



2019 *Annual Report*



Celebrating Our Diversity

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Shire President's Report



The efficient operation of the Shire doesn't occur without a considerable amount of dedication, hard work and determination by councillors, management and staff. The 2018/2019 financial year has been no exception to the ongoing commitment to meet the goals of the Strategic Community Plan, the Corporate Business Plan and Long Term Financial Plan. The Revitalisation of Manjimup's Town Centre Project has been a massive project, bringing with it huge challenges resulting in a positive outcome of increased skills and abilities which will continue to have a beneficial impact on our management of projects into the future.

Council's focus has remained on continuing to implement initiatives and projects to enhance economic growth, encourage investment, promote the region as a unique tourism and culinary destination and drive population retention and growth.

The Revitalisation of Manjimup's Town Centre Project is drawing to a close at the end of 2019/20 with only a few modifications to the components as a result of the requirement to return \$3M to the State Government following last year's State election. The project is entering the final stages now with most components complete or close to completion, the major remaining components are the completion of the South West Energy Experience (SWEE/Power-up Museum) building and completing the transformation of Brockman Street. This project will now be underway again after difficult Certification issues relating to the cladding. Council Staff have been deployed to achieve the Revitalisation Project alongside the normal day to day running of the largest Shire in the South West.

Rewards and accolades continued for the Shire this year with the Shire and East Manjimup Primary School winning the Junior Primary Category of WALGA's Banners in the Terrace Competition and the receipt of an award in the Children's Environment and Health Local Government Policy Awards at Local Government Week 2018. The refurbishment of the State Timber Museum picked up a Museums and Galleries National Award in the Permanent Exhibition of Gallery Fitout Competition.

Our mobile device app "Antenno" has been well received and is a useful conduit between the Shire and the community, additional features have been added to the app including the ability to share posts and to report issues to the Shire including photographs.

The Strategic Community Plan underwent a minor review to incorporate changes that have occurred in the past few years, with the Shire of Manjimup being the recipient of both state and federal government funds for key infrastructure, revitalisation and industry development projects, including the Revitalisation of Manjimup's Town Centre Project, the Seniors Housing initiative, the Wellness and Lifestyle Community Centre and the Southern Forests Food Council. This review of the Strategic Community Plan resulted in the Corporate Business Plan being amended to reflect and respond to the community's goals and priorities.

The numerous successes throughout the year are accredited to the dedication and forward planning of the leadership team and hard work of committed staff led by CEO Andrew Campbell. I wish to thank all of the employees of the Shire of Manjimup for their contributions and persistence.

Significant milestones, events, decisions and outcomes for the Shire of Manjimup throughout the 2018 and 2019 financial year are detailed below.

July 2018

- Northcliffe Public Library was co-located with the Northcliffe Visitor Centre in a move that increased the library opening hours from 15 hours a week to 49 hours a week and created a more integrated and functional space.
- Civil works commenced on the Manjimup Senior's Housing Project following the awarding of the contract by WA Communities to J.A.K. Civil.

August 2018

- An extraordinary election was held in the North Ward to fill the seat vacated by Cr Dean Bavich in May 2019. Cr Kim Skoss was elected as the new Councillor for the North Ward until October 2019.
- The Shire of Manjimup and East Manjimup Primary School won the Junior Primary School category of WALGA's annual Banners in the Terrace competition at Local Government Week 2018. We also picked up an award in the Children's Environment and Health Local Government Policy Awards. The Child Health and Development Award was presented to Sharon Wilkinson for her outstanding contribution to the organisation of the Young Women Empowered Expo held in Manjimup during March 2018.
- Thursday 9 August 2018 saw the President of the Shire of Manjimup officially re-open the State Timber Museum in the Manjimup Heritage Park. The building refurbishment celebrates the form and features of this significant and individual building. The new exhibition takes the old museum one step further and explores the history, technology and people of Western Australia's first major industry
- The new roundabout at the northern entrance to Manjimup was fully opened. Following the installation of the permanent lighting Main Roads WA approved the opening Monday 20 August 2018.

September 2018

- The Shire of Manjimup, in conjunction with the Department of Transport - Regional Airport Development Scheme and Manjimup Department of Biodiversity Conservation and Attractions Parks and Wildlife Service (DBCA) allocated joint funding to develop and construct a new helipad (Helicopter Parking Area) within the Manjimup Airport precinct. The helipad was officially opened on Monday 3 September 2018.
- Another extremely successful Messy Play Day was held at the Manjimup Heritage Park. An equally successful Youth Festival was also held at the Manjin Rec Plaza on 27 October.

October 2018

- The Shire was successful in obtaining funding from the Department of Local Government, Sport and Cultural Industries (DLGSCI) to support local sports and recreation clubs. The program is a joint partnership between the Shire of Manjimup and the Shire of Nannup with the aim of resourcing and supporting sport and recreation clubs to create stronger, healthier, happier and safer communities. The program will receive \$15,000 grant funding in 2018/19 and a further \$10,000 in 2019/20.
- A sod turning ceremony was held on Monday 5 November 2018 in the Manjimup Heritage Park to celebrate the commencement of the construction phase of the South West Energy Experience (SWEE).

December 2018

- Our Chief Executive Officer Andrew Campbell reached a milestone 25 years of service to the Shire of Manjimup in January 2018 and was recognised through an award at the end of year staff meeting. Andrew commenced with the Shire on 5 January 1993 as an Environmental Health Officer and has worked his way through several roles on his quest for the top job. He was promoted to Principal Environmental Health Officer in 1994 and then Manager of Environmental Services in 1999. In 2007 he was made Director of Statutory Services, before becoming CEO in June 2014. As CEO, Andrew has seen some major projects through and was one of the major initiators in gaining the royalties for regions funding for the \$12m Manjimup Supertown project for which we received a national economic development award at the Economic Development Australia Awards in 2017. The success of the Supertown project and the consequent business case then saw us receive additional Regional Growth Centre funding of \$23m for the Manjimup Town Centre Revitalisation Project.

January 2019

- Linear Path completion.

March 2019

- The ageing playground at the Northcliffe Recreation Centre had a major facelift thanks to the generosity of a LotteryWest grant valued at \$32,000, the Northcliffe Community Development Group, the Northcliffe Recreation Association and the Shire of Manjimup.
- The Shire was successful in obtaining federal funding of \$200,000 from the Communities Combatting Pests and Weed Impact during Drought Program. The project targets vertebrate pests and invasive

environmental weeds that are having a high impact on drought affected areas within the Shire. The impacts can be associated with agricultural land and adjacent environmental reserves.

- The Shire re-launched the 'Travel Safely through our Southern Forests Region' safe driving tips, which have been translated into eight different languages in an effort to keep travellers safe on local roads, and beyond.
- State Timber Museum restoration project was shortlisted in WA Architecture Awards and Museums and Galleries National Awards going on to win an award in the Permanent Exhibition or Gallery Fitout category.

May 2019

- Resident Lyn Neal won the naming competition for the new museum in Manjimup Heritage Park. The name PowerUp Electricity Museum was officially endorsed at the Council meeting held on 2 May 2019.
- Manjimup's northern intersection redesign was completed.
- Installation of roof frames completed in Brockman Street in preparation for the translucent roofing materials.

June 2019

- The Salary and Allowances Tribunal made a determination to elevate the Shire of Manjimup from a Band 3 Local Government to a Band 2 Local Government.
- Civil works commenced in Brockman Street.

A lot of what we do could not be achieved without funding support from both Federal and State Government. They have seen potential here, just as we do, and their investment is leading to economic and population growth in the Shire of Manjimup.

Our local volunteers who provide such a vast array of services, care and enjoyment within the Shire – you are at the core of what keeps people living here and keeps people coming back to visit. Thank you for your stoicism.

To our community members – both ratepayers and residents – you are the Shire of Manjimup. Your presence, your ideas, your passion for your region and your drive to make it a better place is what makes this region what it is. We are all so lucky to call this place home.

Warm regards,



Paul Omodei
SHIRE PRESIDENT

Chief Executive Officer's Report

Key achievements

- Continued the Revitalisation of Manjimup's Town Centre Project Stage 2 with major progress achieved moving into the final year of the project;
- Progressed the land transaction to facilitate a future High Dependency Aged Care Facility at the old Warren District Hospital site;
- Encouraged significant investment in several large economic development initiatives across the district;
- Continued to build on relationships established with the State Government and promote the needs of the Shire of Manjimup;
- Re-negotiated the Shire of Manjimup Enterprise Agreement with staff; and
- Maintained a "business as usual" organisation performance during an exceptionally busy project period.

Agricultural Expansion Project

Southern Forests Food Council



As part of the Manjimup SuperTowns Agricultural Expansion project, the Southern Forests Food Council (SFFC) was awarded with \$5m and was subsequently established to represent the interests of local producers, and culinary and agri-tourism operators within the Southern Forests region. The SFFC launched the Genuinely Southern Forests regional brand in November 2013, and has undertaken marketing and promotional activities to build awareness and educate local, national and international markets on the quality and diversity of the region's produce.



Some of the activities that the SFFC has undertaken during the 2018/19 year include:

- SFFC maintains over 400 members, of which over 270 are producer members. SFFC also maintains a mailing list of over 500 people which are additional to SFFC members;
- SFFC continues to work on agribusiness idea commercialisation. These activities, including workshops on Lean Canvas Business Modelling, Marketing and business idea pitching have all been completed. Another program within DPIRD rolled similar workshops (including AgriStart) in other parts of the State after those held in Manjimup.

- SFFC has participated in a prefeasibility study for the production and processing of hemp within the Shire of Manjimup;
- SFFC investigated the sustainable restocking of waterways with marron.
- The SFFC continues to receive and liaise with international trade enquiries, both through existing relationships and new enquiries through the SFFC website and industry connections. With the new export partnership agreement with Allstates Farms and other prospective partners the SFFC will now be able to facilitate sourcing, consolidating and supplying produce for export markets;
- Social Media engagement with the SFFC includes total Facebook likes of 3,681, total Instagram followers 2,756;
- The SFFC worked on developing “Roadmaps to Premium Market Opportunities” for local products such as non-red meat and cider.
- The Manjimup Agricultural Expansion Project Committee was disbanded 31 March 2019.

Arts & Culture

Manjimup Art Gallery

The profile of the Manjimup Art Gallery continues to grow with every new exhibition presented in the space. During 2018-2019, the Gallery hosted nine exhibitions, six featuring artists from within the Shire, two from overseas and one from a neighbouring Shire. The Gallery programme continued to delight locals and visitors alike with its diversity of media and form. Exhibitions included photographic works of local fungi and flora, modern Chinese Folk Art, a range of acrylics and watercolours, sculptures in wood and a beautiful display of traditional and contemporary quilts.

The 2018-19 program culminated in one of the Gallery's most ambitious projects to date, *The Alternative Archive – Nectere* exhibition. *The Alternative Archive* was part of a larger Regional Arts Partnership Programme to deliver a series of statewide, interconnected group exhibitions in the first half of 2019. As part of this initiative, the Nectere exhibition invited local artists to submit works that demonstrated what tied or bound them to the place they live. Some 39 local artists used a range of media to provide uniquely diverse interpretations of the theme. The Gallery also benefitted from mentorships linked to *The Alternative Archive* project to develop the skills of two local curators and a photographer.



***Alternative Archive – Nectere* Exhibition**

Consistent with objectives detailed in the *2013-2023 Strategic Arts and Culture Plan*, the *Manjimup Moods* exhibition featured a selection of works from the Shire's *Manjimup Art Society Award Winners* collection. A number of these works had never been previously displayed.



Manjimup Moods curators, Sue Bradshaw and Fay Dunstan

The Sandra Donovan Sound Shell was officially opened in April 2018. The Sound Shell delivers a multi-functional, robust and accessible performance venue in Manjimup, encompassing a state-of-the-art, fully equipped stage, fully functional backstage area, multi-purpose room and amenities. Since its' opening the Shell has played host to a community movie night, school performances, Christmas in the Park, Jazz in the Jarrah and So_My_Fest youth festival to name a few. The interest in booking the venue grows in the community, with the potential for a headline act to perform later in 2020.

The State Timber Museum in the Manjimup Heritage Park was officially re-opened in August 2018. Other works undertaken in the Park included restoring, relocating and displaying relics, and finalising the PowerUp Museum (to be completed in December 2019). Furthermore the construction of the accessible pathways, BBQ equipment and furniture were all completed by October 2019.

Financial assistance and in-kind services were provided to various arts and culture organisations across the Shire to support their activities and major events, including:

- Australia Day celebrations;
- Anzac services;
- Pemberton Arts Group exhibition;
- Unearthed Pemberton;
- Manjimup Historical Society;
- Pemberton Photography Club;
- Northcliffe Pioneer Museum;
- Warren Art and Craft Group;
- Warren Arts Council;
- Warren District Agricultural Show;
- Warren Family History Group;

- Southern Forest Arts;
- Pemberton Heritage and History Group;
- Quinninup Annual Market Day;
- Jazz in the Jarrah;
- Carols by Candlelight;
- Truffle Kerfuffle; and
- Cherry Harmony Festival.

The Shire of Manjimup also provided financial support to the Manjimup and Pemberton Chambers of Commerce and Industry to procure and display Christmas decorations in the main streets of each town.

Awards

Citizen of the Year Awards - Australia Day 2019

The Shire of Manjimup Citizen of the Year Awards ceremony was held in conjunction with Pemberton's Visitor Centre and Community Resource Centre on Saturday 26 January at the Pemberton Pool. Citizen of the Year Awards promote, recognise and celebrate significant contributions to community life and active citizenship within the Shire of Manjimup. In 2019 there were 24 nominations received across 4 categories, with each nomination receiving a commendation award. The winner of each category were as follows:

1. Citizen of the Year – Gary Hunter

Gary displays community spirit by seeking out new families and introducing himself and including them in community events. Gary acknowledges the contributions of other school P&C members who have helped at the interschool carnivals. Gary actively promotes living in the region and the school. People who cross Gary's path are much richer for the experience.

2. Youth Citizen of the Year (Under 25 years) – Georgia Clifford

The maturity and dedication of Georgia exemplifies the virtue of good citizenship. Georgia continually goes over-and-above with her volunteering and inspires young people to participate in community events and to volunteer.

3. Senior Citizen of the Year (Over 65 years) – Max Lefroy

Max was deeply involved during the Northcliffe fires, in which he was in charge of 15 aircraft including two Erickson air cranes, a number of helicopters and up to 6 water bombers. The Department of Biodiversity, Conservation and Attractions highlighted how difficult negotiating fixed wing and rotary on the same apron would have been, especially considering the amount of refuelling tankers that were involved. Max also has an extensive history of being involved with the Manjimup Airport. He has been the Manjimup Airport Reporting Officer for nearly 20 years now. Max has been involved in all aspects of the airport from daily inspections to donating machinery to facilitate the airport extension. Max is also an active member of the Manjimup Aeroclub.

4. Award for Active Citizenship (Community Group/Event) – Manjimup Family Centre

The Manjimup Family Centre has delivered vital support services to a broad spectrum of the local community. Initially a mobile playgroup and resource library, the centre has monitored and followed the challenging needs of the Shire and delivered tailored solutions to many needs.

Tidy Towns

The Shire of Manjimup was a finalist in the Keep Australia Beautiful Tidy Towns Sustainable Communities Awards this year. Projects were wide ranging, exciting, dynamic and innovative and are inspirational to other regional communities. The category in which the Shire was a finalist was 'General Appearance'.

State Timber Museum

The redeveloped State Timber Museum located in the Manjimup Heritage Park was a winner of the Level 3 category at the 2019 Museums and Galleries National Awards in May 2019 held in Alice Springs. A number of community members were engaged throughout the project to form a reference group to guide the content development for the new exhibition. The project would not be possible without the contribution

of our local and regional community who provided content, reviews, photographs and audio recordings to this fantastic new exhibition. Particular thanks is given to Ian Wilson, Jack Bradshaw and the late Bernice Holbrook for their invaluable contributions.



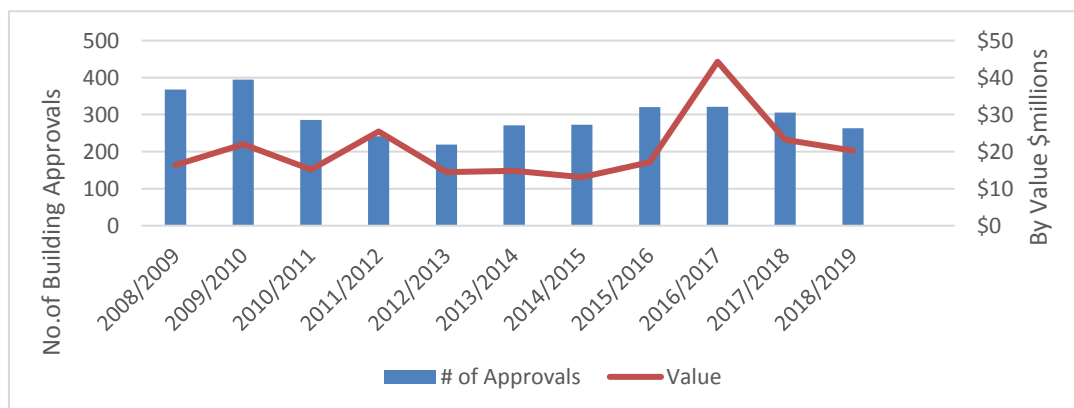
Winning Recipients of Citizen of the Year Awards (left to right): Georgia Clifford, Max Lefroy, Gary Hunter and Andre Foulon and Dellys Sice representing the Manjimup Family Centre.

Building & Reserve Improvements

In the 2018/19 year, the past trend over the past few years of building applications, including building permits, building approval certificates and demolition permits decreasing continued. A total of 263 applications were received during the year compared to 306 for 2017/18.

The value of these building approvals decreased significantly from \$23.223M in 2017/18 to approximately \$20.25 million.

This decrease would be a representation of predominantly a decrease in some of the larger commercial applications approved in the previous years. The average number of days taken to assess a building application (both certified and uncertified) was 7 days, which represents a consistent approach with the previous year.



It is observed that the past two years has seen a significant increase in the number of retrospective applications for building permits. This appears to be a statewide trend, with many local authorities anecdotally reporting the same trend.

Taking advantage of the decreased number of applications, the Building Services section has been proactively undertaking compliance and public building inspections (i.e hotels).

Major building & reserve improvements undertaken during the year were:

- Middlesex Hall – re cladding of the exterior in preparation of handover to the Middlesex Hall Committee.
- Pemberton co-location – prepare documentation and work with interested parties for the re structure program. Drawings completed by Mark Kestel.
- Pemberton gymnasium – re-roof of gym, sports centre and squash courts.
- Ringbark and Springfield bush fire sheds – accessible toilets constructed by building maintenance team.
- Assisted in the construction of the PowerUp Museum at the Heritage Park.
- Redevelopment of the town hall courtyard stage 1 completed.
- Floor tiling to Manjin Park toilets.
- Assistance with linear park infrastructure by maintenance team.
- Assistance with multiple capital projects across various departments.
- Resolved the sewer issues at Pioneer Park toilets, Walpole.
- Guttering installed at Walpole Recreation Centre.
- Various maintenance works to Clem Collins Recreation Centre, Northcliffe completed.
- New cleaning contracts for Walpole and Northcliffe public toilets finalised.
- Compliance audit at the Pemberton Caravan Park completed between Health and Building Services.
- Resolution of many outstanding unauthorised buildings achieved through the issue of multiple building approval certificates.
- Demolition of existing store shed and toilets to the Brockman Street property in preparation for the carpark.
- Engineering assessment and report on Swarbrick Street jetty in Walpole undertaken in preparation for the handover of the jetty to DBCA.

Other areas that Building Services dealt with –

- Significant ongoing dissemination of information to customers regarding building queries;
- Ongoing collaborative effort with Planning and Health regarding outstanding compliance issues;
- Permit authority functions in relation to **Building Act 2011** such as building permits;
- Swimming pool inspection program;
- Public building inspection program commenced.

Community Grants

The Shire of Manjimup has established a scheme to support the community through the provision of a Community Fund. The funds are allocated in three categories, being general community projects, youth and events. The community grant process is competitive, with the Shire allocating funding that best achieves the objectives of bringing activity into the district and providing benefits to the youth.

The amount of direct funding handed out by the Shire of Manjimup as community grants, including youth and community contributions, is 2% of the previous year's rates revenue.

Funds were distributed as follows:

| Community Grants | Amount |
|--------------------|-----------|
| General Grants | \$ 64,631 |
| Youth & Chaplaincy | \$ 34,000 |
| Events | \$ 75,600 |

The full overview of Grant Recipients can be found below:

Youth & Chaplaincy Grants

- Pemberton Sports Club Inc.
- Revolution Youth
- Baptist Youthcare Manjimup
- Walpole, Nornalup & Districts Community Development Group
- Walpole Primary School P&C
- Northcliffe Family Centre
- National Youth Week

Event Grants

- Truffle Kerfuffle Inc
- Dirt High Promotions Inc
- Warren District Agricultural Society Inc
- Manjimup Chamber of Commerce & Industry Inc.
- Manjimup Cherry Harmony Festival Inc
- Manjimup Speedway Club Inc
- Southern Forests Campdraft & Rodeo Club Inc
- Manjimup Baptist Church
- Lions Club Manjimup
- Manjimup Farmers Market Inc
- Manjimup Family Ctr & Manjimup CRC
- Stadium Triathlon Club
- Targa West Pty Ltd
- Pemberton Photography Club
- Pemberton Arts Group Inc
- Pemberton Visitors Centre – Pemberton Trail Festival
- Pemberton Visitors Centre - mountain bike events
- Pemberton Visitors Centre - Unearthed
- Northcliffe Visitors Centre – Karri Cup
- Northcliffe Visitors Centre – Blooming Wild
- Walpole Yacht Club Inc.
- Walpole ANZAC Day Event 2019
- Quinninup Community Association – Market Day

General and Financial Assistance Grants

- Warren Horsemen's Club
- First Manjimup Scout Group
- Manjimup Rovers Soccer Club
- Warren Pony Club Inc
- Manjimup Imperials Recreation Club
- Forrest Personnel Ltd (auspiced by Manjimup Family Centre)
- Warren Arts Council
- Warren Art and Craft Group Inc
- Southern Forest Archers
- Manji Men's Shed
- Warren Catchment Council Inc.
- Manjimup Country Club
- Smith Brook Bush Fire Brigade
- The Rose Centre Complementary Care Group Inc
- Manjimup Historical Society Inc.
- Biochar Network of WA Inc. (auspiced by Warren Catchments Council)
- Warren Women's Hockey Association
- Dingup Community Centre
- Manjimup Repertory Club
- Pemberton RSL
- Pemberton Mill Hall Restoration Committee
- Pemberton Heritage and History Group
- Northcliffe Pioneer Museum Inc.
- Creative Connections (auspiced by WA Poets Inc.)

- Southern Forest Arts Inc.
- Northcliffe Family Centre
- Northcliffe District High School P & C
- St. John Ambulance Walpole
- Walpole Community Resource Centre
- Walpole Family Centre
- Walpole Nornalup & Districts Community Development Group Inc.
- NAIDOC Week
- Smart Start program
- Safe Schools Project

Emergency Management and Ranger Services

Introduction

The Ranger and Emergency Services department provide the community with valuable and essential services, regarding many different situations and services including:

- Fire;
- Property inspections;
- Firebreak inspections;
- Animal welfare issues;
- Dogs and Cats;
- Littering and environmental issues;
- Parking; and
- Enforcing legislation including Local laws.

The 2018/19 financial year was a challenging one for the Ranger and Emergency Services continuing for the majority of the year without administrative support. In addition the Shires Community Emergency Services Manager was seconded to the Department of Fire and Emergency Services for an extended period.

The following is a summary of the key activities undertaken within the section.

Incident Investigations

Shire Rangers investigated over 210 incidents reported in respect of animal control (including stock), parking and litter issues.

Animal Control

Shire Rangers operate the Shire's Animal Management Facility where the animals are impounded and cared for before either being returned to the owners or re-homed. There was a noted increase in the number of cats and dogs impounded. The number of cats impounded rose from 34 in 2017/18 to 41 in 2018/19, with an increase in the number stray cats trapped. The number of dogs increased from 101 to 128.

