SHIRE OF MANJIMUP

DRAFT AGENDA

ORDINARY MEETING OF COUNCIL

25 NOVEMBER 2026

DISCLAIMER
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Our Community Vision
"We are a thriving region which is safe, liveable and welcoming.

We value our quality of life and embrace our natural environment which affords us both economic and recreational pursuits.

Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.

Our economic diversity provides business and employment opportunities for all."

Draft

SHIRE OF MANJIMUP – ORDINARY MEETING OF COUNCIL AGENDA

25 NOVEMBER 2026

NOTICE TO ALL COUNCILLORS

An Ordinary Meeting of Council is called for Wednesday 25 November 2026 commencing at 5:30 PM in the Council Chamber.

Benjamin Rose
CHIEF EXECUTIVE OFFICER

12 November 2026

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written enquiry should be made to the Council giving the entire reasons for seeking the advice or information and how it is proposed to be used.

IMPORTANT MATTERS AFFECTING THOSE ATTENDING THE MEETING AND THOSE AFFECTED BY A DECISION OF THE MEETING:

1. **Please note this meeting may be electronically recorded.**

2. **Decisions made in this meeting are unable to be acted upon by the person who has been granted the authorisation unless and until the decision is able to be implemented by the Chief Executive Officer and in any event not before the afternoon of the first business day following this meeting. If you are in any doubt about a decision please contact the Shire prior to making any commitments.**

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SHIRE OF MANJIMUP

ORDINARY MEETING OF COUNCIL

WEDNESDAY 25 NOVEMBER 2026

TO BE HELD
IN THE COUNCIL CHAMBER

COMMENCING AT 5:30 PM

AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Ngaala kaaditj Noongar moort keyen kaadak nidja boodja.

We acknowledge the Noongar people as the Traditional Custodians of this land.

2. ANNOUNCEMENTS BY THE PRESIDENT

To be advised at the meeting.

3. ATTENDANCE

3.1 Apologies

3.2 Approved Leave of Absence

Councillor Jennifer Willcox has been granted a Leave of Absence for this meeting.

4. DECLARATIONS OF INTEREST

5. PUBLIC QUESTION TIME

5.1 Response to public questions taken on notice

Nil.

5.2 Public Question Time

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6. PRESENTATIONS

6.1 Petitions

Nil.

6.2 Presentations

Nil.

6.3 Deputations

Nil.

6.4 Delegate Reports

Nil.

6.5 Conference Reports

Nil.

7. CONFIRMATION OF PREVIOUS MINUTES

_____ / _____

That the Minutes of the Ordinary Meeting of the Council held on 28 October 2026 be confirmed as a true and accurate record.

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8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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9. OFFICER REPORTS

VOTING TYPE	ITEM	OFFICER REPORTS	Page No.
		EXECUTIVE SERVICES	
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		BUSINESS DIRECTORATE	
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		COMMUNITY SERVICES DIRECTORATE	
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	9.14	**PARKS AND GARDENS**	
	9.15	**OCCASIONAL AND MANAGEMENT COMMITTEES**	
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	9.15.3	Meeting Notes of the Manjimup District Community Advisory Group Held on 4 November 2026	78
	9.16	**ADVISORY COMMITTEES**	

_____ / _____

"That Council adopt the recommendations contained in the Council Officers and Committee Reports within Section 9 of the Agenda with the exception of those on the board."

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APPENDIX

9.2.1 Proposed 2027 Council Meeting Schedule

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS	N/A
WARD	N/A
ZONE	N/A
DIRECTORATE	Executive Services
FILE REFERENCE	F170041
LEGISLATION	*Local Government Act 1995, Local Government (Administration) Regulations 1996*
AUTHOR	Shammara Markotis (Manager Governance and Executive Services)
DATE OF REPORT	16 October 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

Council is required to set and publish the dates of its Ordinary Council Meetings each year. Council Policy 1.1.1 Council Meetings, Agenda Briefing Sessions and Concept Forums also requires notice to be given of the Shire's Agenda Briefing Session and Concept Forum schedule.

The purpose of this report is for Council to consider and endorse the proposed schedule of these meetings for the 2027 calendar year.

PUBLIC CONSULTATION UNDERTAKEN

Nil. Once endorsed, the meeting schedule will be published on the Shire's website as required.

COMMENT

Council Policy 1.1.1 Council Meetings, Agenda Briefing Sessions and Concept Forums sets the framework for scheduling these meetings. A copy of this policy is appended.

APPENDIX: 9.2.1 (A)

In accordance with the policy, Ordinary Council Meetings are to be held on the fourth Wednesday of each month commencing at 5:30pm. There are two exceptions: no meeting is held in January, and the December Ordinary Council Meeting is held on the third Wednesday of the month. Agenda Briefing Sessions

and Concept Forums are to be held in the Council Chambers at 9:00am on the Wednesday one week prior to each Ordinary Council Meeting.

In keeping with past practice, one Ordinary Council Meeting is proposed to be held in each of the Shire's outer towns of Pemberton, Northcliffe and Walpole.

The proposed schedule, including meeting locations, is outlined below.

Month	Agenda Briefing Session and Concept Forum (9:00am in the Council Chambers)	Ordinary Council Meeting (5:30pm in the Council Chambers unless indicated)
January	Nil	Nil
February	17 February 2027	24 February 2027
March	17 March 2027	24 March 2027 (Walpole)
April	21 April 2027	28 April 2027
May	19 May 2027	26 May 2027
June	16 June 2027	23 June 2027
July	21 July 2027	28 July 2027 (Pemberton)
August	18 August 2027	25 August 2027
September	22 September 2027	29 September 2027
October	20 October 2027	27 October 2027
November	17 November 2027	24 November 2027 (Northcliffe)
December	8 December 2027	15 December 2027

The following comments are provided for Council's information while considering this report:

- The September meetings are proposed to be held one week later than the policy provides. The WALGA Local Government Convention is expected to be held during the week that includes 15 September 2027, when the Agenda Briefing and Concept Forum would otherwise fall. Moving both meetings back one week avoids a clash with the Convention while also avoiding holding the Agenda Briefing and Concept Forum and the Ordinary Council Meeting on the same day, as occurred in 2026.

- Two meetings are proposed to be held during school holidays: the April Agenda Briefing and Concept Forum (21 April 2027) and the September Ordinary Council Meeting (29 September 2027).

- The 2027 Local Government Ordinary Election will be held on Saturday 16 October 2027. The October Agenda Briefing and Concept Forum (20 October) and Ordinary Council Meeting (27 October) follow the election. Newly elected members will need to make their declarations before attending, which the Administration will coordinate.

- There is a 10-week gap between the December 2026 and February 2027 Ordinary Council Meetings. In accordance with Council Delegation 1.1.2, during this time the CEO holds delegated authority to determine matters

arising which cannot be held-over to the first Ordinary Council Meeting of 2027, subject to certain restrictions.

- Staff anticipate a Special Meeting of Council will be required in January or early February 2027 to consider the award of two tenders closing shortly after the December 2026 Ordinary Council Meeting.

The proposed schedule has been prepared in accordance with Council Policy 1.1.1, with minor adjustments where deemed beneficial. Council retains discretion to amend any of the proposed dates or locations by resolution.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.3(2): Council is to hold ordinary meetings not more than three months apart. The proposed monthly schedule meets this requirement.

Local Government Act 1995, section 5.25(1)(g) and *Local Government (Administration) Regulations 1996*, regulation 12: the dates, times and place of ordinary council meetings for the next 12 months are to be published on the local government's official website.

Agenda Briefing and Concept Forum sessions are not statutory meetings. No decisions are made at them; they are governed by Council Policy 1.1.1.

POLICY / STRATEGIC IMPLICATIONS

The proposed schedule is consistent with Council Policy 1.1.1 Council Meetings, Agenda Briefing Sessions and Concept Forums, with the exception of the September meetings, as outlined above.

ORGANISATIONAL RISK MANAGEMENT

Adopting the schedule ahead of the new year ensures the Shire meets its statutory publication requirement and gives Councillors, staff and the community certainty of meeting dates.

FINANCIAL IMPLICATIONS

Nil. Costs associated with meetings are provided for in the annual budget.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Publishing the schedule in advance supports community awareness of, and participation in, Council meetings and Agenda Briefing Sessions.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. **Endorse the 2027 schedule of Agenda Briefing Sessions, Concept Forums and Ordinary Council Meetings, including times and locations, as follows:**

Month	Agenda Briefing Session and Concept Forum (9:00am in the Council Chambers)	Ordinary Council Meeting (5:30pm in the Council Chambers unless indicated)
January	Nil	Nil
February	17 February 2027	24 February 2027
March	17 March 2027	24 March 2027 (Walpole)
April	21 April 2027	28 April 2027
May	19 May 2027	26 May 2027
June	16 June 2027	23 June 2027
July	21 July 2027	28 July 2027 (Pemberton)
August	18 August 2027	25 August 2027
September	22 September 2027	29 September 2027
October	20 October 2027	27 October 2027
November	17 November 2027	24 November 2027 (Northcliffe)
December	8 December 2027	15 December 2027

2. **Note that the Chief Executive Officer will publish the 2027 meeting schedule on the Shire's official website in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996* and Council Policy 1.1.1 Council Meetings, Agenda Briefing Sessions and Concept Forums.**

APPENDICES

A	Council Policy 1.1.1 Council Meetings, Agenda Briefing Sessions and Concept Forums	6 Pages

ATTACHMENT
APPENDIX

9.2.2 Proposed Review of Council Policy 1.1.4 Councillor Continuing Professional Development Policy

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS	N/A
WARD	N/A
ZONE	N/A
DIRECTORATE	Executive Services
FILE REFERENCE	F160048
LEGISLATION	*Local Government Act 1995*
AUTHOR	Shammara Markotis (Manager Governance and Executive Services)
DATE OF REPORT	10 September 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

Council policies are reviewed regularly to ensure consistency between Council policies, Council decision-making and current legislative requirements and practices. Generally, policy reviews occur every four years, or where amendments are required to reflect legislative changes or changes in practice.

Section 5.128 of the *Local Government Act 1995* requires a local government to prepare and adopt, by absolute majority, a policy in relation to the continuing professional development of Councillors and to review the policy after each ordinary election. Council Policy 1.1.4 Councillor Continuing Professional Development (the Policy) is due for review.

A review of the Policy has been undertaken to ensure it remains consistent with the requirements of the *Local Government Act 1995* and associated regulations and continues to provide an appropriate framework for Councillor professional development.

The current policy is appended. The proposed amended policy, along with a tracked-change version, are attached for Council's consideration.

APPENDIX: 9.2.2 (A)
ATTACHMENT: 9.2.2 (1)
ATTACHMENT: 9.2.2 (2)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

Council Policy 1.1.4 Councillor Continuing Professional Development is required to be reviewed following each ordinary election.

The current Policy identified a review date of November 2025. The review is being undertaken later than scheduled. However, a review date so close to the ordinary election is not considered realistic given the significant induction and onboarding requirements for newly elected Councillors in the months immediately following an election. To provide a more practical timeframe for future reviews, the revised Policy sets the next review for within six months of the next ordinary election.

The review also incorporates legislative changes that took effect on 1 January 2026. These changes include a new requirement for Councillors to declare completion of mandatory training, associated offences, and expanded provisions for local governments to fund Councillor professional development.

The proposed amendments include:

- Updating references to the relevant legislation and regulations in the Policy Background.
- Revising the Policy Objective to reference how training and professional development will be approved, funded and reported.
- Refining the Policy Area of Application.
- Including a statement regarding the equitable and transparent application of the Policy.
- Including Councillor induction training and reference to the applicable Council Policy.
- Providing further detail regarding Mandatory Councillor Training, including training modules, exemptions and Councillor declaration requirements.
- Providing for Councillors to request support for formal qualifications, such as a diploma or degree, where permitted by legislation and provided for under the Policy, subject to Council approval and conditions.
- Clarifying the process for requesting training and obtaining approval.
- Refining provisions relating to the payment of training and development costs to remove duplication with Council Policy 1.1.2 Councillor Meeting Fees and Reimbursement of Expenses.

The proposed amended policy is presented for Council's consideration and adoption.

