

The logo for the Shire of Dardanup features a stylized, flowing line in shades of green and blue, resembling a landscape or a wave.

Shire of Dardanup

APPENDICES

(Part 2)

ORDINARY MEETING

To Be Held

Wednesday, 5 June 2019
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

Bunsen's Burgers

Business Profile

Bunsen's Burgers is a family owned small business based in Roelands (Harvey Shire). The products provided are burgers, soft drinks, juice drinks and bottled water. The burgers we make are a high-quality gourmet style using high quality beef and lamb patties. The menu we have provided is our current menu. (see menu attached)

Benefit to the Community

By operating at the Eaton Foreshore location, Bunsen's Burgers will provide the local community with a good quality meal option conveniently located at a recreational area. This would further enhance the public people' experience while using the newly improved park and boat ramp area, making it easier for the families to use the area without having to plan around meal times. We would be planning to operate around these times provided below (weekends will vary due to participating in events such as shows, markets etc)

Wednesday 11:00am - 2:00pm

Thursday 11:00am - 2:00pm

Friday 11:00am - 2:00pm

Saturday 10:00am - 4:00pm

Sunday 10:00am - 2:00pm

Experience of the Trader

Lana was most recently employed as a cook in a local convenience type kitchen, cooking burgers and other products and serving customers. She has had several other roles in the past in restaurant's and convenience kitchens.

Bunsen's Burgers have been operating in Kingston at the Amphitheatre and the Eaton Foreshore for almost Two years. We also have been doing events around Bunbury and the surrounding areas.

Operation and Equipment

The food service van is a 6"x4" trailer set up for food service and cooking and with a 3m x 3m annex set up at the rear for extra space. The cooking is done on a gas hotplate only so there is no generator or 240v power source required. It does not produce any waste water or waste oil and we do not use any Styrofoam or non-biodegradable packaging. The space required is and 6m x 3m, or approx. 11m x 3m with car attached. The service window is on the left-hand side. It is usually operated by one person however this can increase to two people during busy trade periods.

Safety and Risk Management

There are two 8.5kg LPG bottles on the van (properly mounted). This and cooking oils presents the requirement to be prepared in the unlikely case of a fire. To ensure we are prepared we have a powder fire extinguisher and fire blanket readily accessible. If a fire was unable to be controlled (unlikely), the exit is easily accessible and the gas bottles can easily and quickly be turned off and removed from the van, which we have practised. Also, the gas bottles are equipped with safety valves which automatically shut off the flow of the gas in the case of a leak.

As the van does not use any 240v power there is no risk of shock and no requirement for electrical inspection or certification.

The well-known risk associated with cooking and serving food to the public are managed by good hygiene and food handling practices. We use patties that are supplied as partially cooked frozen. We keep them frozen until used and they are cooked from frozen. When onsite we use a 12v freezer and iceboxes to keep the meat and other goods chilled/frozen and we monitor temps with an infrared thermometer (temp gun). The iceboxes are kept cold using -18degree icepacks, so there is no melting ice wetting products, or waste water.

In the unlikely event of causing illness or injury to a member of the public, we have a public liability insurance policy for \$20,000,000. (see policy attached)

Appropriateness of the business at the Eaton Foreshore

As stated in section "A" Business Profile, we believe that having a food van operating at Eaton Foreshore would be appropriate and beneficial to the public using the area. It would mean that people/families could spend longer using the area as they would have the option of eating at the park without having to prepare meals before or go home for the meal. We believe that having different types of these business would complement each other (as we only provide Burgers) so a bit of a variety would further improve the convenience for the public to stay longer.

Bunsen's Burgers Menu

Beef Burger \$10.00

150g Angus Beef Pattie

BBQ onion

Tomato, Lettuce, Baby Greens

Your choice of sauce

Beef Burgers Lot \$13.00

150g Angus Beef Pattie

BBQ onion

Bacon, Egg, Cheese

Tomato, Lettuce, Baby Greens

Your choice of sauce

Lamb Burger \$10.00

120g Lamb Pattie

BBQ onion

Tomato, Lettuce, Baby Greens

Your choice of sauce

Lamb Burger Lot \$13.00

120g Lamb Pattie

BBQ onion

Bacon, Egg, Cheese

Tomato, Lettuce, Baby Greens

Your choice of sauce

Chicken Burger \$10.00

Char Grilled Pattie

BBQ onion

Tomato, Lettuce, Baby Greens

Your choice of sauce

Chicken Burger Lot \$13.00

Char Grilled Pattie

BBQ onion

Bacon, Egg, Cheese

Tomato, Lettuce, Baby Greens

Your choice of sauce

Steak Burger \$12.00

Scotch Fillet Steak

BBQ onion

Tomato, Lettuce, Baby Greens

Your choice of sauce

Steak Burger Lot \$15.00

Scotch Fillet Steak

BBQ onion

Bacon, Egg, Cheese

Tomato, Lettuce, Baby Greens

Your choice of sauce

Junior Burger \$5.00

40g Angus Beef Pattie

Cheese

Sauce of your choice

Salad \$1.00 Extra

Bacon & Egg Burger \$8.00

2 Full rashers of Bacon

Egg

Your choice of sauce

Salad \$1.00 Extra

B.L.T. \$8.00

Bacon, Lettuce, Tomato

Sauce of your choice

Breakfast Burger \$9.00

Bacon

Egg

Hash brown

Sauce of your choice

Salad \$1.00 Extra

Sauce

Barbecue, Tomato, Burger, Garlic, Aioli, Sweet Chilli,
Peri Peri, Satay, Hot Chilli, Mayonnaise, Mustard