Where possible impounded animals are either returned to their owners or rehomed.

Shire Rangers have been actively engaged in community education in attempts to combat issues of animal owners not picking up after their dogs and stray animals. Some 50 written warnings were issued throughout the financial year.

A total of 14 dog attacks were recorded in 2018/19.

In total 175 animals were impounded over the year as shown in the table below:

| | |
|------------------------|------------|
| <i>Impounded Cats</i> | <i>41</i> |
| <i>Impounded Dogs</i> | <i>128</i> |
| <i>Impounded Stock</i> | <i>6</i> |

The trapping of nuisance cats has been a high priority for Shire Rangers as stray cat numbers appear to be excessive and requiring a form of control.

Registrations of both dogs and cats were on the increase again most likely due to the continued education program.

Parking

A number of issues raised in respect of car parking in the Manjimup Central Business District. Some 25 warnings were issued in respect of inappropriately parked vehicles.

New Parking Local Laws were prepared and finalised, with Council yet to consider the implementation of timed parking within the Central Business District.

The Shire Rangers are developing a communication plan to be implemented in association with the new Parking Local Laws.

Bushfire



The Shire of Manjimup is responsible for 23 Volunteer Bushfire Brigades with over 1,300 members located within the Shire.

During the year, our Bushfire Brigades responded to some 106 bushfire incidents, including several large fires within the district. In addition brigade members assisting with other fires in the South West and Lower South West areas.

Emergency Service staff have organised several bushfire, structural fire, fire control officers and first aid courses as well as being involved in a partnership program with DFES and the Pemberton direct high school with year seven students spreading a week learning about emergency services

Annual Firebreak Notice

As with past years a comprehensive firebreak inspection program was undertaken. Whilst the majority firebreaks generally complied with requirements, some 18 work orders were issued.

Fire Prevention

Prevention of bushfire is a continued area of focus of the Ranger and Emergency Services Department. The Shire has a large number of vegetated Reserves throughout the district and managing these Reserves is complex. Finding the correct balance between environment, biodiversity, fuel loads and public safety is proving challenging.



The Shire of Manjimup has a robust Fuel Hazard Reduction and Mitigation Plan, designed to reduce the threat of wildfires on the community that may result from Council vested lands.

The Plan uses mitigation strategies such as firebreaks and firebreak maintenance, slashing, parkland clearing, building protection zones and fuel hazard reduction burning.

The following is a summary of all activities associated with preventative fire control and bushfire activities:

| Area / Task | Numbers / Comments |
|--|--|
| <i>Personal protective clothing issued to Bush fire brigades</i> | <i>101 members issued with personal protective clothing</i> |
| <i>Bushfire Managements Plans</i> | <i>6</i> |
| <i>Introduction to firefighting course</i> | <i>3</i> |
| <i>Bushfire fighting course</i> | <i>2</i> |
| <i>First aid course</i> | <i>1</i> |
| <i>Burn over drill training</i> | <i>6</i> |
| <i>Fire control officers and captains meeting</i> | <i>1</i> |
| <i>Bushfire Advisory Committee Meeting</i> | <i>3</i> |
| <i>Local Emergency Management Committee meeting</i> | <i>4</i> |
| <i>Pre-season fire meetings</i> | <i>6</i> |
| <i>Incidents Bushfire brigade responded to</i> | <i>106</i> |
| <i>Bushfires attended to outside of the Shire of Manjimup</i> | <i>3</i> |
| <i>Firefighting appliances serviced</i> | <i>30</i> |
| <i>State bushfire exercises attended</i> | <i>3</i> |
| <i>Local Emergency Management Arrangements</i> | <i>updated</i> |
| <i>Local Emergency Management Directory</i> | <i>updated</i> |
| <i>Bushfire brigade annual general meetings</i> | <i>16</i> |
| <i>Fuel Hazard Reduction Burns Shire Reserves</i> | <i>88 hectares</i> |
| <i>Bushfire mitigation works on Shire Reserves</i> | <i>36 Reserves received treatment to reduce the risk of bushfire</i> |
| <i>Bushfire Risk Management Plan</i> | <i>Bushfire risk management plan completed for the 2019 / 2020 bushfire season</i> |
| <i>Firebreak and Fuel Hazard Reduction Notice</i> | <i>Printed and sent to all land owners</i> |

Environmental Management

The natural assets in our Shire Reserves contain a diversity of landforms such as forest, coast, wetlands, and rivers. Partnering with Environmental Community Groups, Natural Resource Management Organisations, and Government Departments is improving our biodiversity.

Warren Catchments Council (WCC)

We support the WCC community Landcare projects by providing a 4WD vehicle and utilising their services for fee. Cr Tapley represented Council on the WCC Committee of Management. Funding of \$7,000 was provided to the WCC to continue the Warren Ribbons of Blue water quality monitoring and action program.

WCC projects that the Shire of Manjimup has supported and promoted in 2018/19.

- Ongoing control of isolated populations of highly invasive environmental weeds project. Includes control and mapping of *Acacia longifolia* (Sydney Golden Wattle), *Centaurea melitensis* (Malta thistle), *Ehrharta calycina* (Perennial Veldt Grass) and *Kunzea ericoides* (Kanuka).
- Improving Biodiversity of the Warren Region National Landcare grant to conduct weed control, weed mapping and fauna monitoring on the Walpole Foreshore, Mottram Street Reserve and Deanmill Heritage Trail. A Mardo and a Quokka have been photo trapped on the Walpole foreshore. Other photo trapping of feral cats and foxes has led to increased control in those areas.
- Toast to the Coast at Windy Harbour. This project includes community photo monitoring of coastal processes that will contribute data for future planning.
- East Manjimup Primary School NRM grant – Restoring Manjimup Brook Stage 4.
- Bush Ranger Cadets – Environmental management at Manjimup Heritage Park and Mottram Street Reserve.
- Ribbons of Blue – Community Education and Water quality monitoring and Typha control at Manjimup Heritage Park constructed wetland.
- Quinninup Community Weed Project – Community Stewardship NRM grant and

- Jardee weed project with Department of Biodiversity Conservation and Attractions.

CoastSWaP

As a member of CoastSWaP, we attended a stakeholder's forum in Walpole that helped us improve our management of coastal reserves by building resilience and health in the vegetation and our community. CoastSWaP have released a Strategic Plan for 2017 to 2020.

Feral Pig Control

Funding of \$10,000 was provided to the Lake Muir Denbarker Community Feral Pig Eradication Group for the Lake Muir and Northcliffe areas. \$5,000 was provided to Warren Catchments Council for feral pig control.

Manjimup Weed Action Group (MWAG)

MWAG consists of organisations, departments and community members actively contributing to weed projects in our Shire reserves including; Windy Harbour, Broke Inlet, Quinninup, Middlesex, Walpole Foreshore, Mottram Street Reserve, Manjimup Heritage Park, Rae Park, Deanmill Heritage trail, Linear Park and road reserves.

MWAG has helped the Shire of Manjimup control 53 species of environmental weeds in this financial year.

Sustainable Events

A new initiative to encourage event holders to consider the environmental and social impact of their event has shown that there needs to be more community education in reducing waste, minimising single use items and using alternative power sources.

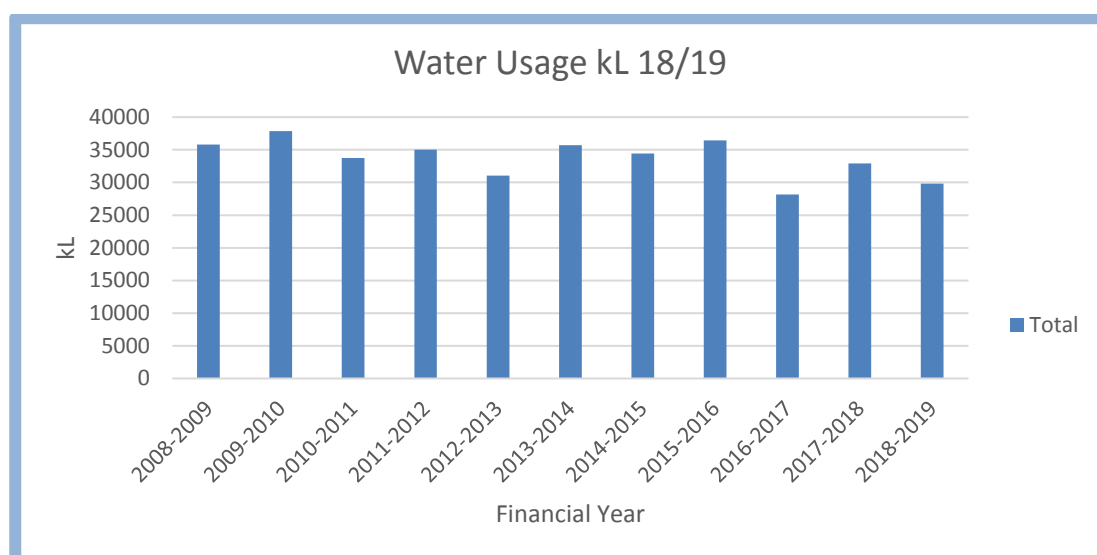
Environmental training

In this financial year an investment in peer-to-peer training has up skilled our Parks and Gardens department in the following environmental management skills:

- weed identification, control and GPS mapping;
- fauna and flora identification and monitoring;
- community engagement and consultation and
- Site assessments and record keeping in erosion, recreational impacts, water quality and revegetation.

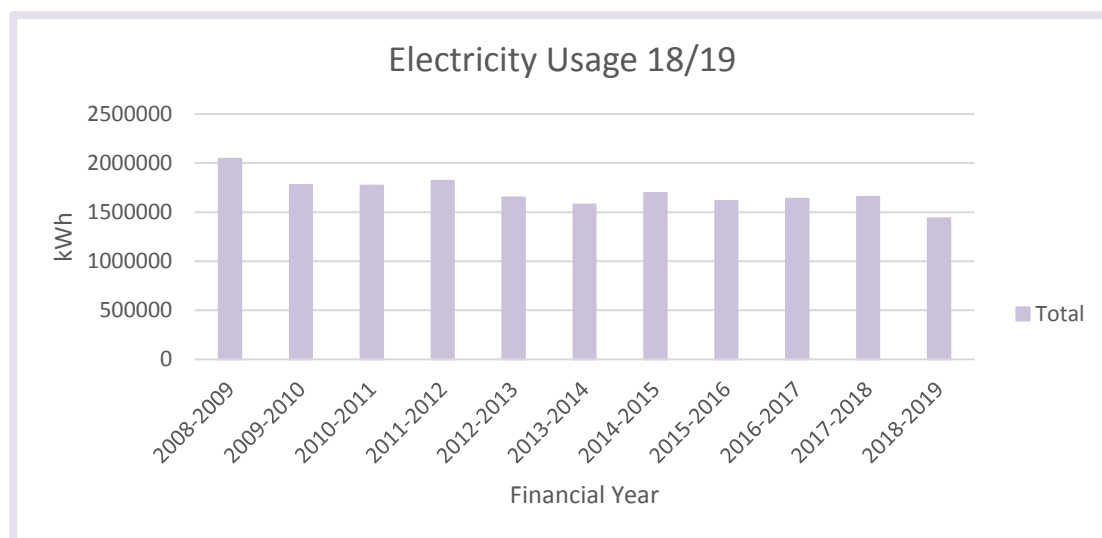
Water and Electricity Usage Monitoring

In 2018/19, the Shire of Manjimup's water usage has decreased by 9%.



Electricity Usage

In 2018/19, the Shire of Manjimup's electricity usage decreased by 13%.



Environmental Health

It has been an exciting and busy year for the Shire's Environmental Health Services team. The team's core focus is undertaking public health risk assessments and responding to public health enquiries and complaints. The Shire endeavours to improve public health and amenity and promote wellbeing in the community including implementing objectives identified in the Shire's Strategic Community Plan 2019 – 2029.

In 2018-19 the Shire had 324 registered health premises comprising of food businesses, lodging houses and caravan parks. 303 water samples were taken from across the Shire including drinking water, recreational water and public swimming pools. Approximately 200 applications were processed for new food businesses, liquor licensing, planning, building and event applications. This included 30 new waste water applications.

Lodging house applications for 2 new on farm short term stay facilities were received and completed. These two facilities have capacity for 50 farm workers and it is noted from feedback to the Shire there is an increasing demand for this style of accommodation

Windy Harbour Drinking Water Supply

The Shire of Manjimup is committed to the effective management of the drinking water at Windy harbour, providing safe, high quality drinking water supply to consumers. The latest annual report to the Department of Health was accepted and is available to the public on the Shire's website.

Much emphasis is placed on water sampling including microbial and chemical analysis in the Shire. This includes the drinking water supply to the Windy harbour settlement. The Shire of Manjimup is unique as the only Local Government in Western Australia that has the responsibility of providing a reticulated drinking water supply to the public.

Regular water sampling is undertaken by the Shire's Environmental Health Officers, whilst day to day maintenance of the disinfection system supervision is carried out by operational staff at Windy Harbour. Disinfection by-products analysed as total Trihalomethanes are indicative of the natural organic matter in the water prior to disinfection. These chemical values and chemical aesthetic values are being closely monitored.

The Draft 2016 Windy Harbour Drinking Water Plan put forward to the Department of Health WA in 2017 was approved in 2018, replacing the 2007 Windy Harbour Drinking Water Plan.

Drinking Water Monitoring

Environmental Health Services undertake an important service in preventing and controlling communicable diseases of public health significance including water borne diseases within the community.

Food premises and lodging houses that aren't connected to a reticulated water supply must provide a supply of safe potable water to the premises. Routine sampling is undertaken at these food and or accommodation businesses as a part of their inspections. These properties are to provide their own method of water sanitation i.e. UV light or chlorine to meet the Australian Drinking Water Guidelines.

Lodging House renewals were also accompanied with a Department of Health flyer on the importance of the provision of quality potable water. This is a particularly salient issue in Manjimup with around 90% of our lodging houses providing their own potable water supply and often results are poor.

Water sampling is also available to the public who can request microbiological or chemical analysis be undertaken from their place of residence that are not connected to a reticulated water supply. This program has proved to be very valuable for residents with health issues in ensuring their own water supply from a bore or rainwater tank is safe and suitable.

Environmental Water Sampling

The Shire undertakes an extensive sampling regime of recreational water bodies on the behalf of the Department of Health WA. Sampling included 8 sites popular for bathing and recreational activities by tourists and locals at naturally occurring water bodies around the Shire in the 2018-19. Sampling is undertaken on a fortnightly basis from November to April each year.

There is 13 sites of significance identified by the Department of Health in the Shire however due to resource constraints on staff the sites were rationalised to 8 sites. In the forthcoming summer the site list will be expanded to at least 9 sites with the addition of Quininup Dam commonly referred to as Karri Lake.

The site list for 2018-19 was as follows-

- Nornalup Inlet at Coalmine Beach
- Nornalup Inlet at Sandy Beach
- Nornalup Inlet at Jones Road boatramp
- Karri Valley Resort Lake
- Big Brook Dam Pemberton
- Pemberton Pool South East cnr Pemberton
- Pemberton Pool Main Pool Pemberton
- Fontys Pool Seven Day Road

The quality of water at these sites varies and there is a possibility of high bacteriological or amoeboid counts, however recreational water users need to make their own judgement when considering exposure or swimming in these naturally occurring waterbodies

The Manjimup Aquatic Facility is also regularly monitored all year on a fortnightly basis in addition to 3 public pools located at short term accommodation facilities around the Shire.

Wastewater

The Government Sewage Policy 2019 came into effect in September 2019. Proclamation was made by the Department of Planning, Lands and Heritage replacing the Draft Country Sewage Policy 2003 and previous Perth Metropolitan Region Policy 1996.

This policy provides detailed site requirements for on-site sewage treatment and disposal where reticulated sewage cannot be provided. The policy includes prescriptive requirements for the use of on-site sewage treatment systems in areas of the state that are declared sewage sensitive areas. The Shire does have particular areas that have been declared sensitive areas such as around the Walpole Inlet and Windy Harbour drinking water catchment areas. Any new applications for subdivision or existing properties making application for an approval to construct an apparatus for the treatment of sewage will be assessed against the requirements of the policy.

Events

In 2018/19 the Shire received application for 45 events most requiring approval following a formal assessment. These events involved working with the event organisers and the Community Services team in relation to assessment of the event plans to ensure compliance with various legislation, site inspections for food safety surveillance and public safety. Also where practicable follow up debrief meetings were undertaken, which are useful to gauge how improvements can be made for future events.

A new event application package was developed by community services that serves to simplify the application process for event organisers. The new application package also assists to improve waste management and the management of offsite impacts such as noise whilst promoting tourism to the Shire and increasing community engagement.

The opportunity is available to event organisers to make application for temporary camping accommodation. These requests are considered by Council where necessary pursuant to the Council Temporary Camping Policy. Applications are placed through the rigour of the policy measures with a strong focus on supporting the existing 9 caravan parks and 57 lodging houses registered within the Shire. Careful management of these temporary camping applications gives the opportunity to offer further tourism opportunities to the Shire where there is an unmet need by current licensed facilities



Cherry Harmony Festival Event



Jazz in the Jarrah Event

Food Act 2008 Food Safety

The Environmental Health Service team carry out regular food safety assessments on registered food businesses trading as supermarkets, cafes, restaurants, school canteens, food manufacturers and event stalls. In total there is 258 registered food businesses consisting of 157 medium risk and 101 low risk businesses.

Regular food sampling was undertaken for locally made pies (fat and meat content) and other food products for consistency and compliance with Food Safety Standards. All results were satisfactory and within the parameters required by the standards.

The inspections confirmed there is a high level of compliance with the legislation, however 15 infringements were issued ranging from \$250 to \$500 each pursuant to the Food Act 2008. This is undertaken as per the Shire's enforcement policy, where recalcitrant food business proprietors are engaging in unacceptable food safety offences.

The Shire also participated in the state-wide food monitoring programmes run by the Local Health Authorities Analytical Committee (LHAAC), CSP25 and 26 (community survey programmes). This food sampling was focused on the microbiological quality in food premises using cold wells for food storage to make ready to eat sandwiches or sushi etc. Those samples taken from the Shire of Manjimup all produced satisfactory results.



A Variety of Local Produce at the Cherry Harmony Festival

Events

The Shire of Manjimup congratulate the many individuals and community groups who organise events as they contribute to our local economy, tourism, community pride and wellbeing.

Whilst encouraging public events within the Shire of Manjimup and recognising the many benefits they bring to the community, the Shire also has a responsibility to ensure they are managed in a safe and compliant manner.

Event organisers can apply for a cash contribution from the Shire through the competitive annual community grants process. Contributions to events are based on the impact they have on the local community (i.e. local impact versus regional/state/interstate). Council recognises the opportunity and economic benefit in supporting events that will market and promote the Shire to a target population.

In addition to providing cash contributions to events, the Shire supports local events in many other ways, including:

- Advice on appropriate venues;
- Advice on grant funding and letters of support;
- Promotion and advertising;
- Advice on risk & emergency management and risk & emergency management plans;
- Implementation and designs of traffic management plans & event signage;
- Waste Management advice (waste management plans) and assistance (event bins);
- Provision of public toilet cleaning and extra stock; and
- Regulatory approvals (i.e. food, trade, camping permits).

Shire of Manjimup
Annual Report
For the year ended 30 June 2019

Council approved events (those in **bold** were events run by the Shire) in 2018/2019 were:

| |
|--|
| August 2018 |
| <ul style="list-style-type: none"> Kin Kin B&S |
| September 2018 |
| <ul style="list-style-type: none"> Warren Horseman Club Annual Ride Quinninup Market Day |
| October 2018 |
| <ul style="list-style-type: none"> Messy Play Day Dingup House 150th Celebration Walk for Cancer So My Fest for National Youth Week |
| December 2018 |
| <ul style="list-style-type: none"> Family Festive Fun Night Cherry Harmony Festival Christmas in the Park, including carols Community Movie Night Pemberton NYE Fireworks |
| January 2019 |
| <ul style="list-style-type: none"> Dingup House Concert Av' A G'day in Walpole Afternoon @ Pemberton Pool in conjunction with Citizen of the Year Awards |
| February 2019 |
| <ul style="list-style-type: none"> Jazz in the Jarrah Kin Kin Rodeo WA Gravity Enduro MTB Race |
| March 2019 |
| <ul style="list-style-type: none"> Walpole Regatta Pemberton Classic Cycle Race International Women's Day High Tea Southern Forest Campdraft Warren District Ag Show Karri Valley Triathlon PMBC Relentless Blue MTB State Round |
| April 2019 |
| <ul style="list-style-type: none"> Walpole Enduro Southern Forests Wedding Fair Walpole Easter Markets Karri Cup Mountain Bike Event Hillbrook Market Day ANZAC Day ceremonies |
| May 2019 |
| <ul style="list-style-type: none"> Unearthed Pemberton World on a Platter Karri Rally Targa South West Rally Bannister Downs Shannon National Park Horse Endurance Ride |
| June 2019 |
| <ul style="list-style-type: none"> Manjimup 15,000 Truffle Kerfuffle |
| Other Events |
| <ul style="list-style-type: none"> Speedway Season: November to April Manjimup Farmer's Market: 1 & 3 Saturday of each Month Manjimup Farmers Market – twilight markets through summer Various minor events such as art exhibitions, openings, markets, fundraising events, library and youth activities |



Bannister Downs Shannon National Park Horse Endurance Ride – Shannon



Jazz in the Jarrah - Manjimup



WA Gravity Enduro Race - Pemberton



Walpole Enduro



Truffle Kerfuffle

Financial Performance

The financial performance for the Shire of Manjimup for 2018/19 again remained sound, coming in largely on budget after the removal of carry forward works.

The carried forward figure of \$7,255,062 has reduced steadily from the three previous financial years due to the spending of Revitalisation of Manjimup's Town Centre Project funding and other significant projects. Listed below are the major items/categories that make up the Carry Forward Surplus, they are:

- \$3,079,812 Revitalisation of Manjimup's Town Centre project Stage 2;
- \$2,241,358 Advance payment of Financial Assistance Grant;
- \$1,111,036 Seniors Affordable Housing Project;
- \$367,579 various capital jobs (Whole Shire); and
- \$455,277 various abnormal items (Whole Shire).

Operating Income of \$26,886,565 was received being \$2,253 under the revised budget. Whilst the year end operating income is close overall to budget there are some moderate variations between income classes. Normal operating revenue was \$2,684,792 ahead of budget due mainly to the prepayment of the Financial Assistance Grant, this advance payment was subsequently carried forward to be expended in 2019/20 as per the purpose of the grant. The area that was under budget was the category of Capital related funding. The Revised budget for capital grants was \$7,154,123 with only \$4,517,683 received. The Revitalisation of Manjimup's Town Centre project made up \$1,570,105 of the unclaimed grants, Department of Fire and Emergency capital grants being carried over of \$325,995, with also the Manjimup Wellness and Respite Community Centre have \$322,062 of grant money to be claimed.

Operating Expenditure of \$30,175,435 was \$1,388,552 under budget. The main cause for the under expenditure was due to the Seniors Affordable Housing Project with a budget of \$2,095,052, with only \$1,000,000 being expended. There were many minor under and over expenditures in the 2018/19 which offset each other, this allowed for \$455,277 of unspent funds to be carried forward into the 2019/20 Adopted Budget.

Capital Expenditure was significantly under budget with projects that were not completed in 2018/19 carried forward into 2019/20. They were:

- ✓ Land & Buildings - \$1,011,720 under budget. The major carry forward was the CBD Solar Efficiency Project of \$500,000, Pemberton RSL Redevelopment \$160,908, Smith Brook BFB Shed/Training room \$150,069. These projects are expected to be completed in 2019/20;
- ✓ Plant & Equipment - \$975,994 under budget. Works and Services have delayed the purchase of one truck and a grader valued at \$620,000. Department of Fire and Emergency Services allocated a Light Tanker as part of the 2018/19 budget which was not received by the 30 June 2019;
- ✓ Infrastructure - \$5,960,398 under budget. This significant underspend is due to Revitalisation of Manjimup's Town Centre project Stage 2 of \$5,086,760. The Town Centre project expenditure will continue until 2019/20 when the project is due for completion.

