
DATE OF REPORT:	28 November 2025
DECLARATION OF INTEREST:	Nil

BACKGROUND

On 2 December 2025 Council's Audit and Risk Management Advisory Committee met for the purposes of:

1. Receiving the unconfirmed minutes of the Audit Committee held 10 September 2025.
2. Reviewing the findings of the Shire of Manjimup 2025 Annual Audit and receive the associated audit report.
3. Consider the Material Variance level for 2025/26 Monthly Reports.

ATTACHMENT: 9.16.1(1)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The main purpose of the Audit and Risk Management Advisory Committee meeting held 2 December 2025 was to receive the findings from the audit of the 2025 Annual Financial Accounts and accompanying Management Letter and endorse the reports presentation to Council. The Committee was presented with an unqualified audit opinion and four (4) management comments that required minor action.

The report and findings had previously been presented to the Shire President, Chief Executive Officer and Director of Business on the 13 November 2025

via Microsoft Teams from David Delvalle from the Office of Auditor General (OAG), supported by Tim Partridge from AMD Chartered Accountants in person.

A secondary item discussed at the meeting was the consideration of the proposed Material Variance threshold for monthly reporting purposes for the 2025/26 financial year. After much discussion it was proposed that the value threshold be set at \$20,000, applied to the Nature and Type reporting within the Shire's Monthly Financial Activity Statement.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

POLICY AND STRATEGIC IMPLICATIONS

The Audit and Risk Management Advisory Committee is established under the Local Government Act 1995 to provide guidance and assistance to the Local Government in achieving the audit requirements of the Act thus ensuring that the financial management of the Shire of Manjimup remains open, transparent and accountable.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

Nil.

SUSTAINABILITY

Environmental: Nil.

Economic: It is essential that Local Government maintains open, transparent and accountable processes in the expenditure of public monies. Regular financial audits by auditors and the functions of the Audit and Risk Management Advisory Committee are some of the methods established to assist Local Government in meeting legislative and community expectations.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Receive the unconfirmed minutes of the Audit Committee meeting held 2 December 2025 as per Attachment: 9.16.1(1).**
- 2. Receive the 2025 Annual Financial Report and Audit Management Letter for the year ending 30 June 2025.**
- 3. Adopt the 2025/26 Material Variance Threshold amount of \$20,000 for the Nature and Type categories for the 2025/26 monthly reporting.**

COUNCIL RESOLUTION:

MOVED: Cr De Campo SECONDED: Cr Daniele

29801

That Council:

- 1. Receive the unconfirmed minutes of the Audit Committee meeting held 2 December 2025 as per Attachment: 9.16.1(1).**
- 2. Receive the 2025 Annual Financial Report and Audit Management Letter for the year ending 30 June 2025.**
- 3. Adopt the 2025/26 Material Variance Threshold amount of \$20,000 for the Nature and Type categories for the 2025/26 monthly reporting.**

ADOPTED BY EN BLOC RESOLUTION: 8/0

9.1.1 2024/25 Shire of Manjimup Annual Report and Notice of Annual Meeting of Electors

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS	N/A
WARD	N/A
ZONE	N/A
DIRECTORATE	Executive Services
FILE REFERENCE	F161440
LEGISLATION	Local Government Act 1995
AUTHOR	Shammara Markotis (Manager Governance and Executive Services)
DATE OF REPORT	18 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

Local Governments in Western Australia are required to prepare an Annual Report each financial year and following its adoption, hold an Annual Meeting of Electors in accordance with the Local Government Act 1995.

The audited Annual Financial Report for the 2024/25 year was received by the Shire on 25 November 2025 from the Office of the Auditor General. It was subsequently presented to, and endorsed by, the Audit and Risk Committee on 2 December 2025. A copy of the 2024/25 Annual Report, inclusive of the Annual Financial Report, has been provided to Councillors for consideration.

REPORT TABLED

PUBLIC CONSULTATION UNDERTAKEN

Notice of the availability of the Annual Report (including the audited Annual Financial Report) and notice of the Annual Meeting of Electors for 2025 is required to be advertised in a newspaper circulating throughout the district.

COMMENT

Council is required to adopt the Annual Report no later than 31 December 2025. The purpose of the Annual Report is to provide transparency and accountability by detailing Council's activities, achievements, and financial performance for the past financial year, as well as providing an overview of future plans.

The 2024/25 Annual Report is required to meet the statutory requirements of the Local Government Act 1995 and subsidiary regulations as listed in the 'Statutory Environment' section below.

Once the 2024/25 Annual Report is adopted, an Annual Meeting of Electors is to be scheduled. The Meeting of Electors requires at least 14 days public notice and is to be held within 56 days (by 10 February 2026) from the date the Annual Report is adopted by Council.

It is recommended that the Annual Meeting of Electors be held Wednesday 4 February 2026 commencing at 6.00pm in the JC Rose Room, adjacent to the Shire of Manjimup Council Chamber.

STATUTORY ENVIRONMENT

Local Government Act 1995

- Section 5.27 prescribes that an Annual Meeting of Electors of a district is to be held once every financial year, on a day not more than 56 days after the local government accepts the annual report for the previous financial year.
- Section 5.29 requires the Chief Executive Officer (CEO) to give at least 14 days' local public notice of the date, time, place and purpose of the meeting.
- Section 5.53 requires local governments to prepare an Annual Report for each financial year.
- Section 5.53(2) requires the Annual Report to contain the following:
 - Report from the President.
 - Report from the CEO.
 - Overview of the plan for the future including major initiatives to commence next year.
 - Financial Report for the year.
 - Prescribed information regarding payment to employees in accordance with the Local Government (Administration) Regulations 1996.
 - Auditors report for the year.
 - Report required under the Disabilities Services Act 1993.
 - Details regarding complaints made against Councillors during the year.
 - Other prescribed information, including Council and committee meeting attendance by Council Members, Council Member demographics and modifications to local government strategic documents.
- Section 5.54 prescribes that the Annual Report for a financial year is to be accepted by absolute majority by the local government no later than 31 December after that financial year.