Extras

Bacon - \$1.50

Egg - \$1.00

Cheese – 50c

Cold Cans \$2.50

Coke

Coke no sugar

Lemonade

Solo

Sunkist

Kola Beer

Ginger Beer

Water \$2.50

All drinks are \$2.00 with every burger



Food Act 2008

Section 110(6)

CERTIFICATE OF REGISTRATION OF A FOOD BUSINESS

This is to certify that the following business

BUNSEN'S BURGERS

Operated by LANA WEST & DONAL LEGGE

Is registered as a

MEDIUM RISK FOOD PREMISES

In respect of the following premises:

13596 SOUTH WESTERN HIGHWAY, ROELANDS
VEHICLE REGISTRATION: 1TFG083

This registration is subject to compliance with the following conditions:
Business Owner Shall -

- (i) Full compliance with the requirements of the Food Act 2008, Food Regulations 2009
- (ii) Full compliance with the Food Safety Standards 3.1.1, 3.2.2 and 3.2.3 of Chapter 3 of the ANZFA Food Standards Code.

Dated this 21st September 2017



PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

A004688



Neil Nicholson

From: Manish Gupta <foodtruckmanana@gmail.com>
Sent: Monday, 29 April 2019 4:54 PM
To: Jasmine Sillifant
Subject: Re: EOI Mobile food trader Eaton foreshore
Attachments: Shire of Dardanup Application Form Food Vendor Eaton Foreshore.pdf; Vero SME Certificate of Currency SPX021686112.pdf; 2018 09 11 - Registration Certificate - Hogs Express and Funky Express.pdf; Anuj_Agarwal_acknowledgement_form_99ca2.pdf

Hi Jasmine,

Please find attached the Application Form and the other items required, we are very excited for this opportunity.

Look forward to hearing from you,

Kind regards,

Sheldon





From: Manish Gupta <foodtruckmanana@gmail.com>
Sent: Friday, 26 April 2019 2:29 PM
To: Records <records@dardanup.wa.gov.au>
Subject: EOI Mobile food trader Eaton foreshore

Hi there ,

I wanted to send in an EOI if there are any opportunities to register our food truck for the spot advertised on the website .

A bit about us:

We are same company who owns Hogs Breath cafe Eaton and have come up with a new Mexican food truck concept called the Funky Mexican Cantina Express . we have done a few small and big events in Bunbury and Eaton and found out truck being a hit in the surrounding as there is not a single Mexican restaurant around Eaton and Bunbury ,so we think our truck would be a hit .

A little about our food .

We do authentic Mexican food with authentic flavours . Being a Mexican food truck all our ingredients is prepared fresh on a daily basis in a proper commercial environment.

we have Gluten free options / vegan options/ vegetarian options we can cater to all needs, our prices starts fro\$5 to \$15 nothing more that so it is affordable to everyone .

Some of our popular dishes are (our healthy Aztec bowls (naked burritos), Tacos, Slow cooked pulled meat burgers, Burritos , jalapeno poppers , loaded fries , Mexican Guacamole and Haloumi burger etc)

As having a food business in Eaton with the same shire we are aware of the health requirements .we would love to be part and serve our Mexican flavours to the people of Eaton and surrounds.Our truck is currently registered with the city Mandurah but we are more than happy to register with the shire of Dardanup if given the opportunity.



INSURER: Insurance Australia Limited
ABN 11 000 016 722
AFSL 227681
Trading as CGU Insurance
181 WILLIAM ST,
MELBOURNE VIC 3000

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Details

Policy Number: 15T0234045
Type of Policy: Business Insurance
Expiry Date: 30 September 2019
Insured: Donald Legge T/AS Bunsen Burgers

Cover Details

Section 5 - Liability	Sum Insured
Public Liability	\$ 20,000,000
Products Liability	\$ 20,000,000

This is to certify cover has been granted in terms of the Company's Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.

Part 3 COMPLETE AND RETURN THIS PART

3. Application & Qualitative Criteria

3.1. Response Form

THE CHIEF EXECUTIVE OFFICER
SHIRE OF DARDANUP
PO BOX 7016
1 COUNCIL DRIVE
EATON WA 6232.

I/We

Name: [BLOCK LETTERS]: Manana Pty Ltd, Hog's & Funky's Express
Address: Unit 3/4, 51 Pinjarra Rd, Mandurah
ABN/GST Status: 35168766701 GST ACN (if any): 168766701
Telephone No: 0431225712 Facsimile No:
Email: FOODTRUCKMANANA@gmail.com

In response to: CALL FOR APPLICANTS - MOBILE TRADERS ON EATON FORESHORE RESERVE - 2019-2020.

Dated this 29th day of April 2019.

Table with 2 columns: Field Name and Value. Fields include Signature of Applicant, Name of Applicant (SHELDON LOADER), Position (Operations Manager), Telephone (08 9587 0018), Postal Address (PO Box 612, Mandurah 6210), and Email Address (FOODTRUCKMANANA@gmail.com).

Part 3 **COMPLETE AND RETURN THIS PART**

3.2. Qualitative Criteria

To allow the Shire to properly assess your application, please address all the qualitative criteria below.

There is a space for responses. However, if you wish to provide your responses in a separate document, or if you need to attach documents to support your application, please do so.