Draft

STATUTORY ENVIRONMENT

- *Local Government Act 1995* - Sections 5.126, 5.127, 5.128 and 5.129
- *Local Government (Administration) Regulations 1996* - Regulations 34AF, 35, 36, 36A, 36B and 37

POLICY / STRATEGIC IMPLICATIONS

The revised Policy supports Strategy E5 of the Shire of Manjimup Strategic Community Plan 2021–2031: Assist and train elected members to provide strong and visionary leadership.

The Policy provides a framework for ensuring Councillors have access to appropriate continuing professional development and supports compliance with statutory requirements relating to Councillor training and professional development.

ORGANISATIONAL RISK MANAGEMENT

Section 5.128 of the *Local Government Act 1995* requires a local government to review its continuing professional development policy after each ordinary election.

Adoption of the revised Policy will ensure the Shire's Policy reflects current legislative requirements and provides an appropriate framework for the ongoing professional development of Councillors.

FINANCIAL IMPLICATIONS

The Shire is responsible for meeting costs associated with Councillor training and professional development in accordance with relevant legislative requirements, Council policies and approved budgets.

The revised Policy does not propose any significant change to the financial implications associated with Councillor professional development.

Council's professional development requirements and associated expenditure will continue to be considered through the annual budget process.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That Council adopt Council Policy 1.1.4 Councillor Continuing Professional Development as per Attachment: 9.2.2 (1).

ATTACHMENTS

1	Proposed Council Policy 1.1.4 Councillor Continuing Professional Development	5 Pages
2	Proposed Council Policy 1.1.4 Councillor Continuing Professional Development (with tracked changes)	6 Pages

APPENDICES

A	Current Council Policy 1.1.4 Councillor Continuing Professional Development	4 Pages

Draft

ATTACHMENT

9.3.1 Shire Financial Payments for September 2026

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	3 November 2026
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.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

Accounts for payment totalling $2,771,146.60 for the month of September 2026 including Corporate Card transactions, Ampol and BP fuel cards and Coles Supermarkets store cards transactions for August 2026, are attached.

ATTACHMENT: 9.3.1(1)

Payment by Fund	Amount
Municipal – September 2026	**$2,771,146.60**
Trust Fund	$0.00
Total	**$2,771,146.60**

Electronic Funds Transfer (EFT), direct debits, and cheque payment reports are available for inspection at the Ordinary Meeting of Council of 25 November 2026.

Method	Batch or cheque no.	Amount
Municipal Payments for Month September 2026		
Cheque payments	95955 – 95971	$38,573.51
EFT	477 - 481	$1,666,980.64
Direct Debits		$132,938.73
Payroll – September 2026		$932,653.72
Total Payments – September 2026		$2,771,146.60

Direct Debit for Card Payments	Amount
Corporate Credit Cards – August 2026	$3,314.37
Coles Supermarkets Australia – August 2026	$980.33
Total	$10,110.91
Direct Debit payments included on Warrant Listing Report – September 2026	

Fuel Card Payments	Amount
BP Cards – August 2026	$10,035.21
Ampol Cards – August 2026	$3,357.07
Total	$13,392.28
Fuel Card Payments included on Electronic Funds Transfer (EFT) payments on Warrant Listing Report – September 2026	

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 September 2026 accounts for payment totalling $2,771,146.60 as detailed within Attachment 9.3.1(1).

ATTACHMENTS

1 Shire Financial Payments for September 2026

Draft

ATTACHMENT

9.3.2 Monthly Statement of Financial Activity - September 2026

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	6 November 2026
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 30 September 2026 is attached. The report is summarised by “Type” with operating comments identifying departments with a reportable variance.

ATTACHMENT: 9.3.2 (1)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The Statement of Financial Activity for the period ended 30 September 2026 shows that the Shire of Manjimup is largely tracking in line with its adopted budget. Apart from the bridge maintenance items discussed below, no material financial concerns have emerged so far this financial year.

With the first quarter of the 2026/27 financial year now complete, income and expenditure patterns are largely in step with what the budget anticipated. Most programs are operating within normal tolerances and will remain under watch through the monthly reporting process.

On 31 August 2026, Shire staff were notified by the Department of Local Government, Sport and Cultural Industries of the final 2026/27 Financial Assistance Grant (FAG) allocations. The amount allocated to the Shire of Manjimup is moderately higher than the original estimates used in the 2026/27 adopted budget.

The allocation, set against the budget, is as follows:

	2026/27 Allocation	2026/27 Adopted Budget (inc early Payment)	(Shortfall) / Excess
General Purpose Grant			
2026/2027 GP Grant Allocation	3,262,306	3,429,208	166,902
Road Grant			
2026/2027 Road Grant Allocation	1,900,746	2,002,207	101,461
Total Financial Assistance Grant	**5,163,052**	**5,431,415**	**268,363**

Bridge maintenance is the one area that needs specific comment at this stage of the year. Spending to 30 September 2026 totals $98,864 against a full-year budget of $196,548, meaning a large share of the annual provision has already been used early on.

The spending relates to a single request the Shire has received for emergency bridge maintenance works, with two further requests still to be actioned. Main Roads WA is expected to contribute two-thirds of the eligible repair costs, while the Shire will cover the remaining one-third as well as any ineligible or additional costs.

Given how much has been spent early and the chance of further emergency works, the bridge maintenance account will be closely monitored over the coming months. No budget amendment is proposed at this time, although the position may need to be revisited if more works are required.

With the first quarter of the financial year finished, it is worth reviewing the larger operating accounts, as these can significantly influence the end-of-year position if they are not monitored and adjusted when an issue arises. Those accounts are listed below:

	Revised Budget	Actuals 30/9/2026	% Expended
Road Maintenance - Expense	$3,284,267	$1,147,977	34.95%
Bridge Maintenance - Expense	$196,548	$98,864	50.30%
Parks Maintenance - Expense	$914,938	$256,457	28.03%
Building Maintenance - Expense	$226,044	$64,773	28.66%
Overhead Recoups - Income	($2,842,660)	($900,750)	31.69%
Plant Recoups - Income	($1,352,244)	($418,982)	30.98%
AquaCentre - Income	($370,000)	($75,109)	20.30%
Tipping Fees (all sites) - Income	($529,621)	($111,643)	21.08%
** Fuels & Oils - Expense	$350,000	$118,757	33.93%

Every other operating and capital account examined during the monthly financial reporting process is regarded as being within normal limits for the period ended 30 September 2026.

Overall, the Shire's financial position as at 30 September 2026 remains satisfactory. Bridge maintenance will stay under observation because of the high level of spending so early in the year, while all other areas are within expected budget parameters.

STATUTORY ENVIRONMENT

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

POLICY / 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 September 2026, as per Attachment: 9.3.2 (1).

ATTACHMENTS

1 Statement of Financial Activity - September 2026 28 Pages

Draft

ATTACHMENT

9.3.3 Proposed Budget Review Adjustments - 30 September 2026

PROPONENT	Shire of Manjimup
OWNER	Whole Shire
LOCATION / ADDRESS	Whole Shire
WARD	Whole Shire
ZONE	N/A
DIRECTORATE	Business
FILE REFERENCE	F160191
LEGISLATION	Local Government Act 1995
AUTHOR	Greg Lockwood (Director Business)
DATE OF REPORT	6 November 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

Following a review of the monthly accounts to 30 September 2026 a budget adjustment sheet has been prepared to reflect variations to expenditure and revenue compared to that contemplated in the adopted 2026/2027 Annual Budget.

ATTACHMENT: 9.3.3 (1)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The September 2026 Monthly Financial Statement Report has been completed and is the subject of a separate agenda item providing an explanation of 'actual' compared to 'budget' for the three months of operation to 30 September 2026

Adjustments for 2026/27 adopted budget, already approved by Council by way of specific agenda items, are:

- Municipal Heritage Project $35,000 – Recognise successful grant application to undertake a review of the Shire of Manjimup's Municipal Heritage.
- Boosting Circularity - $144,000 – Recognise successful grant application from the "Recycling Modernisation Fund" to undertake a recycling project within the Shire.

Proposed other adjustments not yet considered by Council are:

- Drought Proof Northcliffe Recreation Grounds $100,000 – Recognise successful grant application to carry out major dam and associated works at the recreation ground.
- Various Reserve Transfers $60,358 – required as part of amalgamation of reserve accounts per 2026/27 Budget adoption, being AquaCentre Renewal Reserve and Arts, Culture and Heritage Reserve.
- CCTV Cameras $40,686 – correct an error in the 2026/27 adopted budget where project was listed but not calculated. $40,686 grant with $40,686 expenditure.

STATUTORY ENVIRONMENT

Section 6.8 (1) of the Local Government Act 1995 requires that expenditure not be incurred for an additional purpose unless authorised by Council.

POLICY / STRATEGIC IMPLICATIONS

Nil.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

Details of the recommended budget adjustments are attached.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That Council adopts the 30 September 2026 budget adjustments as contained in Attachment: 9.3.3(1).

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ATTACHMENTS

1 Proposed Budget Adjustments - September 2026 1 Page

Draft

ATTACHMENT

9.5.1 Proposed Extractive Industry (Gravel/Laterite) at Lot 3 (41) Towie Road Middlesex

PROPONENT	Dronow Contracting (2005) Pty Ltd
OWNER	Mr Fabio Dei Tos
LOCATION / ADDRESS	Lot 3 (41) Towie Road, Middlesex
WARD	Rural
ZONE	Priority Agriculture
DIRECTORATE	Development Services
FILE REFERENCE	TP2026/110 P53089 DA26/104
LEGISLATION	Planning and Development Act 2005
AUTHOR	Karleha Brown (Planning Officer)
DATE OF REPORT	1 October 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

The subject property is 38.66ha in size and is located approximately 5km south of the Manjimup townsite. The property comprises of a dwelling, a dam and vineyard.

The property is located within an agricultural setting with adjoining properties used for broadacre farming practices. There are unique land uses adjoining the site such as the Manjimup Speedway and timber mill to the north. A location plan is shown below.



The proposed extraction site is a 200m by 150m area (3 ha), 150m from the western boundary, 97m to the northern boundary and 153m from the eastern boundary.

The application as submitted proposes:

- The area of extraction of gravel within the landholding is 3ha, with the requirement for 2ha to be open at any one time.
- The depth of gravel extraction across the area will be to 1m to 2m.
- The volume of extraction is to be 60,000m^3.
- The gravel will be crushed and screened as necessary.
- Topsoil will be stored for later rehabilitation.
- The proposed hours of operation will be between 7.00am and 5.00pm weekdays all year round.
- Gravel haulage will be undertaken using semi-trailer and/ or 6 x 4 rigid trailers.
- All truck movements to and from the site will be from Towie Road and then onto South Western Highway.
- No land clearing is required.

A copy of the development as proposed is attached.

ATTACHMENT: 9.5.1 (1)

Council is required to determine the application, as Shire officers do not have the delegated authority to determine Industry – Extractive proposals, where an objection has been received from a Government Agency.

PUBLIC CONSULTATION UNDERTAKEN

The application was advertised in accordance with Clause 9.6 of the Shire of Manjimup's Local Planning Scheme No. 4 (the Scheme) for a 42-day period to the relevant government agencies and neighbouring landowners.

At the close of the advertising period, submissions were received from Department of Environment, Water and Regulation (DWER), Main Roads Western Australia (MRWA), Department of Mines, Petroleum and Exploration (DMPE) and from Department of Primary Industries and Regional Development (DPIRD) as a neighbouring landowner. Whilst these submissions are discussed in the comment section below, a full copy of the submissions are attached.

ATTACHMENT: 9.5.1 (2)

COMMENT

The provisions of Local Planning Scheme No. 4 (the Scheme) include the subject and within the Priority Agriculture Zone.

In determining an application for development approval, the local government is required to have regard to various matters as outlined within clause 67 of the Planning and Development Regulations 2015 (P&D Regs). These matters include, but are not limited to:

(a) the aims and provisions of this 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…
(c) any approved State planning policy;
(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);
(e) any policy of the Commission;
(f) any policy of the State;
(g) any local planning policy for the Scheme area;
(n) the amenity of the locality including the following —environmental impacts, the character of the locality; social impacts of the development;
(o) the likely effect of the development on the natural environment or water resources
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;
(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 in the locality and the probable effect on traffic flow and safety;
(y) any submissions received on the application;
(zb) any other planning consideration the local government considers appropriate.