POLICY / STRATEGIC IMPLICATIONS

The Annual Report captures progress against the Shire's adopted Corporate Business Plan.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

The financial performance for the year ended 30 June 2025 is detailed in the 2024/25 Annual Financial Report. The organisations' financial performance has also been the subject of quarterly financial review reports previously presented to and adopted by Council.

SUSTAINABILITY

Environmental: As detailed in the report.

Economic: As detailed in the report.

Social: As detailed in the report.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the 2024/25 Shire of Manjimup Annual Report including the audited 2024/25 Annual Financial Report.**
- 2. Subject to point 1 above, endorse the scheduling of the Annual Meeting of Electors to be held in the Shire of Manjimup JC Rose Room on Wednesday 4 February 2026 commencing at 6.00pm.**
- 3. Subject to point 2 above, direct the Chief Executive Officer to give public notice of the Annual Meeting of Electors and the availability of the 2024/25 Shire of Manjimup Annual Report.**

COUNCIL RESOLUTION

**MOVED: Cr Miolin
29802**

SECONDED: Cr Burns

That Council:

- 1. Adopt the 2024/25 Shire of Manjimup Annual Report including the audited 2024/25 Annual Financial Report.**
- 2. Subject to point 1 above, endorse the scheduling of the Annual Meeting of Electors to be held in the Shire of Manjimup JC Rose Room on Wednesday 4 February 2026 commencing at 6.00pm.**
- 3. Subject to point 2 above, direct the Chief Executive Officer to give public notice of the Annual Meeting of Electors and the availability of the 2024/25 Shire of Manjimup Annual Report.**

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempra.

Against: Nil.

9.1.2 Council to Chief Executive Officer Delegations from 17 December 2025 to 25 February 2026

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS	N/A
WARD	N/A
ZONE	N/A
DIRECTORATE	Executive Services
FILE REFERENCE	F161497
LEGISLATION	Local Government Act 1995
AUTHOR	Shammara Markotis (Manager Governance and Executive Services)
DATE OF REPORT	26 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

At the Council Meeting on 25 November 2025, Council resolved that after 16 December 2025, it will not meet again until 25 February 2026.

The agenda for the 16 December 2025 Council meeting closed on Thursday 27 November 2025. This results in a period of 90 days elapsing before some matters will be considered by Council at the 25 February 2026 meeting, the agenda cut off for which is 5 February 2026.

The purpose of this report is to seek Council's approval to grant the Chief Executive Officer (CEO) conditional delegated authority to make decisions during this extended interval.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

Whilst the CEO is delegated specific authority, which is partially sub-delegated to other relevant officers, certain matters arise that require determination by Council only.

It is proposed that delegated authority be granted to the CEO for all Council functions (other than those matters requiring an absolute majority or specifically precluded by the Local Government Act 1995) to decide on matters that cannot be held-over to the 25 February 2026 meeting. Exercise of such authority requires support by the Shire President and the relevant Ward Councillors and will be reported to the Council at the 25 February 2026 meeting.

This practice has been followed for the last 27 years with only 10 occurrences of exercised authority being necessary over this period.

STATUTORY ENVIRONMENT

Section 5.42 of Local Government Act 1995 prescribes that a local government can delegate certain powers or duties to the CEO.

POLICY / STRATEGIC IMPLICATIONS

The strategic implication for assigning such authority is to allow development and other matters to proceed in a timely manner when Council is not sitting. This activity supports Community Goal 5.8 of Council's adopted Strategic Community Plan 2021-2031 - "The Shire continuously improves organisational performance and service delivery".

ORGANISATIONAL RISK MANAGEMENT

By allowing the temporary delegation of powers normally reserved for Council to the Chief Executive Officer, a measure of business continuity will largely be maintained throughout this period. Should Council elect not to approve the delegation, the timely actioning of Council's statutory deadlines may not be possible over this time.

Should any other matters require attention during this period, a Special Meeting of Council can be convened.

FINANCIAL IMPLICATIONS

Nil.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY**OFFICER RECOMMENDATION**

That Council:

- 1. Delegate to the Chief Executive Officer for the period 16 December 2025 to 5 February 2026 power to determine matters which cannot be held-over until the 25 February 2026 Ordinary Council Meeting subject to this delegation being limited to:**
 - 1.1. Subject to restrictions below, any matter that arises during the delegated period and which cannot be held-over due to statutory timeframes.**
 - 1.2. Any matter advertised for public comment to which no objection has been received.**
 - 1.3. Any matter to which the Shire President and relevant Ward Councillors raise no objection.**
 - 1.4. Preclusion of those matters with delegation prohibition under the Local Government Act 1995.**
 - 1.5. A report being presented to the 25 February 2026 Ordinary Council Meeting detailing any such delegations exercised.**

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Burns,

29803

That Council:

- 1. Delegate to the Chief Executive Officer for the period 16 December 2025 to 5 February 2026 power to determine matters which cannot be held-over until the 25 February 2026 Ordinary Council Meeting subject to this delegation being limited to:**
 - 1.1. Subject to restrictions below, any matter that arises during the delegated period and which cannot be held-over due to statutory timeframes.**
 - 1.2. Any matter advertised for public comment to which no objection has been received.**
 - 1.3. Any matter to which the Shire President and relevant Ward Councillors raise no objection.**
 - 1.4. Preclusion of those matters with delegation prohibition under the Local Government Act 1995.**
 - 1.5. A report being presented to the 25 February 2026 Ordinary Council Meeting detailing any such delegations exercised.**

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempra.

Against: Nil.

ATTACHMENT APPENDIX

9.5.1 Proposed Bottleshop Extension at Lot 2 (109) Giblett Street, Manjimup (Manjimup Hotel)

PROPONENT	MILA Holdings Pty Ltd
OWNER	Orebo Pty Ltd
LOCATION / ADDRESS	Lot 2 (109) Giblett Street, Manjimup
WARD	Urban
ZONE	Town Centre
DIRECTORATE	Development Services
FILE REFERENCE	TP2025/177 P51115 DA25/175
LEGISLATION	Planning and Development Act 2005
AUTHOR	Jocelyn Baister (Manager Planning Services)
DATE OF REPORT	23 October 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

Lot 2 Giblett Street, Manjimup comprises of the Manjimup Hotel, facing Giblett Street and its associated carparking lots at 52 and 58 Rose Street, Manjimup. A location plan is shown below.