<p>A) Benefit To The Community (Business Profile)</p> <p>Describe the community benefits of your trading activities and address the following information in an attachment and label it "Benefit To The Community":</p> <p>(a) Outline of the business profile and operations (what is being offered/sold?).</p> <p>(b) Rates/prices and proposed days/times of operation are to be provided.</p> <p>(c) Details of all activities/products that will be available to the public.</p>	<p>"Business Profile"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
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Response:

As a Food Truck that offers American & Mexican Cuisine we benefit the Community by offering an extensive, fresh & tasty menu, offering items that are not always available in the Dardanup area.

Having a full team we are able to have our Food Truck available for extended periods of time, & the availability ~~can~~ extends to potential seven day weeks.

Our prices are always considered 'value for money', with our prices ranging from \$8 → \$15 for main meals.

We have a great Selection of gourmet Burgers, Ribs, C/Wings, Burritos, Nachos, Ficos, Aztec Bowls, Fish & Chips, Kid's Meals, Loaded fries, etc.

Part 3 COMPLETE AND RETURN THIS PART

<p>B) Experience Of The Trader</p> <p>Describe your experience in providing/selling similar trading activities. Respondents must, as a minimum, address the following information in an attachment and label it "Relevant Experience":</p> <ul style="list-style-type: none"> (a) Provide details of trading history including other Local Government areas where trade has been conducted; (b) Provide scope of the Respondent's history of involvement in the proposed trading activity ; and (c) Demonstrate competency and proven track record of trading activity. 	<p>"Relevant Experience"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
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Response:

The Director of Manana Pty Ltd, already has a Successful Restaurant in the Shire of Dardanup; Hog's Breath Cafe Eaton.

Our Food Truck has done some huge events; Mandurah Crabfest, Kids Big Carnival, Donnybrook Apple festival, Coogee Live, Avocado Festival, Araluen's Chilli festival etc.

We currently operate 3x Restaurants & a food Truck & have a dedicated team trained for the Food Truck.

With our Executive Chef, developing specific Street food menus, & top field Hospitality staff we are ~~very~~ extremely competent & have a strong track record of trading activity.

Part 3 **COMPLETE AND RETURN THIS PART**

<p>C) Appearance and Quality of the Operation and Equipment</p> <p>Respondents should provide (as a minimum) information relating to proposed trading activity including:</p> <ul style="list-style-type: none">(a) Details of equipment/vehicles to be used (photos are desirable);(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.);(c) Details of the number of employee(s);(d) Space required to conduct trading activities (a scaled layout plan is desirable). <p>Supply details as an attachment and label it "Operation and Equipment".</p>	<p>"Operation and Equipment"</p>	<p>Tick if attached <input checked="" type="checkbox"/></p>
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Response:

Please find Photos & floor plan attached.

We will have two Staff running the Food Truck normally, one handling cash & the other preparing the food.

Part 3 COMPLETE AND RETURN THIS PART

<p>D) Safety and Risk Management Measures Implemented by the Trader</p> <p>Respondents should identify risks associated with the proposed activities and detail the process/processes they intend to mitigate those risks to ensure the safety of employees, customers and other users of the Foreshore. Areas that you may wish to cover include:</p> <ul style="list-style-type: none">(a) A demonstrated understanding of the trading activity and the associated risks;(b) An understanding of the potential risks from operating at the subject location;(c) A Strategy or Management Plan to address any potential risks;(d) Evidence that the risk management measures can be implemented;(e) Any contingency measures or back up of resources including personnel (where applicable); <p>Supply details and provide an outline of your proposed safety management in an attachment labelled "Safety and Risk Management".</p>	<p>"Safety and Risk Management"</p>	<p>Tick if attached <input type="checkbox"/></p>
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Response:

⇒ We have our Staff Member handling food equipped with an 'I'm Alert' Food Certificate.

⇒ All our equipment is tested & tagged, as well as Fire Safety approved.

⇒ We have Temp Checklists, & food handling Sheets, to ensure all of our food is safe to serve.

All the appropriate W, H & S forms are updated for the Food Truck to ensure high standards of Safety & Risk Management.

Part 3 **COMPLETE AND RETURN THIS PART**

<p>E) Appropriateness of the Activity/Business</p> <p>Respondents should provide a description of how the proposed trading activity meets the following:</p> <ul style="list-style-type: none">(a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities;(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore;(c) How the activity will co-exist with active and passive users of the Eaton Foreshore. <p>Supply details as an attachment and label it "Appropriateness of the Activity/Business".</p>	<p>"Appropriateness of the Activity/Business"</p>	<p>Tick if attached <input type="checkbox"/></p>
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Response:

Being a food truck servicing the Eaton Foreshore would be a desirable commodity for the active & passive users of the foreshore. With the cuisine we are offering being a popular choice for most pallets, this makes our truck servicing the foreshore very appropriate and would definitely be a popular choice to the users of the location.

Certificate of Currency



Steadfast Business Insurance

Policy number: SPX021686112



Steadfast Business Insurance

Policy number: SPX021686112

Policy:	Steadfast Business Insurance
Intermediary:	Bjs Insurance Brokers Wa Pty Ltd
Period of Insurance:	Effective from 17 October 2018 to 4:00pm on 30 June 2019
Insured:	Manana Pty Ltd
Business Description:	Mobile food van operation

Public and Products Liability

	Limit of Liability
Public Liability	\$20,000,000
Products Liability (any one Period of Insurance)	\$20,000,000
Property in Your Custody or Control	\$250,000

This Certificate certifies that as at the date of issue the stated policy is current for the period of insurance noted above. The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason. Full details of the insurance provided (including excesses and sub-limits) are set out in the Policy Schedule and Product Disclosure Statement (PDS) and any Supplementary PDS.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage provided by the policy.