New Loans – There were 2 loans proposed as part of the 2018/19 adopted budget being \$500,000 for the CBD Solar Efficiency Project and \$175,000 for the replacement Air Source Heat Pumps at the Manjimup Regional AquaCentre. These grants were not drawn down as the majority of the expenditure for the projects had not occurred so the money was not required. These loans will be drawn down in 2019/20.

Asset Disposal was \$94,447 under budget due to the carrying forward of plant purchases and trades.

Transfers to Reserve were \$598,360 above budget due mainly to Grants Received in Advance transferred to reserve at the 30 June 2019 to be expended in the following year.

Transfers from Reserve were \$1,012,506 under budget due mainly to the carrying forward of reserve funded capital projects particularly the purchasing of road construction plant for Works & Services.



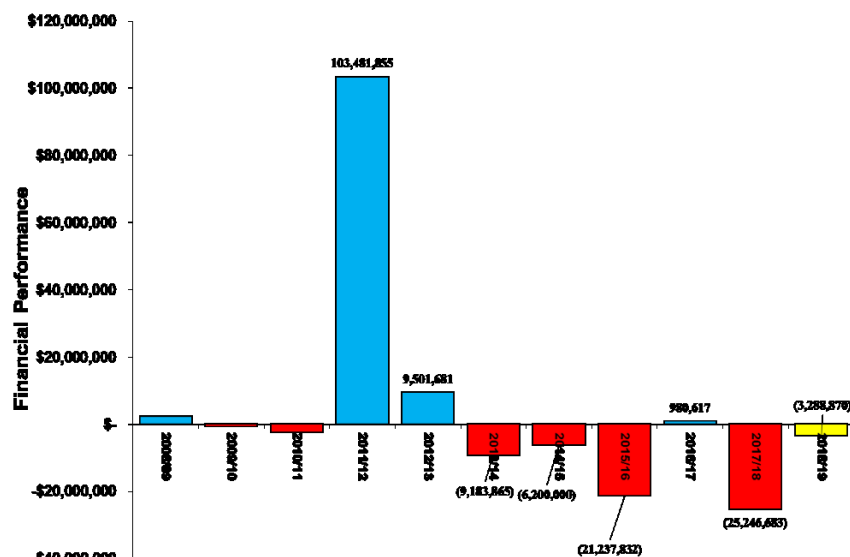
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Financial Performance

The operating loss for the year was \$3,288,870 compared to a budgeted loss of \$4,679,675.

It is important to note that the operating loss is inclusive of significant abnormal items being:

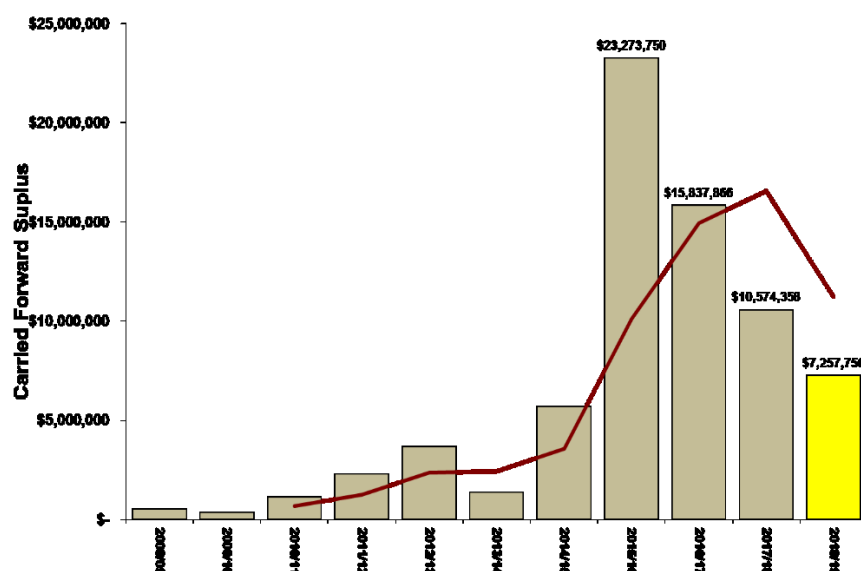
- Aged Accommodation Project \$1,000,000 payment with funding received in previous year.
- Loss in disposal of assets of \$550,722 after the disposal of assets under \$5,000 due to introduction of a new accounting standard.



Carried Forward Surplus

The carried forward surplus is calculated as current assets (other than restricted assets) less current liabilities (other than those reserve funded).

The carried forward surplus was \$7,257,756 however after deducting grants received in advance and adjusting for the level of carried forward works funded from 2018/19 rates, the net carried forward position was a minor surplus of \$35,588.

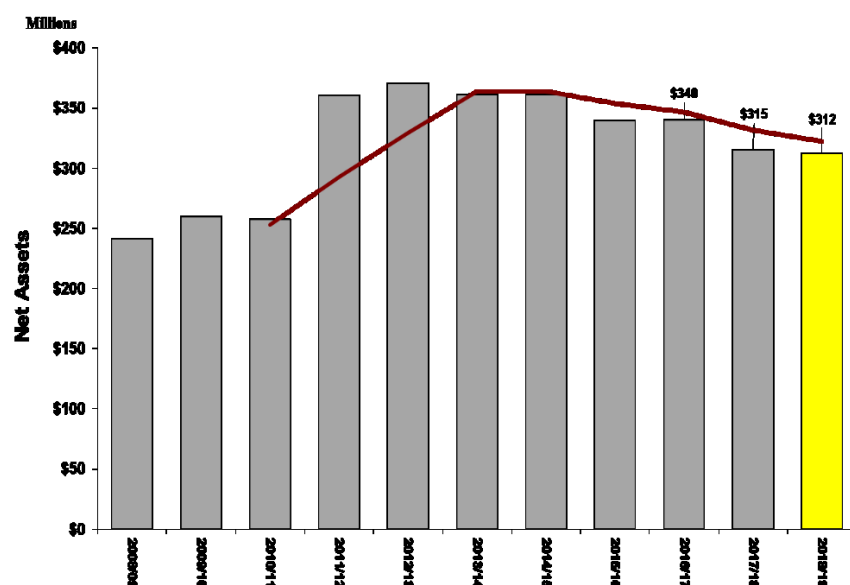


Net Assets

Net assets at 30 June 2019 were \$312m, a decrease of \$3m.

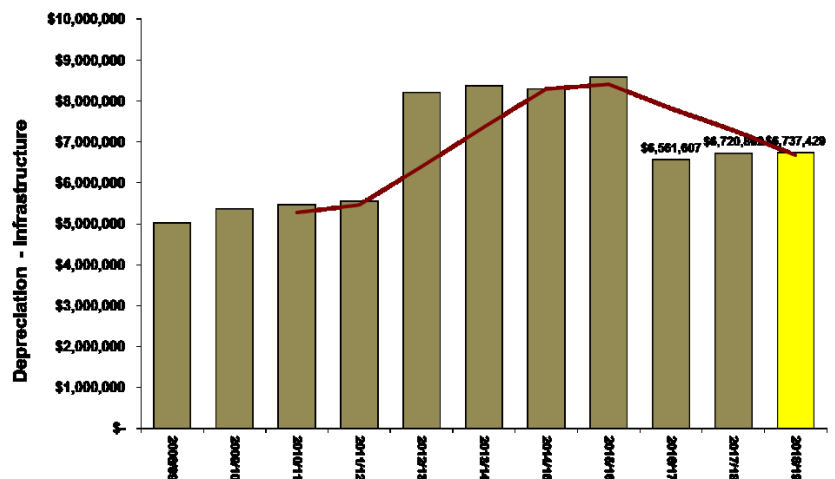
Depreciation on all asset classes totalled \$9.5m.

The main cause of the minor reduction in net assets firstly the removal of all assets under \$5,000 as per the new accounting standard as well as depreciation exceeding capital renewal funding.



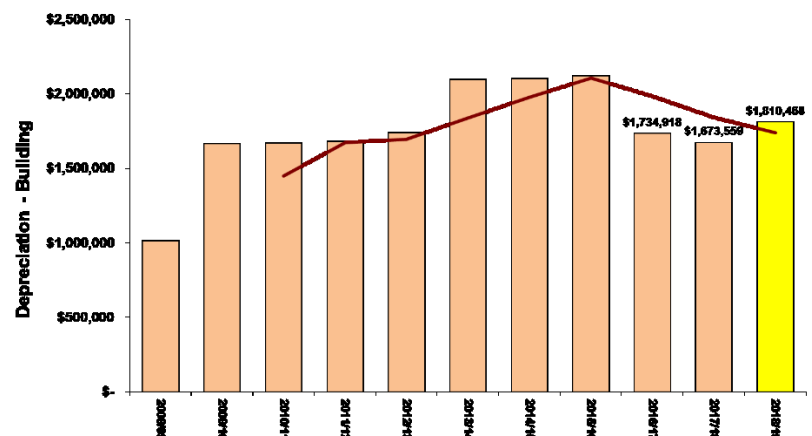
Depreciation - Infrastructure

Depreciation on infrastructure for the year was \$6.7m being an increase of \$16,627 over the previous year.



Depreciation - Buildings

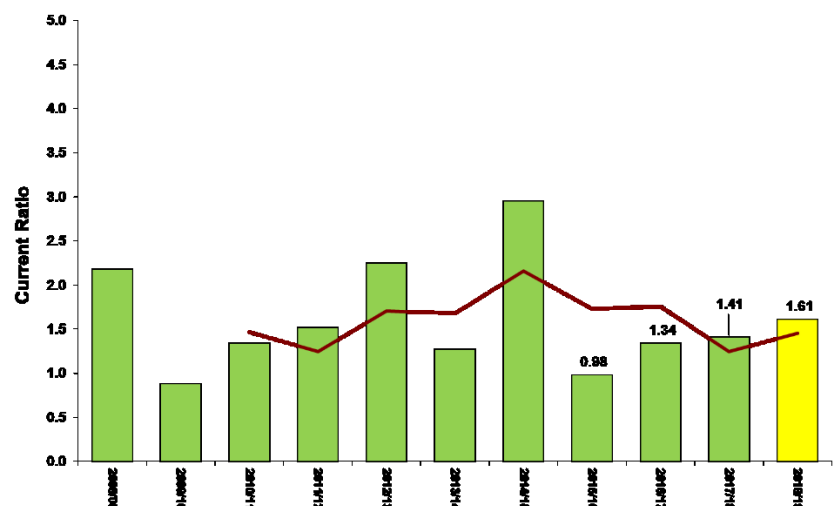
Depreciation on buildings for the year increased by \$136,909 to \$1,810,468.



Current Ratio

The current ratio is the ratio of current assets over current liabilities.

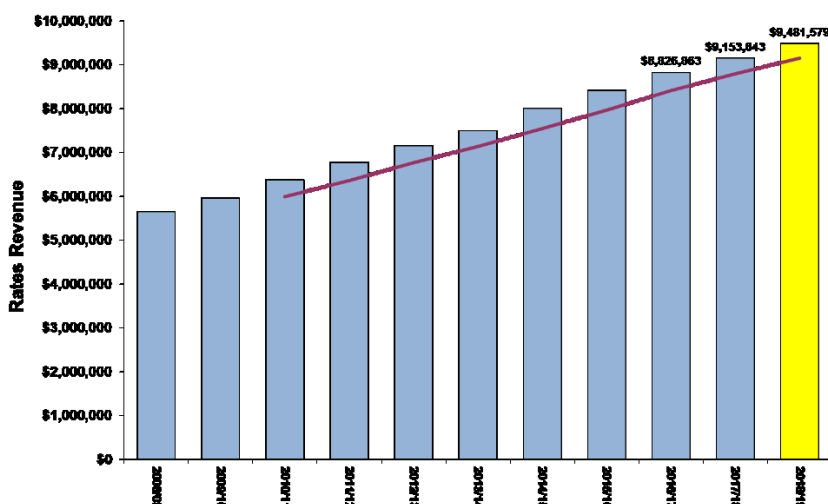
The ratio improved slightly in 2018/19 to 1.61.



Rates Revenue

Rates revenue increased in 2018/19 by \$327,936 to \$9.48m.

The rate increase includes real rates growth resulting from subdivisions together with general increase in rates on existing properties.

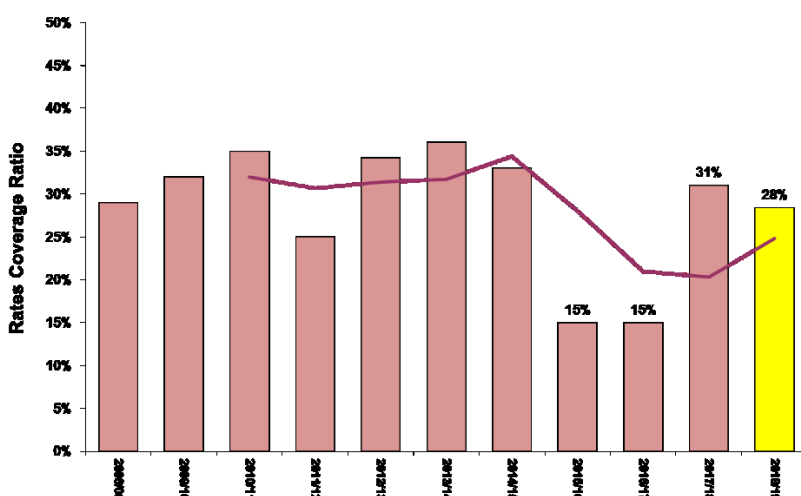


Rates Coverage Ratio

The rates coverage ratio indicates the percentage of total revenue represented by rates.

The rates coverage ratio continued to return to a more traditional level after grant funding for major has been finalised.

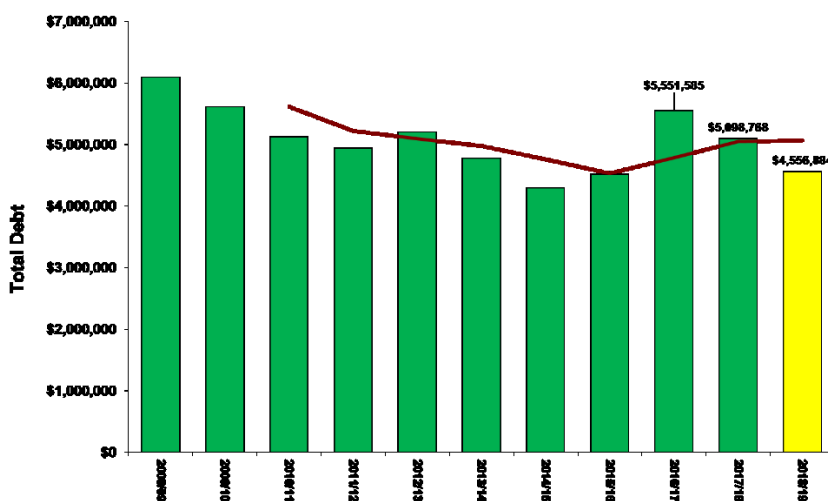
The rates coverage ratio is 28% for 2018/19.



Total Debt

Total debt decreased by \$541,884 to \$4.56m.

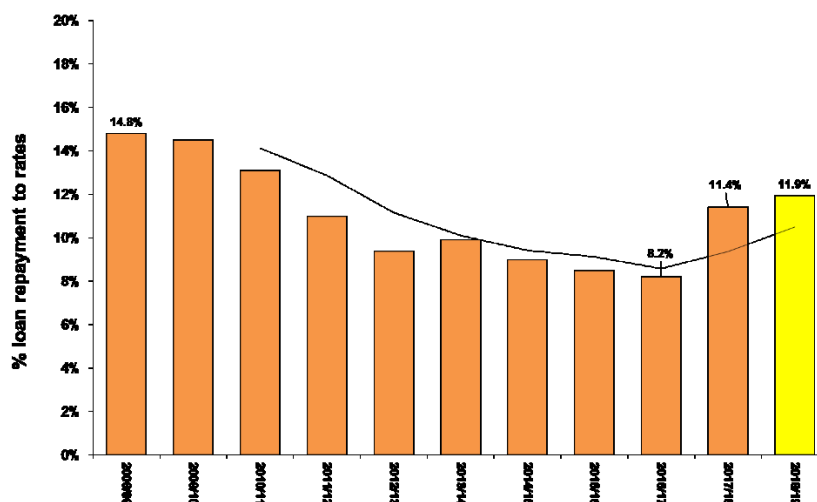
Two new loans were proposed as part of the 2018/19 Adopted Budget. The drawdown for these funds were deferred until 2019/20 as the funds were not required as at 30 June 2019.



Debt repayment to rates revenue

The percentage of debt repayment to rates revenue increased to 11.9% remaining well within the Shire of Manjimup's self-imposed limit of 18%.

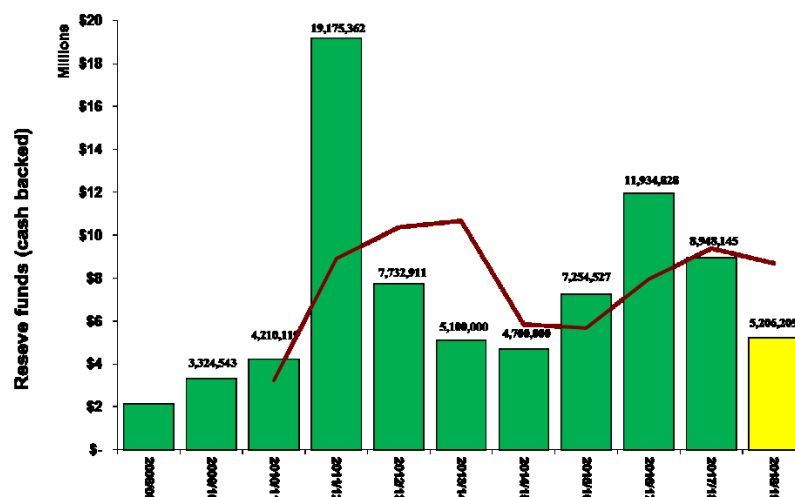
The primary reason for the increase is new loans taken out in 2017/18 only had half a year of repayments with full annual repayments made in 2019/20.



Cash reserves

Cash reserves are maintained for special and identified purposes.

Reserves decreased by \$3m in 2018/19 to \$9m mainly attributed to grant funded capital projects being expended.



Land Values

Urban land

GRV properties are revalued every four years. The last GRV revaluation was in 2017/18 and was effective as at 1 July 2018. The next GRV revaluation is scheduled for the 2021/22.

Farmland

UV properties are revalued each year. Unimproved values increased marginally in 2019 by an average of 1.6%.

Libraries

The Shire of Manjimup Libraries work seamlessly to provide a high level of varied services focussed on building and sustaining literary skills in the community. Our libraries continue to be a focal point for locals to meet, study and share views.

The role of libraries is constantly evolving in line with community needs. Library staff participated in *Meet Your Community Services Team* public meetings in the Shire's four larger towns to promote existing and new services and activities and to encourage new membership.

In late June 2018, the Shire conducted a survey seeking borrower feedback on the Northcliffe Library's colocation arrangement with the Northcliffe Visitor Centre. The response was overwhelmingly positive with over 86 per cent of respondents supporting the colocation and the extended opening hours, in particular. The survey also provided a number of useful ideas for further improving the layout of the space, which will be implemented in coming months.

Children's Services

Thanks to funding from the Manjimup Lions Club, the Manjimup Library launched its first *Year One Super Readers Program*. Consistent with ongoing Library efforts to build strong literacy skills in the Shire's early readers, the program encourages Year One aged students at all primary schools in Manjimup and Year One-aged children being home schooled to read at least ten books throughout the 2019 calendar year.

Weekly (fortnightly for Walpole) Rhyme and Story Time activities continue to be very popular among children aged 0-5 years at all four Shire Libraries. Similarly, events around National Simultaneous Story Time were also very well attended.

Youth Services

The Library's *Our PhotoStories* initiative invited teens from across the Shire to participate in photography workshops that developed their skills in portraiture and capturing action, wide-angle and close-up details of subjects. It also looked at editing and ordering photos into a visual story for maximum effect. Although this was a multi-generational initiative, attendance was heavily subsidised for Shire teens in an effort to encourage their participation.

Guest Authors

The Library hosted author talks for both children and adults. A successful grant application from the Children's Book Council of Australia (WA Branch) enabled Shire libraries to conduct Children's Book Week activities in Manjimup, Pemberton, Northcliffe and Walpole. Shire Libraries worked with local schools to stage six workshops featuring Children's Book Authors/Illustrators, Sian Turner and Gabriel Evans for 351 children across the four towns. In addition to the direct benefit of fostering literacy and language development skills, the activities provided an opportunity to develop important links with local early childhood educators, teachers and principals.

The Library's *Meet the Author* event with Daryl Binning, author of *Nitrate Nomads*, allowed local history enthusiasts to discuss the involvement of various Shire towns in the story of the travelling picture showmen of the South-West.

Community Engagement

The Manjimup Library partnered with the Manjimup Historical Society, Photography Club and Cherry Blossom Quilters to record and prepare 180 rate/cash books and ledgers from 1908-1980 for storage in a climate-controlled archival vault in History House. The transfer for the books to the vault halted their deterioration and ensured their information remains accessible.



Rhiannon Raper, Librarian, Manjimup Public Library preparing Shire rate books for storage at History House

Lobbying and submissions

Community matters

In addition to normal lobbying activities, the Shire produced media releases and initiatives to address the following State and Federal matters that are of importance to the local communities:

- Wildlife;
- Pet Ownership;
- Tourism;
- Emergency Services;
- Shire works;
- Safe driving in the Southern Forests region;
- Southern Forests Irrigation Scheme;
- Volunteers;
- Youth initiatives;
- Seniors initiatives;
- Vegetation Clearing;
- NAIDOC Week; and
- Vandalism.

Formal submissions and/or meetings took place regarding the following matters:

- Revitalisation of Manjimup's Town Centre project;
- Local Government Act Review - Phase 2;
- Local Government Advisory Board on the Donnelly River huts;
- Southern Forests Irrigation Scheme;
- National Redress Scheme;
- Growth of agriculture in the region;
- Met with WACHS to discuss high dependency aged care facility;
- Assisted in the acquittal of the Manjimup Agricultural Expansion Project and wound up the Management Committee;
- Submission on Access and Inclusion Alliance;
- Met with stakeholders to discuss a South West Regional Investment Prospectus;
- Participated in a meeting as a member of WALGA's Economic Development Framework project as part of a WALGA State Council Committee.
- Cost recovery by the Department of Environment and Regulation; and
- Local issues with the Department of Biodiversity, Conservation and Attractions.

Marketing, Tourism & Economic Development

Marketing



The Shire continued its marketing effort during 2018/2019 on promotion of the region and visitor servicing support.

The following businesses and marketing initiatives under the plan were undertaken during the year:

Shire of Manjimup Annual Report For the year ended 30 June 2019

- Direct financial support to the four Visitor Centres;
 - Warren Blackwood Strategic Alliance membership;
 - Membership of Australia's South West (ASW) and participation in ASW's Holiday Planner, a publication with a print run of over 350,000 copies and distribution through formal channels internationally, interstate and intrastate;
 - Participation in the ASW and Tourism WA promotion;
 - Participation the ASW, Blackwood River Valley and Southern Forests, Visitor Guides promotion.
 - ASW Holiday Planner.
 - Review and reprint (5000) of the visitor information maps for the region, provided free to each of the four Visitor Centres and continue to be in high demand;
 - Support for numerous events by way of financial, logistical and traffic management;
 - Alignment with significant icons such as the Bibbulmun Track, Munda Biddi Trail and the Walpole Wilderness Area;
 - Key advertising and features in various media including; *The West Australian*, *Winter breaks*, *Caravanning Australia*, *Have a Go News* and *Sunday Times*.
- Southern Forests and Valleys Visitor Guide distribution throughout Western Australia (Visitor Centres).
- Thematic promotions – Food and Produce, Active Adventure; Wildflowers and Winter breaks.
- Partnering Visitor Centre on GWN television promotion.