To assist Council in determining the application, the following comments are offered:

<u>Land Use Classification</u>
The proposed land use is classified as “Industry – Extractive”, which is defined in the Scheme as follows:

> *‘an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, on or adjacent to, the land from which the materials are extracted, but does not include industry-mining.’*

Land Use Permissibility
An Industry-Extractive is an 'A' land use within the Priority and General Agriculture Zones. That is a use, which '*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.'*

Consistency with Zoning
The purpose of the Priority Agriculture zone is to provide for the sustainable use of rural land which primarily accommodates a range of rural pursuits compatible with the capability of the land and which retains the rural character and amenity of the locality. Provided the Extractive Industries are appropriately managed, it is anticipated that there will be no significant impacts to the agricultural activities already occurring on the subject property or adjacent land are anticipated.

Setbacks
In accordance with clause 5.34.2.4 of the Scheme, unless otherwise approved by Council, development within the Priority Agriculture Zone is required to be setback 30m from the front and rear boundaries and 10m to side boundaries. The extraction areas are proposed to be established at a minimum of 380m to neighbouring lot to the west and 150m to the neighbouring property to the east.

The proposed location of the extractive site meet the prescribed setbacks for the zone.

State planning Policy 2.4 Planning for Basic Raw Materials
State policies are a planning instrument which the Shire is to have due regard to when determining an application. SPP 2.4 states that applications for the establishment of Extractive Industries should be supported by a management plan that demonstrates:

(a) site description and analysis;
(b) strategic and statutory planning requirements;
(c) identification of the environmental values and those requiring protection;
(d) that extractive industry operations are adhering to designated separation distances and will not impact or be impacted by sensitive land uses;
(e) proposed transport routes used and site access details;
(f) sequential land use and a staging plan for the rehabilitation of the site for its intended long-term use; and
(g) compliance with any other considerations as outlined in the BRM guidelines.

Access
Access to and from the site is provided via an internal access road, that connects to Towie Road through to the South Western Highway. The applicant is anticipating an average of 100 to 150 truck movements per week during high demand periods.

Haulage will be undertaken by smaller trucks such as semi-trailers and six by four rigid trailers which do not require a RAV permit to haul on the proposed route.

The main impact considered is along 400m of Towie Road from the properties' driveway to South Western Highway. Towie Road serves approximately nine (9) other properties in addition to the current landowner. The other property owners along Towie Road will be impacted by the increase of truck movements along this stretch of road when the extraction is in peak demand with an additional 100 – 150 truck movements a week or on average 30 truck movements a day.

Amenity

An Industry – Extractive, as proposed, has the potential to impact on the amenity of the area by way of noise and dust associated with the extraction and crushing processes. Extractive Industries also have the potential to create impacts through truck movements associated with the transportation of the product off-site.

The applicant is proposing to use a rock crusher to refine the material extracted prior to haulage. A noise impact assessment for the extraction and crushing has not been provided in support of the application. However, in a management statement the applicant has stated that the noise impacts will be mitigated primarily through a noise bund construction along the relevant sides of the extraction pit at a height of 3m.

Noise management in Western Australia is regulated through the Environmental Protection (Noise) Regulations 1997 (the Regulations). The Regulations set noise limit which are the highest noise levels that can be received at a noise- sensitive (residential) premises. These noise limits are defined as 'assigned noise levels' at receiver locations. Regulation 7 requires that "noise emitted from any premises or public place when received at other premises must not cause, or significantly contribute to, a level of noise which exceeds the assigned level in respect of noise received at premises of that kind".

Guidance Note 3 (EPA) – Separation Distances between Industrial and Sensitive Land Uses (June 2005) guides the establishment of generic separation distances to protect community health safety and amenity, in the absence of site specific studies. The buffer to sensitive land uses such as dwellings from an extractive industry where crushing is proposed is 1km. Within this radius there are three dwellings and on the periphery of this buffer is the settlement of Jardee with approximately 25 dwellings.

There is one dwelling located on the subject landholding, which is occupied by the landowner. This dwelling is approximately 200m from the pit area. The closest dwellings located on the neighbouring properties are approximately 420m to the west, 550m to the east with Jardee townsite within 1km from the pit location. The impact on the amenity of these sensitive locations have not

been provided as part of this assessment by way of noise and dust assessments.

The neighbouring landowners have not raised concern during the advertising period.

To ensure compliance, an advice note prompting compliance with the *Environmental (Noise) Regulations 1997* of the *Environmental Protection Act 1986* is recommended and any approval is to be conditioned to require a Noise Impact Assessment prior to any works taking place on the property. If the results of that assessment do not comply with the regulations at those sensitive locations, is not recommended to commence without first obtaining approvals for a Prescribed Premise from DWER.

The applicant has stated that dust will be monitored by visual observation performed on an hourly basis whilst the extraction and crushing is in operation. Dust management will comprise of wind barrier in the form of bunding and the use of dust suppressors in the form of water trucks as required. These will be made available for the entire extraction phase over exposed earth such as the pit area, stockpiles and access areas.

Site Rehabilitation

The applicant has indicated in their submission that post extraction the topsoil will be ripped to a depth of 650mm. All pit edges are to be battered to suit natural contours and avoid any damming or ponding. The topsoil is to be respread over the site evenly to allow reseeding of land for pasture for stock.

To ensure rehabilitation of the extraction site occurs in a timely and progressive manner, it is recommended appropriate conditions of approval be imposed.

Time Limit on Approval

The applicant has stated that the extraction on the subject landholding will have a five (5) year lifespan, which will have a lifespan to 2031. Shire staff as a standard, generally recommend any extraction approval be limited to the term proposed by the applicant or the total proposed amount of material, whichever comes first. Limiting the approval will allow for the operation to be considered in the event an extension in time or volume of material is requested.

Hours of Operation

The objective of the Policy is to protect the economic viability of the general farming areas and to retain the rural character of the area by preventing operation of the Industry – Extractive in a detrimental manner. The Policy provides that, as a condition of approval, the hours of operation during the summer months be limited to only (November to April) be 8:00 am to 6:00 pm Monday to Saturday and other times during the year the hours be 9:00 am to 5:00 pm. Council's discretion to approve other hours of operation is not limited by the Policy. The Extractive Industry is not to operate on the public holidays.

The application proposes that the hours of operation are to be 7.00am to 5.00pm weekdays all year round, with haulage from the site to be from 6.30am to 6.00pm.

It is recommended that the proposed hours of operation be as per the application's stated hours of operation unless a concern is raised as a nuisance.

Stormwater/ Water Run off

The Policy requires a detailed drainage management plan to be prepared generally in accordance with the Department of Water and Environmental Regulations Water Quality Advice Note to ensure that sediment transfer from the extraction site does not flow into the neighbouring properties or local water courses. The proposal identifies water run off being directed east of the pit area to flow downhill toward the existing dam. The applicant states that the sediment from the pit area will be captured in this process to ensure that any waterborne silt will be caught prior to existing the property boundary.

The fundamentals of drainage management have been considered for the site and it is recommended drainage and storm water be managed by the operator.

Submissions Received

Main Roads Western Australia (MRWA)

MRWA state that they have no objection to the proposal, however due to the increase in traffic movements associated with the land use, they recommend that the intersection of Towie Road to South Western Highway be upgraded. The upgrade is extending the pavement seal along Towie Road to 30m. Prior to the commencement of works, detailed civil designs for the intersection will need to be prepared by the applicant and further approved by MRWA.

Department of Water Environment and Regulation (DWER)

DWER advise that they do not support the proposal given the information submitted as part of the application. DWER recommends that the supporting information of the application does not meet State Planning Policy or Shire Policy.

DWER advise that due to the proximity of sensitive land uses within 1km of the proposed pit area, crushing/ screening of the product will trigger the need for a site-specific noise and dust management plan to be undertaken. DWER recommend that the proposal needs to clearly identify the approach and under the required due diligence in terms of regulatory requirements to ensure approvals can be granted. It is recommended that in the event Council grants approval, the proposed operation will need to comply with the Shire of Manjimup's Health Local Law in regard to Noise and Dust.

Department of Mines, Petroleum and Exploration (DMPE)

DPME advise that they have no concerns to raise to the proposed development.

Department of Primary Industries and Development (DPIRD)
DPIRD advise that they support the rehabilitation and proposed groundwater separation of the proposed extractive industry. However they advise the applicant to prepare a weed management plan which includes two targeted weed inspections per year during autumn and spring to assist in weed management. Weed management is not a consideration of Council to assess or ensure compliance is being achieved on the site.

DPIRD also advise that a separation distance of 300 – 500m between the extractive industries and sensitive land uses and the operation are maintained as per the Environmental Protection Authorities (EPA) Guidance on Separation Distance between Industrial and Sensitive Land Uses. The separation distance is approximately 420m to the closest neighbouring dwelling to the west of the extractive pit location.

Conclusion
Following assessment of the application, Shire staff recommend that the application be granted conditional approval, with conditions imposed to ensure that the operation does not detrimentally affect the amenity of the area or cause environmental harm on the subject property or surrounding properties.

STATUTORY ENVIRONMENT

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

POLICY / STRATEGIC IMPLICATIONS

By granting approval to the proposed uses, Council will assist in the delivery of the following Strategies under the Shire of Manjimup Strategic Community Plan 2021-31:

A10. Encourage all aspects of sustainable farming and agriculture;

B12. Providing development opportunities and supporting local small businesses to thrive.

ORGANISATIONAL RISK MANAGEMENT

Not significant.

FINANCIAL IMPLICATIONS

The required Development Application fee has been paid by the applicant.

SUSTAINABILITY

Environmental: As detailed in the Comment section above, conditions are needed to limit the environmental impact of the activity.

Economic: If approved, the development could make more productive use of the land. The State identifies access to basic raw materials, such as gravel and sand, as critical to regional economic development.

Social: With appropriate management and restrictions, the proposal should not cause significant harm to the amenity of the surrounding area.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council in accordance with Part 10 of Local Planning Scheme No. 4 grant planning approval for the Extractive – Industry at Lot 3 (41) Towie Road, Middlesex (Application TP2026/110) in accordance with the plans and specifications shown at Attachment 9.5.1 (1) and subject to the following conditions and advice notes:

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	Site Plan	29 July 2026
2	Pit Operating Details	29 July 2026
3	Pit Diagram	29 July 2026
4	Crushing Pit Plan	29 July 2026
5	Proposal Details	1 September 2026

2. **Prior to commencement of the use, the intersection of Towie Road and South Western Highway shall be modified to include an extension of the pavement seal on the Towie Road approach to 30 metres, measured from the existing stop / hold to the satisfaction of the Shire of Manjimup (having regard to the specifications of Main Roads Western Australia), and at the cost of the applicant.**
3. **All drainage and associated stormwater associated with the gravel extraction pit shall be contained on site to the satisfaction of the Shire of Manjimup. Sediment is to be managed so it does transfer into the downstream water ways.**
4. **Any damage to Towie Road proven to be caused by vehicles associated with the approved Industry - Extractive is to be repaired at the applicant's cost to the satisfaction of the Shire of Manjimup.**
5. **This Development approval is granted for a five (5) year period only and shall expire (28 October 2031), unless prior to the date an**

application has been made to and approved by the Shire of Manjimup after payment of the appropriate fee for the continuation of the use for an extended period.

6. **Topsoil is to be stockpiled and replaced as part of the rehabilitation process to the satisfaction of the Shire of Manjimup.**
7. **A maximum of two (2) hectare shall be worked at any one time with the progressive rehabilitation of the excavated areas to the satisfaction of the Shire of Manjimup.**
8. **All works and excavation shall be conducted to ensure that the water table is not intercepted, and adequate separation distance to the ground water table is to be maintained, to the satisfaction of the Shire of Manjimup.**
9. **No liquid fuels are to be stored on-site, unless granted further approval of Council.**
10. **Any on-site refuelling of equipment from a mobile service vehicle shall incorporate appropriate spill prevention and clean-up equipment, to the satisfaction of the Shire of Manjimup.**
11. **No major repairs or maintenance of extractive, crushing or haulage equipment shall occur on the subject property.**
12. **The extraction area is to be rehabilitated to the satisfaction of the Shire of Manjimup, including a requirement that no standing water will pool post-rehabilitation.**

Advice to Applicant

1. **The approved Industry – Extractive is to comply with the requirements of the Environmental Protection Authority's *Environmental Protection (Noise) Regulations 1997.***
2. **The applicant is advised that development is subject to compliance with the Shire of Manjimup Health Local Law 2020.**
3. **Where clearing of land is involved in any proposed development, the approval of the Department of Water and Environmental Regulation will be required under the provisions of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.**
4. **Any interference with a watercourse may require a permit to interfere with the bed or banks from the Department of Water and Environmental Regulation.**

ATTACHMENTS

1	Extractive Operating Details and Site Plan for Lot 3, 41 Towie Road Middlesex	16 Pages
2	Submissions for proposed Extractive Industry at Lot 3, Towie Road Middlesex	10 Pages

ATTACHMENT
APPENDIX

9.5.2 Conservation Management Plan for the Pemberton Timber Mill Workers Cottages Precinct

PROPONENT	Shire of Manjimup
OWNER	Various
LOCATION / ADDRESS	Pemberton Timber Mill Workers' Cottages Precinct
WARD	Rural
ZONE	Residential and Town Centre
DIRECTORATE	Development Services
FILE REFERENCE	F161045
LEGISLATION	*Heritage Act 2018, Planning and Development Act 2005*
AUTHOR	Jocelyn Baister (Manager Planning Services)
DATE OF REPORT	9 October 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

This item was considered at the Ordinary Council Meetings held on 23 September and 28 October 2026 and deferred to enable further time to develop and evaluate options for further consideration.