Issue Date: 17 October 2018

Food Act 2008

Section 110(6)

*Certificate of Registration
of a Food Business*

This is to certify that the following business

Hogs Express/Funky Express

operated by

Manana P/L and Funky Mexican Cantina Mandurah P/L

is registered under the Food Act 2008

in respect of the following premises:

3&4, 51 Mandurah Terrace, Mandurah
2015 V80 Cab

Dated this 11 September 2018



Principal Environmental Health Officer

This premises has been classified as **MEDIUM**, in accordance with the Department of Health Guidance to the Classification of Food Business.



Section	Section Viewed	Assessment Completed
Overview	●	NA
Foodborne Illness	●	NA
Potentially Hazardous Food	●	●
Contamination Of Food	●	NA
Temperature Control	●	●
Food Handling Skills And Knowledge	●	NA
Food Receipt	●	●
Food Storage	●	●
Food Processing	●	●
Food Display	●	●
Food Packaging	●	●
Food Transportation	●	●
Food Disposal	●	●
Food Recall	●	NA
Health Of Persons Who Handle Food	●	●
Hygiene Of Food Handlers	●	●
General Duties Of Food Businesses	●	●
Cleanliness	●	●
Cleaning And Sanitising Of Specific Equipment	●	●
Structure, Design And Maintenance	●	●
Temperature Measuring Devices	●	●
Single Use Items	●	●
Animals and Pests	●	●
Management Control Techniques - HACCP, Food Safety Program	●	NA

To Do List: Action Item	Date Completed
Make yourself aware of the location of the designated hand wash basin/s in your work area	
Make yourself aware of the location where the thermometer is stored	

Type of Training (Please Circle): **INDUCTION** or **ONGOING**

I, Anuj Agarwal, hereby certify that I have undergone and understood the training components and assessments indicated above. I agree to abide by these practices and recognise that complying with these procedures will assist in ensuring healthy and safe working conditions.

EMPLOYEE/CONTRACTOR NAME	Anuj Agarwal
EMPLOYEE/CONTRACTOR POSITION	Head/Executive Chef
SUPERVISOR NAME	Manish Gupta
SUPERVISOR POSITION	Franchisee
ORGANISATION/LOCATION	Hogs breath & Funky Mexican

EMPLOYEE/CONTRACTOR SIGNATURE	SUPERVISOR SIGNATURE
19/10/2018	DATE

I'M ALERT

in



FOOD SAFETY

This is to certify that:

Anuj Agarwal

Completed I'M ALERT Food Safety Training on:

19/10/2018



Food Safety is our business!



ENVIRONMENTAL
HEALTH
AUSTRALIA

City of Mandurah

www.mandurah.imalert.com.au





Call for Applications

Mobile Traders on Eaton Foreshore Reserve

Administration Centre – Eaton
1 Council Drive | PO Box 7016
EATON WA 6232
Tel: 9724 0000 | Fax: 9724 0091
records@dardanup.wa.gov.au
www.dardanup.wa.gov.au



CALL FOR APPLICATIONS

MOBILE TRADERS ON EATON FORESHORE RESERVE

1 JULY 2019 to 30 JUNE 2020

ITEM:	Three (3) Mobile Trade Locations – Eaton Foreshore Reserve – Financial Year 2019-2020
Deadline:	Thursday 4pm, 16 May 2019
Address for Delivery:	<p>SHIRE OF DARDANUP EATON ADMINISTRATION CENTRE PO BOX 7016, EATON WA 6232</p> <p>(1 COUNCIL DRIVE, EATON WA 6232)</p> <p>records@dardanup.wa.gov.au</p> <p>FACSIMILE APPLICATIONS WILL NOT BE ACCEPTED</p>

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Part 1

READ AND KEEP THIS PART

1. Item in Brief

The Shire of Dardanup is calling for applicants for three (3) 'mobile traders' locations available at the Eaton Foreshore Reserve from 1 July 2019 to 30 June 2020.

The trade locations are within the Foreshore Reserve carpark, in close proximity to the new playground and boat ramp facilities. The Reserve is one of the Shire's premier public facilities, located on the banks of the Collie River, at the intersection of Old Coast Road and Pratt Road in Eaton.

To apply, please complete 'Section 3.0 Application and Qualitative Criteria' component of this document, and submit it to the Shire by **4pm, 16 May 2019**. All applications will be formally submitted to the Shire of Dardanup Council. Those that are successful will be notified in writing, and requested to submit an Application for a Trader's Permit (fees apply).

Note: 'Mobile traders' are those that "sell goods and/or services in a public place whose vehicle can be completely removed from site at the end of each day". Examples of 'mobiles traders' include but are not limited to food and drink vans, and recreation equipment hire.

1.1. Qualitative Criteria

In determining the most suitable applicants, the Council will assess each submission against the criteria below.

It is essential that your application addresses each of the following qualitative criteria:

Qualitative Criteria	
a)	Benefit to the Community
b)	Experience of the Trader
c)	Appearance and Quality of the Operation And Equipment
d)	Safety and Risk Management Measures Implemented By The Trader
e)	The appropriateness of the activity/business having regard to pedestrian, patron and vehicular safety within the area.
f)	The appropriateness of the activity/ business having regard to the purpose for which the land is reserved, used or zoned;
g)	The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners;
h)	The availability of ablution facilities if required for the trading activity; and
i)	The extent to which previous trading permits have been utilised, if applicable.