Council at its November 2019 Ordinary Meeting considered an application for a Brewery, alfresco and beer garden areas and resolved to defer

consideration of the beer garden pending further details relating to the design of the area and maximum patronage.

Council further advised that it may be prepared to consider a relaxation of car parking standards to permit a beer garden larger than 110m² or 88 patrons if the existing 160 car parking bays were upgraded to a suitable standard.

The extract from the Council Minutes is provided appended.

APPENDIX: 9.5.1 (A)

It is noted that the proposed Giblett Street Alfresco area has not proceeded.

At its 26 March 2020 Ordinary Meeting, Council further considered an application for the expansion of the existing bottleshop and new drive-through service area associated with the Manjimup Hotel. The 2020 approval consisted of a new drive-through area within the existing southern setback, which is currently a private driveway connecting Giblett Street and Guadagnino Lane. The applicant has not proceeded with that proposal and approval has since lapsed.

It should be noted that to assist with a proposed internal refurbishment, Shire staff in January 2024, granted a six (6) month temporary approval for the storage of a 40-foot shipping container within the carparking area off Rose Street. The temporary approval expired in August 2024 and despite several requests to remove the shipping container, the structure has not been removed from the property.

Council is in receipt of a new application to increase the size of the bottleshop within the area of one of the drive-through lanes and to install secure roller doors to the existing drive-through service area. The additional shop area equates to approximately 48m². Details of the proposal are provided attached.

ATTACHMENT: 9.5.1 (1)

Council is requested to determine the application given the previous decisions and advice given related to the compliance and parking area maintenance.

PUBLIC CONSULTATION UNDERTAKEN

The property is located within the Manjimup Art Deco Precinct and therefore included on the assessment program for State Heritage Registration. The proposal was referred to the Department of Planning Lands and Heritage (DPLH) for comments and advice was received that the proposal raises no concerns. A copy of the comments received is attached.

ATTACHMENT: 9.5.1 (2)

Further discussion on the local heritage significance is provided in the Comment section below.

COMMENT

The following comments are offered to assist Council in determining the application.

Matters to be considered

As prescribed in Schedule 2, clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015, the local government is required to have due regard to various matters when determining an application for planning approval. These matters include, but not limited to:

- (a) *the aims and provisions of this Scheme (including any planning codes that are read, with or without modifications, into this Scheme) and any other local planning scheme operating within the Scheme area;*
- (b) *the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this scheme....*
- (g) *any local planning policy for the Scheme area;*
- (k) *the built heritage conservation of any place that is of cultural significance;*
- (s) *the adequacy of –*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system and the probable effect on traffic flow and safety.*

Zoning Purpose

The property is located within the Town Centre zone under the provisions of Local Planning Scheme No. 4 (the Scheme). The purpose of the zone is to provide for the establishment and ongoing development of nodes of diverse commercial, professional, tourist, entertainment, residential and community activities to service the populations of surrounding areas.

The zone objectives applicable to this proposal includes encouraging the establishment of a diverse range of activities and the associated infrastructure/services; protect, maintain and enhance where possible the visual and heritage elements of the town and to ensure that development conforms to any Local Planning Policy or Planning Precinct adopted by the local government.

Planning Precinct Statement

The property is located within sub-precinct 1A for the Manjimup Town Centre, development is encouraged to preserve and enhance buildings representative of the 'art-deco' or 'jazz age' and those buildings on the Heritage Inventory.

Given the location of the property within the Town Centre, it is recommended that the builder submit a construction management statement which demonstrates how the construction site will be managed.

Land Use Classification

A “bottleshop” is consistent with the definition of a “Shop” under the Scheme, being a premises “used to sell goods by retail, hire goods, or provide services of a personal nature (including a hairdresser or beauty therapist) but does not include a showroom or fast food outlet”. The drive-through service area is considered to be incidental to the bottleshop.

Land Use Permissibility

A shop is a “P” use within the Town Centre Zone that is a use that is “permitted by the Scheme providing the use complies with relevant development standards and the requirements of the Scheme”.

Heritage

The Shire of Manjimup’s Municipal Heritage Inventory (the Inventory) identifies the Manjimup Hotel as having Heritage Value, applying a management category of B. The Inventory also identifies that the Hotel forms an integral part of the Giblett Street Commercial Precinct, which also has a recommended management category of B. That is, a place that is:

“Worthy of a high level of protection: provide maximum encouragement to the owner under the Shire of Manjimup Town Planning Scheme to conserve the significance of the place. A more detailed Heritage Assessment/Impact Statement to be undertaken before approval given for any major redevelopment. Incentives to promote conservation should be considered.”

Information contained in the Inventory identifies that the Manjimup Hotel was originally built in c1912, reflecting the typical architectural style of hotels in rural areas throughout the south-west. The hotel and its façade were substantially modified in the 1930’s. The hotel was substantially modified again by the Swan Brewery in the 1970’s, including construction of the Wintercourt section of the premises and the existing bottleshop and drive-through service areas.

As mentioned above, DPLH have no concerns with the proposal.

Parking

The provisions of the Scheme identify that carparking for a shop is required at one carparking bay per 25m². As detailed above, the proposed bottleshop will occupy the area previous developed as the drive-through service area and will have an area of approximately 48m².

Establishment of the bottleshop as proposed would therefore result in a parking requirement of 2 carparking bays. There will be a single lane operating for the drive-through which can cater for two parked vehicles.

Existing Carparking

In assessing the previously approved Micro Brewery/Distillery, Shire staff undertook an assessment of parking associated with the Hotel development. This assessment identified that a total of 168 car parking bays are available to cater for the development. The bays were provided in four carparks off Rose Street, each containing 40 bays and 8 bays located along the rear of the building.

By approving the brewery and distillery uses, the associated equipment reduced the public area within the “Wintercourt” building by approximately 200m². With the provisions of the Scheme requiring car parking at a rate of 1 per 5m² for a tavern, the level of parking required under the Scheme was effectively reduced by 40 bays. An excess of 40 parking bays still remains.