The item is presented to Council as previously considered, with a change to the location plan, which only reflects the current Heritage Precinct and to introduce a revised recommendation to ensure there is clarity around the limited statutory implications of the document and to require preparation of a local planning policy for the precinct.

The Pemberton Timber Mill Workers' Cottages Precinct is included on the State Register of Heritage Places. As shown on the location plan below, the precinct, which contains 58 houses and 3 other non-residential buildings, is bound by Brockman Street, Dean Street, Lefroy Street and Broadway Street. A draft revised precinct boundary has been proposed by the Heritage Council of Western Australia (HCWA) through the Department of Planning Lands and Heritage (DPLH). A location plan is shown below.

Draft



Due to the state heritage listing, all properties within the Precinct are subject to Shire planning approval for any development, including internal works. As part of the planning approval process, the comments of the Heritage Council are required.

In order to facilitate the planning approval process for heritage-listed buildings, a Conservation Plan is normally prepared. A Conservation Plan documents the history and nature of a historic heritage place, assesses and records its cultural heritage significance and provides a framework (policy and strategy) for conserving its significant fabric and values.

Council has previously considered the draft Plan at its Ordinary Meeting 9 May 2013 (Resolution 25621) and 22 March 2018 (Resolution 27375).

APPENDIX: 9.5.2 (A)
APPENDIX: 9.5.2 (B)

Council is requested to consider receiving and noting the Conservation Plan for the precinct that was originally prepared in 2013 and has been updated in 2026. Council is requested to consider this matter again as it appears that whilst the plan was adopted for the purposes of advertising the Plan was never finalised. A comprehensive review has also been undertaken and additional information included. The Executive Summary of the Conservation Plan is attached, and a full copy of the document can be provided to Council on request.

ATTACHMENT: 9.5.2 (1)

PUBLIC CONSULTATION UNDERTAKEN

During preparation of the original draft version of the Conservation Plan, all property owners were advised that the Plan was being prepared. All owners were invited to discuss the project with the consultant team during the site inspections undertaken in September 2012.

It is acknowledged that the public consultation for the Management Plan occurred over a decade ago. As the recommendation clarifies that the draft plan has no statutory consequence, no further consultation on this plan is considered necessary. Effective engagement with the impacted properties on the proposed development standards within a draft local planning policy will be more beneficial than re-engagement with land owners on the Management Plan, and this is reflected in the recommendation.

COMMENT

The provisions of the Shire's Local Planning Scheme No 4 (LPS No 4) includes the majority of the land within the Residential Zone, with an identified residential density of R10, a few of the places are within the Town Centre zone and the Pemberton Mill is zoned Industry.

LPS No 4 also includes the land within Pemberton Planning Precinct No 4 (Urban Centre) and Precinct 5 (Town Centre) under Schedule 8.

As reflected within Schedule 8, *"The mill cottages from Dean Street to the Pemberton Karri Mill are typical timber-clad, corrugated iron roofed original cottages, characteristic of the timber industry. This historic node requires detailed planning to determine its future and the most realistic way of retaining where possible all of the cottages".*

The Conservation Plan is a set of design principles for the Precinct to guide in assessing planning applications for restoration and development of each property. Individual assessment of each property was limited to outside assessment only. No detailed internal or structural assessment of individual buildings was undertaken. However, given the architectural and historical nature of the Precinct and the use of most buildings within it for residential purposes, the Precinct-level design policies are considered to be sufficient.

Adoption of a Conservation Management Plan is recommended in order to provide guidance in respect of future policy development. The Council resolution of 2013, set principles of consultation, however it should be noted that this officer recommendation removes consultation on the Plan, however recommends preparation of a planning policy which will in itself require consultation.

<u>State Heritage Registration</u>
The conservation plan covered a study area beyond the boundary of the registered area. The study area incorporated additional cottages on Lefroy

Street, commercial buildings on Brockman Street and the Pemberton Timber Mill, Chimney and Single Men's Quarters. The additional areas were included based on the area identified by HCWA for assessment for inclusion into the registered place (i.e. an expanded curtilage) as shown in attachment 2.

The conservation plan shows zones of significance within the assessment area, as shown in attachment 3.

The following options are presented to Council for consideration with reference to the attachments.

Option 1 - Expansion of the current registered area to include the Mill site (Refer attachment 2).

- Mill site is identified as 'some significance' in the Conservation Plan – not considered to meet threshold for State registration – Councils core priority for this site is to secure remediation at this stage. Conservation of significant elements can be secured during any future planning for the redevelopment of the site.
- Potential for Chimney and Single Men's Quarters to be registered independently if this is considered necessary in the future.
- Not recommended.

Option 2 - No change to current State Registered Area (Refer attachment 4)

- Need to develop clearer planning policy how conservation principles are applied to development within the area.
- Viable option if the Shire considers the need for further heritage protection measures to be unnecessary.

Option 3 - Removal / reduction in area of the current State Registered area

- This area would be afforded no additional heritage protection provisions through the statutory planning process.
- Not currently considered to be a viable option given that this falls outside of the Councils control.
- Should this be the Shire's preferred position then it would advocate to the HCWA to remove or reduce the state registered area.

Option 4 - Expansion of the current registered area to include lots north and south of Brockman St but excluding the Mill site (Refer attachment 5)

- The Shire would need to develop clear planning policy how conservation principles are applied to development within the area, which currently do not have the protection afforded by State registration.
- Landowners would have to be consulted as part of any registration and policy development process.
- Planning applications within this area would have to be referred to HCWA and the Shire would be unable to make decisions contrary to its advice.
- Recommended in principle subject to engagement with landowners and further consideration by Shire after this.

Conclusion
A review of the registered area for the Timber Mill Workers' Cottages can be informed by the Conservation Management Plan. The Management Plan has demonstrated that the Timber Mill itself is of some significance, however would not meet the threshold either independently or in addition to the existing area warrant State registration protection. The Management plan will be used by Shire staff to improve statutory process and policy development.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 and Heritage Act 2018.

POLICY / STRATEGIC IMPLICATIONS

This project is consistent with C.22 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

Not significant.

FINANCIAL IMPLICATIONS

All costs associated with finalising the Conservation Plan will be wholly contained within the adopted 2026/27 annual budget.

SUSTAINABILITY

Environmental: Nil.

Economic: The Conservation Plan is designed to streamline the planning approval process and provide property owners greater certainty on heritage requirements within the Precinct. This is expected to reduce costs associated with redrafting of plans and time delays.

Social: The Precinct has been identified as being a significant contributor to Pemberton's 'sense of place' and community identify as an historic timber milling town. The Conservation Plan attempts to find the balance between community expectations that the Precinct will be preserved and the desire of residents to enjoy a modern standard of amenity.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. **Receive and note the Conservation Management Plan for the Pemberton Timber Workers' Cottages Precinct as prepared by Hocking Heritage and Architecture as shown at Attachment 9.5.2 (1).**
2. **Note that the recommendations and Conservation Polices listed in the document shown at Attachment 9.5.2 (1) do not form part of statutory planning or management framework of the Shire of Manjimup.**
3. **In relation to the proposed expansion of the Registered Heritage Precinct, advise the Heritage Council of Western Australia that:**
    - **3.1. It does not support expansion of the State Registration of the Pemberton Timber Mill Workers' Cottages Precinct to encompass the former Pemberton Mill site, as the Management Plan has identified the Mill as of only Some Significance.**
    - **3.2. It does support, in principle, the incorporation of the lots to the west of the currently registered area including land north and south of Brockman St (as shown attached 9.5.2 (5)) into the State Registration of the Pemberton Timber Mill Workers' Cottages Precinct, subject to consultation by Heritage Council WA with the owners of the properties within this area, and this matter being given further consideration following this consultation.**
4. **Directs the Chief Executive Officer to prepare a draft Local Planning Policy, having regard to the recommendations contained within the report, for the existing Pemberton Timber Mill Workers' Cottages Precinct for further consideration of Council, with the suggested scope for the policy being planning provisions being limited to:**
    - **4.1. Retention of streetscape character (such as solid fencing, and garage doors and structures within the front setback area)**
    - **4.2. Scale and setback requirements for new primary dwellings (i.e. – excluding sheds and outbuildings)**
    - **4.3. Requirements for generally compatible extensions to existing buildings in terms of scale and appearance where these are significantly visible from the street, excluding control over building materials.**
    - **4.4. Prescribing exemptions from the requirement to obtain development approval within the precinct based on the principle of requiring planning approvals only as much as is necessary to achieve the requirements of the Policy.**

5. **Note that recommendations relating to public works and places will be considered on merit as and when necessary having regard to appropriateness, costs and priorities at that time.**

ATTACHMENTS

1	Attachment 1 - Executive Summary from Conservation Management Plan for the Pemberton Timber Mill Workers' Cottages Precinct	13 Pages
2	Attachment 2 - Proposed Expanded Registered Area	1 Page
3	Attachment 3 - CMP Study Area Zones and Significance	1 Page
4	Attachment 4 - Current Registered Area	1 Page
5	Attachment 5 - Expansion of Registered Area	1 Page

APPENDICES

A	Appendix A - Excerpt from 9 May 2013 Council Minutes	5 Pages
B	Appendix B - Excerpt from Council Minutes 22 May 2018	5 Pages

Draft

ATTACHMENT

9.5.3 Proposed Use Not Listed (Workforce Accommodation) at Lot 3 (26538) South Western Highway Wilgarrup

PROPONENT	Tecon Pty Ltd
OWNER	Mr Carl and Mrs Maria Borrello
LOCATION / ADDRESS	Lot 3 (26538) South Western Highway Wilgarrup
WARD	Rural
ZONE	General Agriculture
DIRECTORATE	Development Services
FILE REFERENCE	TP2026/123 P54657 DA25/104
LEGISLATION	*Planning and Development Act 2005*
AUTHOR	Karleha Brown (Planning Officer)
DATE OF REPORT	27 October 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

Council is requested to consider an application for a change of use from hosted accommodation (bed and breakfast), catering for 12 guests, known as Wilgarrup Lodge and a consulting room (Chiropractor's) building to a Use Not Listed (Workforce Accommodation) at the Lot 3 (26538) South Western Highway, Wilgarrup. A location plan is shown below.



The subject site is zoned General Agriculture and is 11.96ha. The property is surrounded by land zoned for agricultural practises.

Background
This property has been occupied by workers since June 2025, which through compliance measures has resulted in the landowner reducing the number of workers lodging on the site to only 12 in the main house (former bed and breakfast) and none in the other consulting building.

Approval is being sought to accommodate workers within the existing buildings. The main dwelling is to accommodate twelve (12) people, and the Chiropractors building is to accommodate eight (8) people with a total capacity of twenty (20) persons on the property. The workers are to be employed on neighbouring farmland and within the district.

The key elements of the proposal is as follows:
- A manager is located on the subject property.
- Onsite potable water is provided.
- Cleaning and catering is undertaken by the workers themselves.
- Rubbish removal is via skip bins.

A copy of the details related to the proposal are attached.

ATTACHMENT: 9.5.3 (1)

PUBLIC CONSULTATION UNDERTAKEN

The application was advertised in accordance with Clause 9.6 of the Shire of Manjimup's Local Planning Scheme No. 4 (the Scheme) for a 21-day period to the adjoining landowners with a notice placed in the local newspaper and on the Shire's Website concurrently and referrals have also been made to the Department of Fire and Emergency Services (DFES) and Main Roads Western Australia (MRWA).