Part 1**READ AND KEEP THIS PART****1.2. Lodgement of Application**

The 'Application and Qualitative Criteria' must be lodged by the Deadline:

Thursday 4pm, 16 May 2019

The Application can be lodged:

- (a) Directly at the Shire of Dardanup offices:

Eaton Administration Centre
1 Council Drive
EATON WA 6232

Dardanup Office
3 Little Street
DARDANUP WA 6232

- (b) By mail:

Chief Executive Officer
Shire of Dardanup – Administration Centre Eaton
PO Box 7016
EATON WA 6232

- (c) By email: records@dardanup.wa.gov.au
Please title the email: "Eaton Foreshore Mobile Traders Application".

1.3. Laws and Policy

The Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Local Law 2007' provides the statutory means under which a trading permit can be issued. This document can be accessed on the Shire's website or upon request.

Council Policy CP033 – *Traders on Shire Reserves* guides the assessment of mobile trader applications and the issuing of trading permits and any conditions that may be relevant.

Part 2**READ AND KEEP THIS PART****2. Background**

Following the redevelopment of the Eaton Foreshore Reserve in 2017, the Shire of Dardanup developed *Policy CP033 – Traders on Shire Reserves and Road Verges* for establishment of mobile trade activities on the Reserve, and the administration of these activities.

In accordance with CP033, the Shire seeks expression of interest each financial year from mobile traders, with successful applicants be granted a permit to operate from 1 July to 30 June the following year. All positions will be vacated and re-considered on an annual basis.

2.1. Specifications

The Shire is seeking high quality and committed Mobile Traders that will provide benefits to the local community, and assist in activating the Eaton Foreshore Reserve. A total of three (3) mobile trader positions are available annually.

Mobile Traders can consist of any commercial business that has the ability to be completely removed from the Foreshore at the end of each day and may include (but are not limited to) food vans/trucks, drink vans or recreational activities/equipment for hire.

The Shire reserves the right to restrict trading at times of and development / maintenance works on the Foreshore, or Shire-approved events within the Foreshore Reserve.

Trade areas will be allocated within the vehicle parking bays of the Eaton Foreshore carpark. With the exact location being dependant on the size and nature of the mobile food vehicle, and mobile trade activity.

A successful applicant may, at any time, have the permit revoked for the following reasons:

- The nature of the trade is different to that approved;
- Vehicles and/or equipment are not as described;
- Conditions of approval are not being adhered to;
- The approved trader is not utilising the approval at least one day per week; and
- The activity is causing a nuisance to other users of the foreshore or nearby residences/landowners.

2.2. Parameters of Operations

If Council determines to approve an application for a Trader's Permit, conditions can be imposed on the permit including, but not limited to, the conditions of Clause 5.2, 5.3 and 5.6 of the *Activities in Thoroughfares and Public Places and Trading Local Law 2007*, and the following:

- The trader shall only conduct trading of products and/or services as specified on the trader's permit.
- The trader shall not deposit or store any item associated with a trader's permit on any footpath, vehicle access way or thoroughfare so as to create an obstruction.
- The trader shall provide confirmation to the Shire of a valid public liability insurance policy to operate the subject trading activity, prior to commencement of the trading activity which is to be thereafter maintained. The Policy shall indemnify both the trader and the Shire against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.

Part 2**READ AND KEEP THIS PART**

- The solicitation of customers by touting or the use of public address systems shall not be permitted at any time.
- The trader shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire.
- The trader shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities.
- This trader's permit cannot be transferred to another trader.
- This trading permit is valid for a maximum period of 12 months, expiring on 30 June.
- The trader shall not conduct trading on any day that there is a Shire of Dardanup approved 'event' on Reserve 24359 or Reserve 25417 for which the right to authorise trading has been granted to the organiser by the Shire, unless otherwise approved in conjunction with this 'event' (e.g. Shire organised events, Eaton Foreshore Festival).
- The trader shall cease trading upon notification from the Shire of any maintenance works or any other matter as determined by the Shire that may be required to be conducted on Reserve 24359 or Reserve 25417 which shall not recommence until such time as the trader is further notified in writing by the Shire.
- The trader shall make all reasonable attempts to utilise their trading permit to its full extent. If the Local Government determines that a trading permit is not being utilised sufficiently, the Local Government may revoke the trading permit.
- A trader shall not request any member of the public using the trading area to relocate from the designated trading area at any time.

The following advice notes may apply:

- Traders whose trading involves the selling or distribution of food and/or drinks are to comply with the *Food Act 2008* and the *Food Standards Code*.
- Traders shall ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.
- The Shire may cancel a trader's permit pursuant to Clause 6.9 of the Local Law if the trader has not complied with a condition of the permit or provision of any written law which may relate to the activity regulated by the permit.

2.3. Workers Compensation Cover and Public Liability Insurances

The Mobile Trader and all its employees are to be aware of their responsibilities under the Occupational Safety and Health Act and Regulations.

A valid public liability insurance policy to operate the trading activity shall be held by any Mobile Trader at all times indemnifying both the Mobile Trader, and the Shire.

Part 3

COMPLETE AND RETURN THIS PART

3. Application & Qualitative Criteria

3.1. Response Form

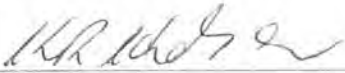

THE CHIEF EXECUTIVE OFFICER
SHIRE OF DARDANUP
PO BOX 7016
1 COUNCIL DRIVE
EATON WA 6232.