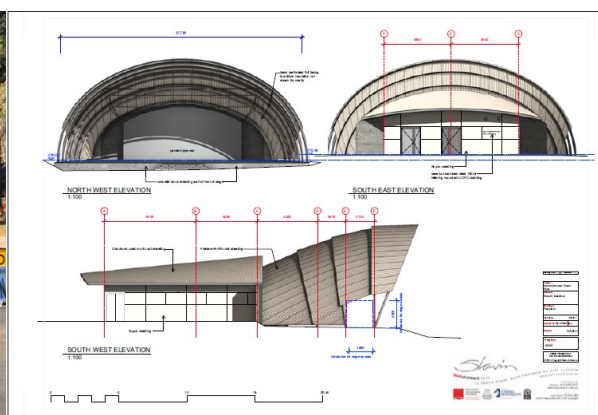
A strong focus has been on progressing the development of a Local Tourism Organisation (LTO), coordinated by the Warren Blackwood Alliance of Councils (WBAC) in collaboration with the Shires of Bridgetown-Greenbushes, Nannup and Manjimup. The WBAC established a Steering Group which has progressed the LTO with an agreed model and 5 year transitional budget..

Revitalisation of Manjimup's Town Centre – Stage 2

In May 2016, the Shire of Manjimup received \$22.29 million (reduced by \$3M in 2017) of funding through Royalties for Regions for stage 2 of the Revitalisation of Manjimup's Town Centre Project. The project consists of the following eight components, which are all well underway and will be completed by the end of 2019:

- New northern town site access;
- Transformation of Timber & Heritage Park;
- Removal of unused rail corridor and creation of town site wide linear recreation park;
- Construction of additional pedestrian access points and car parking from Mottram Street;
- Creation of an investment ready accommodation site;
- Brockman Street, Manjimup revitalisation and creation of a town square;
- Mottram Street enhancements; and
- Pedestrian and cycling linkages.

More information about the Revitalisation of Manjimup's Town Centre Project can be found at www.manjimup.wa.gov.au or by visiting the Shire Administration Offices.





Property Care Team



The Property Care team works under the banner of the Shire of Manjimup (as the Shire is a registered an Australian Disability Enterprise). They carry out various tasks which include all types of garden and yard maintenance. The team has taken on tasks such as paving and path maintenance, street furniture installation and also assisted in the construction of a number of works for the Manjimup Town Centre Revitalisation project. The team also carries out several private works which include DBCA Manjimup and Pemberton grounds maintenance, Church of Latter Day Saints in Bridgetown and other small businesses in the region. Shannon Hughes is the new coordinator to run the team. His role is to oversee the day to day working of the team and to generate new private works.

Recreation

Manjimup Regional AquaCentre

- A new Air Source Heat Pump system was procured and installed, ensuring the pool water will meet set temperatures. The AquaCentre was closed to the public for three weeks for the installation of this system. During the closure a large amount of building maintenance works were undertaken.
- New group fitness classes, Body Attack and yoga, were added to time table.
- Freestylers, the AquaCentre's Swim School, continues to perform well, with more parents enrolling their children to learn essential lifesaving swimming skills.

KidSport

The Shire has continued its partnership with the Department of Local Government, Sport and Cultural Industries to deliver the KidSport program for youth wishing to participate in sport in the region. A total of 155 vouchers were issued in 2018/19 to assist children to play the sport of their choice. \$13,170 has been funded over the financial year.

Every Club Program

The Every Club Program is the follow up program of the Club Development Officer Scheme run by the Shires of Manjimup and Nannup over the past years, with support of the Department of Local Government, Sport and Cultural Industries. During the year the following support was provided to clubs:

- Six Grants and Roles & Responsibilities workshops for clubs were held.
- Continued one on one support with clubs to improve club governance, review and update constitutions, develop strategic plans and budgets, etc.
- Liaising with State Sporting Associations and leagues.
- Maintain the club database for sport and recreation clubs, and forward news and grant opportunities to clubs.

Recreation Facilities

- Regular meetings of the Manjimup Recreation Advisory Committee, established to advice Council through ongoing engagement from and consultation with sports representatives and the wider community for the future development of Manjimup's recreation facilities.
- Council has continued to provide support funds under the Recreation Centre Support Program in 2018/19 to the Pemberton, Northcliffe and Walpole Recreation Centres. In recognition of the important role that these centres play in the provision of services and programs to their communities, these funds are provided to assist the centres to operate in a sustainable matter.

- A new security system in the Manjimup Indoor Sports Pavilion has been installed.
- The Manjin Recreation Plaza is very well used by people of all ages for skating, scooting and BMX riding. An officer was recruited to work with young people to make the plaza an inclusive and family-friendly place.
- New playground equipment was installed at the Northcliffe Recreation Grounds, made possible by Lotterywest, the Northcliffe Recreation Association, and the Northcliffe Community Development Group, and the community.
- Support to the Pemberton Golf Club with the construction of a new club house.



Department of
**Local Government, Sport
and Cultural Industries**



Trails

- The Manjimup Trail Bike Hub project has established an incorporated organisation. This incorporation has finalised and endorsed the Concept & Implementation Plan and the Trail Planning Framework for the Hub, set up a number of community/stakeholder engagement tools, and is working on lobbying/submitting funding applications for the realisation of the first stage of the Hub.
- Supporting Pemberton to work towards becoming an accredited Trails Town.
- A new brochure for walking trails in Walpole & Surrounds was designed, printed and distributed.
- Multiple campsites along the Warren Blackwood Stock Route (a long distance horse trail from Bridgetown to Scott River and Broke Inlet) were constructed. This is a project undertaken by the Alliance of Councils.



Roads, Bridges & Drainage

Road maintenance

Expenditure on road maintenance for the 2018/19 financial year was \$2,498,574 which is approximately 9% more than the previous year. This increase in expenditure can be attributed to the following:

- A reinstatement of the untied State direct grant; and
- A greater percentage of Shire funded road maintenance budgets expended due to a reduction of funding used on construction projects that were completed by Shire resources.

| ROAD MAINTENANCE SUMMARY | | |
|---|--------------------|--------------------|
| Road maintenance (refer below) | \$2,282,561 | |
| Budget (refer below) | \$2,766,757 | |
| % budgeted road maintenance program completed | 82.5% | |
| | | |
| ROAD MAINTENANCE COMPONENTS | ACTUAL | BUDGET |
| Bridge maintenance | \$215,176 | \$219,916 |
| Carpark maintenance | \$5,632 | \$10,835 |
| Gravel site assessment | \$26,393 | \$220,000 |
| Road maintenance - rural sealed | \$602,319 | \$745,362 |
| Road Maintenance - rural un-sealed | \$1,014,093 | \$993,930 |
| Road maintenance - urban | \$228,022 | \$194,296 |
| Road signs | \$93,521 | \$148,000 |
| Storm damage | \$167,541 | \$125,317 |
| Street cleaning | \$87,666 | \$111,000 |
| Road maintenance - vegetation removal | \$273,387 | \$269,627 |
| TOTAL | \$2,713,750 | \$3,038,283 |
| Less bridge maintenance | \$215,176 | \$219,916 |
| Total road maintenance (ex bridges) | \$2,498,574 | \$2,818,367 |

Road and Infrastructure Construction (excluding bridges)

Construction infrastructure expenditure covers the following categories:

- Sealed road construction;
- Bitumen reseals;
- Gravel road re-sheeting;
- Drainage; and
- Footpaths.

Major reconstruction projects were undertaken on Perup Road/South Western Highway/Graphite road intersection and on Windy Harbour and North Walpole Roads, a section of Springall Road was reformed and sealed and a caravan turn around was constructed at the end of Hospital Avenue, Pemberton.

Reseal projects were completed on Graphite, Road and in Pemberton on Guppy Street, Kelly Street, and at the intersection of Dickinson Street, Broadway Street and Pine Street. A section of Warne Lane was formed and sealed to provide improved control of water run-off.

Two significant footpath projects were undertaken during the year on Swimming Pool Road in Pemberton and on Latham Avenue in Walpole.

Summary of key projects for each construction infrastructure category

| Construction | Actual | Budget |
|--|--------------------|--------------------|
| Graphite Road C/F | \$ 68,710 | \$66,976 |
| Graphite Rd/South Western Hwy (int) | \$ 450,956 | \$450,000 |
| Hospital Ave, Pemberton | \$ 51,629 | \$75,782 |
| Seven Day Rd C/F | \$ 10,668 | \$75,435 |
| Kerbing - Various Replacements | \$ 42,181 | \$50,000 |
| Townsite Main Street Upgrade Northcliffe C/F | \$ 87,690 | \$146,766 |
| Townsite Main Street Upgrade Northcliffe | \$ 250,000 | \$250,000 |
| Walpole Main Street C/F | \$ 8,526 | \$14,255 |
| Middleton Rd C/F | \$ 78,839 | \$78,113 |
| North Walpole Rd C/F | \$ 83,179 | \$122,056 |
| North Walpole Rd | \$ 450,000 | \$450,000 |
| Perup Rd /South Western Hwy Intersection | \$ 450,000 | \$ 450,000 |
| Wheatley Coast Road feasibility study | \$ 83,118 | \$ 90,000 |
| Windy Harbour Rd | \$ 409,030 | \$ 420,000 |
| Array Mottram Street | \$ 103,742 | \$339,624 |
| | \$2,628,268 | \$3,079,624 |
| Reseals | Actual | Budget |
| Graphite Road | \$ 9,648 | \$ 9,648 |
| Guppy St C/F | \$ 19,781 | \$20,839 |
| Hospital Ave, Manjimup | \$ 29,063 | \$25,000 |
| Kelly St | \$ 19,424 | \$27,828 |
| Giblett St/Pritchard St Intersection | \$ 115,646 | \$91,252 |
| Springall Rd | \$ 62,136 | \$69,466 |
| Yanmah Rd | \$ 45,001 | \$52,682 |
| | \$ 300,699 | \$ 296,715 |
| Gravel Road Resheeting | Actual | Budget |
| Pimelea Road | \$ 133,957 | \$ 121,600 |
| | \$ 133,957 | \$ 121,600 |
| Drainage | Actual | Budget |
| Cnr Blechynden & Stokes St C/F | \$ 4,605 | \$ 93,445 |
| Rural Road Culverts | \$ 17,859 | \$ 25,000 |
| Lid Replacement & Minor Repairs | \$ 1,254 | \$25,000 |
| Warne Lane C/F | \$ 26,887 | \$30,000 |
| Leitch Lane | \$ 41,649 | \$40,000 |
| | \$ 92,254 | \$ 213,445 |
| Footpaths | Actual | Budget |
| Latham Avenue | \$86,278 | \$92,500 |
| Duffield St | \$2,689 | \$7,000 |
| Swimming Pool Road | \$101,233 | \$100,000 |
| | \$ 190,200 | \$ 199,500 |

Road Construction

Approximately 2,000 linear metres of roads were reconstructed during the year.



North Walpole Road



Intersection of Perup Road and South Western Highway



Intersection of Graphite Road and South Western Highway



Gravel Road Re-sheeting

Approximately 1.5km of gravel re-sheeting was undertaken in 2018/19. The single gravel re-sheet project undertaken was two thirds funded by Main Roads WA Commodity Route Supplementary Fund. The final year of the five-year cycle of the Federal 'Roads to Recovery', funding programs resulted in a much-reduced resheeting program for the year.



Pimelea Road, Pemberton

Reseals

Approximately 2.5 kilometres of sprayed bitumen reseals and 400m of asphalt reseals were placed the year.

Northcliffe Main Street Upgrade



Rip, reform and seal project, Springall Road Manjimup



Reseal on Yanmah Road, Yanmah



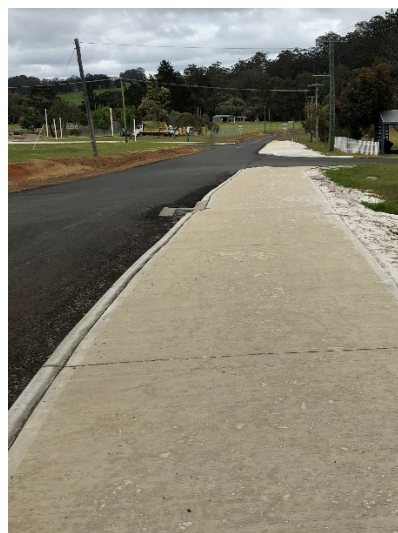
Dickinson Street, Pemberton



Kelly Street, Pemberton

Footpaths

A total of 845m of new path was constructed during the year.



Swimming Pool Road, Pemberton



Path to the Linear Path, near Seven Day Road, Manjimup



New path on Lathan Avenue, Walpole

Drainage

Most road reconstruction projects included elements of drainage upgrade. Warne Lane in Pemberton was reformed and sealed so that surface water is better held on the road surface. An upgrade was completed to a section of drainage between Leitch Lane and Banksia Street, Northcliffe.

Bridge maintenance

Most bridge maintenance work is carried out by the Shire of Manjimup although some tasks require the engagement of specialist contractors. Of note were significant maintenance works to a bridge on Bridge Road, Walpole where specialist equipment was required to provide access to this bridge. The work was undertaken by Shire staff.

Bridge construction

Major works were undertaken on Seven Day Road, Grays Road and Bridge Road. All works were managed by Main Roads Western Australia and completed by specialist contractors.

Works Summary – Works undertaken during 2018/19 (linear metres)

| Ward | Reconstruction/Widening | | | Reseal | | Re-sheet | Footpath |
|---------|-------------------------|---------|-------|---------|-------|----------|----------|
| | Total | Asphalt | Spray | Asphalt | Spray | | |
| Central | 830 | 830 | | | 1200 | | 450 |
| Coastal | 3000 | 200 | 2800 | | | | |
| East | | | | | 1500 | | |
| North | 900 | | 900 | | | | 245 |
| South | 100 | 100 | | 400 | | 1500 | 150 |
| West | 4830 | 1130 | 3700 | 400 | 2700 | 1500 | 985 |

Seniors, Aged, Disabilities and Respite Services

Manjimup Home and Community Care

2018/19 saw a continuation of innovative and flexible service provision throughout the Warren Blackwood region.

Employees embraced the challenges associated with a growing organisation, learning new operating systems, coping with an increase in the service provision for both the aged and disability sectors and adapting these new services to reflect new commonwealth standards.

The big move from the Education Department building to the brand new Wellness and Respite Community Centre was a substantial and time consuming undertaking, however the rewards that this contemporary, light, well considered building are now providing are greatly appreciated by all staff.

Manjimup Community Home Care continued to support and enrich the lives of people living with dementia; the dementia specific “Boronia Club” was developed late 2017 and currently runs 2 days per week in the new “home like” community room within the Wellness Centre. The space is arranged in such a way as to feel homely and familiar through the use of colourful soft furnishings and homely touches. Participants engage in exercise, games, song, storytelling, gardening, art and a range of other creative and stimulating activities and has proven to be such a success that additional Boronia club days are being considered.

A handful of new employees were recruited to cope with increased client numbers. The respite facility is now up and running with trained staff.

The advent of the Wellness and Respite Community Centre has provided the district with an attractive range of new contemporary venues for hire and steady bookings for the conference room, club room, meeting room and therapy room commenced.

Town Planning

Key activities undertaken in 2018/19 that were beyond the normal statutory function were:

- Progression of a review of *Local Planning Scheme No 4 and the Local Planning Strategy* with the support of the Western Australian Planning Commission. Consultants are undertaking a further review of the Strategy to address sustainability criteria identified by WAPC. It is anticipated that the draft will be finalised for Council consideration within the next 6 months;
- Supervised Town Revitalisation works, including commencement of construction in Brockman Street;
- Participated in Tender processes for various aspects of the project.
- Attended Rotorua New Zealand on behalf of Shire to examine and review “Eat Street” on which the Shires proposed Food and Beverage Precinct in Brockman Street is based.;
- Finalised preliminary designs of Brockman Street precinct including the roof;
- Progressed final design details relating to other sub-projects associated with the Manjimup Town Revitalisation Project – Component 6 (Manjimup Town Centre);
- Attended weekly Town Centre Revitalisation program meetings;
- Attended Town Centre Revitalisation Committees in Manjimup, Northcliffe, Pemberton and Walpole;
- Continued review of Council’s Municipal Heritage Inventory document;
- Worked with new owners of Karri Valley Resort;
- Completed review of several Local Planning Policies;
- Progressed the proposed closure of Leman Street, Manjimup;
- Oversaw drainage improvement works at Windy Harbour Campground and revamp of main toilet block in Windy Harbour;
- Progressed implementation of Pioneer Park Management Plan utilising grant funding;
- Submitted Acquittal documentation for Pioneer Park grant funding received from Great Southern Development Commission;
- Enforced the provisions of Shire of Manjimup Local Planning Scheme No.4, including the commencement of legal action for breaches of the Scheme;
- Representation of Council at State Administrative Tribunal regarding a number of request for reconsiderations (appeals);
- Progressed review of Local Planning Policy related to Dams;

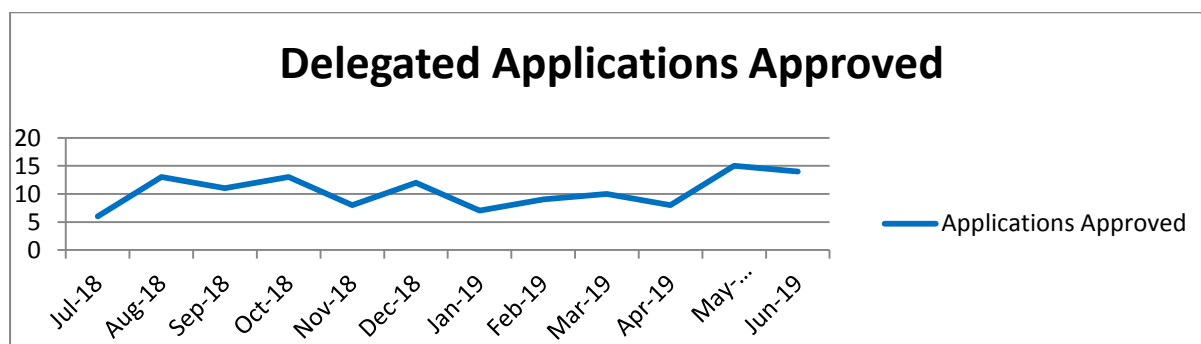
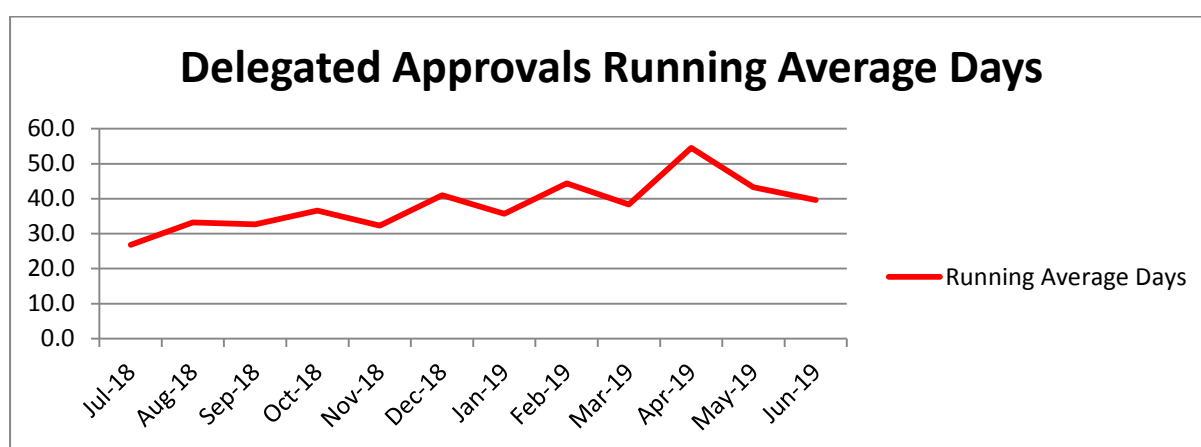
- Progressed and achieved gazettal of Parking Local Laws 2018 with assistance of Governance Officer;
- Appointed new Principal Environmental Health Officer;
- Appointed new Building Maintenance Officer;

Planning Applications

In 2018/19 there was a decrease in the number of planning applications from 212 in 2017/18 to 183. The value of these applications was a total of \$25,933,476, being a decrease from \$30.3M in 2018/19

Of these, 49 applications were determined by Council, the remainder (134) were determined under delegated authority.

The average number of days to process a planning application was 43.3 days for all applications (a minor decrease from 45 days the previous years). Those applications determined under delegated authority were processed in an average of 38.2 days.



Subdivisions

The Western Australian Planning Commission referred a total of 18 applications for subdivision to the Shire for consideration and comment. This represented 1 less subdivision application than 2017/18.

Amendments

Although no requests for Amendments to the Scheme were received, the proposed amendment relating to Boronia Ridge Estate was progressed. Unfortunately as the amendment was not supported by the Department of Fire and Emergency Services a review of the Bushfire Planning and associated subdivision design was required.

Council was requested to consider a number of changes to property zones under draft Local Planning Scheme No 5.

Waste Management

Overview

The Shire of Manjimup operates a licensed landfill at the Manjimup Recycling and Refuse Centre (MRRC) and three registered transfer stations (Northcliffe, Pemberton and Walpole). Each of these sites is managed by an independent contractor. A small registered landfill pit at Windy Harbour is operated by the settlement Caretaker. The waste management facilities are complemented by an extensive kerbside collection services.

Waste Collection

Cleanaway continued to provide regular kerbside collection services for general waste (weekly) and household commingled recyclable materials (fortnightly) to towns, settlements and some rural roads as our contracted service provider.

Cleanaway also continued to collect hook lift bulk bins from the three transfer stations as required, transferring waste to the MRRC landfill and commingled recyclables to their own Materials Recovery Facility in Perth.

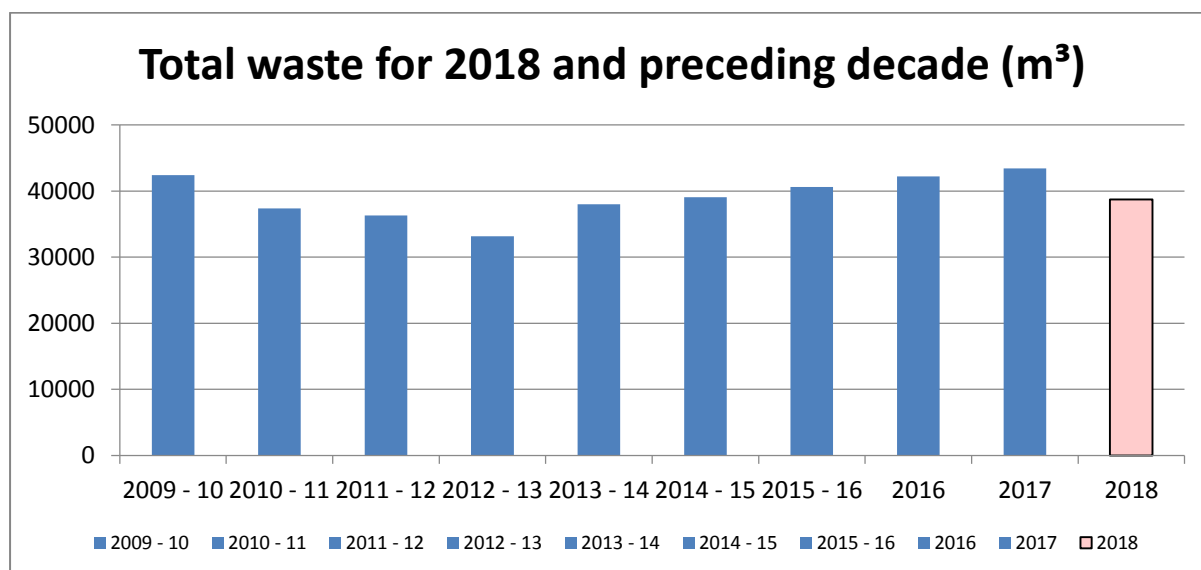
Waste collection services also extended to the provision of street and public bins. Holiday and long weekend highway skip bins for campers and travellers were provided at strategic locations with financial support from the Department of Biodiversity, Conservation & Attractions (DBCA) and Main Roads WA. The servicing of public bins was carried out under contract by Cleanaway in Manjimup and along highways, and by local sole operator contractors in the other towns.