Two objections have been received during the comment period and a referral response from DFES and MRWA at the close of the advertising period.

The nature of the submissions and referral response are discussed further in the comment section below and copies of the submission is provided in the attachment.

ATTACHMENT: 9.5.3 (2)

COMMENT

To assist Council in determining the application, the following comments are offered:

Zone Purposes and Objectives
The purpose of the General Agriculture zone is to provide for the sustainable use of rural land which primarily accommodates a range of rural pursuits

compatible with the capability of the land, and which retains the rural character and amenity of the locality.

The occupants of the accommodation will be workers employed in the local farming industry, on neighbouring and local farming areas. The proposed use is considered to be consistent with the purpose and objectives of the zone.

In determining an application for planning approval, the local government is required to have regard to various matters as outlined within clause 67 of the Planning and Development Regulations 2015 (P&D Regs). These matters include, but are not limited to:

(a) the aims and provisions of this and any other local planning scheme operating with the Scheme area;
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;
(x) the compatibility of a use or development with its setting including the potential impact on the use and enjoyment of adjacent and nearby land and taking into consideration any Special Control Area;
(y) any submissions received on the application;
(za) the comments or submissions received from any authority consulted under clause 66;

Land Use Classification

The occupation of the buildings does not entirely meet the definition for Rural Workers Accommodation. As the Scheme defines "Rural Workers' Accommodation" as *a building or building(s) located on a rural landholding, which are used for accommodating seasonal, temporary or migratory workers employed for agricultural/horticulture activities in the district and is to be incidental to that agricultural use of that land.* The land is not being used for agricultural activities.

As the subject property is only 11.9ha in size the proposed accommodation is not incidental to the agricultural use of that land, therefore not entirely meeting the definition of Rural Workers Accommodation. Therefore, Shire staff consider that this application should be considered as a Use Not Listed.

A Use Not Listed is advertised as per clause 9.6 of the Scheme. This advertising process is the same for 'A' land uses such as Rural Workers Accommodation. The advertising process that was undertaken, invited comment from the same surrounding landowners and Manjimup community as the advertising of a Use Not Listed would be required under the Scheme.

Similarly, Workforce Accommodation as defined by Department of Planning, Land and Heritage (DPLH) in their Planning Position Statement defines Workforce Accommodation means a premises, which may include modular or relocatable buildings, used:

a) *Primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
b) *For any associated catering, sporting and recreational facilities for the occupants and authorised visitors.*

This model definition does not restrict the land use to be incidental to agricultural productivity of the land.

Considering the historic use of the property as Wilgarrup Lodge and its location to the neighbouring kiwi farm, renders the site as suitable to accommodate workers.

The proposed development will need to meet the requirements of the *Health (Miscellaneous Provisions) Act 1911* and the *Building Act 2011*.

Building requirements
The change of use of the existing buildings means that buildings are required to have the relevant approvals under the Building Code of Australia and the National Construction Code.

The main dwelling which has been occupied previously as a bed and breakfast allows it to continue to accommodate 12 persons. The chiropractors building requires a certified building approval, to change the classification of the building to a class 1b and meet the identified BAL rating.

Health requirements
The proposed use will be required to operate in compliance with all relevant requirements of the *Health (Miscellaneous Provisions) Act, 1911.* Shire staff have assessed the property, as part of this assessment and consider that the property can comply with health legislation.

Consistency with Zoning
The Accommodation is considered to meet the objectives of the zone as it will provide the owner with reliable accommodation for workers and provided that the behaviour of occupants is appropriately managed, it is considered to generate a significant impact on the amenity of the surrounding area. The proposed change of land use of the buildings will not negate the ability to operate as a dwelling or tourism land use in the future.

Parking Requirements
Within the Scheme Table 2 Carparking requirements sets out the minimum number of car parking spaces for relevant land uses, whilst Workforce Accommodation is not set out in the table the parking requirement can be considered based on the need generated by the use.

The applicant has indicated that there is sufficient car parking on the subject site for both the main dwelling and the Chiropractors office. The applicant has stated that their current fleet comprises of four (4) vehicles ranging in buses with a capacity to seat 13 passengers or eight (8) passengers or 2-seater farm vehicles.

Management and Emergency Evacuation
As the site manager is located on the property, they will be available to manage and support workers on site. To ensure this occurs, the submitted management plan is to be implemented to clearly demonstrate how the site manager intends to deal with and control the workforce accommodation in the day-to-day manner and in the event of an emergency. An emergency management plan has been submitted which includes an evacuation process. Conditions reflecting this requirement have been included in the Officer Recommendation.

Bushfire
The proposed location of the buildings to be accommodated are located in the bushfire prone area. This has triggered the need for a Bushfire Management Plan to be prepared by the applicant as part of the proposal.

The chiropractor building will require a reclassification through a certified building application to which requires the building to comply to a BAL 19 standards.

DFES, in their submission, advise that the application is to comply with element A3.1 Vehicular Access – Private Driveways and A4.1 Water Supply of the Bushfire guidelines. It is considered that the access to the site is able to achieve effective and suitable evacuation from the site with the ability to provide suitable water provisions for emergency services to access to enable bushfire mitigation measures.

It is recommended that the applicant implement and maintain the recommendations of the Bushfire Management Plan prepared as part of the application by Bushfire Logic, providing a 10,000-litre water tank for firefighting purposes as per SPP 3.7.

The property currently has water supplied by two 110,000-litre tanks, two 9,000-litre tanks and a soak. This supply is considered sufficient for the potable water needs of the proposed use, but not for firefighting purposes. Clause 5.24 of the Scheme requires dwellings without a reticulated water supply to have at least 120,000 litres of potable water per dwelling, although Council may apply discretion. While the proposed use is not a ‘Dwelling’, the buildings are akin to one, so this requirement is relevant.

Therefore, to satisfy the SPP3.7 and the submitted BMP, an additional 10,000 litre water tank is required to be provided onsite in accordance with bushfire requirements.

Submissions
As addressed above there were four (4) submissions received due to advertising the application.

Main Roads Western Australia (MRWA)
MRWA has provided a referral response requesting the crossover be designed and upgraded to MRWA specifications. However, access to the property is

provided informally through an adjoining unallocated road reserve. If required the Shire could seek management of this land, and any subsequent upgrading or works could be undertaken by the Shire when budget is available.

Department of Fire and Emergency Services (DFES)
DFES comments relate to the bushfire requirements as required in accordance with State Planning Policy 3.7 Bushfire as addressed above.

Other Submissions
One submission was from a neighbouring landowner regarding the noise emanating from a generator providing a secondary power supply to the subject property. The noise from the generator contends with the dwelling located on the neighbouring property. Noise is to conform with the Environmental Protection (Noise) Regulations 1997 and is not a valid planning concern.

This matter has been raised with the landowner who has stated that a new generator has been purchased and will be connected with additional noise attenuation measures implemented.

The other submission received, raised concerns related to the proposed intensification and its suitability on the site to meet current Health, Building and car parking requirements. In addition, other concerns raised questions;

- Whether the rural workers accommodation (as advertised) supports the rural activity on the subject landholding;
- If the existing workforce accommodation on the property is compliant;
- The potential impact on the amenity of the surrounding area due to the nature of the operation of workforce accommodation;
- The suitability of the site to support the proposed intensification of land use;
- The need for the applicant to address bushfire and emergency management requirements; and
- Traffic impacts as a result of the proposed land use on South Western Highway.

Details of the submissions received was provided to the applicant who responded to the concerns raised.

It is acknowledged that the change of use does not entirely fit within the definition of Rural Workers Accommodation as addressed previously in this report. The accommodation is not incidental to an agricultural productivity on the site, and the workers, are employed offsite predominantly in the neighbouring kiwi orchard.

The occupation of the main dwelling with 12 persons is not considered to generate any greater impact that would occur if it was not accommodated by rural workers. The Chiropractors building, once legitimised will accommodate eight (8) persons with an additional two (2) vehicle movements as a result of the proposal. The buildings are also setback 50m from the western boundary and 20m from the southern boundary, within the setback requirements for this

zone. It should be noted that concerns raised as a result of the impact to the local amenity at any time are subject to consideration under the Health Local Law.

The suitability of the site has been assessed and is considered to satisfy the requirements for the proposed land use.

The applicant has stated that their fleet that will commute the occupants of the accommodation are in total four (4) vehicles to and from work and for other recreational requirements. It is considered that vehicles traversing from the site would be similar than what would be experienced if the buildings were occupied as a general residential tenancy. This is less than what would be experienced when the building was used as a consultancy room for a Chiropractors or as a bed and breakfast with the potential for six (6) rooms to be individually accommodated in the main building.

Conclusion
The application for the change of use for Workforce Accommodation is considered to meet the purpose and objectives of the Scheme provisions. Although two objections were received, an assessment has been undertaken, and the application is recommended for approval subject to standard conditions and advice.

STATUTORY ENVIRONMENT

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

POLICY / STRATEGIC IMPLICATIONS

The proposal is consistent with the following Community Goals and Strategies as contained within the Shire of Manjimup Strategic Community Plan 2021-2031 as adopted by Council:

Community Goals
2.2 Existing core industries such as agriculture and timber, are resilient, innovative and sustainable;
2.4 Industry and development is not hindered by excessive or complex compliance regulations.

Strategies
B5 Collaborate with other stakeholders to develop a transient and seasonal worker strategy to balance their safety, accommodation and employment needs with the need’s aspirations of the residential community.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

No substantial implications.

SUSTAINABILITY

Environmental: No vegetation is proposed to be removed as part of this application.

Economic: The application if approved, will allow the agricultural activity on the subject and surrounding property to be carried out in a more efficient and reliable manner.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council in accordance with Part 10 of the Shire of Manjimup No. 4, grants planning approval for a Use Not Listed (Workforce Accommodation) at Lot 3, 26538 South Western Highway, Wilgarrup (TP2026/123) in accordance with the submitted plan as shown at Attachment: 9.5.3 (1) and subject to compliance with the following conditions and advice:

1. **The development hereby approved must be carried out in accordance with the plans and specifications, as amended, 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.	Management Details	31 August 2026
2.	Emergency Plan	31 August 2026
3.	Evacuation Plan	31 August 2026
4.	Floor Plan(s)	31 August 2026
5.	Bushfire Management Plan	31 August 2026

2. **All workers are to be accommodated within an approved habitable building on the subject site as per the requirements of the Building Act 2011.**
3. **The Emergency Evacuation Response Plan, including the provision of the Manager's contact details, is to be displayed in the accommodation at all times.**

4. **The Bushfire Management Plan prepared by Bushfire Logic is required to be implemented to the satisfaction of the Shire of Manjimup.**

5. **The required strategic water tank for fire fighting purposes and its associated infrastructure should be installed/constructed to the standards as outlined in the Planning for Bushfire Guidelines.**

Advice to Applicant

1. **The approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act 1911*, and the Building Act 2011.**

2. **Any occupancy above six (6) persons requires further approval as a "Lodging House" pursuant to the Shire of Manjimup Health Local Laws.**

3. **The use of the dwelling proposed may require the installation of additional smoke alarms, emergency lighting for a Class 1b building as detailed in the Building Code of Australia, Part 3.7.2, Smoke Alarms and lift off hinges to water closets be installed.**

4. **With regards to Condition 4, as part of the implementation of the Bushfire Management Plan, access to additional water supply will be required.**

ATTACHMENTS

1	Details of proposed Rural Workers Accommodation at Lot 3 South Western Highway Wilgarrup	2 Pages
2	Submissions for Workforce Accommodation at Lot 3 South Western Highway Wilgarrup	12 Pages