I/We

Name: [BLOCK LETTERS]: KELVIN HENDERSON
 Address: 231 HAROLD DOUGLAS DRIVE.
DARDANUP.
 ABN/GST Status: _____ ACN (if any): _____
 Telephone No: 0428118862. Facsimile No: _____
 Email: NEOKELLY231@HOTMAIL.COM.

In response to: CALL FOR APPLICANTS – MOBILE TRADERS ON EATON FORESHORE RESERVE – 2019-2020.

Dated this SECOND day of MAY 2019.

Signature of Applicant:	
Name of Applicant:	<u>K. HENDERSON</u>
Position:	<u>OWNER.</u>
Telephone:	<u>0428118862.</u>
Postal Address:	<u>NEOKELLY 231@HOTMAIL.COM.</u>
Email Address: 	<u>231 HAROLD DOUGLAS DRIVE. DARDANUP.</u>

Part 3

COMPLETE AND RETURN THIS PART

3.2. Qualitative Criteria

To allow the Shire to properly assess your application, please address all the qualitative criteria below.

There is a space for responses. However, if you wish to provide your responses in a separate document, or if you need to attach documents to support your application, please do so.

A) Benefit To The Community (Business Profile)		
<p>Describe the community benefits of your trading activities and address the following information in an attachment and label it "Benefit To The Community":</p> <p>(a) Outline of the business profile and operations (what is being offered/sold?).</p> <p>(b) Rates/prices and proposed days/times of operation are to be provided.</p> <p>(c) Details of all activities/products that will be available to the public.</p>	<p>"Business Profile"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

Response:

SOFT SERVE ICE CREAM VAN
SELLING ICE CREAMS, COOL DRINKS AND
MILK SHAKES.

OPERATE ONE TO TWO DAYS PER
WEEK IN 15 MIN / PER 2 HOUR
INTERVALS.

Part 3

COMPLETE AND RETURN THIS PART

<p>B) Experience Of The Trader</p> <p>Describe your experience in providing/selling similar trading activities. Respondents must, as a minimum, address the following information in an attachment and label it "Relevant Experience":</p> <p>(a) Provide details of trading history including other Local Government areas where trade has been conducted;</p> <p>(b) Provide scope of the Respondent's history of involvement in the proposed trading activity ; and</p> <p>(c) Demonstrate competency and proven track record of trading activity.</p>	<p>"Relevant Experience"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
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Response:

OPERATED AT THE EATON FORESHORE FOR THE LAST 12 MONTH PERIOD INCLUDING THREE OF THE EVENTS HELD ON THE FORESHORE PRDS. THE FORESHORE FESTIVAL. AND BULL AND BARREL IN DARDANUP.

Part 3

COMPLETE AND RETURN THIS PART

<p>C) Appearance and Quality of the Operation and Equipment</p> <p>Respondents should provide (as a minimum) information relating to proposed trading activity including:</p> <ul style="list-style-type: none"> (a) Details of equipment/vehicles to be used (photos are desirable); (b) Details of ancillary equipment to be used (i.e. tables, chairs etc.); (c) Details of the number of employee(s); (d) Space required to conduct trading activities (a scaled layout plan is desirable). <p>Supply details as an attachment and label it "Operation and Equipment".</p>	<p>"Operation and Equipment"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
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Response:

WE OPERATE FROM A FORD TRANSIT VAN 1BLF868 THAT IS FULLY SELF CONTAINED AND IS RUN BY MYSELF AND MY WIFE FOR EVENTS. THE VAN FITS INTO A STANDARD PARKING BAY.

Part 3 **COMPLETE AND RETURN THIS PART**

<p>D) Safety and Risk Management Measures Implemented by the Trader</p> <p>Respondents should identify risks associated with the proposed activities and detail the process/processes they intend to mitigate those risks to ensure the safety of employees, customers and other users of the Foreshore. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> (a) A demonstrated understanding of the trading activity and the associated risks; (b) An understanding of the potential risks from operating at the subject location; (c) A Strategy or Management Plan to address any potential risks; (d) Evidence that the risk management measures can be implemented; (e) Any contingency measures or back up of resources including personnel (where applicable); <p>Supply details and provide an outline of your proposed safety management in an attachment labelled "Safety and Risk Management".</p>	<p>"Safety and Risk Management"</p>	<p>Tick if attached <input type="checkbox"/></p>
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Response:

THERE ARE NO KNOWN RISKS TO THE OPERATOR OR PUBLIC AS THE VAN IS CLEANED AND SANITIZED AS PER RECOMENPED PROCEDURES.

Part 3 **COMPLETE AND RETURN THIS PART**

<p>E) Appropriateness of the Activity/Business</p> <p>Respondents should provide a description of how the proposed trading activity meets the following:</p> <ul style="list-style-type: none"> (a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities; (b) Appropriateness of the activity in the context of the users of the Eaton Foreshore; (c) How the activity will co-exist with active and passive users of the Eaton Foreshore. <p>Supply details as an attachment and label it "Appropriateness of the Activity/Business".</p>	<p>"Appropriateness of the Activity/Business"</p>	<p>Tick if attached <input type="checkbox"/></p>
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Response:

I HAVE FOUND IN THE PAST YEAR THAT IT IS NOT ECONOMICAL TO SIT AT THE FORESHORE BUT TO CALL IN FOR APPROX 15MIN THEN STREET TRADE. AND RETURN 1.5 TO 2 HOURS LATER.