Despite Shire staff requesting that the existing parking areas be maintained including pothole repair and removal of equipment, the subject application does not trigger a parking shortfall. Should Council consider the current parking to not be aligned with the expected standards, Shire staff could issue a notice to direct the land owner to make improvements.

Unauthorised Shipping Container

As mentioned in the background section, the applicant has been requested to remove the shipping container located in the rear carpark a number of times, following the expiry of a temporary approval.

Due to the continued unauthorised use of the site, the Shire staff have issued a Directions Notice to remove the shipping container within 90 days. The Directions Notice will include avenues of appeal and review in the court system.

Conclusion

The proposed renovations to extend the Bottleshop by closing one of the drive-through lanes and to enclose the remaining drive-through lane complies with the provisions of the Scheme, the application is recommended for approval.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

POLICY / STRATEGIC IMPLICATIONS

The proposal as submitted is consistent with the following Strategies as outlined in the “Our Prosperity” section of the Shire of Manjimup Strategic Community Plan 2021-2031:

- B9. Encourage and support initiatives to encourage extended service provision and activate town centres; and

- B12. Provide development opportunities and support small businesses to thrive.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

The required application fees have been paid in accordance with the 2025-26 adopted budget.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council in accordance with Part 10 of Shire of Manjimup Local Planning Scheme No.4 grants planning approval for refurbishment of the existing bottleshop and drive-through at Lot 2 (109) Giblett Street, Manjimup (Manjimup Hotel), in accordance with the submitted plans and specifications at Attachment 9.5.1 (1) and subject to the following conditions:

1. The development hereby approved is to be carried out generally in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire of Manjimup.

Reference	Document Title	Date Received
1.	Cover Letter	8 October 2025
2.	Licensed Area	8 October 2025
3	3D concept design	8 October 2025

2. Prior to the commencement of construction, the applicant must submit and have approved by the Shire of Manjimup, and thereafter implement to the satisfaction of the Shire of Manjimup, a construction management plan addressing the following matters:

- 2.1. How materials and equipment will be delivered and removed from the site.
 - 2.2. How materials and equipment will be stored on the site.
 - 2.3. Parking arrangements for contractors.
 - 2.4. Construction waste disposal strategy and location of waste disposal bins.
 - 2.5. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction.
 - 2.6. How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works.
 - 2.7. Other matters likely to impact on the surrounding properties.
3. The proposed development shall be clad or coloured to complement either the surroundings in which it is located or adjoining developments to the satisfaction of the Shire of Manjimup but the use of reflective materials and colours is not permitted.

Advice to Applicant

1. This Development Approval is NOT a Building Permit. A certified Building Permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works.

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Darin

29804

That Council in accordance with Part 10 of Shire of Manjimup Local Planning Scheme No.4 grants planning approval for refurbishment of the existing bottleshop and drive-through at Lot 2 (109) Giblett Street, Manjimup (Manjimup Hotel), in accordance with the submitted plans and specifications at Attachment 9.5.1 (1) and subject to the following conditions:

1. The development hereby approved is to be carried out generally in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire of Manjimup.

Reference	Document Title	Date Received
1.	Cover Letter	8 October 2025
2.	Licensed Area	8 October 2025
3	3D concept design	8 October 2025

2. The proposed development shall be clad or coloured to complement either the surroundings in which it is located or adjoining developments to the satisfaction of the Shire of Manjimup

but the use of reflective materials and colours is not permitted.

Advice to Applicant

- 1. This Development Approval is NOT a Building Permit. A certified Building Permit must be formally applied for and obtained from Building Services BEFORE the commencement of any site and/or development works.**

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempura.

Against: Nil.

ATTACHMENT**9.5.3 Request for Penalty Fee Waiver for Application for Retrospective Planning Approval for a Holiday House at Lot 2810 (32) Karri Street, Manjimup**

PROPONENT	Mr I Lamey
OWNER	Mr I & H Lamey
LOCATION / ADDRESS	Lot 2810 (32) Karri Street, Manjimup
WARD	Urban
ZONE	Residential R12.5
DIRECTORATE	Development Services
FILE REFERENCE	P55613, DA25/194
LEGISLATION	<i>Planning and Development Act 2005</i>
AUTHOR	Karleha Brown (Planning Officer)
DATE OF REPORT	27 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

Council is in receipt of a retrospective application for a change of use from 'Ancillary Accommodation' to holiday house at Lot 2810 (32) Karri Street, Manjimup. A Location Plan is shown below.



For the application to be considered complete, the application payment required of \$885 (being 3 x the \$295 application fee) for a change of land use, is due in accordance with the adopted Shire of Manjimup Fees and Charges. The applicant is seeking the retrospective component of the application fee of \$590 be waived.

By way of background, the applicant purchased the property in 2022 which comprises of two buildings. A dwelling and an ancillary accommodation, both fronting Karri Street. The applicant/ landowner does not reside on the property. The primary dwelling is currently under a long-term tenancy agreement, and the ancillary accommodation is listed as short term rental accommodation on the Short Term Rental Accommodation (STRA) Register.

Due to the retrospective nature of the application, determination of the proposal will require the discretion of Council following consultation as per clause 9.6 of the Local Planning Scheme No 4.

Council is requested to consider the request from the landowner to waive the retrospective component of the application fee, as this is an adopted Fee and Charge as part of the 2025-2026 Annual Budget and Shire staff do not have the delegation to waive application fees in this instance. A copy of the fee waiver request is attached.

ATTACHMENT 9.5.3 (1)

Similar instances of retrospective holiday accommodation have paid the retrospective penalty fee.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The Scheme designates the subject property as zoned Residential with an applicable density of R12.5. In the Residential zone, Holiday House is identified as an 'A' land use being a land use that 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.

There is no request on file seeking advice from the landowner as to whether planning approval was required for the holiday house on the subject property.

However, it is noted that the orders and requisitions dated 7 April 2022, provided to the landowner upon purchase of the property stated that the approval for the Ancillary Accommodation had expired. The new landowners were advised to contact the Shire's Planning Services to gain the appropriate approvals to occupy the building. The landowners did not reside on the property following its purchase.