The annual vergeside hard waste collection was again provided to towns, settlements and particular rural roads, resulting in 26 loads of household hard waste (126 tonnes) being removed, of which 40% was able to be sent on to scrap metal recyclers. 159 mattresses were separated at vergeside and sent on for recycling.

Manjimup Recycling & Refuse Centre (MRRC)

Waste received at the MRRC came from various sources including the kerbside collections, transfer stations, rural properties, commercial and agricultural activities, construction and demolition projects and from normal Shire activities.

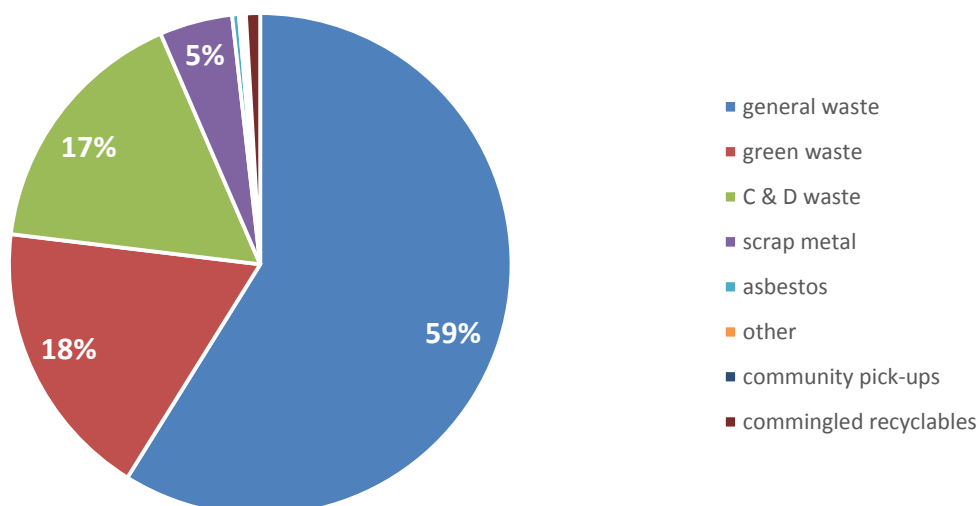
The total volume of waste received at the MRRC in the year ended 31/12/18 was 38,715 m³. This represented an 11% decrease over the previous reporting year, but a 2% increase on the annual figure from five years earlier.



While total waste received fell this year, the makeup of waste remained largely the same as last year. General waste sent to landfill made up 59% of the total volume, up 1% on the previous year. The other major contributors to waste volume were green waste (18%, up 2%), construction and demolition (C & D) waste (17%, up 2%) and scrap metal (5%, up 1%).

Charities and roadside litter collectors (including the Manjimup Senior High School Bushranger Cadets) brought in 95 cubic metres of waste largely made up of contaminants found in donated clothing charity skips, waste from an animal rescue facility and litter and illegal dumped waste from clean-up events in public places, for which Council does not apply a fee.

proportions of waste types received in 2018



Liquid Waste facility (LWF)

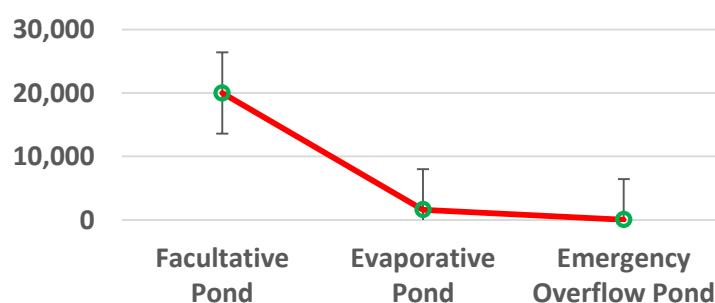
During the year the Shire's application to the Department of Water and Environmental Regulation (DWER) to vary the MRRC premises licence to include the Manjimup Liquid Waste Facility was successful.

Quarterly testing of biological indicators (*E. coli* numbers) in LWF pond waters was implemented from August 2018 and has shown that the LWF is functioning as designed with respect to its ability to treat septage waters as they move down through the pond system.

Manjimup LWF: E coli count

21 Aug 2018

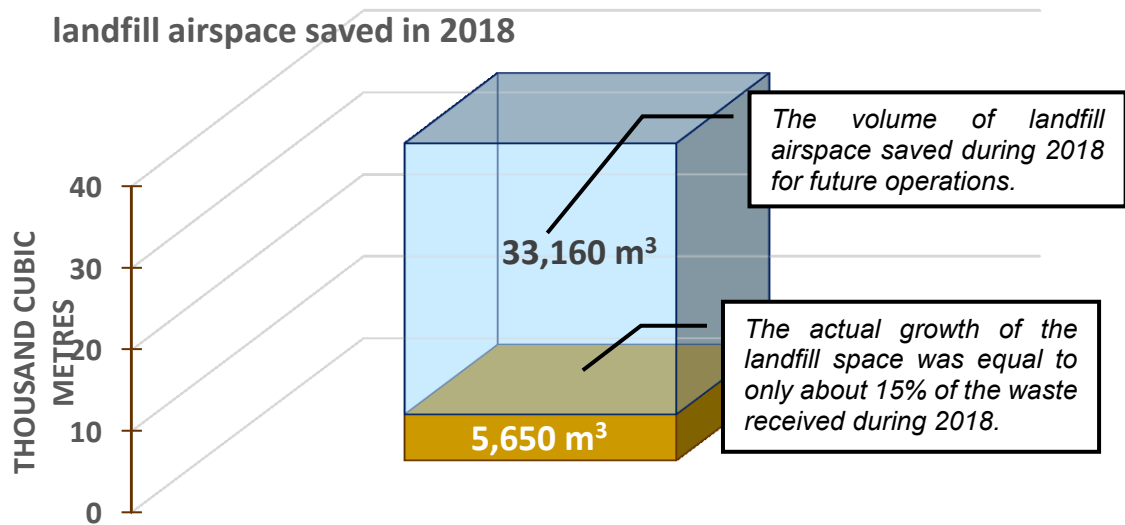
(MPN/100mL)



Landfill

While almost 39,000m³ of waste was received at the MRRC during 2018, the landfill volume increased by just over 5,600m³ in the twelve month period, with more than 33,000m³ of airspace over the landfill remaining available for future landfilling operations. This efficiency was achieved by the continuing focus of Council, through its allocation of budget funds to the recycling of refuse, and the diligence of the site contractor (Scotties Excavations) in separating and diverting recyclable materials from landfill, and effectively compacting waste materials which do get buried in the landfill.

Maintaining this high efficiency ratio is key to extending the life of the MRRC landfill to its maximum potential.



The volumetric survey which determined landfill growth figures was provided by Scotties Excavations and carried out for them by surveying contractors using drones.



The surveying contractor used a drone to carry out an aerial volumetric survey of the landfill.

Youth and Family Services

Great Start School Program

The aim of the Great Start School Program is to assist disadvantaged children to start school with the basic necessities to help them get the most out of their education. At the commencement of the 2019 school year, the Shire of Manjimup together with Manjimup Mitre 10 Retravisio and their suppliers, continued to deliver the program for the third year in a row. Resources for the school packs were sourced by Manjimup Mitre 10 Retravisio through its suppliers Dulux and Taubmans, and included a backpack, lunch box, drink bottle, ruler, pencil case, pencils and a note book. The program was promoted across the Shire, where families or children were referred to the Shire of Manjimup by organisations that assist those in need i.e. Churches, Relationships Australia, Anglicare, Manjimup Combined Churches Emergency Relief, and local schools. The hope is that although these children and their families are experiencing some type of disadvantage, they will stay on the path of active participation in their education, so they can gain the same out of their schooling as their classmates and reach their full potential. With the program being in its third year we are now also seeing families being referred from the Crisis Centre when they arrive with no belongings. For children to be able to continue to go to school whilst living through a crisis is an integral part to lessening the long term effects of the trauma that a child experiences.

Warren Blackwood Early Years Network



The Shire of Manjimup continues to be a driving force within the Warren Blackwood Early Years Network (WBEYN) to support, advance and advocate on behalf of the community, organisations and youngest citizens. The Shire, as part of the WBEYN, convenes bi-monthly meetings with ongoing representation from health, mental health, Playgroup Australia, Manjimup & Northcliffe Family Centres, early year's educators and Parenting Connections. The key projects undertaken by the Shire of Manjimup to further the network has been to support to the sector,

address the AEDC, support East Manjimup Primary School to implementation an of Out of School Care, Holiday Care and Day Care in Manjimup, and host another successful Messy Play day.

- Facilitated and Chaired 6 WBEYN meetings
- Obtained funding from LJ Hooker WA to purchase gum boots for Messy Play Day.
- Hosted a Messy Play Day
- Supported the development of Out of School Care, Holiday Care and Day Care in Manjimup.

Shire of Manjimup

- Working with Parenting Connections WA to source programs and services that will be delivered the Shire of Manjimup
- Continued working with Warren Blackwood Early Years Network to finalise Shire of Manjimup Early Years Strategic Plan.
- Adoption of the Shire of Manjimup Early Years Strategic Plan.

Messy Play Day



As a member of the WBEYN the Shire assisted in the coordination of the hosting of a Messy Play Day for children aged 0-6, which was held on 4th October 2018. This is the 3rd annual Messy Play Day delivered by the WBEYN. This event was organised in conjunction with Accordwest, to promote sensory development play with parents. Messy Play is about giving children fun sensory play experiences without parents having to cope with the mess and clean-up that quite often puts parents off having messy play time with their children. By giving children the opportunity to investigate materials with no preconceived knowledge, you're helping them develop and refine their cognitive, social and emotional, physical, creative and linguistic skillsets.

The Messy Play Day was funded through the Shire of Manjimup, Accordwest, LJ Hooker and partnered with by:

- Western Australia Country Health Services;
- Manjimup Family Centre;
- Shire of Manjimup;
- Local Drug Action Group (LDAG);
- Shire of Manjimup Library;
- East Manjimup Primary School (EMPS);
- Playgroup WA;
- Relationships Australia;
- Manjimup Community Resource Centre;
- South West Aboriginal Medical Services (SWAMS);
- Kearnan College; and
- Northcliffe Family and Community Centre.

The event again had good attendance with 93 families and 158 children registering. The continued success of the day has seen the event become an annual affair with the community and activity hosts looking forward to the event.

Community Safety and Crime Prevention

Southern Forest Alcohol and Other Drug Committee (SFAODC)

The SFAODMP represents a formal partnership agreement between the Shire of Manjimup, St John of God Bunbury's South West Alcohol and Drug Service and the WA Country Health Service. As part of the agreement, SJOG Bunbury provides funding for a part time Project Officer (PO) to oversee the project, the PO works closely with the Community Development Officer in strategies planning and education. Furthermore a project committee was established with representation from other agencies to guide the project. The SFAODC meets every six weeks. Last financial year saw the Committee be accepted as a Local Drug Action Team. The application was approved which has provided \$10,000 towards the development of a Community Action Plan. The Community Action Plan also supported the updating of the SFAOMC Strategic Plan

- Chaired six SFA&ODMP committee meetings

- Facilitated the committee in the absence of a Project Officer
- Working with new Project Officer to reshape the direction of the SFAOD committee and to develop sustainability
- 4 Community Project submissions accepted with \$10,000 of funding to deliver the projects.
- Meetings with SJOG re items and agenda for SFAODMP.
- Meetings with SJOG re LDAT progression and responsibilities

Local Drug Action Group

Local Drug Action Groups Inc. is a non-profit organisation that aims to take action to prevent and reduce alcohol and other drug related harm. Its mission is to empower the whole of community to respond to alcohol and other drug issues by providing resources and support. The Shire of Manjimup is an active committee member of the Manjimup Local Drug Action Groups. In Manjimup, the LDAG members promoted education through being supporting and being involved in the Young Women Empowered Expo. A LDAG representative hosted a 'beer goggle' activity to educate the young ladies as well as providing financial support. The LDAG has also provided funding towards the National Youth Week and will be involved by running a Chocolate Wheel with age appropriate questions around AOD.

Other Information

Freedom of Information

The *Freedom of Information (FOI) Act 1992* is applicable to the Shire of Manjimup. The FOI Coordinator for the Shire of Manjimup is Senior Administration & Property Officer, the Decision Maker is the Director of Business and the Chief Executive Officer is the FOI Internal Review Officer.

During 2018/19, the Shire of Manjimup received two requests for information under the *Freedom of Information Act*. The average time to process each request was 20 days. In accordance with Section 96(1) the Shire of Manjimup has produced an "Information Statement" and is available at the Shire office in Manjimup or by contacting the FOI officer.

| | 18/19 | 17/18 | 16/17 | 15/16 | 14/15 | 13/14 | 12/13 | 11/12 | 10/11 | 09/10 | 08/09 |
|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| New applications | 2 | 4 | 0 | 2 | 3 | 1 | 3 | 2 | 5 | 5 | 3 |
| Average time to process (days) | 20 | 26 | N/A | 38 | 28 | 8 | 37 | 46 | 35 | 32 | 44 |

Record Keeping Compliance

The Shire of Manjimup is committed to good and compliant record keeping practices, and complies with required legislation including the *State Records Act 2000*.

The Shire now has the HPE Record Manager operating with all staff committing and dealing with records in an electronic environment.

Record statistics indicate a trend of reduced written correspondence reflecting increased emails received.

| | 18/19 | 17/18 | 16/17 | 15/16 | 14/15 | 13/14 | 12/13 | 11/12 | 10/11 | 09/10 |
|------------------------------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| Correspondence IN | 18472 | 18310 | 16,064 | 10,625 | 9,474 | 10,461 | 10,875 | 12,512 | 12,734 | 12,702 |
| Correspondence OUT | 5518 | 6217 | 5,526 | 9,980 | 11,183 | 12,603 | 12,218 | 20,012 | 19,379 | 14,310 |
| Cheques issued | 365 | 499 | 657 | 886 | 1,024 | 1,126 | 1,340 | 1,507 | 1,590 | 1,657 |
| Hard copy Invoices processed | 1728 | 2622 | 3,200 | 3,917 | 4,557 | 5,157 | 5,057 | 5,139 | 4,755 | 4,763 |

Safety

The Shire is committed to achieving a high standard of safety and health performance through the implementation of an effective safety management system. We aim to continuously improve our safety and health performance across all operational activities with clear safety objectives, goals and targets.

In order to reach our target we developed a high level OSH plan for 2019 – 2020. The plan will focus on three key objectives as identified in preparation for the Shire of Manjimup's Safety Audit in 2020. These three objectives are:

1. Culture - Safety to be at the heart of everything we do.

2. Systems - Establish and maintain an integrated safety and health management system that is set up to continuously improve safety and health performance across all operational levels.
3. Wellbeing – Employee wellbeing is vital for a healthier future in the workplace.

Ongoing provision of Health Monitoring

The workplace health program for 2018/2019 focused on skin health, with 39 employees undertaking skin cancer checks. In addition we had a significant increase in employees making use of influenza vaccinations, with 56 employees participating in 2019 as compared to 38 in 2018. This has coincided with a reduction in personal leave taken in the 2018/2019 financial year.

Reporting on Occupational Safety and Health

The Shire received 6 workers compensation claims for the financial year to June 2019, which is a 50% reduction to the 2017/2018 financial years. Of the 6 workers compensations claim 3 resulted in LTI (Lost Time Injuries).

Figure 1: SoM Number of compensation submissions VS actual LTI

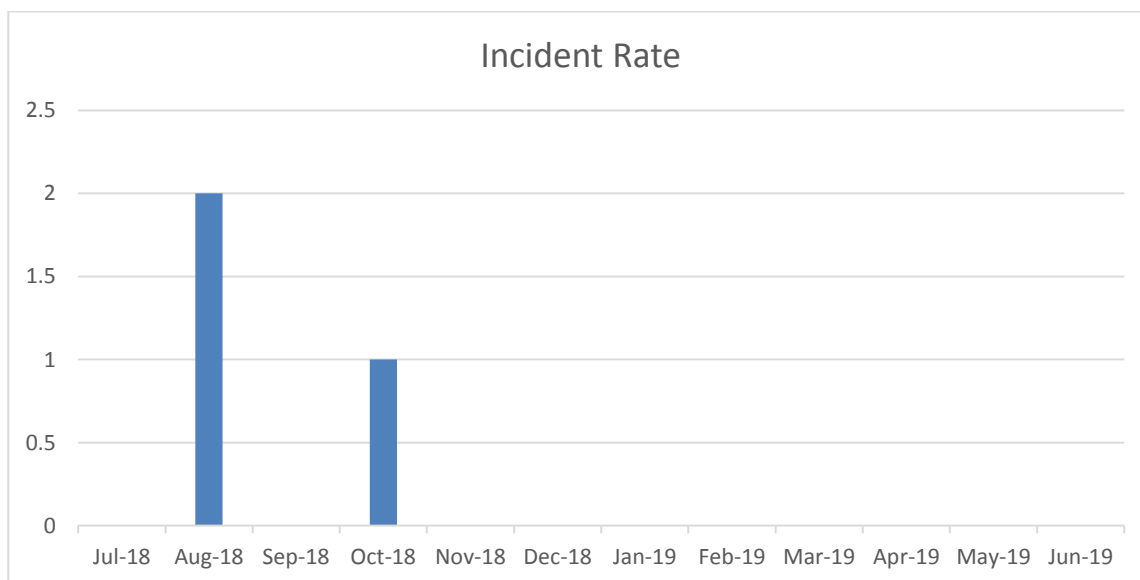
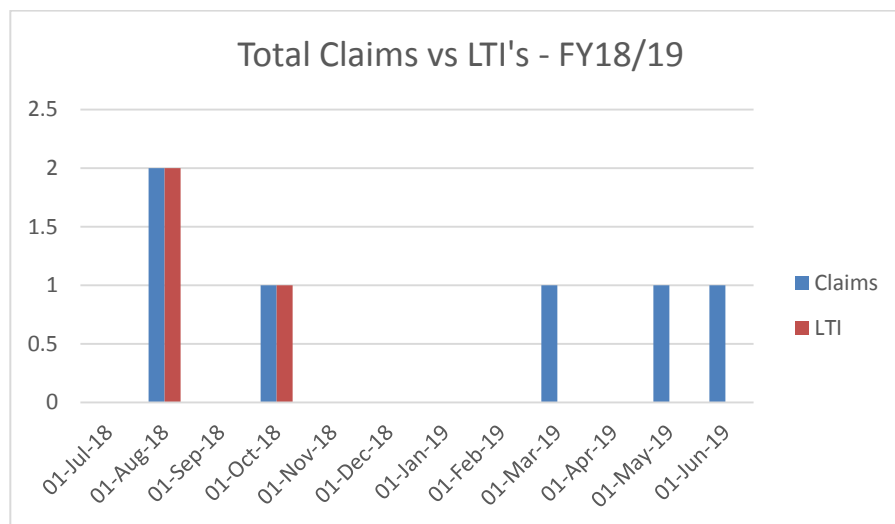


Figure 2 Frequency rate = LTI / (FTE) * 1,000,000

In order for the Shire to successfully manage workers compensation and injury management there needs to be not only a focus on preventing accident and ill-health in the workplace, but to support workers which are more seriously affected and require their return to work managed through a process of rehabilitation.

Staff

The Shire considers it has a role to play providing cadetship, traineeship and apprentice opportunities for local school leavers. During the year the Shire partnered with SMYL to host an Aboriginal school based trainee who completed a Certificate III in Construction & Building. In addition the Shire employs an

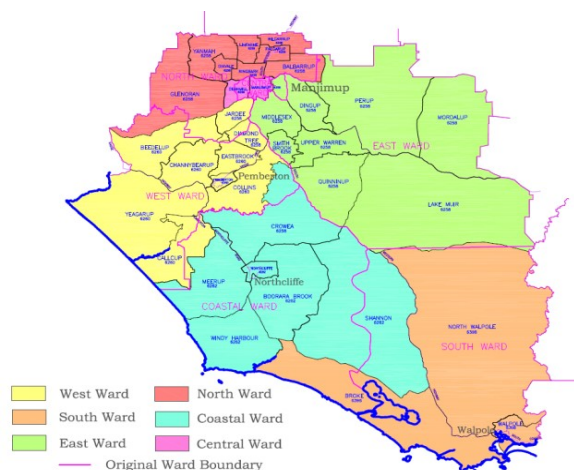
**Shire of Manjimup
Annual Report
For the year ended 30 June 2019**

apprentice carpenter, and has hosted numerous work experience students from local high schools, and universities.

Staff turnover remains low at 8.95% (industry average 19.6%) reflecting a stable workforce. The Shire continues to implement our People Plan to further improve the working environment and productivity. Leadership has been a key focus during the 2018/2019 financial year.

| | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 | 2011 |
|---|-------|--------|-------|-------|------|------|------|------|------|
| # of Staff (FTE's) | 122.9 | 123.7 | 122.5 | 123 | 123 | 119 | 113 | 112 | 109 |
| # grant funded staff FTE's (included in above total) | 17.4 | 17.8 | 15.7 | 17.5 | 16 | 12 | 13 | 12 | 12 |
| # core FTE's (excluding grant funded positions) | 105.5 | 105.9 | 106.8 | 105.5 | 107 | 107 | 100 | 100 | 97 |
| # staff employed (including fulltime, part time and casual i.e. not FTE positions but total number separate individuals) | 200 | 195 | 196 | 184 | 162 | 164 | 163 | 158 | 137 |
| # appointments (permanent staff) | 14 | 11 | 6 | 9 | 11 | 26 | 17 | 19 | 26 |
| # terminations & resignations (permanent staff) | 11 | 14 | 16 | 11 | 13 | 10 | 18 | 12 | 26 |
| % staff turnover (Termination / FTE) | 8.95% | 11.32% | 13% | 10% | 11% | 8.5% | 15% | 11% | 19% |

Council Statistics



| | |
|--------------------------|--------|
| Distance from Perth | 301 |
| Area (sq. km) | 7,028 |
| Length of Sealed Roads | 514 km |
| Length of Unsealed Roads | 818 km |
| Population | 9,253 |
| Number of electors | 6,705 |
| Number of dwellings | 5,016 |
| Total Rates Levied | \$9.3M |
| Total Revenue | \$27M |

Council Meetings and Record of Attendance

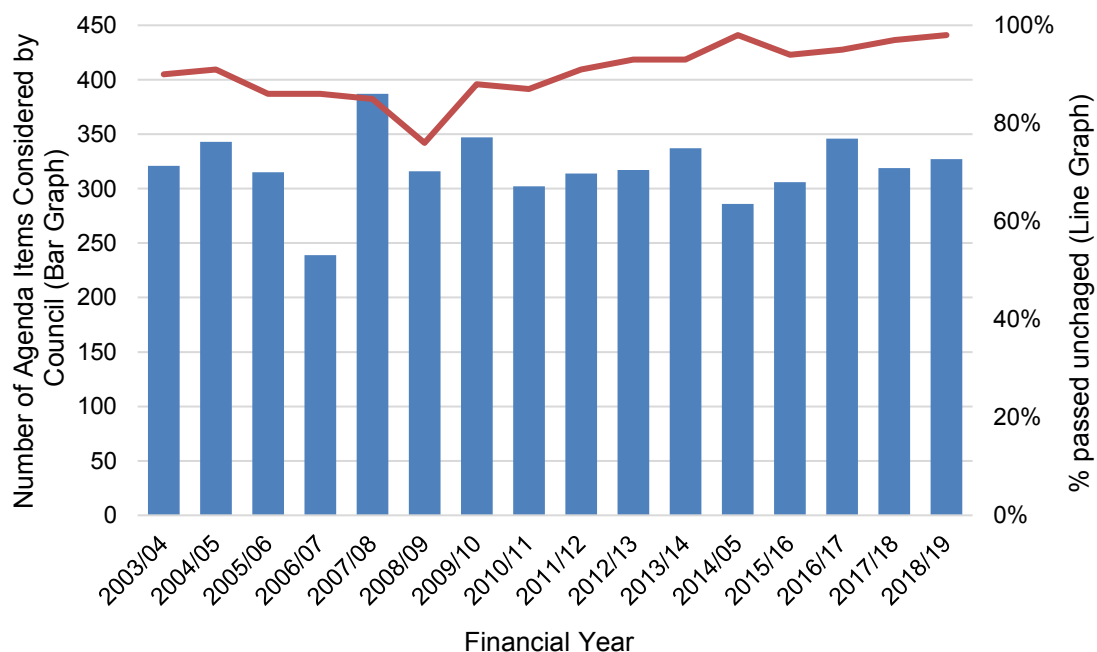
During 2018/19 Council meetings were held, with one meeting held in each of the outer towns of Pemberton, Northcliffe and Walpole. Outer town meetings were normally followed with a formal Council dinner with guests invited from that town.