AS A DARDANUP RESIDENT I TAKE PRIDE IN BEING ABLE TO SERVICE THE PEOPLE OF DARDANUP; EATON AND HOPE I CAN CONTINUE DOING THIS IN THE FUTURE.

Part 3 COMPLETE AND RETURN THIS PART

3. Application & Qualitative Criteria

3.1. Response Form



THE CHIEF EXECUTIVE OFFICER
 SHIRE OF DARDANUP
 PO BOX 7016
 1 COUNCIL DRIVE
 EATON WA 6232

Name: [BLOCK LETTERS]: MARK FAIRWEATHER.
Address: 2 SELLINGER WAY
AUSTRALIND WA 6233
ABN/GST Status: 58604978339 **ACN (if any):** REGISTERED FOR GST
Telephone No: 0449690479. **Facsimile No:** _____
Email: austcoffee@yahoo.com.au

In response to: CALL FOR APPLICANTS – MOBILE TRADERS ON EATON FORESHORE RESERVE – 2019-2020.

Dated this 6TH day of MAY, 2019.

Signature of Applicant:	
Name of Applicant:	MARK FAIRWEATHER.
Position:	OWNER.
Telephone:	0449690479
Postal Address:	2 SELLINGER WAY AUSTRALIND 6233
Email Address:	austcoffee@yahoo.com.au



Part 3

COMPLETE AND RETURN THIS PART

3.2. Qualitative Criteria

To allow the Shire to properly assess your application, please address all the qualitative criteria below.

There is a space for responses. However, if you wish to provide your responses in a separate document, or if you need to attach documents to support your application, please do so.

<p>A) Benefit To The Community (Business Profile)</p> <p>Describe the community benefits of your trading activities and address the following information in an attachment and label it "Benefit To The Community":</p> <p>(a) Outline of the business profile and operations (what is being offered/sold?).</p> <p>(b) Rates/prices and proposed days/times of operation are to be provided.</p> <p>(c) Details of all activities/products that will be available to the public.</p>	<p>"Business Profile"</p>	<p>Tick if attached</p> <p><input checked="" type="checkbox"/></p>
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Response:

(a) Coffee Roasting, Supply and Vending.
Vending Hot and cold drinks from Coffee Van, Fresh Roasted Beans available.

(b) All drinks, sml (\$4), medium (\$5) Large (\$6)
No extra charge for Alternative milks or extra shots.
Days times :- Shire events, occasional weekends if available but not guaranteed.

(c) Fresh Locally Roasted coffee and other Hot and Cold Drinks, Fresh Roasted coffee - Beans for sale in heat sealed foil bags.

Part 3

COMPLETE AND RETURN THIS PART

B) Experience Of The Trader		
<p>Describe your experience in providing/selling similar trading activities. Respondents must, as a minimum, address the following information in an attachment and label it "Relevant Experience":</p> <p>(a) Provide details of trading history including other Local Government areas where trade has been conducted;</p> <p>(b) Provide scope of the Respondent's history of involvement in the proposed trading activity ; and</p> <p>(c) Demonstrate competency and proven track record of trading activity.</p>	<p>"Relevant Experience"</p>	<p>Tick if attached <input checked="" type="checkbox"/></p>
<p>Response:</p> <p>(a) Trading since 2014. Regularly attend Markets in Burbury, Boganup, Capel shire, Collie shire, Manjimup Shire. Sporting events, Support Eaton Primary school and sponsor Eaton foreshore festival annually Supply Coffee and Breweries with Wholesale Coffee and equipment.</p> <p>It I have never held a traders Licence for this area before. only attended events. Have attended Burbury and Boganup Markets for three years. (annual member of both markets. Provide a professional clean and efficient service using our own product.</p>		

Part 3 **COMPLETE AND RETURN THIS PART**

<p>C) Appearance and Quality of the Operation and Equipment</p> <p>Respondents should provide (as a minimum) information relating to proposed trading activity including:</p> <ul style="list-style-type: none"> (a) Details of equipment/vehicles to be used (photos are desirable); (b) Details of ancillary equipment to be used (i.e. tables, chairs etc.); (c) Details of the number of employee(s); (d) Space required to conduct trading activities (a scaled layout plan is desirable). <p>Supply details as an attachment and label it "Operation and Equipment".</p>	<p>"Operation and Equipment"</p>	<p>Tick if attached</p> <p><input checked="" type="checkbox"/></p>
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Response:

(a) Toyota Hilux ute (coffee van)
 Holden Rodeo ute (coffee van)
 Both vehicles use onboard generators with clean and wastewater tanks.

(b) gazebo 3x3, 1x TABLE, 2x CHAIRS

(c) Present 3.

(d) 8x3 INCLUDING GAZEBO 6x3 without



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Part 3 **COMPLETE AND RETURN THIS PART**

<p>D) Safety and Risk Management Measures Implemented by the Trader</p> <p>Respondents should identify risks associated with the proposed activities and detail the process/processes they intend to mitigate those risks to ensure the safety of employees, customers and other users of the Foreshore. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> (a) A demonstrated understanding of the trading activity and the associated risks; (b) An understanding of the potential risks from operating at the subject location; (c) A Strategy or Management Plan to address any potential risks; (d) Evidence that the risk management measures can be implemented; (e) Any contingency measures or back up of resources including personnel (where applicable); <p>Supply details and provide an outline of your proposed safety management in an attachment labelled "Safety and Risk Management".</p>	<p>"Safety and Risk Management"</p>	<p>Tick if attached <input checked="" type="checkbox"/></p>
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Response:

(a) I understand the trading activity involves keeping customers at safe distance from Hot equipment.