In October of this year, a letter was sent to the landowners to notify them of their noncompliance with the Scheme and seek their cooperation to legitimise their holiday accommodation.

In response the landowners submitted their development application and on 14 November 2025 with a request for the fee to be waived as they were unaware of the need to seek planning approval for the use of the building and had been able list on the STRA register the previous year with no concerns being raised.

The introduction of the STRA register, as specified in the Position Statement: Planning for Tourism and Short-term Rental Accommodation prepared by WAPC in November 2024, to guide Short Term Rental Accommodation development and to ensure development of such nature had gained the appropriate local government approvals in the first instance.

It is not uncommon for development of this nature to occur without the appropriate approvals being obtained. The STRA register now highlights the need for landowners to ensure that they have obtained the appropriate approvals from the local government prior to registering. This requirement should have been a flag to the applicant that they needed to discuss this process with the Shire staff. In this instance the landowner advised the STRA during the registration process, that planning approval was not required from the Shire.

Karri House

Address 34 Karri Street, MANJIMUP WA, 6258	Registration status Registered	Registration number STRA62583ET2Y993	Expiry date 15 Oct 2026
Accommodation type House	Is this STRA hosted No	First registration date 15 Oct 2024	Development Approval information Not required
Owner name Ian Lamey	Owner email ian.lamey@gmail.com	Number of bedrooms available for STRA 1	Maximum number of guests 2
LGA name MANJIMUP SHIRE OF			Tenant No

Consideration of Request

The Local Government Act 1995 specifically excludes Council from delegating the ability to make decisions contrary to the approved budget to the Chief Executive Officer and instead requires these types of matters to be considered by Council utilising an Absolute Majority in the decision-making process.

Conclusion

In this instance, it is recommended that the request to waive the retrospective penalty of the application fee not be approved. It does not appear the applicant carried out their due diligence by seeking advice from Shire staff in regard to the use of the ancillary accommodation on the subject property prior to operating their business on the subject property.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 and the Shire of Manjimup Local Planning Scheme No.4.

POLICY / STRATEGIC IMPLICATIONS

Nil.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

The penalty imposed with a retrospective application is three times the standard application fee. If the penalty is not imposed the difference in fee payment received will be \$590.

SUSTAINABILITY

Environmental: Nil.

Economic: Waiving the retrospective penalty will set a precedent for other developers who do not gain the appropriate approvals in the first instance that their penalty fee may also be waived.

Social: An application of a holiday house in this zone requires advertising to the neighbouring and surrounding landowners to ascertain if there are any social implications that may result from the proposal.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

1. That Council resolves to not waive the penalty fee associated with retrospective application for planning approval for the holiday house at Lot 2810 (32) Karri Street, Manjimup for the following reason:
 - 1.1. The landowner/applicant did not seek Shire advice before commencing their commercial operation on the site. Their unauthorised land use was discovered through the new STRA register platform which is designed to capture compliance of each registration with the relevant local government Local Planning Schemes.
2. Should the landowner refuse to pay the retrospective application fee, Council note that Shire staff will:

- 2.1. Issue a Directions Notice to cease the land use at the Ancillary Accommodation on Lot 2810 (32) Karri Street, Manjimup, within 90 days.
- 2.2. Request the STRA suspend the registration until such time as the land use becomes authorised.
3. Should the landowner pay the retrospective application fee, that Council authorise the Chief Executive Officer to determine the application for retrospective approval for a Holiday House at Lot 2810 (32) Karri Street, Manjimup, despite any objections received following the close of advertising, subject to standard conditions of approval.

COUNCIL RESOLUTION

MOVED: Cr Burns SECONDED: Cr Bettink

1. That Council resolves to not waive the penalty fee associated with retrospective application for planning approval for the holiday house at Lot 2810 (32) Karri Street, Manjimup for the following reason:
 - 1.1. The landowner/applicant did not seek Shire advice before commencing their commercial operation on the site. Their unauthorised land use was discovered through the new STRA register platform which is designed to capture compliance of each registration with the relevant local government Local Planning Schemes.
2. Should the landowner refuse to pay the retrospective application fee, Council note that Shire staff will:
 - 2.1. Issue a Directions Notice to cease the land use at the Ancillary Accommodation on Lot 2810 (32) Karri Street, Manjimup, within 90 days.
 - 2.2. Request the STRA suspend the registration until such time as the land use becomes authorised.
3. Should the landowner pay the retrospective application fee, that Council authorise the Chief Executive Officer to determine the application for retrospective approval for a Holiday House at Lot 2810 (32) Karri Street, Manjimup, despite any objections received following the close of advertising, subject to standard conditions of approval.

FORESHADOWED MOTION:

MOVED: Cr Darin

That Council defer this item to the next meeting on 26 February 2026.

MOVED: Cr Burns

SECONDED: Cr Bettink

29805

That Council:

1. Resolves to not waive the penalty fee associated with retrospective application for planning approval for the holiday house at Lot 2810 (32) Karri Street, Manjimup for the following reason:
 - 1.1. The landowner/applicant did not seek Shire advice before commencing their commercial operation on the site. Their unauthorised land use was discovered through the new STRA register platform which is designed to capture compliance of each registration with the relevant local government Local Planning Schemes.
2. Should the landowner refuse to pay the retrospective application fee, Council note that Shire staff will:
 - 2.1. Issue a Directions Notice to cease the land use at the Ancillary Accommodation on Lot 2810 (32) Karri Street, Manjimup, within 90 days.
 - 2.2. Request the STRA suspend the registration until such time as the land use becomes authorised.
3. Should the landowner pay the retrospective application fee, that Council authorise the Chief Executive Officer to determine the application for retrospective approval for a Holiday House at Lot 2810 (32) Karri Street, Manjimup, despite any objections received following the close of advertising, subject to standard conditions of approval.

CARRIED: 5/3

For: Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr Miolin.

Against: Shire President Buegge, Cr De Campo, Cr Tempra.