Draft

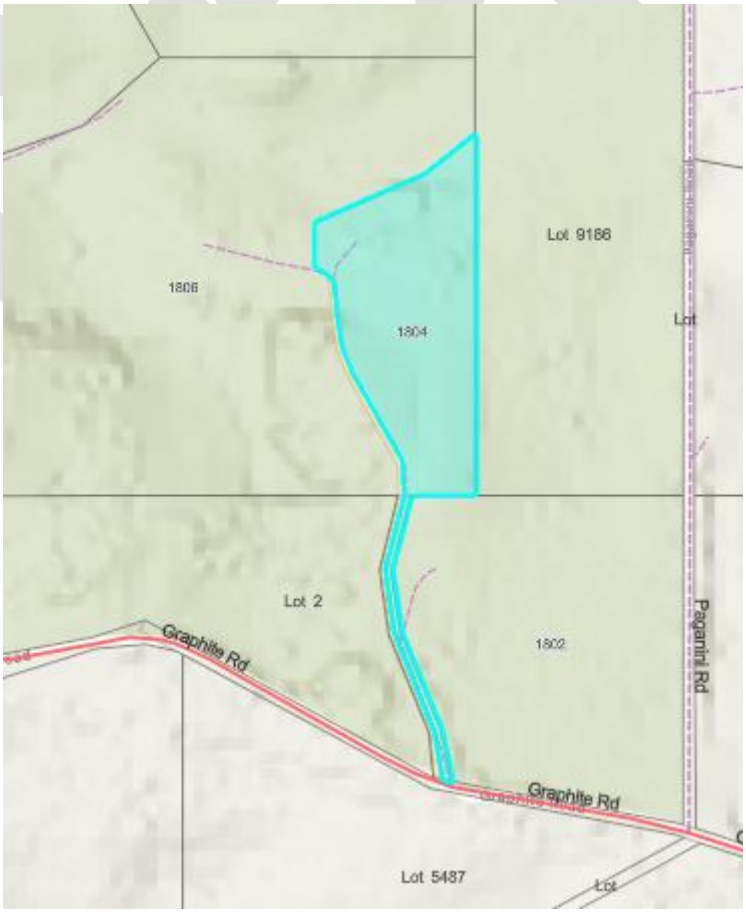
ATTACHMENT

9.5.4 Proposed Use Not Listed (Pick Your Own - Flower Farm) at Lot 100 (1804) Graphite Road, Glenoran

PROPONENT	Mr and Mrs Skoss
OWNER	Mr and Mrs Skoss
LOCATION / ADDRESS	Lot 100 (1804) Graphite Road, Glenoran
WARD	Rural
ZONE	Priority Agriculture
DIRECTORATE	Development Services
FILE REFERENCE	TP1015/130 P58213 DA26/124
LEGISLATION	Planning and Development Act 2005
AUTHOR	Karleha Brown (Planning Officer)
DATE OF REPORT	27 October 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

Council is requested to consider an application for a 'Pick your own Flowers' at Lot 100 (1804) Graphite Road, Glenoran. The subject site has an area 11.99ha and is currently developed with a dwelling, several large outbuildings and water tanks. A location plan is shown below.



The application proposes a 'Pick your own flowers' to complement the existing flower farm, "Winterbrook Flowers" that was established on the property in 2022, selling cut flowers to the wholesale markets. The applicant is proposing to diversify the business, when there is an oversupply or 'seconds' in abundance. The applicant is proposing to provide a 'pick your own' experience upon appointment. The details of the application are as follows:

- Proposed sessions are by appointment only for half hour sessions selectively between, 8.00am to 7.00pm
- The applicant anticipates that there will be an approximately 4 -6 events per annum.
- Bookings will be available for a maximum of 10 persons at a time.
- The application proposes a customer experience to come to the property to pick their own seasonal flowers from a variety of garden beds and cultivated areas.
- The operation would initially run on a seasonal basis from February through to the May each year.

Details of the proposal as submitted are attached.

ATTACHMENT: 9.5.4 (1)

Council is requested to consider the proposal due to an objection being received during the public consultation period.

PUBLIC CONSULTATION UNDERTAKEN

In accordance with the requirements of the Shire of Manjimup Local Planning Scheme No.4 (the Scheme) the proposal was referred to all land landowners within a 500m radius for a 21-day period and to the Ward Councillors. A notice was advertised on the Shire's website and in the local newspaper.

At the close of advertising there was one (1) submission received. The content of the submission is detailed in the comment section below and a copy of the submission is attached.

ATTACHMENT: 9.5.4 (2)

COMMENT

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

Zoning Purpose
The provisions of the Scheme include the subject land within the Priority Agricultural Zone. As identified by the Scheme:

The purpose of the Priority Agriculture zone is to provide for the sustainable use of high-quality agricultural land, particularly where water resources exist, preserving existing agricultural production and allowing for new agricultural production by securing suitable land and water resources. To provide for intensive agricultural and horticultural production, including market gardens, orchards and vineyard enterprises.

Matters to be considered:
In determining an application for planning approval, the local government is required to have regard to various matters as outlined within clause 67 of the Planning and Development Regulations 2015 (P&D Regs). These matters include, but are not limited to:

(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
(n) the amenity of the locality including the following -environmental impacts; the character of the locality; social impacts of the development;
(y) any submissions received on the application;
(zb) any other planning consideration the local government considers appropriate.

Land Use Classification
The existing flower farm is a permitted land use within the subject zone and does not require approval or consideration by the Shire for its operation. The aspect of inviting the public onto the property to 'Pick you own' flowers provides a retail element, where members of the public are coming to the site to pick flowers.

Land Use Permissibility
The proposed element of Pick your Own flowers, which involves customers coming onto the property to pick and purchase flowers is considered as "Use not Listed", and is therefore required to be advertised to neighbours in accordance with Clause 9.6.3

Attendance and Booking Management
The expected visitor numbers are unknown at this stage. The applicant has stated that sessions will run for 30 minutes within a booked session, limited to 10 people at any one time.

The number of patrons over the picking season is unknown, however the applicant anticipates that there would be 4-6 events over the months the flowers would be available for picking.

Scale of Business and Implementation
It is considered that scale of the 'pick your own' operation is incidental to the existing farming operation on the property. With the anticipated 4-6 events per year, providing 30-minute sessions for 10 during the hours of 8.00am and 7.00pm.

Parking and Vehicle Access
Access to the property is provided from Graphite Road, taken from a shared driveway that provides access to Lot 101 and 100 with a right-of-carriageway over neighbouring Lot 101 to the subject property to a designated parking area.

The submission received, raises concern to the increased traffic movements along the 'Right of Carriageway' over lot 101 providing access to the subject property.

Access to this property was formed through a legal agreement over the titles during a subdivision process. To remove or amend the legal access arrangement, both landowners need to agree and obtain legal representation.

Submission
The submission, as addressed above, raises concern to the proposed intensified use of the shared driveway over the neighbouring property to the subject site. This legal arrangement is provided on the title and is not a matter that can be considered by Council as it is civil matter.

Conclusion
It is recommended that the proposal be approved, subject to appropriate conditions. Should the proposal increase in intensity, it is expected that a new application be submitted to assess the impacts and scale of the business at that time.

STATUTORY ENVIRONMENT

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

POLICY / STRATEGIC IMPLICATIONS

By granting approval to the proposed flower farm and its visitor experience, Council will assist in the delivery of the following Strategies under the Shire of Manjimup's Strategic Community Plan 2021-31:

Community Goals:
- **2.1** New people and new businesses are attracted to the Region
- **2.3** The local economy is diversified and supports a range of industries and job opportunities
- **2.6** The region grows in reputation as a world-class culinary, agricultural, environmental and trails tourism destination.

Strategies:
- **B4** Support sustainable agricultural expansion, value adding and downstream processing, research and development, culinary and agri-tourism, land protections and contained support for the Southern Forests Food Council;

- **B10** Establish purchasing preferences for the use of local resources, services and products; and
- **B12** Provide development opportunities and support local small businesses to thrive
- **B13** Promote and support the growth of the agricultural and horticultural sectors

ORGANISATIONAL RISK MANAGEMENT

Not significant

FINANCIAL IMPLICATIONS

The required application fee has been paid in accordance with the Schedule of Fees and Charges adopted as part of the 2026/27 annual budget.

SUSTAINABILITY

Environmental: The proposed development will deliver positive environmental outcomes by enhancing local biodiversity, supporting essential pollinators, and improving soil health.

Economic: The proposed development will allow the proponent to increase business activity on the property and potentially increase the economic return of the property.

Social: The proposed development provides a unique outdoor rural experience that contributes positively to the local community and visitors.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council in accordance with Part 10 of Shire of Manjimup Local Planning Scheme No. 4 grants planning approval for a Use Not Listed 'Pick your Own Flowers' at Lot 100 (1804) Graphite Road, Glenoran (TP2026/130) in accordance with the submitted plan as shown at Attachment 9.5.4 (1) and subject to compliance with the following conditions:

1. **The development hereby approved is to be carried out 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.	Proposal Details	14 September 2026

2. **Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.**

Advice Notes:

1. **Any proposed signage for the business activity subject of this approval may require further approvals from the Shire of Manjimup.**
2. **The legal access arrangement between both Lot 100 and 101 Graphite Road is recommended to be resolved between both landowners through the engagement of private legal advice.**

Draft

ATTACHMENT

9.5.5 Delegated Planning Decisions October 2026

PROPONENT	Shire of Manjimup
OWNER	Various
LOCATION / ADDRESS	Various
WARD	All
ZONE	Various
DIRECTORATE	Development Services
FILE REFERENCE	F170085
LEGISLATION	Planning and Development Act 2005 and Local Government Act 1995
AUTHOR	Kelli Summerfield (Planning Administration Officer)
DATE OF REPORT	11 November 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

In order to ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve applications for Development Approval that meet the requirements of both Local Planning Scheme No. 4 (the Scheme) and adopted Planning Policy.

Delegated planning decisions are reported to Council on a monthly basis to ensure that Council has an appropriate level of oversight on the use of this delegation. A register of Delegated Development Approvals, detailing those decisions made under delegated authority in October 2026 are attached

ATTACHMENT: 9.5.5 (1)

PUBLIC CONSULTATION UNDERTAKEN

Where required, applications were advertised in accordance with the Scheme and Council's adopted Local Planning Policy as detailed in the Policy/Strategic Implications section below.

COMMENT

During October 2026, eleven (11) development applications were determined under delegated authority. Table 1 shows the number and value of development applications determined under both delegated authority and by Council for October 2026 compared to October 2025.

Table 1: Planning Decisions Made October 2025 and 2026

	October 2025	October 2026
Delegated Decisions	12 ($1,969,398)	11 ($740,893)
Council Decisions	3 ($0)	4 ($250,000)
Total	**15 ($1,969,398)**	**15 ($990,893)**

Table 2 compares the Year-To-Date statistics for delegated authority and Council decisions for 2025-26 compared to the previous Financial Year:

Table 2: Planning Decisions Made Year-To-Date 2025-26 and 2026-27

	YTD 2025-26	YTD 2026-27
Delegated Decisions	53 ($8,215,364)	29 ($3,293,266)
Council Decisions	12 ($160,000)	15 ($1,610,000)
Total	**65 ($8,375,364)**	**44 ($4,903,266)**

During October 2026, advice was provided for (1) subdivision, one (1) application was approved by the Regional Development Assessment Panel (RDAP), and one (1) application was refused under Delegated Authority.

STATUTORY ENVIRONMENT

The Scheme is a Local Planning Scheme, made in accordance with the Planning and Development Act 2005 and associated regulations. Part 8 of the Scheme states that prior planning approval is required for all developments (including proposed land use), except those developments identified within Part 8.4 as being Permitted Development.

In accordance with Part 11.3 of the Scheme, Council has delegated a number of planning powers to the Chief Executive Officer. These powers have been on-delegated by the Chief Executive Officer to other Shire Officers in accordance with clause 11.3.3 of Local Planning Scheme No 4.

Clause 11.3.5 of the Scheme requires that a delegation under the Scheme is consistent with sections 5.45 and 5.46 of the Local Government Act 1995 and the regulations referred to in clause 5.46 of that Act. Regulation 19 of the Local Government (Administration) Regulations 1996 requires that a written record of each delegated decision be kept.

POLICY / STRATEGIC IMPLICATIONS

Applications for Development Approval must be assessed against requirements of the Scheme and Local Planning Policies that have been adopted in accordance with Part 2 of the Scheme. These Policies include Local Planning Policy LPS4 6.1.2 *Advertising of Planning Proposals,* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised, where required, and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council receive the report on Delegated Development Approvals for October 2026 as per Attachment: 9.5.5 (1)

ATTACHMENTS

1 Delegated Decisions October 2026 1 Page

Draft

9.9.1 Request Approval to Expend Reserve Funds - Proposed Court Floor Maintenance, Manjimup Indoor Sports Pavilion

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	36 Arnott Street, Manjimup
WARD	Urban
ZONE	Parks and Recreation
DIRECTORATE	Community Services
FILE REFERENCE	F161361
LEGISLATION	*Local Government Act 1995*
AUTHOR	Evy Apeldoorn (Project Manager)
DATE OF REPORT	26 October 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

The indoor stadium court floor in the Manjimup Indoor Sports Pavilion is in need of a re-seal. The purpose of this report is to formally seek Council approval to expend Recreation Centre Floor Reserve funds to undertake this re-seal.