The average Council meeting duration was 56.5 minutes with the shortest meeting being 25 minutes and the longest meeting 1hour 38 minutes. Listed below is the record of attendance by each Councillor:

| Councillor | Ward | 2018/19 Meeting Attendance | | |
|---|---------|----------------------------|------------|-----------------|
| | | Possible # | Attended # | Leave / Apology |
| Cr Omodei (Shire President) | Central | 16 | 16 | 0 |
| Cr Skoss (From 6 September 2018, previously vacant) | North | 13 | 12 | 1 |
| Cr Eiby | Coastal | 16 | 16 | 0 |
| Cr Daubney | Central | 16 | 12 | 4 |
| Cr Jenkins | Central | 16 | 15 | 1 |
| Cr Darin | Central | 16 | 13 | 3 |
| Cr Taylor | Central | 16 | 15 | 1 |
| Cr Winfield (Deputy President) | East | 16 | 14 | 2 |
| Cr Tapley | South | 16 | 16 | 0 |
| Cr Herbert | West | 16 | 14 | 2 |
| Cr Ventris | West | 16 | 16 | 0 |

Council Decisions and Officer Prepared Agenda Items

Council considered a total of 327 Agenda items in the 2018/19 financial year at an average of 20.4 items each Council meeting. Ninety-eight percent of items were approved unchanged. A summary of how those agenda items were dealt with by Council is outlined on the next page:



Public Interest Disclosure

The Public Interest Disclosure Act 2003 (amended 2012) applies to the Shire of Manjimup. The public disclosure officer for the Shire of Manjimup is Ms Gail Ipsen Cutts, who is required to report annually to the Commissioner via the online reporting to the 'Integrity and Conduct Survey'.

In April 2016, Council reviewed and updated "**Council Policy 1.2.7 - Support for Staff who make Public Interest Disclosures**" reflecting the public sector standard guidelines. PID awareness was included in

the standard Councillor and staff induction process. In 2019 76% of all staff received PID Awareness Training.

Funding Acknowledgments

Appreciation is extended to the following funding agencies for their generous financial support towards Council's 2018/19 program:

- Australian Government Department of Infrastructure, Transport, Regional Development and Local Government – Roads to Recovery, FAG, RADS;
- Australian Government Department of Communities – Youth Outreach Program;
- Australian Government Department of Health and Ageing – HACC, Healthy Communities;
- Australian Government - Natural Resource Management;
- Australian Government – Local Government Energy Efficiency Program;
- Australian Government Department of Families – Healthy Relationships Program;
- Australian Government - Department of Industry, Innovation and Science, Department of Home Affairs – Safer Communities Fund;
- Children's Book Council of Australia (WA Branch);
- CANWA – Community Art Project;
- COTA WA;
- Dementia Australia;
- The Good Things Foundation;
- Healthways; Act-Belong-Commit Evening in the Park;
- Heritage Council of WA;
- LotteryWest;
- National Library of Australia;
- National Stronger Regions Fund;
- Seniors Week- Council on the Ageing;
- Disability Services Commission;
- Local Government Insurance Services
- Manjimup Lions Club;
- Museums Australia;
- Country Arts WA;
- Southern Forest Arts;;
- South West Development Commission;
- Office of Crime Prevention;
- Department of Local Government
- Department of Regional Development – Royalties for Regions;
- Department of Local Government, Sport and Cultural Industries – CSRFF, KidSport, Seniors Recreation Activation Program, Young Women Expo, National Youth Week;
- Roadwise – National Youth Week;
- Department of Communities: Thank a Volunteer Day;
- Department of Environmental Protection;
- Department of Transport – Recreational Boating Scheme, Recreation Trails Regional, Airport Development Scheme;
- Main Roads WA – RRG, Regional Bike Network, LG & Community Safety, TIRES;
- Department of Fire and Emergency Services;
- Queensland University of Technology
- South West Catchments Council;
- Telstra Corporation
- Western Power; and
- Western Australian Local Government Grants Commission.

Report on Complaints made against Councillors

In accordance with Section 5.53 of the *Local Government Act* and the associated *Local Government (Rules of Conduct) Regulations 2007*, there were no complaints made against Councillors for the financial year 2018/19.

Prescribed Information for Payments to Employees

Section 5.53 (g) of the *Local Government Act* requires disclosure of information as prescribed in relation to payments made to employees. For the 2018/19 year, there were no payments made to employees for which prescribed information is required to be disclosed.

| Number of Employees | Payment Range |
|---------------------|-----------------------|
| 3 | \$100,000 - \$110,000 |
| 3 | \$110,000 - \$120,000 |
| 2 | \$120,000 - \$130,000 |
| 3 | \$130,000 - \$140,000 |
| | \$140,000 - \$150,000 |
| | \$150,000 - \$160,000 |
| 1 | \$160,000 - \$170,000 |

Strategic Community Plan and Corporate Business Plan

In accordance with Section 5.56 of the *Local Government Act 1995*, and Regulation 19CA and 19C of the Local Government (Administration) Regulations the following plans were formally adopted by Council in June 2013 and then the plans were adopted with minor revision completed in June 2019 and a major revision due in June 2021.

- *Strategic Community Plan* covering a period of 10 years. This plan is to be reviewed every four years.
- *Corporate Business Plan* covering a period of 4 years. This plan is to be reviewed annually.

The Shire of Manjimup has a comprehensive 10 year forward planning framework in place which can be viewed on the Shire website at www.manjimup.wa.gov.au.

A report on achievements from our Corporate Business Plan can be found on pages 55-104.

Conclusion

The 2018/19 financial year has again been very challenging whilst the human resource heavy Revitalisation of Manjimup's Town Centre project is ongoing. The project is now delivering significant economic development benefits for the community which should increase over time as potential opportunities are identified through marketing and other mechanisms designed to promote the area. The need to maintain business as usual is critical to the organisation and as a result an increased focus on this whilst the project is ongoing has provided service delivery stability across the organisation. Staff are to be congratulated for their understanding and efforts during this busy time.

Working relationships between employees and Council are clearly defined and are productive. It is considered that these relationships remain open at all times to assist the organisation to deliver the best results for the community in line with the Strategic Community Plan and Corporate Business Plan. In recognition of the complexity of the Shire of Manjimup, the Salary and Allowances Tribunal elevated the organisation from Band 3 to Band 2 effective from 1 July 2019.

Financially the Shire continues to have very robust, transparent and accountable financial systems and funds are spent rationally to benefit the community in accordance with the Strategic Community Plan. The Shire prides itself on providing strong governance arrangements and for a number of years has rated highly compliant with financial and non-financial statutory measures.

In 2019/20 the Shire is looking forward to facilitating growth in the region by continuing to work with the commercial and not for profit sectors on prospective new projects and expansion of existing businesses in the region. Enabling proponents to access the Shire's key personnel via the Development Control Unit and Senior Management Team has enabled greater understanding of Shire's development requirements resulting in time efficient and less complicated approvals being issued.

Currently the Shire has a very competent team of personnel in all levels and areas with the Senior Management Team being highly qualified and experienced to lead the Shire, alongside Council, as the community and organisation strategic and transformational objectives take shape. Shire staff are our biggest asset and very low staff turnover rates comparative to Local Government across Western Australia clearly indicates that the organisation is in a very strong and stable position. Significant work has been put into the development of the Shire's potential future senior leaders and the current Senior Management Team will continue with these programs into 2019/20.

Finally, I would like to acknowledge the commitment and contribution of our dedicated staff plus our volunteers and the outstanding support of our funding agencies in 2018/19 and I look forward to prosperous times ahead for our whole community.

A handwritten signature in black ink, appearing to read 'Andrew Campbell', with a stylized, cursive script.

**Andrew Campbell
CHIEF EXECUTIVE OFFICER**

Our Corporate Business Plan Actions 2018/2019

1. Our Natural Environment

| Community Goals | | | | |
|---|------------------------|----------------------------|--------|---|
| 1.1 Natural landscapes, habitats and resources are sustainably managed for the benefit of existing and future generations. | | | | |
| 1.2 Development is managed sustainably and our environment is valued through policy and regulation. | | | | |
| 1.3 Our region is recognised for its iconic, world-class natural environment that can be enjoyed by all. | | | | |
| 1.4 Potential climate change impacts are anticipated and responded to. | | | | |
| 1.5 Waste management strategies are expanded and a greater range of options provided to ensure we minimise the negative impacts on our environment. | | | | |
| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
| A1. Support initiatives that protect and nurture biodiversity and endemic species. | | | | |
| A1.1 Implement strategies contained in the <i>Environmental Management and Sustainability Strategy 2013</i> | Initiatives undertaken | Development and Regulation | Annual | Achievements/Activities – <ul style="list-style-type: none"> Continued support of weed control and revegetation programs; Additional public lighting being through Installation of Solar Lighting; Aim to reduce overall energy requirements despite increase in number of buildings and facilities. Solar project endorsed for Shire Administration building. |

| | | | | |
|---|--|----------------------------|---------|--|
| A2. Implement measures to protect and enhance the amenity and diversity of the visual landscape. | | | | |
| A2.1 Development Assessments are undertaken in accordance with the provisions of the <i>Local Planning Scheme #4</i> and consider the amenity where appropriate | Number of relevant complaints | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Planning Policy manual updated. Nil complaints received. |
| A3. Implement measures to mitigate or control the negative impact of feral animals on our natural environment. | | | | |
| A3.1 Provide financial support to community based feral animal eradication groups | Assisted groups to report annually on outcomes | Office of the CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Continued funding of local community groups undertaking eradication of feral animals. |
| A3.2 Work with stakeholders to form a partnership and strategic plan to manage feral animals across the shire | Partnership is formed and agreed course of action determined | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> \$5,000 to Feral Pig Eradication at Lake Muir. Future challenge will be rabbit control at Windy Harbour. Application for NRM funding was made. Awaiting outcome. |
| A4. Improve weed management on land. | | | | |
| A4.1 Implement strategies contained in the <i>Manjimup Weed Strategy 2008</i> | Initiatives undertaken | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Continued mapping weeds and activities in various areas with Weed Action Group; NRM Roadside Weeds Mapping. Future challenge will be achieving control of VTT onion weed and feral animal in Windy Harbour. |

| | | | | |
|---|--|----------------------------|---------|--|
| A4.2 Support Ribbons of Blue to manage weeds in the area | Annual outcomes report received from Ribbons of Blue / Manjimup Timber and Heritage Park water quality testing meets government guidelines | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Completed and ongoing for future years. |
| A4.3 Undertake weed management on urban and rural road verges and in Shire reserves | Visibility and height of weeds / presence of weeds in road clearance envelope / successful implementation of rural road spraying program | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Completed and ongoing for future years. |
| A4.5 Participate in the Manjimup Weed Action Group to share information on weeds of potential risk in the area and their possible management techniques | Number of meetings | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Ongoing participation at all meetings. Future challenges in that there is a growing range of weed species identified. |
| A5. Manage fuel hazards to minimise the risk of serious fire threat to ecosystems, human life and property. | | | | |
| A5.1 Implement the <i>Fuel Hazard Reduction & Mitigation Plan 2015 - 2018</i> | Initiatives undertaken in accordance with the Plan | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Thirty- six (36) prescribed burns on Shire reserve (88ha). Need for increased prescribed burning to address drying climate in the future. |
| A5.2 Encourage and assist with the management of fuel hazards on all other land, including state managed land in and abutting town sites | Number of wild fire events on relevant land | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> The number of events (106) attended by Bush Fire Brigades increased, although no major fire events. Challenging given the vast area of unmanaged state land. |

| | | | | |
|--|---|----------------------------|---------|--|
| A6. Manage natural waterways and lakes to encourage water flow and catchments for self-sustaining purposes. | | | | |
| A6.1 Provide support to Warren Catchments Council to enhance and mitigate risks to our natural water ways | A vehicle is provided | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Annual support and contribution maintained. |
| A7. Implement controls to protect air and water quality. | | | | |
| A7.1 Seek expert advice from relevant government agencies when potential risks to air or water quality have been identified or when air or water quality have been compromised | Hazards identified / advice received | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Responded to chemical spill in Deanmill. |
| A8. Effectively use development and land policies to protect and rehabilitate the environment whilst balancing the needs of the community. | | | | |
| A8.1 Enforce the environmental protection provisions of the <i>Local Planning Scheme #4</i> | Number of prosecutions and retrospective approvals | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> One offender identified, court action ongoing. Future Challenge: Identification of offenders where clearing on public land |
| A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency. | | | | |
| A9.1 Undertake initiatives to reduce energy consumption, improve energy efficiency and increase the use of renewable energy in regards to Shire operations | Energy supply costs / percentage of renewable energy source | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Use of Solar Bollards. Development of proposed solar panel system at Aqua Centre. Funding identified as a future issue. |

| | | | | |
|---|--|----------------------------|---------|--|
| A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations | Volume of scheme water use | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Installation of sensor/automatic taps and low flush toilets at Public Toilets (80%). Development of Water Capture System to be considered in future. Reduction in use despite increased buildings and facilities considered a future issue. |
| A9.3 Enforce compliance with energy and water efficiency requirements of the <i>Building Code of Australia</i> | Number of new developments exceeding minimum requirements / average efficiency ratings | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Enforcement achieved in accordance with normal processes. |
| A10. Encourage all aspects of sustainable farming and agriculture. | | | | |
| A10.1 Support agricultural and food production strategies that encourage sustainable water and land use and agro-ecology | Initiatives supported | Office of the CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Involvement in the discussion on the Southern Forests Irrigation Scheme |
| A11. Support initiatives to curtail or prosecute littering, pollution and unauthorised clearing of vegetation. | | | | |
| A11.1 Enforce compliance with the <i>Litter Act 1979</i> | Number of contractor clean-up call out hours | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> 18 incidents investigated. Record keeping to be addressed. |
| A11.2 Enforce compliance with <i>Planning & Development Act 2005</i> and <i>Environmental Protection Act 1986</i> in relation to unauthorised land clearing | Number of breaches | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> As stated A8.1. Action taking under LG Act. |
| A11.3 Enforce compliance with the <i>Health (Miscellaneous Provisions) Act 1911</i> and <i>Environmental Protection Act 1986</i> in relation to pollution | Number of breaches | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Shire officers assisted DWER in the investigation of two contaminated sites. |

| | | | | |
|---|---|----------------------------|---------|---|
| A12. Provide safe recreational-access to our natural assets whilst protecting environmental values and educating the community on how to enjoy their visit responsibly. | | | | |
| A12.1 Provide environmental health and building compliance services to support the sustainability and safety of holiday huts located in state forest or national parks | Supports provided | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Awaiting outcome of DBCA Report and boundary adjustment with Nannup. |
| A12.2 Implement strategies contained in the <i>Broke Inlet Management Plan 2009-2029</i> | Initiatives undertaken | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Ongoing weed control, pending land tenure change. Modification of existing land tenure as recommended to be considered in the future. |
| A12.3 Undertake Walpole foreshore development and infrastructure planning | Concept planning completed / budget estimated | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered where opportunity and funds are available. |
| A12.4 Develop new infrastructure and access to the Walpole foreshore | Development completed and operational | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered where opportunity and funds are available. |

| | | | | |
|---|--|----------------------------|-----------------|--|
| A13. Enforce compliance with designated camping areas. | | | | |
| A13.1 Enforce compliance with <i>Caravan Parks and Camping Grounds Regulations 1997</i> | Number of relevant complaints | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Ongoing issues with unauthorised camping by seasonal backpackers outside townsites. Enforcement effective within townsites. Two trail locations for self-contained RV's in Northcliffe and Walpole. |
| A14. Undertake climate change impact assessments, implement mitigation strategies and use them to inform land use and infrastructure plans. | | | | |
| A14.1 Undertake a comprehensive climate change impact assessment | Assessment undertaken and mitigating strategies identified | Development and Regulation | To be confirmed | Achievements/Activities – <ul style="list-style-type: none"> No action and no budget to complete at this stage. |
| A14.2 Implementation of climate change mitigation strategies | Initiatives undertaken | Development and Regulation | To be confirmed | Achievements/Activities – <ul style="list-style-type: none"> No action and no budget to complete at this stage. |
| A14.3 Trapping and monitoring of mosquito populations | Production of monitoring reports | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> No formal trapping program at present. Future funding to be secured for a Trapping program. |
| A15. Continue to diversify waste management options and encourage waste avoidance, reduction, reuse and recycling. | | | | |
| A15.1 Implement waste management community education campaigns | Campaigns undertaken | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Completed and ongoing into future years. |

| | | | | |
|--|----------------------------|--------------------|---------|---|
| A15.2 Work in partnership with stakeholders and communities to implement new waste management strategies and diversify options | New initiatives undertaken | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Completed and ongoing into future years. |
| A16. Provide and maintain public rubbish bins to minimise overflow and littering. | | | | |
| A16.1 Partner with state agencies to provide effective waste control in peak tourist areas and during peak times | Number of complaints | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Completed and ongoing into future years. |

2. Our Prosperity

| Community Goals | | | | |
|---|--|--------------------------------|---------------|--|
| 2.1 New people and new businesses are attracted to the region. | | | | |
| 2.1 Existing core industries, such as agriculture and timber, are resilient, innovative and sustainable. | | | | |
| 2.2 The local economy is diversified and supports a range of industries and job opportunities. | | | | |
| 2.3 Industry and development is not hindered by excessive or complex compliance regulations. | | | | |
| 2.4 Local business thrives because it has access to information and support, and because the community maximises the use of local resources, services and products. | | | | |
| 2.5 The region grows in reputation as a world-class culinary, agricultural, environmental and trails tourism destination. | | | | |
| 2.6 Our quality primary and secondary education opportunities are maintained and access to a range of life-long learning and training opportunities is broadened. | | | | |
| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
| B1. Build on the Manjimup town's capacity as a regional service centre for the Warren Blackwood. | | | | |
| B1.1 Construct the Manjimup Wellness and Respite Community Centre | Centre constructed and operational | Community Services | Completed | Achievements/Activities – <ul style="list-style-type: none"> Completed March 2018. |
| B1.2 Construct Stage One Brockman Street food and beverage precinct | Progress against construction milestones | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> 85% complete. Installation of roof and lighting ongoing. To be completed by December 2019. |

| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
|--|-------------------------------------|---|----------|---|
| B1.3 Develop a Stage Two Brockman Street Precinct strategy | Strategy developed | Office of CEO | Complete | Achievements/Activities – <ul style="list-style-type: none"> Detailed plans complete. Construction from Rose to Bath Streets to be completed by end of FY 19/20. |
| B1.4 Undertake a range of transformational activities in the Manjimup Timber & Heritage Park | Progress against project milestones | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Volunteer Hub fit out completed. Continued construction and fit out of PowerUp (SWEE) Museum. State Timber Museum redevelopment completed. Interpretative signage organised. Community Workshops undertaken. Café lease formalised. |
| B1.5 Complete footpath, traffic and parking infrastructure renewal projects in Manjimup CBD | Progress against project milestones | Development and Regulation Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Works being completed progressively in line with Town Centre Revitalisation Program. |
| B1.6 Develop a Linear Park linking the southern and northern ends of Manjimup town site | Progress against project milestones | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Complete, excepting path connections and future additional landscaping. |

| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
|--|--|-------------------------|---------|---|
| B1.7 Undertake a range of upgrades to Mottram Street to improve safety, visual appeal and to encourage traffic flow to the Manjimup CBD | Progress against construction milestones | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Works being completed progressively in line with Town Centre Revitalisation program. |
| B2. Attract business-class accommodation services to Manjimup. | | | | |
| B2.1 Market the hotel development prospectus to potential investors | Potential investors identified and engaged / investment occurs | Business | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Prospectus and video for site complete. Expression of interest in draft. |
| B3. Undertake high impact campaigns to encourage new residents; targeting identified cohorts to relocate to priority areas of the Shire. | | | | |
| B3.1 Seize initiatives and opportunities as they arise to promote the liveability of our communities | Population growth outcomes created | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Shire population increased by 68 persons between 2011 and 2016. Encourage primary production and ancillary activities. Work with local business to assist with barriers and issues Jobs created through Town Centre Revitalisation Project. Progression of timed parking within MJP CBD. Encouragement of new investment. Lobbying for the facilitation of services. |

| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
|---|--|----------------------------|----------|--|
| B3.2 Work with the local community to develop population growth strategies in Walpole to improve the viability of key services | Targeted strategies identified / population growth outcomes created | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Town Revitalisation in Walpole ongoing. Local Planning Strategy review considering Walpole future development. |
| B4. Support sustainable agricultural expansion, value-adding and downstream processing, research and development, culinary and agri-tourism, land protections, and continued support for the Southern Forests Food Council. | | | | |
| B4.1 Continue with the Manjimup Agricultural Expansion Strategy until June 2018 | Number of MAEP Management Committee meetings held / achievement recorded | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Project extended to Dec 2018. Management Committee ongoing. |
| B4.2 Advocate for additional funds to continue with the Manjimup Agricultural Expansion Strategy beyond June 2018 | Targeted lobbying of State Government | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Funds secured for 3 additional years of Southern Forest Food Council. |
| B4.3 Protect priority agricultural land through <i>Local Planning Scheme #4</i> zonings | Development applications and subdivisions | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Actively working to obtain Council and WAPC endorsement to revised Local Planning Strategy and Scheme. |
| B4.4 Contribute to Southern Forests Food Council marketing | Contribution made | Community Services | Complete | Achievements/Activities – <ul style="list-style-type: none"> Achieved. Promotional partner. |

| | | | | |
|--|---------------------------------------|----------------------------|---------|--|
| B5. Collaborate with other stakeholders to develop a transient and seasonal worker strategy to balance their safety, accommodation and employment needs with the needs and aspirations of the residential community. | | | | |
| B5.1 Facilitate issue resolution in regards to transient and seasonal workers | Resolutions supported | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> New Policy adopted encouraging season campgrounds. Public Notices used to encourage landowners to consider options. Five significant development applications approved for workers accommodation since policy adoption. Recommend modification of new LPS to increase flexibility in respect of workers accommodation locations and consider increasing length of stay to cover extended fruit season. |
| B6. Encourage sustainable forest and timber industries, such as eco and adventure tourism, forest and fire management, craft wood, farmed timber and agroforestry. | | | | |
| B6.1 Seize initiatives and opportunities as they arise | Economic development outcomes created | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Town Centre Revitalisation job creation in Stages 1 & 2. New investment occurring. |
| B7. Encourage wellness industries related to rehabilitation, mental and physical health, aged and disabilities related services and wellness tourism. | | | | |
| B7.1 Advocate for and support related programs and industries | Initiatives supported | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Young Women's Expo. AquaCentre fitness classes. HACC programs. |