9.5.4 Proposed Budget Adjustment for Finalisation of the Pemberton Mill Workers' Cottages Precinct Conservation Management Plan

PROPONENT	Shire of Manjimup
OWNER	Various
LOCATION / ADDRESS	Pemberton Mill Workers' Cottages Precinct
WARD	Rural
ZONE	Town Centre, Residential, Industry, Public Purpose
DIRECTORATE	Development Services
FILE REFERENCE	F170100 F180206
LEGISLATION	Heritage Act 2018, Planning and Development Act 2005
AUTHOR	Jocelyn Baister (Manager Planning Services)
DATE OF REPORT	4 December 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

In 1997, the Pemberton Mill Workers' Precinct was included in the Municipal Heritage Inventory (Local Heritage Survey (LHS)) and in 2003 entered on the State Register of Heritage Places. In 2013, the Shire commissioned the preparation of a conservation plan for the *Pemberton Timber Mill Workers' Cottages Precinct and Associated Areas* (the Conservation Plan). Whilst this document was approved for advertising, and considered a seriously entertained document by HCWA, property owners and the Shire, advertising has not yet been completed, most likely due to Staff changeover at the time.

The Conservation Plan provides guidance, policy statements and conservation actions which are to be used to inform design guidelines, interpretation plans and planting plans. These subsidiary documents can then be used to provide for planning exemptions.

In July 2022 the Shire was informed that a review by the Heritage Council of WA (HCWA) for the Pemberton School site (fmr) was undertaken for its consideration for possible inclusion in the State Heritage Register, under the provisions of the Heritage Act 2018. HCWA advised that it determined that the School and Surrounds is unlikely to have the cultural heritage significance required to meet the condition for entry in the State Register under section 38 of the *Heritage Act 2018* as an individual place. However, the Heritage Council further resolved that the place should be considered as part of an expansion to the registered curtilage for *Pemberton Timber Mill Workers' Cottages Precinct*.

The Shire has been successful in an application to the Department of Planning Lands and Heritage (DPLH) State Heritage Grants Program 2025-26 – Documentation Projects (the Project). The project will provide funding assistance for a consultant undertake a review and finalisation of the

Conservation Plan including an update to reflect the changes to the standard of conservation management plans, particularly the adoption of the HERCON values of heritage significance.

With the grant agreement and offer expected within the next few business days, Council is requested to amend the 2025/26 budget to reflect the funding, and to allow use of \$16,000 of grant funding together with \$13,000 from the Shire's Heritage Reserve account in accordance with the grant offer.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

Using the allocated grant funds and funds from the Heritage Reserve, Shire Officers intend to engage a heritage consultant to assist in the finalisation of the review, update of the Conservation Plan. To assist in the preparation of the grant application, Shire staff requested quotes from four Heritage Consultants and received a quote for this Project from Hocking Heritage and Architecture.

As indicated in the background section of this agenda item, the project grant application has been accepted by DPLH. If accepted by Council an agreement will be required to be signed and a heritage consultant nominated, with the invoice for the grant being required to be sent to DPLH.

The Project will include:

- Assessment of the adjacent properties/structures for inclusion into the heritage curtilage.
- Analysis of the documentary and physical evidence of the place.
- Preparation of a plan that is clear and responsive to stakeholder needs.
- Delivery of a document that will provide practical assistance for the short and long term.

Shire Officers seek the endorsement of the budget adjustment as requested and to authorise the associated expenditure.

STATUTORY ENVIRONMENT

Heritage Act 2018, Planning and Development Act 2005.

POLICY / STRATEGIC IMPLICATIONS

This project is consistent with C.22 and D.14 of the Shire of Manjimup Strategic Community Plan 2021-2031 being:

C.22 Document and conserve local historical records, stories and artefacts and make them available for everyone to study and enjoy

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

The Shire is required to contribute 20% of the cost of the project which can be achieved through a financial contribution of \$13,000 plus Shire staff time. It is proposed that the \$13,000 is sourced from the Shire's Heritage Reserve, which as reflected within the adopted budget will have at the end of the financial year a balance of \$31,646.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Acceptance of the grant to facilitate the finalisation of the Conservation Plan is consistent with the Shire of Manjimup Strategic Community Plan 2021-2031.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That Council:

- 1. Support the use of a suitable qualified Heritage Council to review, update and finalise the Conservation Plan for the Pemberton Mill Workers' Cottages Precinct; and**
- 2. Amend the Shire of Manjimup 2025/26 Annual Budget to recognise grant income from the Department of Planning Lands and Heritage in order to assist in the finalisation of the Conservation Plan for the Pemberton Mill Workers' Cottages Precinct in accordance with the following table:**

Description	Current Budget	Adjusted Budget	Variation
State Heritage Grants Program 2025-26 – Documentation Project Grant Funding	\$0	(\$16,000)	(16,000)
Heritage Reserve transfer to proposal	\$0	(\$13,000)	(\$5,000)
Statutory Planning – Heritage Consultancy Abnormal Expenditure	\$0	\$29,000	\$29,000
Net Rate Funds			\$0

COUNCIL RESOLUTION

MOVED: Cr De Campo SECONDED: Cr Miolin

29806

Council:

1. Support the use of a suitable qualified Heritage Council to review, update and finalise the Conservation Plan for the Pemberton Mill Workers' Cottages Precinct; and
2. Amend the Shire of Manjimup 2025/26 Annual Budget to recognise grant income from the Department of Planning Lands and Heritage in order to assist in the finalisation of the Conservation Plan for the Pemberton Mill Workers' Cottages Precinct in accordance with the following table:

Description	Current Budget	Adjusted Budget	Variation
State Heritage Grants Program 2025-26 – Documentation Project Grant Funding	\$0	(\$16,000)	(16,000)
Heritage Reserve transfer to proposal	\$0	(\$13,000)	(\$5,000)
Statutory Planning – Heritage Consultancy Abnormal Expenditure	\$0	\$29,000	\$29,000
Net Rate Funds			\$0

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempra.

Against: Nil.