PUBLIC CONSULTATION UNDERTAKEN

Consultation has been undertaken with the Manjimup Amateur Basketball Association, which identified the need for maintenance of the court surface. Advice has also been sought from Basketball WA regarding current court marking requirements and the suitability of the Pavilion for local and regional basketball competitions.

COMMENT

The Manjimup Indoor Sports Pavilion contains a three-court indoor sports stadium with a timber playing surface. Rather than a predetermined frequency of re-seals, the need for a court floor re-seal is determined on as-needed basis. While the court floor and line markings remain in generally good condition, the protective seal coating has worn in high-traffic areas, resulting in a slippery surface and creating safety concerns for users.

On 28 August 2026, the Shire received a request from the Manjimup Amateur Basketball Association (MABA) seeking several maintenance requests at the facility, including resurfacing of the court floor. The courts were last re-sealed in January 2022 through rotary sanding and application of a new polyurethane coating. In April 2024, Court 1 was resurfaced separately following damage caused when the Pavilion was utilised as an emergency welfare centre during a fire incident in a neighbouring shire.

A request for quotation was issued to local, regional and Perth-based flooring contractors. A quotation of up to $15,000 has been received to undertake cleaning, light sanding of the existing coating and application of a new sports floor polyurethane finish. The quoted amount also includes a contingency allowance should any court line marking modifications be required.

Advice has been sought from Basketball WA regarding current basketball court marking requirements for regional facilities. Preliminary advice indicates the Pavilion's existing markings are generally aligned with the standard dimensions required for local and regional competition. Further investigation is currently underway to determine whether any amendments to the existing line markings are required to align with current FIBA guidelines. It is proposed that any necessary line marking changes be undertaken concurrently with the floor re-seal works.

Subject to Council approval, the re-seal works are proposed to be completed in January 2027 to minimise disruption to regular facility users and existing bookings.

The proposed budget allocation of up to $15,000 represents a cost-effective asset maintenance measure and includes provision for any minor court line marking amendments that may be identified through the ongoing review of FIBA compliance requirements. The works can be funded from the Recreation Centre Floor Reserve and are considered consistent with the intended use of those funds.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Reserve accounts (Financial Management, 6.11).

POLICY / STRATEGIC IMPLICATIONS

The proposal is consistent with the following goals and strategies from the Shire of Manjimup Strategic Community Plan 2021 – 2031:

- 4.2 – Community infrastructure is delivered and maintained at a level of service that is aligned with community needs now and in the future.
- D5 – Develop and maintain community infrastructure to a service-level that meets the community’s needs.

ORGANISATIONAL RISK MANAGEMENT

The proposed re-seal will maintain the safety and functionality of the Indoor Sports Pavilion by restoring the protective surface coating on the timber courts. Timely maintenance of the flooring will reduce the risk of slips, extend the life

of the asset and minimise the likelihood of more significant refurbishment costs in the future.

FINANCIAL IMPLICATIONS

The purpose of the Recreation Centre Floor Reserve is to set aside funds for the sealing and line marking of timber courts in the Shire's four indoor recreation facilities. The current balance in the Reserve is $29,429. The proposed expenditure of $15,000 will result in a remaining balance of $14,429 in the Reserve.

SUSTAINABILITY

Environmental: Nil.

Economic: Proper maintenance of Shire assets (court floors) will increase longevity and delay the need for costly floor replacement.

Social: Well-maintained and non-slippery court floors for sporting clubs to play their sports safely.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That Council approve a budget amendment to fund the re-sealing of the indoor court floors of the Manjimup Indoor Sports Pavilion as outlined in the table below.

Description	Current Budget	Amended Budget	Variation
Transfer from Recreation Floor Reserve	**($20,000)**	**($35,000)**	**($15,000)**
Court Re-seal – Manjimup Indoor Sports Pavilion	**$0**	**$15,000**	**$15,000**
Net Rate Funds			**$0**

Draft

ATTACHMENT
APPENDIX

9.9.2 Proposed Review of Council Policy 3.11.1 Child Safe Awareness Policy

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS	37-39 Rose St Manjimup WA 6258
WARD	Whole of Shire
ZONE	Whole of Shire
DIRECTORATE	Community Services
FILE REFERENCE	F160048
LEGISLATION	*Child Care Services Act 2007* *Children and Community Services Act 2004* *Civil Liability Act 2002* *Corruption, Crime and Misconduct Act 2003* *Equal Opportunity Act 1984* *Freedom of Information Act 1992* *Local Government Act 1995* *National Principles for Child Safety Organisations* *Parliamentary Commissioner Act 1971* *Public Interest Disclosure Act 2003* *Public Sector Management Act 1994* *United Nations Convention on the Rights of the Child (CRC)* *Work Health and Safety Act 2020* *Working with Children (Screening) Act 2004 (WA)*
AUTHOR	Rachael Tannahill (Community Development Officer)
DATE OF REPORT	2 November 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

Council policies are reviewed periodically to ensure they remain consistent with Council decisions, legislative requirements and current practices. Reviews are generally undertaken every four years, or earlier where changes to legislation or operational practices necessitate amendments.

Council Policy 3.11.1 Child Safe Awareness (the Policy) is now due for review.

The Policy has been reviewed to ensure it remains current and continues to provide appropriate guidance for the Shire in meeting its child safety responsibilities.

The existing Policy is appended for reference, with a tracked-changes version identifying the proposed amendments and an updated version provided for Council's consideration.

ATTACHMENT: 9.9.2 (1)
ATTACHMENT: 9.9.2 (2)
APPENDIX: 9.9.2 (A)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The proposed amendments include:

- Updating and refining language used in the Policy Statement and Background.

- Including a statement regarding the roles and responsibilities of appropriate staff for reporting and information purposes. This will assist employees in understanding their responsibilities and ensure concerns are appropriately reported and managed.

- Providing Legal Legislation edits.

The proposed amended policy is presented for Council's consideration and adoption.

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *Working with Children (Screening) Act 2004 (WA)*
- *Parliamentary Commissioner Act 1971*
- *Children and Community Services Act 2004*
- *Child Care Services Act 2007*
- *Children and Community Services Act 2004*
- *Civil Liability Act 2002*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*
- *Freedom of Information Act 1992*
- *National Principles for Child Safety Organisations*
- *Public Interest Disclosure Act 2003*
- *Public Sector Management Act 1994*
- *Work Health and Safety Act 2020*

POLICY / STRATEGIC IMPLICATIONS

The amended Policy supports the Shire of Manjimup's commitment to providing safe environments for children and young people and reinforces its approach to child safety and wellbeing.

The Policy provides a framework for promoting child safe awareness across the organisation and supports the Shire's responsibilities in relation to child safety, including the provision of information and education to staff and relevant stakeholders.

ORGANISATIONAL RISK MANAGEMENT

Adoption of the revised Policy will ensure the Shire maintains an appropriate framework for promoting child safety and awareness across the organisation, supporting consistent practices and helping to manage risks associated with child safety and wellbeing.

FINANCIAL IMPLICATIONS

Nil.

SUSTAINABILITY

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council adopt Council Policy 3.11.1 Child Safe Awareness Policy as per Attachment: 9.9.2 (1).

ATTACHMENTS

1 Proposed 3.11.1 Child Safe Awareness Policy as amended 4 Pages
2 Edited Track Changes - 3.11.1 Child Safe Awareness Policy 5 Pages

APPENDICES

A Current Council Policy 3.11.1 Child Safe Awareness Policy 6 Pages

Draft

ATTACHMENT
APPENDIX

9.9.3 Consideration of Fee Waiver Request from Manjimup Cherry Harmony Festival 2026

PROPONENT	Manjimup Cherry Harmony Festival Inc.
OWNER	Shire of Manjimup
LOCATION / ADDRESS	N/A
WARD	N/A
ZONE	N/A
DIRECTORATE	Community Services
FILE REFERENCE	F161018
LEGISLATION	*Local Government Act 1995*
AUTHOR	Lucy Parker (Community Development Officer)
DATE OF REPORT	4 November 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

The 25 annual Manjimup Cherry Harmony Festival is scheduled for Saturday 12 December 2026.

A request has been received from the Manjimup Cherry Harmony Festival Committee to have all Shire fees and charges related to the hire of Shire venues waived for the 2026 Festival, including associated bond charges. The Committee have submitted a similar request each year since 2021. A copy of the request has been attached for Council reference

ATTACHMENT: 9.9.3 (1)
ATTACHMENT: 9.9.3 (2)

The event organisers have since confirmed the Long Table Dinner will now be held at a private property and so the use of the Round House is not required.

This delegation is subject to section 6.12(2) of the Local Government Act 1995, which specifies that a local government cannot grant a waiver or concession for a rate or service charge.

a. Any waiver of a debt or granting of a concession shall only be up to $2,000 and shall be considered solely on its merits [s.6.12(1)(b)].

b. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Manjimup.

c. Write off individual debts valued below $2,000 ex. GST. Debts greater than $2,000 ex. GST must be referred for Council decision.

d. A list of all deferments, concessions, granted discounts, waivers or write-off of debts executed under this delegation are to be presented to Council monthly.

Considering the above, the purpose of this report is to present to Council for determination a request for the waiver of fees for the 2026 Festival.

COMMENT

The festival is a volunteer run event designed to encourage visitors to the town and surrounding areas and to showcase local produce, and entertainment for families. The annual event historically draws over 5,000 people to the region.

Recognised as a Category 4A event in the Shires Community Funds Allocation Policy 3.1.3, the festival was allocated $5,000 from the 2026-2027 Community Grant Round to assist with event costs. This request for waiver of fees and charges is in addition to this grant. A copy of Policy 3.1.3 is appended for Council's reference.

APPENDIX: 9.9.3 (A)

The Shire has limited resources for the support of Traffic Management for Community Events and endeavour to equitably disburse those resources across a variety of events. At Councils discretion, and in accordance with Policy 9.1.12 Traffic Management for Events on Roads, traffic management may be provided to community events subject to a number of conditions, as Shire Infrastructure Services staff are unavailable to carry out the design or implementation works, contractors to design and/or implement the traffic management are supported up to, and not more than $3,000. A copy of Policy 9.1.12 is appended for Council's reference.

APPENDIX: 9.9.3 (B)

<u>Venues Requested and Associated Fees and Charges</u>
As indicated in the table below the estimated venue fees and charges applicable to the Cherry Harmony Festival 2026, at the time of preparing this report, and subject to the submitted waiver request are summarised as follows:

Venue	Day	Hire Fee	Bonds	Key/Fob Bond	Cleaning Charge	Utilities (est.) Per site	Music Fee (one licence)
Sound Shell	1	$112.00			$135.00		$13.00
Sound Shell AV Equipment Hire	1	$200.00	$200.00				

Town Hall	6	$522.00	$0	$50.00	$40.00		
Town Hall Kitchen	3	$720.00	$0	$50.00			
Manjin Park	1	$0	$0	$50.00			
Coronation Park	1	$0	$0	$50.00			
Brockman Street Precinct	1	$0	$0			$322.50	$13.00
Johnson Crescent	1	$0	$0	$50.00			
Giblett Street	1	$0	$0	$50.00			
TOTAL		$1,554.00	$200.00	$300.00	$175.00	$322.50	$26.00

Waste Fee Waiver

As per the adopted 2026-2027 budget, fees and charges schedule non-recyclable waste for not-for-profit community events have no fees charged and as such do not form part of this request.

Other Charges

In addition to the venue hire charges outlined above, the event will also incur and Event Application Fee of $200, however this has not been requested to be waived.

Bonds for Venues, Keys and Fobs

Bonds are charged to ensure that facilities are left in good order, keys are returned, and equipment borrowed is well cared for. As a low-risk venue hire there is no applicable venue bond. Key, fob and equipment bonds are not eligible for waiver under the adopted schedule of fees and charges. It is important to note that all bonds, subject to the hirer meeting the required terms, are reimbursed in full post-hire.