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| B8. Advocate for industry and links to intrastate, interstate and global markets and develop relationships that may assist the prosperity of our region. | | | | |
| B8.1 Review and update the <i>Regional Economic Development Plan 2013/14</i> | Plan is reviewed and new version adopted | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Shire has provided input into the South West Regional Blueprint. Warren Blackwood Sub Regional Growth Plan produced. |
| B8.3 Maintain a Memorandum of Understanding (MOU) with Rio Tinto to train students and workers in the shire in skills attractive to the mining industry | MOU obligations met | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Relationship maintained. Has been finalised at the request of Rio Tinto. Apprentice has been trained. |
| B8.4 Review the benefits of our international sister-city relationship and explore the benefits of a similar relationship with a metropolitan local government authority | Benefits of existing sister-city relationship reviewed / Perth metropolitan sister-city feasibility and benefits explored | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Preliminary discussions with metropolitan local governments have been undertaken. |
| B8.5 Create an open dialogue with the State Government to foster and build working relationships | Targeted lobbying of State Government | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Met with State Ministers on a number of issues. Regular meetings with State and Federal politicians. |

| B9. Encourage and support initiatives to encourage extended service provision and activate town centres. | | | | |
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| B9.1 Provide free Wi-Fi in all town centres | Free Wi-Fi established in all four town centres | Business | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Free WiFi in Manjimup, extension to other towns has been scoped and could be challenging for Pemberton and Walpole due to terrain and infrastructure. Northcliffe VC currently provide free WiFi to residents. WiFi connection being strengthened in Manjimup CBD. |
| B9.2 Advocate for infrastructure and human service provision in all town sites and settlements | Targeted lobbying of state agencies | Office of the CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Met with State Ministers on a number of issues. Met with State and Federal politicians. |
| B10. Ensure the regulatory environment is easy to navigate and development, business and industry-friendly. | | | | |
| B10.1 Communicate the regulatory requirements of health, building and planning services clearly and simply | Customer satisfaction surveys / information sheets reviewed annually | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Reviewed continually. Increased number of information sheets. Maintain/update sheets as updates to policy and scheme occur. |
| B10.2 Assist development, business and industry interests to navigate the regulatory environment | Development Control Unit (DCU) meetings to assist prospective proponents | Office of CEO/Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Development Control Unit available to prospective developers to discuss their intentions and receive statutory advice. |

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| B11. Establish purchasing preferences for the use of local resources, services and products. | | | | |
| B11.1 Follow Council's adopted <i>Regional Price Preference Policy (2.3.8)</i> when making purchases | Breaches of the Policy | Business | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> All purchase orders require completion of compliance on Purchase Order form which is reviewed for compliance when accounts are paid. Policy review due 2021. |
| B12. Provide development opportunities and support local small businesses to thrive. | | | | |
| B12.1 Provide support to the Small Business Centre Warren Blackwood | Supports provided | Office of CEO | Completed | Achievements/Activities – <ul style="list-style-type: none"> Small Business Centre ceased operation due to expiry of contract. Ongoing engagement with Business South West. |
| B12.2 Engage with local small business associations and chambers to seek feedback on initiatives or projects that may affect them | Consultations held | All Directorates | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Consultation ongoing. |
| B13. Establish a Local Tourism Organisation to coordinate the efforts of government and industry in marketing and developing visitor services, amenities and attractions across the region. | | | | |
| B13.1 Support the establishment of a Local Tourism Organisation | Supports provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Contact with visitor centres in Shire ongoing. LTO Interim Board nominated and advertising for an Executive Officer commenced. |

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| B13.2 Encourage the establishment and promotion of a state-level iconic visitor experience in the Southern Forests | Iconic experience identified and endorsed | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Marketing of Shire's natural assets undertaken. Manjimup Heritage Park, State Timber Museum and South West Energy Experience. |
| B14. Encourage and support quality Southern Forests visitor servicing and marketing. | | | | |
| B14.1 Implement strategies contained in the <i>Marketing Strategy 2010</i> | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Use of social media, print and Shire website to promote. Support of local Visitor Centres continuing. |
| B15. Further develop the 'Trails Hub' tourism destination concept and facilitate the implementation of a range of trail options connecting to and linking key destinations. | | | | |
| B15.1 Partner with the Bibbulmun and Munda Biddi Foundations to maintain or improve trails and provide amenities | Contributions made to trail maintenance or upgrades | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Trail maintenance undertaken. Works undertaken to Deanmill Heritage Trail and Walpole trails. |
| B15.2 Support initiatives contained in the <i>South West Mountain Bike Master Plan 2015</i> | Supports provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Participated in Steering Group and workshops. |
| B15.3 Encourage and facilitate the next stage of planning and implementation of the <i>Manjimup Trail Bike Feasibility Study 2017</i> | Supports provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Funding and project support provided by Shire. Project Steering Committee established and an incorporated group (Manjimup Trail Bike Hub Association Inc.) set up. |

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| B15.4 Support development of the Warren Blackwood Stock Route | Supports provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Project partner. Project completed. |
| B15.5 Develop a scoping plan for the development of rail trails using existing corridors | Plan is developed | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Included in Bike Strategy. |
| B16. Support services and infrastructure to encourage caravan and RV tourism. | | | | |
| B16.1 Make provision for long vehicles when developing or upgrading parking areas | Confirmation long vehicles have been accommodated | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Some Long Vehicle bays incorporated into Town Centre Revitalisation program. Other works considered with every approved infrastructure project. |
| B16.2 Work with communities to determine priorities for new caravan and RV infrastructure | New infrastructure priorities identified | Works and Services | | Achievements/Activities – <ul style="list-style-type: none"> Other works considered in every approved infrastructure project. |
| B17. Encourage tertiary education, research and development and training centres to the region, particularly to complement local industries (tourism, agriculture, forestry and forest management, biological and environmental sciences). | | | | |
| B17.1 Seize initiatives and opportunities as they arise | Outcomes created | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> No action this financial year, opportunities have not been identified/presented. |
| B18. Engage youth and business in identifying and implementing actions to address the barriers and gaps in youth apprenticeships, traineeships, cadetships and employment. | | | | |
| B18.1 Take opportunities to support local youth employment and training | Number of traineeships / number of youth employed by Shire | All Directorates | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Currently no positions available in Business Directorate. |

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| | | | | <ul style="list-style-type: none"> • Works currently placing a student part-time undertaking Certificate 2 in Construction. • Support workplace experience programs through local high schools. • Youth Festival, Young Women's Expo, Young Volunteers initiatives. • Mentored ECU placement student for 90 hours. |
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3. Our Community

| Community Goals | | | | |
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| 3.1 The range of support services in our community are useful, empowering and aligned to community needs now and in the future. | | | | |
| 3.2 The health and wellbeing of people of all ages and circumstances is supported within their own community. | | | | |
| 3.3 We respond to an ageing demographic by cultivating age-friendly communities that are also inherently dementia and disability friendly. | | | | |
| 3.4 A range of efficient, safe and accessible public transport options are provided across the region. | | | | |
| 3.5 Our whole community participates in strategies to ensure we are minimising risks in regards to bushfire and other natural emergencies. | | | | |
| 3.6 Residents feel safe, secure and comfortable at home, work and at play. | | | | |
| 3.7 Our community is vibrant, dynamic and fun because we have access to a broad range of art, cultural, social and recreational opportunities. | | | | |
| 3.8 Diversity, inclusivity and harmony are the foundations of our strong community spirit and we celebrate and honour our diverse cultures, heritage and lifestyles. | | | | |
| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
| C1. Encourage co-locations, partnerships and resource sharing to deliver community services. | | | | |
| C1.1 Progress the Pemberton Co-location Project to develop a new shared and co-managed facility for the Pemberton Visitor Centre, Community Resource Centre and Public Library | Progress against project milestones / a new facility is funded and built | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> • Concepts and probable costing established. • Stakeholder meetings undertaken to discuss renovations and optimisation of the space. |
| C1.2 Temporarily relocate the Pemberton Public Library until a new permanent facility is constructed | Pemberton Public Library is relocated to temporary accommodation | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> • Temporary accommodation being investigated. |

| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
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| C1.3 Undertake building modifications and establish co-management arrangements with the co-located Northcliffe Visitor Centre, Community Resource Centre and Public Library | Progress against project milestones | Community Services | Complete | Achievements/Activities – <ul style="list-style-type: none"> Co-location of facilities completed in 2018. |
| C1.4 Investigate colocation options for the Walpole Visitor Centre, Community Resource Centre and Public Library | Recommendations investigated and course determined | Community Services | To be reassessed | Achievements/Activities – <ul style="list-style-type: none"> Preliminary investigation undertaken. Not prioritised at this time. |
| C2. Support volunteer community groups, encourage participation (particularly in the areas of emergency management) and acknowledge contributions to the community. | | | | |
| C2.1 Provide training and support to local volunteer emergency response teams | Emergency services volunteer participation | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Training programs co-ordinated by Community Emergency Services Manager. |
| C2.2 Ensure serviceable level of bush fire-fighting equipment and machinery | Annual maintenance schedule is implemented | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Annual Maintenance Schedule completed and reviewed. Increased funding required for State Emergency Services maintenance perceived as a future issue. |

| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
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| C2.3 Provide training and support to local sport and recreation clubs | Supports provided / sports ground usage rates | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Club Development Officer Program completed 2018. Further constitution workshops to be undertaken. Funding allocated from Annual Budget to support local groups. |
| C2.4 Provide annual Community Grants to community groups and not-for-profit organisations for projects or activities that have a focus on benefiting communities within the Shire | Grants provided | Community Services | Annual | Achievements/Activities – <ul style="list-style-type: none"> Completed. Funds distributed. |
| C2.5 Provide acknowledgement and support to a diverse range of local volunteer groups | Support and acknowledgement provided / Thank a Volunteer Day program delivered annually | All Directorates (budget sits with Community Services) | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Undertaken whenever the opportunity exists. 'Thank a Volunteer' day delivered in each town through six events. HACC and Libraries undertake their own events. |
| C3. Increase the availability of mental health, alcohol and other drug addiction, domestic violence and homelessness support. | | | | |
| C3.1 Advocate for services and support programs and industries as needs identified | Advocacy undertaken and initiatives supported | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Support provided by Shire. LDAG convened regularly by Shire. |

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| C4. Maintain public libraries in all four towns and continue to expand and modernise services and activities. | | | | |
| C4.1 Continue to provide free public library services | Key service initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Increased accessibility to e-books and online material. Member of Library Consortium across WA. |
| C5. Actively engage children and young people to better understand and encourage services and initiatives that respond to their needs and aspirations. | | | | |
| C5.1 Implement strategies contained in the <i>Youth Strategy 2013-2023</i> | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Youth Questionnaire undertaken. Successful in brining Youth Mental Health First Aid Training to Manjimup. |
| C6. Advocate for the provision of out-of-school and school holiday programs. | | | | |
| C6.1 Facilitate out of school programs across the shire | Programs conducted | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Early Years Strategy approved. |
| C6.2 Provide annual Youth Grants to support youth groups, workers or projects operating within the shire | Youth services supported | Community Services | Annual | Achievements/Activities – <ul style="list-style-type: none"> Grants provided to youth groups within each town. Contribution made to chaplaincy at Manjimup Senior High School. |
| C7. Improve early-years development and education outcomes. | | | | |
| C7.1 Investigate the possibility of an education foundation (future fund) targeted at improving early-years education outcomes | Feasibility investigated and recommendations produced | Community Services | Targeted for 2021 | Achievements/Activities – <ul style="list-style-type: none"> Awaiting outcomes of Early Years Strategy. |
| C7.2 Finalise and commence implementation of strategies contained in the <i>Early Years Strategy 2017</i> | Strategy is formally adopted / initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Early Years Strategy approved. |

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| C8. Improve access to services that allow residents to stay well in their own community and manage their health conditions. | | | | |
| C8.1 Continue provision of the Commonwealth Home Support Program through Manjimup HACC | Individuals supported / hours of support | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Registered CHIPS Provider. |
| C8.2 Provide disability support services through Manjimup HACC | Individuals supported / hours of support | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Registered NDIA provider. |
| C8.3 Provide Home Care Packages through Manjimup HACC | Individuals supported / hours of support | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> CHIPS and Home Care Package provider. |
| C9. Ensure all community members have access to quality fresh produce regardless of their circumstances. | | | | |
| C9.1 Apply Council's adopted Community Gardens Policy (3.9.2) | Policy is applied | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Major towns have Community Gardens. |
| C10. Plan and develop a diverse range of affordable housing options to meet the needs of older people, people with disabilities and other vulnerable groups. | | | | |
| C10.1 Partner with the state Housing Authority to redevelop the Manjimup Primary School site for the Senior Housing Project | Number of houses delivered | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Community Forums held. Subdivision of site approved. Civil works commenced. 9 homes completed. Sales package prepared. |

| C11. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life. | | | | |
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| C11.1 Implement strategies contained in the <i>Age-friendly Communities Plan 2016-2026</i> | Initiatives undertaken | All Directorates | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup townsite. Seniors Housing nearing completion. Replacement high dependency care facility being progressed. New footpaths constructed. Footpaths and accessibility parking/ramps etc. substantially upgraded in Manjimup through TCR program with Brockman Street now complete. |
| C11.2 Implement strategies contained in the <i>Access & Inclusion Plan 2013-2018</i> | Initiatives undertaken | All Directorates | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Plan reviewed. New development undertaken in accordance with applicable standards. |
| C11.3 Undertake a review of the <i>Access & Inclusion Plan</i> every 5 years | Plan is reviewed and new version adopted every 5 years | Community Services | Complete | Achievements/Activities – <ul style="list-style-type: none"> Plan reviewed in 2018. Next review due 2023. |

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| C11.4 Partner with Alzheimer's Australia WA to pilot a dementia-friendly communities program | Pilot program completed and recommendations made | Community Services | Complete | Achievements/Activities – <ul style="list-style-type: none"> Pilot program completed successfully. Dementia friendly design incorporated into Town Centre Revitalisation. Additional projects being rolled out. |
| C11.5 Implement recommendations from dementia-friendly communities pilot program | recommendations implemented | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> See above (C11.4). |
| C12. Engage with all stakeholders and establish improved public transport information, delivery and options across the Warren Blackwood region. | | | | |
| C12.1 Lobby for improved access to and availability of public transport options | Lobbying activities undertaken | Community Services | Targeted for 2020 | Achievements/Activities – <ul style="list-style-type: none"> Ongoing. Very challenging to progress. |
| C12.2 Make information available to the community regarding the range of transport options available across all communities, including public, commercial, private (e.g. Ride Share & Travel Partners) and not-for-profit providers and any accessible features or subsidy schemes | Information available and reviewed annually | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> HACC currently providing information. To be further investigated. |
| C12.3 Provide community bus transport to and from major Shire events and activities | Events where transport support is provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Provided for key Shire partners and events. |
| C13. Support communities to acquire and upgrade 'community buses'. | | | | |
| C13.1 Provide support to communities seeking to purchase or upgrade community buses | Supports provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Support provided as required. |

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| C14. Plan for emergency and natural disaster response, management, evacuation and recovery. | | | | |
| C14.1 Implement the Local Emergency Management Committee (LEMC) emergency arrangements as required | All LEMC plans are reviewed after a significant emergency or disaster | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> No significant changes occurred. |
| C14.2 Provide funds for the renewal or replacement of bush fire equipment, machinery and infrastructure | Asset renewal complies with Department of Fire and Emergency Services Local Government Grants Scheme guidelines | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> DFES BFB and Shire funding expenditure co-ordinated by CESM. Commencement of Northcliffe BFB facility construction on behalf of DFES |
| C14.3 Implement strategies to improve the long term welfare and resilience of community members after an emergency or disaster | Strategies undertaken evaluated after a significant emergency or disaster | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Maintained preparedness. |
| C15. Manage domestic animals and livestock to ensure the safety of both the animal and the community. | | | | |
| C15.1 Enforce compliance with the <i>Cat Act 2011</i> | Number of cat registrations | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Registration numbers have increased, however stray cat numbers appear excessive. 41 cats impounded during the year. Including an increased number of strays. Trapping of Nuisance Cats and ongoing education of ratepayers. |
| C15.2 Enforce compliance with the <i>Dog Act 1976</i> | Number of dog registrations | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Registration numbers have increased. A total of 128 dog impoundments. There were 14 dog attacks. |

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| C15.3 Enforce compliance with the <i>Local Government (Miscellaneous Provisions) Act 1960</i> in regards to the containment of livestock | Number of incidences involving escaped livestock | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> A total of 6 stock were impounded. Aim to reduce number of stray stock cases through education and enforcement. |
| C16. Manage environmental health risks in the community. | | | | |
| C16.1 Develop a <i>Public Health Plan (new)</i> | Plan is developed and implemented | Development and Regulation | To be confirmed | Achievements/Activities – <ul style="list-style-type: none"> Preliminary discussions with neighbouring Councils to develop a collaborative approach have been undertaken. |
| C16.2 Implement strategies contained in the <i>Public Health Plan (new)</i> | Initiatives undertaken | Development and Regulation | To be confirmed | Achievements/Activities – <ul style="list-style-type: none"> No action at this stage. |
| C16.3 Develop a <i>Public Buildings Inspection Program (new)</i> | Plan is developed and implemented | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Inspection program is being refined. Inspections have commenced. Qualified resources required to keep up with inspection regime. |
| C16.4 Implement strategies contained in the <i>Public Buildings Inspection Program (new)</i> | Initiatives undertaken | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Implementation delayed due to staff turnover. Expect to complete inspection prior to preparation of 2019/20 annual budget. |

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| C16.5 Repeal the <i>Shire of Manjimup Health Local Laws 1998</i> and prepare new laws | Laws repealed and replaced | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Draft laws being finalised. |
| C17. Undertake a broad range of safe behaviour and risk awareness campaigns. | | | | |
| C17.1 Community awareness campaigns in emergency management | Campaigns undertaken | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Attended 3 State bushfire exercises. Aim to expand program to other areas of Shire. |
| C17.2 Community awareness campaigns in public safety and health | Campaigns undertaken | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Nil at this stage. Regular newsletters issued by Environmental Health. |
| C17.3 Community awareness campaigns in community safety and crime prevention | Campaigns undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Shire in partnership with St John of God. Oversees Local Drug Action Group. Communicates awareness at Shire events. |
| C17.4 Implement strategies contained in the <i>Southern Forests Alcohol and Other Drugs Strategic Plan 2016-2018</i> | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activities as outlined in the Plan ongoing. |
| C18. Support the maintenance of law and order and initiatives to prevent crime. | | | | |
| C18.1 Implement strategies contained in the <i>Community Safety and Crime Prevention Plan 2014-2018</i> | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activities as outlined in the Plan ongoing. |

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| C18.2 Utilise CCTV in crime hot spots or where genuine risk of crime against persons or public assets is identified | Initiatives implemented | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> CCTV installed across Manjimup CBD, with the exception of Brockman Street. Council policy developed to administer system. |
| C18.3 Utilise Crime Prevention Through Environmental Design (CPTED) principles in the development or renewal of facilities and assets | Projects utilising design principles | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Principles being utilised in all townscape design and infrastructure. |
| C19. Create, support and promote a broad range sporting, recreational and social opportunities that are accessible and inclusive for all ages and abilities. | | | | |
| C19.1 Implement strategies contained in the <i>Sports & Recreation Strategic Plan 2014-2024</i> in regards to community and club development and support | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activities as outlined in the Plan ongoing. |
| C19.2 Apply Council's adopted <i>Donations Policy</i> (2.3.4) in regards to participation in sport, recreation, art and culture | Donations made | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Donations made to various Shire groups. |
| C19.3 Administer state funded KidSport Vouchers | Number of vouchers issued | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activity ongoing. |
| C20. Support public events to ensure they are successful and safe. | | | | |
| C20.1 Provide annual Event Grants to individuals or groups to assist with the marketing and promotional costs of hosting of public events in the shire | Grants provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Grants provided annually. |

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| C20.2 Provide organisers with an Organiser's Manual for Public Events and other advice and approvals to support their event's success | Number of approved public events | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Organiser's Manual reviewed and modernised. Ongoing education to community groups. |
| C20.3 Develop traffic management plans for not for profit groups organising public events | Number of public events supported with traffic management plans | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Incorporated into every approved event. |
| C20.4 Provide in-kind infrastructure maintenance support to assist local venues to host public events | Support provided | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Incorporated into every approved event. |
| C20.5 Make waste management and recycling packages available to public event organisers | Number of bookings of events waste management package | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Incorporated into every approved event. |
| C21. Facilitate, develop and promote a broad range of cultural and art capabilities, facilities, events and achievements. | | | | |
| C21.1 Implement strategies contained in the <i>Arts & Culture Strategic Plan 2013-2023</i> | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activities as outlined in the Plan ongoing. |
| C22. Install and maintain quality public artworks for everyone to enjoy. | | | | |
| C22.1 Develop an inventory of artworks in public spaces including condition reports and maintenance responsibility | Inventory complete and maintenance or renewal requirements determined | Community Services | Targeted for 2020 | Achievements/Activities – <ul style="list-style-type: none"> Yet to commence. |

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| C22.2 Undertake maintenance or renewal of Shire artworks in public spaces | Public art maintained in accordance with the schedule | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered when opportunity and funds exist. |
| C23. Document and conserve local historical records, stories and artefacts and make them available for everyone to study and enjoy. | | | | |
| C23.1 Implement strategies contained in the <i>Heritage Connections Project Implementation Plan 2014-2024</i> | Initiatives prioritised and undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activities as outlined in the Plan ongoing. |
| C23.2 Implement Manjimup Timber & Heritage Park interpretation strategies | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Interpretation Plan for Park complete. Strategies developed for each exhibit. To be completed by December 2019. |
| C23.3 Undertake a significance assessment and preservation needs analysis for Shire's own historical records and artefacts | Assessment and analysis completed | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Assessment commenced. Some work undertaken. |
| C23.4 Provide support to local history groups | Supports provided | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Support provided as required. |
| C24. Work with stakeholders to preserve and share local Indigenous tradition and culture, including identified sites of significance. | | | | |
| C24.1 Support initiatives to preserve and share local indigenous tradition and culture where opportunities arise | initiatives supported | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Preparing RAPP document "Welcome to Country" at Council and key Shire events. Local elder representation on reference groups. |

4. Our Infrastructure

| Community Goals | | | | |
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| 4.1 Infrastructure gaps in regards to energy, water, sewerage, and information and communication technology services are resolved. | | | | |
| 4.2 Community infrastructure is delivered and maintained at a level of service that is aligned with community needs now and in the future. | | | | |
| 4.3 Land use planning strategies support the sustainable development and growth of our communities. | | | | |
| 4.4 Town centres are accessible, attractive and inviting whilst maintaining their unique characters. | | | | |
| 4.5 Parks and open spaces are attractive and create opportunities for people to come together, socialise and enjoy a range of activity. | | | | |
| 4.6 Sport and recreation facilities sustain a broad range of pursuits. | | | | |
| 4.7 Community infrastructure planning responds to an ageing demographic and is also inherently dementia and disability friendly. | | | | |
| 4.8 Places of heritage value are recognised and retained. | | | | |
| 4.9 Transport infrastructure and networks provide for the safe movement of all users. | | | | |
| Action | KPI | Responsible Directorate | Status | 2017/18 Initiated, Achieved and/or continued in next year |
| D1. Encourage local and regional renewable energy infrastructure and industry development and improvements to reliability of energy supply. | | | | |
| D1.1 Lobby for improved dependability of energy supply across all communities, with improvements urgently sought in the Northcliffe and Quinninup area | Lobbying activities undertaken | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Regular contact with Western Power Attendance at Walpole Electricity forum. |

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| D2. Advocate for the proposed Bunbury to Albany pipeline to transport natural gas to the region. | | | | |
| D2.1 Lobby relevant government agencies for a pipeline to transport natural gas to the region. | Lobbying activities undertaken | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Project is not a priority for the current State Government. |
| D3. Minimise any disadvantage to residents not able to access the National Broadband Network (NBN). | | | | |
| D3.1 Lobby relevant government agencies to maximise community access to the National Broadband Network (NBN) and quality alternatives | Lobbying activities undertaken | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> NBN roll-out has occurred in the region. Still some blackspots that are communicated to NBN Co. when advised to the Shire. |
| D4. Pursue improved mobile phone coverage across the region. | | | | |
| D4.1 Lobby for further improvements to mobile phone coverage across the region | Lobbying activities undertaken | Office of CEO/Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Shire has been successful in receiving 13 new mobile phone towers for the district under the Blackspot program. |
| D5. Undertake planning for the provision of potable water and deep sewerage infrastructure where identified gaps exist. | | | | |
| D5.1 Lobby relevant government agencies to improve water services and infrastructure to support industry diversification and downstream processing | Lobbying activities undertaken | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Meetings have occurred with Water Corporation regarding a number of issues, particularly related to insufficient water pressure. |
| D6. Develop and maintain community infrastructure to a service-level that meets the community's needs. | | | | |
| D6.1 Review and update the <i>Asset Management Plan - Roads, Footpaths and Drainage 2013/14</i> | Plan is reviewed and new version adopted | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Operational activity. |