ATTACHMENT**9.9.1 Review of Tourism, Marketing and Promotions Undertaken by, or Funded by, the Shire of Manjimup - Proposed Project Plan**

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	Whole of Shire
WARD	Whole of Shire
ZONE	Whole of Shire
DIRECTORATE	Community Services
FILE REFERENCE	F160988
LEGISLATION	Local Government Act 1995
AUTHOR	Gail Ipsen Cutts (Director Community Services)
DATE OF REPORT	26 November 2025
DECLARATION OF INTEREST	Nil

BACKGROUND

A key performance outcome for the Chief Executive Officer is to *“present a project plan to Council for consideration of a strategic review of tourism, marketing and promotions undertaken by, or funded by, the Shire of Manjimup.”* This project plan is required to be submitted to Council by December 2025.

At the Elected Member Concept Forum held on 18 November 2025, a facilitated session was conducted to determine the scope and parameters of this strategic review. The Shire of Manjimup currently undertakes a broad suite of tourism, marketing and promotional initiatives, delivered both internally and in partnership with local and regional stakeholders. These activities encompass event grants, visitor servicing, funding to external bodies, digital and print marketing, destination branding and promotion, the operation and support of heritage attractions, and the development and marketing of trails and related visitor information.

The 2025–2026 Tourism and Marketing budget includes financial support for four Visitor Centres (Manjimup, Pemberton, Northcliffe and Walpole), the Southern Forests & Valleys Local Tourism Organisation (SFVLTO), the Southern Forests Food Council (SFFC), the Shire’s Promotional Plan, and the final allocation towards joint promotional initiatives associated with the Busselton–Margaret River Airport. In addition, the Economic Development budget provides funding for economic development activities and the Warren Blackwood Stock Route (WBSR). These allocations total \$369,243 and \$32,700 respectively.

Given the breadth and financial investment of these activities, a comprehensive review is proposed to assess their effectiveness, efficiency, alignment with the broader tourism hierarchy, and opportunities to maximise

value for money. Critically, the review will support Council in clearly defining the appropriate role of local government within the tourism sector and in directing resources accordingly.

To ensure the review is strategic and reflects the focus areas identified by Elected Members, this report seeks Council's endorsement of the proposed Project Plan for the Review of Tourism, Marketing and Promotions undertaken by, or funded by, the Shire of Manjimup, as provided in Attachment 9.9.1 (1).

ATTACHMENT: 9.9.1 (1)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The proposed review aims to clarify the Shire of Manjimup's role in the tourism sector and assess the value and effectiveness of its current investment in tourism, marketing and promotional activities. The review will consider the Shire's functions within the broader regional tourism framework, including Tourism Western Australia, Australia's Southwest (ASW), the Warren Blackwood Alliance of Councils (WBAC), the SFVLTO, and the four Visitor Centres.

The review will map all tourism-related activities undertaken or funded by the Shire, evaluate partnerships and service delivery models, analyse financial resourcing, and identify any overlaps, gaps or inefficiencies. Engagement with key stakeholders, including Visitor Centres, ASW, SFVLTO and the SFFC, will inform recommendations on future service levels, funding priorities and opportunities for improved efficiency and alignment.

Importantly, the review will also support a better understanding of how tourism promotion and marketing activities contribute not only to visitor attraction and experience, but also to local liveability, community pride and the Shire's overall sense of place.

Given the number of organisational reviews and priority projects currently underway, the tourism review is scheduled to commence in early 2026, with findings and a Council briefing to be delivered by December 2026.

STATUTORY ENVIRONMENT

There are no direct statutory requirements compelling this review. However, the Local Government Act 1995 requires the efficient and effective use of public resources, and this review supports Council's responsibility to ensure expenditure delivers measurable community and economic benefits.

POLICY / STRATEGIC IMPLICATIONS

The Shire of Manjimup is in the process of developing Town Blueprints and a new Council Plan. The timing of this review will allow for consideration of these important strategic documents to be finalised in early 2026.

The current Shire of Manjimup Community Strategic Plan has a number of relevant key actions and priorities that have been summarised below under each of the 4 pillars:

Economy

- E1.1 Support and grow the tourism industry.
- The review will evaluate the effectiveness of the Shire's tourism-related investments and partnerships, ensuring they contribute to a stronger and more resilient tourism sector.
- E1.2 Promote the Shire as a destination of choice.
By mapping and assessing marketing and promotional activities, the review will identify opportunities for improved branding, digital presence, and alignment with regional and state marketing platforms.
- E1.3 Foster a diverse and sustainable local economy.
The review will examine how tourism spending contributes to broader economic outcomes such as job creation, business development, and visitor expenditure.

Community

- C2.1 Support events and festivals that celebrate community and attract visitors.
The review includes an analysis of Shire promotional activities which includes targeted event promotion and visitor attraction linked to event calendars.

Environment

- N1.3 Promote responsible and sustainable use of natural areas.
The review includes an analysis of Shire promotional activities which includes targeted tourism messaging and visitor servicing for sustainable and nature-based experiences.

Governance

- G1.1 Ensure responsible financial management and value for money.
The review will provide Council with evidence-based recommendations to improve service delivery, eliminate duplication, and strengthen financial decision-making.
- G2.1 Aim to strengthen partnerships and collaboration.
Reviewing the Shire's participation in regional promotional partnerships ensures alignment, clarity of roles, and more effective collaboration with ASW, SFVLTO, Visitor Centres, and other partners.
- G3.1 Enhance organisational planning and performance monitoring.
The review will introduce improved KPIs, data collection, and reporting mechanisms for tourism activities and ultimate decision making.

ORGANISATIONAL RISK MANAGEMENT

Inefficient or poorly aligned tourism expenditure may reduce the Shire's impact on regional tourism visibility and local economic outcomes.

Conducting the review will allow Council to make more informed decisions regarding future funding, governance arrangements, and partnership models. Clear metrics and an implementation plan will reduce ambiguity and improve performance accountability.

FINANCIAL IMPLICATIONS

The review will analyse the tourism related portfolio expenditure included in the Shire's 2025–2026 budget. Financial considerations will include:

- Cost–benefit evaluation of contributions to regional partners
- Return on investment for digital marketing and promotions
- Effectiveness of Visitor Centre support funding
- Opportunities for rationalisation or reinvestment
- Potential long-term financial efficiencies resulting from improved structure or reduced duplication

Any additional resourcing required to undertake the review will be funded within existing budget allocations as per the table below, unless otherwise approved by Council.