Direct Venue Charges

The direct venue charges such as cleaning, utilities and music copyright are set as a recovery of costs directly attributable to the use of a venue by a hirer. These are real and additional costs to the Shire of Manjimup. The adopted fees and charges state that discounts do not apply to cleaning fees. Music copyright fees are a legal requirement when recorded music/videos are played. Organisers can obtain, at a fee, their own music licence directly from Phonographic Performance Company of Australia Inc.

Conclusion

Council has full discretion as to whether the request to waive all associated venue hire fees and charges is endorsed in part, in full, or refused. It is recommended that Council assess the request on merit, and when deliberating this request carefully consider any justification to support the decision.

In conclusion, and in reference to the above, it is the Officer's recommendation that Council consider approval of the waiver for venue hire fees only. The

recommended waiver gives recognition to the significant economic stimulus the festival delivers to the regional economy, acknowledges the sheer logistics of the event, and the number of volunteers who contribute and lastly to the financial and resource support already committed to the event by the Shire of Manjimup.

In addition to the above it is recommended that Council refuse the request for waiver of key/equipment bonds and other charges such as powered market site fees, cleaning, music copyright and equipment hire as they are set to mitigate risk and to recover real costs.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS

This request is linked to the following strategies of the Shire of Manjimup Strategic Community Plan 2021 - 2031:

- B9. Encourage and support initiatives to encourage extended service provision and activate town centre
- B14. Encourage and support quality Southern Forests visitor servicing and marketing.
- C2. Support volunteer community groups, encourage participation (particularly in the areas of emergency management) and acknowledge contributions to the community.
- C19. Support public events to ensure they are successful and safe.
- C20. Facilitate, develop and promote a broad range of cultural and art capabilities, facilities, events and achievements.

In addition to the above, the request relates to the below Council Policies:

- 9.1.12 Traffic Management for Events on Roads
- 3.1.3 Community Funds Allocation

ORGANISATIONAL RISK MANAGEMENT

Waiving fees and charges, which are already heavily subsidised, could erode the Shire’s capacity to generate revenue and maintain facilities over the long term. At the same time, the Shire acknowledges and greatly values the dedication of volunteers who make community events possible. To ensure fairness and equity, support must be allocated consistently across all groups. With limited resources and multiple events in similar circumstances, the Shire must carefully balance assistance while continuing to responsibly support community initiatives.

FINANCIAL IMPLICATIONS

Facility fees and charges are set at a modest level and whilst revenue from facility hire is small it makes an important contribution to the Shires overall budget and capacity to maintain facilities, deliver services and meet community needs. Waiving of venue fees and charges reduces revenue received.

Whilst the dollar figures pertaining to this application are relatively small, there is a likelihood of a much bigger inherent financial risk to the organisation should the decision be made to waive all venue hire fees and charges without a considered assessment of requests received.

SUSTAINABILITY

Environmental: Nil.

Economic: The festival is a significant economic stimulator for the region, increasing both direct and indirect spend.

Social: The festival is patronised by many thousands of people. The event stimulates the visitor economy, activates the Manjimup town centre creating a sense of place and enhancing community spirit.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. **Approve the request by the Manjimup Cherry Harmony Festival Committee to waive venue hire fees of $1,554.00, for the Sound Shell, Town Hall and Town Hall Kitchen, inclusive of the Sound Shell AV Equipment Hire.**
2. **Not support the request by the Manjimup Cherry Harmony Festival Committee to waive:**
   - **2.1 Utilities charges of $322.50 for power consumption.**
   - **2.2 Post event venue cleaning charges of $175.00 for the Town Hall and Sound Shell.**
   - **2.3 Bond charges for Sound Shell AV equipment of $200.00.**
   - **2.4 Applicable key bonds.**
   - **2.5 One Licence Music Fee for the Manjimup Heritage Park and Brockman Street precinct of $26.00.**

ATTACHMENTS

1	Request to CEO to waive hire fees for 2026 Cherry Harmony Festival	1 Page
2	Request for Bond Waiver - Cherry Harmony Festival	1 Page

APPENDICES

A	3.1.3 Community Funds Allocation Policy	10 Pages
B	9.1.12 Traffic Management for Events on Roads	2 Pages

Draft

ATTACHMENT

9.15.1 Meeting Notes of the Walpole District Community Advisory Group Meeting held 21 September 2026

PROPONENT	Walpole District Community Advisory Group
OWNER	N/A
LOCATION / ADDRESS	Walpole and surrounds
WARD	Rural
ZONE	All
DIRECTORATE	N/A
FILE REFERENCE	F250187
LEGISLATION	Local Government Act 1995
AUTHOR	Greg Lockwood (Director Business)
DATE OF REPORT	6 November 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

The Walpole District Community Advisory Groups (WDCAG) are place-based community forums established to strengthen the connection between residents and Council. The groups provide a structured opportunity for local voices to be heard on matters of strategic importance to their community.

The primary purpose of the groups is to facilitate open discussion, share local perspectives and feedback, and offer advice and insights on issues, opportunities and priorities that are relevant to their community. These groups support Council's understanding of local needs and help guide future planning and decision-making.

The purpose of this agenda item is to receive the unconfirmed meeting notes of the WDCAG meeting held on 21 September 2026 and to formally endorse the appointment of 2 new members to the WDCAG. The unconfirmed meeting notes are attached.

ATTACHMENT: 9.15.1 (1)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The notes of the meeting are attached for Council's information.

This meeting has resulted in one recommendation that requires a decision of Council. The WDCAG currently comprises five members, who were appointed

through the initial Expression of Interest process undertaken when the group was established. The group has expressed concern regarding the limited size of its membership and has sought to engage additional community members who would contribute further value and diverse perspectives to its discussions. Jan Brooks and Narrelle O'Brien were approached and have each confirmed their willingness to accept a nomination to the WDCAG.

In accordance with Council Policy 1.1.10, these appointments require formal endorsement by Council.

Other items identified in the minutes are to be dealt with administratively.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS

District Community Advisory Groups operate in accordance with Council Policy 1.1.10 Committees, Advisory Groups and Reference Groups.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

Nil at this stage. Any future initiatives arising from the WDCAG will be subject to further consideration and Council approval through the normal budget process.

SUSTAINABILITY

Environmental: No direct impacts identified at this stage.

Economic: Matters discussed by the WDCAG may support local economic development outcomes over time by identifying community priorities, infrastructure needs and opportunities that contribute to the long-term sustainability of the Walpole district.

Social: The WDCAG supports community engagement and contributes to positive social outcomes by encouraging local participation, strengthening community representation and providing a forum for residents to raise matters relevant to the Walpole district.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. **Receive the notes of the Walpole District Community Advisory Group Meeting held 21 September 2026.**
2. **Endorse the appointment of Jan Brooks and Narrelle O'Brien as members of the Walpole District Community Advisory Group.**

ATTACHMENTS

1	Walpole District Advisory Group Meeting Notes - 21 September 2026	2 Pages

Draft

ATTACHMENT

9.15.2 Meeting Notes of the Pemberton District Community Advisory Group meeting held on 15 October 2026

PROPONENT	Pemberton District Community Advisory Group
OWNER	N/A
LOCATION / ADDRESS	Pemberton Town Centre
WARD	Rural
ZONE	N/A
DIRECTORATE	N/A
FILE REFERENCE	F170492
LEGISLATION	Local Government Act 1995
AUTHOR	Kristie Inker (Administration Officer Infrastructure Services)
DATE OF REPORT	3 November 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

The Pemberton District Community Advisory Group (PDCAG) is an advisory group of Council established to provide community input and advice on strategic matters relating to the Pemberton district.

The purpose of this agenda item is to receive the unconfirmed notes of the Pemberton District Community Advisory Group meeting held on 15 October 2026 for Council's consideration.

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

The Pemberton District Community Advisory Group met on 15 October 2026.

The meeting included discussion on matters relevant to the Pemberton district and provided an opportunity for members to raise issues and provide community input.

The unconfirmed notes of the meeting are attached for Council's consideration and acceptance.

ATTACHMENT: 9.15.2 (1)

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS

The Pemberton District Community Advisory Group operates in accordance with Council Policy 1.1.10 - Committees, Advisory Groups and Reference Groups.

The work of the PDCAG supports the objectives of the Shire's Strategic Community Plan through community engagement and consideration of matters affecting the Pemberton district.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

Nil at this stage. Any future initiatives arising from the Pemberton District Community Advisory Group will be subject to further consideration and Council approval through the normal budget process.

SUSTAINABILITY

Environmental: No direct impacts identified at this stage.

Economic: Matters discussed by the PDCAG may support local economic development outcomes over time.

Social: The PDCAG supports community engagement and contributes to positive social outcomes through increased participation and representation.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council receive the Meeting Notes of the Pemberton District Community Advisory Group meeting held on 15 October 2026, as per Attachment: 9.15.2 (1).

ATTACHMENTS

1	Pemberton District Community Advisory Group Meeting Notes 15 October 2026	6 Pages

ATTACHMENT

9.15.3 Meeting Notes of the Manjimup District Community Advisory Group Held on 4 November 2026

PROPONENT	Manjimup District Community Advisory Group
OWNER	N/A
LOCATION / ADDRESS	Manjimup District
WARD	Rural and Urban
ZONE	N/A
DIRECTORATE	N/A
FILE REFERENCE	F250185
LEGISLATION	*Local Government Act 1995*
AUTHOR	Gail Ipsen Cutts (Director Community Services)
DATE OF REPORT	10 November 2026
DECLARATION OF INTEREST	Nil

BACKGROUND

The Manjimup District Community Advisory Group (MDCAG) is an advisory group of Council established to provide community input and advice on strategic matters relating to the Manjimup district.

In accordance with Council Policy 1.1.10 – Committees, Advisory Groups and Reference Groups, Advisory Groups are to have a Chairperson and Deputy Chairperson appointed by Council.

The purpose of this agenda item is to receive the unconfirmed meeting notes of the MDCAG meeting held on 4 November 2026.

ATTACHMENT: 9.15.3 (1)

PUBLIC CONSULTATION UNDERTAKEN

This meeting has resulted in two recommendations:

1. That Executive Officers ensure that strategic documents for review are sent to the town groups as per the Terms of Reference. In addition, it is requested that strategic documents are sent direct to any impacted interest groups.

2. That the resignation from the MDCAG Chairperson Sam Cleveland be received and that her significant contribution to the Group, community and visitor centre be acknowledged.

COMMENT

The notes of the meeting are attached for Council's information.

ATTACHMENT: 9.15.3 (1)

Recommendation 1 as outlined above has been acknowledged and will be dealt with administratively.

Recommendation 2 requires formal endorsement by Council as it refers to a matter of MDCAG membership. The resignation of Ms Cleveland provides an opportunity to:

- Open a new round of Expressions of Interest (EOI) for the MDCAG.
- Offer the vacant position to the First Alternate EOI candidate (ranked 8). There were 14 eligible candidates in the first EOI round.
- Leave the position vacant and continue with 6 members until October 2027.

It is recommended that the vacant position be offered firstly to the candidate ranked 8, if not available then continue to the next ranked candidate. The successful candidate will be formally endorsed at the respective Ordinary Meeting of Council.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS

The MDCAG operates in accordance with Council Policy 1.1.10 – Committees, Advisory Groups and Reference Groups, which outlines the purpose, function and operation of Advisory Groups, including the requirement for Council to appoint a Chairperson and Deputy Chairperson. The work of the MDCAG also supports the objectives of the Shire's Strategic Community Plan, including community engagement, economic development, and sustainable community outcomes.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

Nil.

SUSTAINABILITY

The MDCAG supports economic and community engagement and contributes to positive social and economic outcomes through increased participation and representation.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. **Receive and note the meeting notes of the Manjimup District Community Advisory Group meeting held on 4 November 2026, as per Attachment: 9.15.3 (1).**
2. **Accept the resignation of Samantha Cleveland, Chairperson of the Manjimup District Community Advisory Group.**
3. **Offer the vacant position, on the Manjimup District Community Advisory Group, to the first alternative ranked candidate from the Expression of Interest; and subject to acceptance by the candidate make offers to the second and then third alternate candidates.**

Draft

10. LATE REPORTS

11. QUESTIONS FROM MEMBERS

11.1 Response to questions from members taken on notice.

Nil.

11.2 Questions from members.

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING

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

14. APPLICATIONS FOR LEAVE OF ABSENCE

15. CLOSURE

There being no further business to discuss the Shire President to thank those in attendance and close the meeting at……pm.

Draft