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| D6.2 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to local road and bridge upgrades and renewals | Program is implemented within approved budget | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Operational activity. |
| D6.3 Maintain local roads in accordance with Council's adopted <i>Road Hierarchy Policy (9.1.14)</i> | Program is implemented within approved budget | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Operational activity. |
| D6.4 Undertake Roman Road Condition Assessments | Condition assessment is undertaken every 5-7 years | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Operational activity. |
| D6.5 Review and update the <i>Building Asset Management Plan 2009-2029</i> | Plan is reviewed and new version adopted | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Review yet to commence at 30 June 2017. Appropriate resources needed to complete. Competing resource demands. |
| D6.6 Undertake a review of the <i>10-year Building Maintenance Plan 2010-2020</i> | Plan is reviewed and new version adopted | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Review commenced. Appropriate resources needed to complete. |
| D6.7 Maintain assets in accordance with the <i>10-year Building Maintenance Plan</i> | Assets are maintained in accordance with the plan | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Maintenance in accordance with adopted budget, modified to address urgent matters. New Maintenance Plan to be prepared at a future date. |

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| D6.8 Continue upgrading waste management infrastructure | Upgrades are progressed in accordance with the schedule | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Chain-link fence constructed to secure Liquid Waste Facility. |
| D6.9 Develop a <i>Cemeteries Management Plan (new)</i> | Plan is developed and implemented | Business | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Project progressing well. Cemeteries Plan in development. |
| D6.10 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to drainage | Program is implemented within approved budget | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Works undertaken in 2017/18. |
| D6.11 Redevelop the Walpole Jetty car park and facilities | Progress against construction milestones | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Community consultation undertaken. To be considered when funds and opportunity exist. |
| D6.12 Develop a new maintenance and renewal plan for the Manjimup Regional AquaCentre plant and infrastructure | New plan is developed | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> To be completed in 2019. |
| D6.13 Implement the <i>Manjimup Regional AquaCentre Maintenance and Renewal Plan (new)</i> | Maintenance is undertaken in accordance with the schedule and approved budget | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Plan is available for use. New Air Source Heat Pumps installed. Closed for 2 weeks to undertake maintenance. |

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| D6.14 Review the <i>Timber & Heritage Park Master Plan 2012</i> and the <i>Timber & Heritage Park Management & Development Plan 2006-2016</i> to develop a new management and maintenance plan once the current revitalisation project have been completed | New plan is developed | Community Services | Targeted for 2020 | Achievements/Activities – <ul style="list-style-type: none"> To be undertaken once works in Park are complete. |
| D6.15 Construct the Manjimup Recreation Plaza in Manjin Park | Progress against construction milestones | Community Services | Complete | Achievements/Activities – <ul style="list-style-type: none"> Activity completed. |
| D6.16 Redevelop the Manjimup Community Centre egress and entrance | Progress against construction milestones | Community Services | Targeted for 2019 | Achievements/Activities – <ul style="list-style-type: none"> Works have been completed. |
| D6.17 Undertake a Shire building and user needs audit and analysis in Pemberton to maximise usage and sustainability of assets | Audit and analysis is completed | Community Services | Complete | Achievements/Activities – <ul style="list-style-type: none"> Activity completed. |
| D7. Plan for and manage Windy Harbour holiday settlement infrastructure needs. | | | | |
| D7.1 Review and update the <i>Windy Harbour Water Treatment and Drinking Water Quality Management Plan 2007</i> | Plan is reviewed and new version adopted | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Draft Plan with State Health Department for review. Will be finalised following State Health review/feedback. |

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| D7.2 Review and update the <i>Windy Harbour Management Plan 2007-2017</i> , including provision for new land release | Plan is reviewed and new version adopted | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Preliminary review of current recommendation status completed. Implementation of balance of recommendations and preparation of new Management Plan to be completed. |
| D8. Review or amend the Local Planning Scheme to meet the changing needs of community and industry. | | | | |
| D8.1 Review and update the <i>Local Planning Strategy</i> every 5 years | Strategy reviewed every 5 years | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Consultants currently reviewing Strategy. WAPC Guidelines have changed during process. WA <i>Tomorrow</i> figures predict negative growth. Further review of Strategy required. |
| D8.2 Review and update the <i>Local Planning Scheme</i> every 5 years | Scheme reviewed every 5 years | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Review partially completed in house. Finalise review in 2019/2020. |
| D9. Develop town centres to showcase their unique characters and encourage vibrant, mixed-use commercial and public spaces. | | | | |
| D9.1 Undertake town centre revitalisations and main street upgrades in towns and communities | Initiatives undertaken | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Stage 1 of Northcliffe completed. Stage 2 under design. Manjimup to be completed by December 2019 in line with Town Centre Revitalisation program. |

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| D9.2 Facilitate local involvement in Townscape Committees to determine priorities and endorse revitalisation plans | Community engagement | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Director of Works/Manager of Parks Operations attend meetings as required. |
| D10. Regulate tourism-based and commercial roadside signage to ensure it is appropriate, well-maintained and does not negatively impact on landscape visual amenity. | | | | |
| D10.1 Implement a roadside signage audit schedule across the Shire for the purposes of checking compliance and quality | Signage audit schedule is determined and implemented | Development and Regulation Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Further audit of Manjimup required. Balance of other townsites remain. Resourcing to complete audit an issue. |
| D11. Provide for public parks and playgrounds that are accessible and attractive with well-maintained amenities and equipment. | | | | |
| D11.1 Complete the Anunaka Park redevelopment | Progress reports | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered when funds and opportunity exists. |
| D11.2 Develop a <i>10-year Playground Renewal Plan (new)</i> | Plan is developed and incorporated into the <i>10-year Forward Capital Works Program 2016-2026</i> | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Completed. |
| D11.3 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to playgrounds | Program is implemented within approved budget | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered when funds and opportunity exists. |

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| D11.4 Maintain public parks and gardens in accordance with the Council adopted <i>Standard of Maintenance for Parks Assets within the Shire Policy (10.2.2)</i> and approved budget | Maintenance meets Council's approved level of service | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered when funds and opportunity exists. |
| D12. Maintain public gardens and road side tree plantings with attractive, cost efficient, low maintenance and appropriate species for the location. | | | | |
| D12.1 Undertake road-side tree planting and replacement in accordance with the Council adopted <i>Street Tree Planting and Replacement (Town Based) Policies</i> | Policy implemented | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Completed and ongoing into future years. |
| D13. Assist communities to build and maintain sport and recreation facilities whilst encouraging co-locations, collaborations and resource sharing wherever possible. | | | | |
| D13.1 Implement strategies contained in the four town <i>Recreation Facility Master Plans</i> | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Concepts for tennis progressed. Some funding captured for Northcliffe –playground. |
| D13.2 Implement strategies contained in the <i>Sports & Recreation Strategic Plan 2014-2024</i> in regards to infrastructure | Initiatives undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activities linked to plan ongoing. Regular meetings with local groups continuing. |

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| D14. Support the development of a state-level sporting facility in the township of Manjimup. | | | | |
| D14.1 Lobby and advocate in accordance with identified opportunities and feasibility | Lobbying activities undertaken | Community Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Trail Bike Plan. Mountain Bike Hub. Manjimup Motocross supported. |
| D15. Maintain a Municipal Heritage Inventory and include controls to protect places of significance. | | | | |
| D15.1 Review and update the <i>Municipal Heritage Inventory 2008</i> | Plan is reviewed and new version adopted | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Review commenced, to be completed in house. Completion expected during 2019/20 financial year. |
| D16. Undertake long-term regional transport infrastructure planning, giving consideration to future road, rail and air transport needs and user safety. | | | | |
| D16.1 Work with relevant state departments to upgrade and provide safe, sustainable road infrastructure that assists the movement of industry, agricultural products and tourism | State and federal funding secured annually / percentage of approved budget expenditure | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Participate in Regional Road Group and other initiatives as opportunity arises to secure funding. |

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| D16.2 Advocate for ongoing upgrades to the South Western Highway to accommodate future traffic volumes | Confirmed schedule of works to be delivered by Main Roads WA | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Roundabout and new entry to Manjimup townsite completed. Works on South Western Highway between Pemberton Crossroads and Walpole continuing. |
| D16.3 Review the <i>Manjimup Airfield Development Plan 2014-2019</i> | Plan is reviewed and new version adopted | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Programmed for FY 2019/20 |
| D16.4 Implement strategies contained in the <i>Manjimup Airfield Development Plan</i> | Initiatives undertaken | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Approved upgrades to runway completed in mid-2018. |
| D17. Provide adequate and safe parking facilities in town sites and enforce compliance with ACROD regulations and local laws. | | | | |
| D17.1 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to roads and parking planning | Customer satisfaction surveys / design standards compliance audit every 5 years | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Ongoing. Road Infrastructure Committee created by Council to highlight priorities. |
| D17.2 Enforce compliance disability parking regulations | Number of complaints, warnings and infringements | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Education/enforcement by Rangers as required. Future challenge: Updated signage to comply with legislation. |

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| D17.3 Review Shire parking local laws | New local laws developed and implemented | Development and Regulation | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Complete. |
| D18. Enhance the footpath and bike path networks to enable intra-town mobility and safety of all ages and abilities. | | | | |
| D18.1 Implement the <i>10-year Forward Capital Works Program 2016-2026</i> in relation to footpaths (informed by <i>Local Bicycle Plan including Footpath Plan 2017 - 2027</i> and other influencing factors) | Program is implemented within approved budget | Works and Services | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Numerous paths upgraded as components of the Town Centre Revitalisation Program and in conjunction with WABN and the Local Bicycle and Footpath Plan 2017-2027. |

5. Our Local Government

| Community Goals | |
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| 5.9 | All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy. |
| 5.10 | The Shire's long-term planning and activities deliver on the community's goals and aspirations. |
| 5.11 | Our elected members represent the best interests of the community. |
| 5.12 | Community participation in decision making is maximised. |
| 5.13 | The Shire communicates effectively with all its communities. |
| 5.14 | The Shire is a resilient and financially stable organisation that uses public funds responsibly. |
| 5.15 | Asset management plans are developed and implemented to maintain community assets at the appropriate standard. |
| 5.16 | The Shire continuously improves organisational performance and service delivery. |

| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
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| E1. Develop an organisational culture that upholds the values of professionalism, proactivity, reliability, integrity and courtesy in all its dealings. | | | | |
| E1.1 Pursue awards and other formal recognition of achievement from external agencies | Formal accolades received | All Directorates | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered when opportunity exists. New round of awards possible for various categories of Stage 2 TCR works. |
| E1.2 Provide staff awards on the basis of demonstration of organisational Values | Formal accolades given | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activity done annually. |

| Action | KPI | Responsible Directorate | Status | 2018/19 Initiated, Achieved and/or continued in next year |
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| E1.3 Work with the Staff Consultative Committee to develop a Customer Service Charter | Whole-organisation Customer Service Charter developed and adopted | Office of CEO | Not Active | Achievements/Activities – <ul style="list-style-type: none"> Committee to be potentially disbanded. Customer Service Charters for LG's under consideration State-wide. Awaiting outcome of LG Act review. |
| E1.4 Ensure the Shire's Mission, Values and Code of Conduct provide specific guidance for organisational culture | Shire's Mission, Values and Code of Conduct are current and staff are involved in reviews | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Code of Conduct reviewed bi-annually. |
| E1.5 Conduct regular Leadership Group meetings with a focus on organisation culture | One Leadership Forum annually / six breakfast meetings per annum | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Occurs on quarterly basis. |
| E1.6 Conduct regular all-staff meetings with a focus on developing a shared Vision, Mission and Values | All-staff meetings held biannually | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Meetings undertaken annually, and more regularly within Directorates. |
| E1.7 Maintain regular internal communications to recognise staff contributions to our shared Mission and <i>Corporate Business Plan</i> | 12 'Staff Snapshots' are produced annually | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Activity occurring through regular print and electronic communications. |

| E2. Integrate the Shire's activities with the community's goals and vision whilst managing the long-term financial viability of the organisation. | | | | |
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| E2.1 Pursue 'advanced' standards in regards to the Local Government Integrated Planning and Reporting Framework | Outcomes of an internal standards assessment every 2 years | Office of CEO/Business | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Last major review was completed considering the requirements and advancing the standards of Shire documents. Further works to be undertaken on Asset Management Plans to assist informing the Long term Financial Plan. Consultant progressing review. |
| E2.2 Review the <i>Strategic Community Plan</i> in accordance with Local Government Regulations and community's goals and vision | Major review every 4 years / desktop review every 2 years | Office of CEO/Business | To be completed in 2019 | Achievements/Activities – <ul style="list-style-type: none"> Minor review undertaken in June 2019. |
| E2.3 Update the <i>Corporate Business Plan</i> annually to ensure it integrates with the <i>Strategic Community Plan</i> | Plan is updated annually to project the Shire's 4-year resource commitments to support the <i>Strategic Community Plan</i> | Office of CEO/Business | To be completed in 2019 | Achievements/Activities – <ul style="list-style-type: none"> Minor review undertaken in June 2019 |
| E2.4 Maintain a current <i>Workforce Plan</i> | Plan is reviewed annually and updated in light of any significant change | Office of CEO | To be completed in 2020 | Achievements/Activities – <ul style="list-style-type: none"> Plan under review by Manager HR. |
| E2.5 Maintain a current <i>Asset Management Strategy</i> | Plan is reviewed annually and updated in light of any significant change | Business | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> As stated in 2.2, will form part of this review process. |

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| E2.6 Update the <i>Long Term Financial Plan</i> annually | Plan is updated annually to project Shire's 10-year financial commitments | Business | To be completed in 2019 | Achievements/Activities – <ul style="list-style-type: none"> Planning in place, review to run parallel with Strategic Community Plan and Corporate Business |
| E2.7 Review and update the <i>Plant Purchase and Replacement Schedule 2006</i> | Schedule is updated and costed | Works and Services | Complete | Achievements/Activities – <ul style="list-style-type: none"> Completed and approved by Committee December 2017. |
| E3. Actively participate in regional, state and national alliances to return benefit to the community. | | | | |
| E3.1 Actively participate in the Warren Blackwood Alliance of Councils | Alliance meetings attended / regional initiatives undertaken | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Significant work undertaken. Continued development of LTO. Warren Blackwood Stock Route complete. Shire of Donnybrook-Balingup have joined the Alliance. |
| E3.2 Actively participate in the South West Zone of the Western Australian Local Government Association | Zone meetings attended / regional initiatives undertaken | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Meetings attended by CEO and Shire President. |
| E4. Develop policy established from well-researched and evidence-based data. | | | | |
| E4.1 Council and Management Policies are kept current at all times | Number of expired policies reported at the time the Annual Report is formulated | Office of the CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Policy Framework complete. Reviews of Policy ongoing as specified. |

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| E5. Assist and train elected members to provide strong and visionary leadership. | | | | |
| E5.1 Councillors to undertake training in areas relevant to performing duties as an elected member | Number of Councillors attending training / number of statutory breaches determined | Office of CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> • Training of new councillors undertaken as required. |
| E6. Encourage greater community involvement in the Council election process. | | | | |
| E6.1 Introduce postal voting as a mechanism to improve voter turnout in Council elections | In-person and postal-vote turnout rates | Office of the CEO | Complete | Achievements/Activities – <ul style="list-style-type: none"> • Activity complete. |
| E6.2 Deliver a multi-media promotional strategy to encourage community members to nominate for election | Number of contested electoral wards | Office of the CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> • Advertised through print and electronic media. |
| E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making. | | | | |
| E7.1 Implement strategies contained the <i>Communications Plan 2014</i> | Strategies undertaken | Office of CEO | Complete | Achievements/Activities – <ul style="list-style-type: none"> • Activity achieved. |
| E7.2 Review and update the <i>Communications Plan 2014</i> | Plan is reviewed and new version adopted | Office of CEO | Targeted for 2020 | Achievements/Activities – <ul style="list-style-type: none"> • Plan to be reviewed and updated in 2019/20. |

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| E7.3 Undertake community engagement planning as a standard component of project management, where the project is likely to have an impact on any community member(s) | Public participation in decision making / community engagement initiatives undertaken / customer satisfaction surveys | All Directorates | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Undertaken as required. Achieved for major projects. |
| E8. Increase elected member interactions with constituents to better represent the diverse needs and priorities of the different communities within the Shire. | | | | |
| E8.1 Ensure Shire activities are conducted equitably across the region | Shire events, activities and meetings held in each town / community grants distribution across towns | All Directorates | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Council Meetings conducted in all major towns. Australia Day celebrations and Youth Week rotated across major towns. |
| E8.2 Facilitate constituent meetings with elected members and CEO to discuss progress against the <i>Strategic Community Plan</i> and <i>Corporate Business Plan</i> | Number of meetings facilitated | Office of the CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Minor review completed in June 2019. Standing item in Council Briefing Sessions. Annual Electors Meeting held in accordance with statutory requirements. |
| E9. Identify and mitigate organisational risks. | | | | |
| E9.1 Maintain an organisation-wide <i>Risk Management Framework and Risk Register</i> to mitigate risks in all aspects of business | <i>Risk Management Plan</i> is current | Business | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> In progress. 8 themes have been reviewed. Final 8 themes under review. |

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| E9.2 Manage workplace occupational safety and health (OSH) risks to employees, volunteers, visitors and contractors | Performance against OSH Lead Indicators / initiatives undertaken | Office of the CEO | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Risk Management process under review. Contractor Management Policy being developed. |
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E10. Identify poor performing services areas, and the needs and aspirations of the community, and set targets for improving community satisfaction.

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| E10.1 Customer satisfaction surveys are regularly undertaken and used to inform the <i>Strategic Community Plan</i> as well as priorities for quality improvement | Customer satisfaction survey report and recommendations every 4 years | Business | Targeted for 2019 | Achievements/Activities – <ul style="list-style-type: none"> Not due this financial year. Due FY 20/21/ |
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E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.

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| E11.1 Seek opportunities to better use technologies to deliver or improve services and communications | New initiatives undertaken | All Directorates (budget sits with Office of the CEO) | Ongoing | Achievements/Activities – <ul style="list-style-type: none"> Considered when funds and opportunity exist. New core operating systems being refined. Antenno has allowed for a direct portal between residents and staff when reporting issues in the Shire. CCTV in Heritage Park and CBD. |
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Report under the Disability Services Act 1993 – Performance Outcomes

The Access and Inclusion Advisory Committee is an advisory committee of Council. It usually meets four times per year.

The Shire of Manjimup Access and Inclusion Plan 2018-2023 guides Council in ensuring its provision of services is accessible to all members of the community. Progress on achieving the Plan's outcomes is reported on annually.

During the 2018/19 financial year, the Shire of Manjimup:

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| Constructed a new roundabout on South West Highway, including pram ramps in Manjimup |
| Designed a new path network in Allambie Park, Manjimup |
| Secured funding for new footpaths along Swimming Pool Rd, Pemberton and Latham Ave in Walpole |
| Planned for a new car park at Walpole Family Centre |
| Remarketed existing ACROD bays in Manjimup (incl. CBD and Manjimup Indoor Stadium) |
| New entrance doors were installed at the Manjimup Family Centre entrance that provides access to the Manjimup Public Library and Art Gallery. |
| Installed benches along the shared bicycle and footpath Deanmill Heritage Trail, to increase accessibility for seniors, prams, etc. |
| Built an inclusive playground at Northcliffe Recreation Grounds |
| Constructed accessible toilets at camp sites on Warren Blackwood Stock Route |
| Construction of Manjimup Wellness and Respite Community Centre completed (multi-purpose facility encompassing Manjimup Home and Community Care offices, day centre, consulting rooms, respite, dementia care, therapy, meeting rooms and conference facilities) |
| Installed accessible picnic tables in Linear Park abutting Manjin Recreation Plaza |
| Commenced installation of sealed pathway in Linear Park, between Ipsen and Ralston Streets together with East/West connections |
| Completed sealed path within Linear Park from Manjimup Heritage Park to Seven Day Road |
| Progressed redevelopment of Brockman Street, with footpath designs to ensure a continuous path of egress, with upgrading/replacement of associated pram ramps to accessible compliant ramps with tactiles |
| Completed new build / restoration of Community Volunteer Hub to disability access standards including new Universal Access Toilet. |
| Established accessible barbeque area with shelter and accessible barbeque installed in Manjimup Heritage Park |
| Commenced main access path formation and seal at Manjimup Heritage Park |
| Refurbishment of State Timber Museum including retrofitting existing building to meet access standards (incl. new Universal Accessible Toilet) and new design based on dementia friendly principles |
| Commenced construction of South West Energy Experience to full access standards |
| Completed new car parking for Manjimup Heritage Park including 5 disability parking bays with set down areas and coach drop off |
| Constructed five kerb ramps at the intersection of Giblett and Pritchard Streets |
| Constructed 50 metres of new footpath at the intersection of Giblett and Pritchard Streets |
| Installed ACROD parking bay on Hospital Avenue, Pemberton |
| Held all community consultation sessions of Shire in accessible buildings |
| Continued employment of the Property Care Team |
| Allowed staff to request adaptive equipment when required |
| Held events such as Citizen of the Year Ceremony (Australia Day), Av'a G'Day in Walpole (Australia Day) events which were accessible, inclusive and free |
| Held the annual Messy Play Day for Early Years (target audience 0-5 and carers) |
| Organised Youth Festival day: free, accessible and inclusive event for young people and their families, held in Manjimup. Free public transport included. |
| Staged an exhibition of works by two very talented local artists. Both Artists have Autism and are non-verbal but use their art as a form of expression. |

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| Thanks to funding from the <i>Good Things Foundation</i> , the Manjimup Library arranged a series of training courses for 19 Seniors on accessing and navigating the Internet. |
| Thanks to funding from the <i>Good Things Foundation</i> , the Manjimup Library conducted a workshop during <i>Get Online Week</i> to teach senior borrowers how to access e-resources. |
| Relocated the Northcliffe Library into the Northcliffe Visitor Centre space increasing access to the library collection from 15 to 49 hours per week |
| Refreshed the layout of the Manjimup Library to facilitate easier access to all resource areas particularly for borrowers with mobility issues |
| Community bus available at discounted rates for seniors, youth and people with disabilities |
| Provided support for elderly and disabled to stay independent at home |
| Provided support for elderly and disabled to access Shire of Manjimup events and activities |
| Expanded HACC services to include WA NDIS services |
| Provided support for elderly and disabled to recognise their individual talents and/ or interests thereby increasing independence and less dependence on services |
| Expanded support categories under NDIS |
| Updated the event application pack to include questioning to event organisers on how they have made their events accessible and inclusive |
| Offers a range of resources in alternative formats for borrowers with access and inclusion needs. These include large print items, a growing range of audiobooks, DVDs and access to e-resources. |
| Developed an accessible printed information brochure for staff use |
| Altered the font and style of the event application pack to an easier and more accessible format |
| Worked towards ensuring flyers and invitations for promotion of events have been tailored to be more accessible in font and format |
| Provided one-on-one support to borrowers at all Shire public libraries |
| Completed a review of the Shire of Manjimup Access and Inclusion Strategic Plan |
| Provided ongoing disability awareness training for Aged and Disability staff |
| Reviewed promotional materials, to amend wording to be more inclusive |
| Rolled out disability awareness training for the whole organisation |
| Rolled out EEO Workplace Behaviours training for the whole organisation |
| Provided training opportunities to the Supervisor of Property Care Team |