Allocation	Budget	Amount
11.1071 Economic Development	\$10,000	
660.1237 Promotional Plan	\$10,000	
Total 2025 / 2026		\$20,000

2026 / 2027 Indicative

- \$20,000 carried forward or allocated from operational funds (as per above) if required.

SUSTAINABILITY

Environmental:

Tourism activities supported by the Shire influence visitor behaviour and environmental stewardship within natural areas.

Economic:

Tourism is a significant economic driver for the SFVLTO region.

Social:

Tourism, marketing and promotional activities contribute significantly to community vibrancy, pride, and cultural expression. Visitor attraction supports sustainable and successful events.

VOTING REQUIREMENTS: SIMPLE MAJORITY**OFFICER RECOMMENDATION**

That Council endorses the Project Plan for the 'Review of tourism, marketing and promotions undertaken by, or funded by, the Shire of Manjimup, as per attachment: 9.9.1 (1)

COUNCIL RESOLUTION

MOVED: Cr Burns

SECONDED: Cr Bettink

29807

That Council endorses the Project Plan for the 'Review of tourism, marketing and promotions undertaken by, or funded by, the Shire of Manjimup, as per attachment: 9.9.1 (1).

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Tempra.

Against: Nil.

10. LATE REPORTS

Nil.

11. QUESTIONS FROM MEMBERS

11.1 Response to questions from members taken on notice.

Nil.

11.2 Questions from members.

Nil.

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING

Nil.

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING**

Nil.

14. MEETING CLOSED TO THE PUBLIC

14.1 Matters for which the meeting may be closed.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

MOVED: Cr De Campo SECONDED: Cr Darin

29808

That Council goes behind closed doors to consider:

Item 14.1.1 as under Section 5.23(2) (c) it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Item 14.1.2 as under Section 5.23(2) (h) it deals with such other matters as may be prescribed.

Item 14.1.3 as under Section 5.23(2) (d) it deals with legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

CARRIED: 8/0

14.1.1 Proposed Shortlisting of Expressions of Interest Aged and Community Care Services and Assets

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	Whole of Shire
WARD	Whole of Shire
ZONE	Various
DIRECTORATE	Community Services
FILE REFERENCE	F250163
LEGISLATION	Local Government Act 1995 Land Administration Act 1997
AUTHOR	Evy Apeldoorn (Project Manager)
DATE OF REPORT	24 November 2025
DECLARATION OF INTEREST	Nil

14.1.2 Proposed Financial Assistance Agreement Off-Road Vehicle Grants Program

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	To be determined
WARD	Rural
ZONE	To be determined
DIRECTORATE	Community Services
FILE REFERENCE	F250143
LEGISLATION	Local Government Act 1995
AUTHOR	Evy Apeldoorn (Project Manager)
DATE OF REPORT	25 November 2025
DECLARATION OF INTEREST	Nil

14.1.3 Planning Compliance Issues - 80 Rose Street, Manjimup

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	80 Rose Street, Manjimup
WARD	Urban
ZONE	Town Centre
DIRECTORATE	Office of the CEO
FILE REFERENCE	F200038
LEGISLATION	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015
AUTHOR	Phillip St John (Project Officer)
DATE OF REPORT	10 December 2025
DECLARATION OF INTEREST	Nil

MOVED: Cr De Campo SECONDED: Cr Miolin

29809

That Council come from behind closed doors.

CARRIED: 8/0

For: Shire President Buegge, Cr Bettink, Cr Burns, Cr Daniele, Cr Darin, Cr De Campo, Cr Miolin, Cr Temptra.

Against: Nil.

14.2 Public reading of resolutions that may be made public.

RESOLUTIONS WERE READ OUT

ITEM 14.1.1

That Council:

- 1. Shortlist the following proponents who submitted Expressions of Interest (EOIs) for the Aged and Community Care Assets and Services:**
 - 1.1. BaptistCare;**
 - 1.2. Hall & Prior; and**
 - 1.3. Respect Group.**
- 2. Invite the shortlisted proponents to participate in the next stage of the process by submitting a detailed Request for Proposal.**
- 3. Direct the Chief Executive Officer to investigate the financial and legal implications of the divestment (due diligent report).**
- 4. Endorses the proposed assessment criteria and weighting for evaluating Requests for Proposal relating to the divestment of the Shire's aged and community care assets and services, as outlined below:**
 - Continuity of Care & Service Quality – 25%**
 - Experience & Capability – 15%**
 - Workforce Retention & Development – 15%**
 - Infrastructure & Asset Investment – 15%**
 - Community Engagement & Governance – 10%**
 - Financial Offer & Viability – 20%**
- 5. Authorises the Chief Executive Officer to formally request the Department of Planning, Lands and Heritage:**
 - 5.1. Amend the Management Order for Reserves 22916 and 15224 (Peace Park, 1A Edwards Street, Manjimup) to include the power to lease.**
 - 5.2. Amend the purposes of these Reserves to community purpose or a similar suitable purpose.**
- 6. Direct the Chief Executive Officer to bring the proposals and the due diligence report back to Council anticipated in the first quarter of 2026.**

7. That this resolution be read out in public.

ITEM 14.1.2

That Council:

1. Accept the proposed Financial Assistance Agreement for the Off-Road Vehicle Area Grants Program as contained in Attachment: 14.1.2 (1).
2. Authorise the Chief Executive Officer to execute all associated documents of the Financial Assistance Agreement.
3. Amend the Shire of Manjimup 2025/26 Annual Budget to recognise grant income from the Department of Local Government, Industry Regulation and Safety and associated

Description	Current Budget	Amended Budget	Variation
Revenue – Off-Road Vehicle Grants Program	\$0	(\$992,838)	(\$992,838)
Grant Expenditure – Establish ORV Area	\$0	\$992,838	\$992,838
Net Rate Funds			\$0

expenditure to establish an Off-Road Vehicle Area, in accordance with the following table:

15. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

16. CLOSURE

There being no further business to discuss the Shire President thanked those in attendance and closed the meeting at 7.30pm.

SIGNED:.....DATE:

**Donelle Buegge
Shire President**