(b) ^{Main} Qatij risk is hot ~~through~~ Liquids and strong winds which are taken into account.

(c) I carry a fire extinguisher in case of fire.

Safety and Risk Management

Hot Liquids Risk;-

Staff to be trained in safe use of equipment and filling lids correctly.

Young childrens drinks to be made "warm temperature" this is to be asked if Parent present.

Customers to be kept at a safe (2 metre) distance from equipment.

Fire Risk:-

Fire extinguisher onboard which every staff member is shown how to operate.

We do not sell any food.

Part 3 **COMPLETE AND RETURN THIS PART**

<p>E) Appropriateness of the Activity/Business</p> <p>Respondents should provide a description of how the proposed trading activity meets the following:</p> <p>(a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities;</p> <p>(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore;</p> <p>(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.</p> <p>Supply details as an attachment and label it "Appropriateness of the Activity/Business".</p>	<p>"Appropriateness of the Activity/Business"</p>	<p>Tick if attached</p> <p><input checked="" type="checkbox"/></p>
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Response:

(a) Drink Vending at events is required

(b) People using the area have opportunity to ~~buy~~ purchase drinks.

(c) Business will not affect any user of the foreshore area.



Appropriateness of the Activity/Business

The Business is there to provide a service of providing Hot and Cold drinks to users of the Eaton foreshore area,

The Business is required/desired by the patrons at events and occasional use.

Therefore the activity is appropriate.

Part 3 COMPLETE AND RETURN THIS PART

3. Application & Qualitative Criteria

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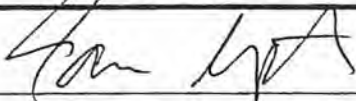
THE CHIEF EXECUTIVE OFFICER
SHIRE OF DARDANUP
PO BOX 7016
1 COUNCIL DRIVE
EATON WA 6232.

I/We

Name: [BLOCK LETTERS]: IAN UPTON
Address: ~~PO~~ 42 EAGLE CRESCENT, EATON
W.A. 6232
ABN/GST Status: 95145728598 ACN (if any): 145 728 598
Telephone No: 0418 933 121 Facsimile No: _____
Email: ian@ianupton.com.au.

In response to: CALL FOR APPLICANTS – MOBILE TRADERS ON EATON FORESHORE RESERVE – 2019-2020.

Dated this 16 day of MAY 2019.

Signature of Applicant:	
Name of Applicant:	IAN UPTON
Position:	DIRECTOR
Telephone:	0418 933 121
Postal Address:	PO BOX 611, Bunbury 6231
Email Address:	ian@ianupton.com.au

Part 3 **COMPLETE AND RETURN THIS PART**

3.2. Qualitative Criteria

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<p>Response: <i>... to ...</i></p>		

Submission with attachments is available but have just seen proposal earlier today.

Local supplier with products of a budget price that is family friendly also including vegan/vegetarian and other healthy options.

We a local Eaton resident and will be proud to support and promote our community.

We look forward to providing you with further information.

Ian Upton

0418 933 121



Part 3 **COMPLETE AND RETURN THIS PART**

<p>B) Experience Of The Trader</p> <p>Describe your experience in providing/selling similar trading activities. Respondents must, as a minimum, address the following information in an attachment and label it "Relevant Experience":</p> <ul style="list-style-type: none">(a) Provide details of trading history including other Local Government areas where trade has been conducted;(b) Provide scope of the Respondent's history of involvement in the proposed trading activity ; and(c) Demonstrate competency and proven track record of trading activity.	<p>"Relevant Experience"</p>	<p>Tick if attached <input type="checkbox"/></p>
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Ian Upton

0418 933 121



Part 3		COMPLETE AND RETURN THIS PART	
<p>C) Appearance and Quality of the Operation and Equipment</p> <p>Respondents should provide (as a minimum) information relating to proposed trading activity including:</p> <ul style="list-style-type: none">(a) Details of equipment/vehicles to be used (photos are desirable);(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.);(c) Details of the number of employee(s);(d) Space required to conduct trading activities (a scaled layout plan is desirable). <p>Supply details as an attachment and label it "Operation and Equipment".</p>	"Operation and Equipment"	Tick if attached <input type="checkbox"/>	Response:

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Ian Upton

0418 933 121



<p>D) Safety and Risk Management Measures Implemented by the Trader</p> <p>Respondents should identify risks associated with the proposed activities and detail the process/processes they intend to mitigate those risks to ensure the safety of employees, customers and other users of the Foreshore. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> (a) A demonstrated understanding of the trading activity and the associated risks; (b) An understanding of the potential risks from operating at the subject location; (c) A Strategy or Management Plan to address any potential risks; (d) Evidence that the risk management measures can be implemented; (e) Any contingency measures or back up of resources including personnel (where applicable); <p>Supply details and provide an outline of your proposed safety management in an attachment labelled "Safety and Risk Management".</p>	<p>"Safety and Risk Management"</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>Response:</p>		

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Ian Upton

0418 933 121



Part 3 **COMPLETE AND RETURN THIS PART**

<p>E) Appropriateness of the Activity/Business</p> <p>Respondents should provide a description of how the proposed trading activity meets the following:</p> <ul style="list-style-type: none">(a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities;(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore;(c) How the activity will co-exist with active and passive users of the Eaton Foreshore. <p>Supply details as an attachment and label it "Appropriateness of the Activity/Business".</p>	<p>"Appropriateness of the Activity/Business"</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>Response:</p>		

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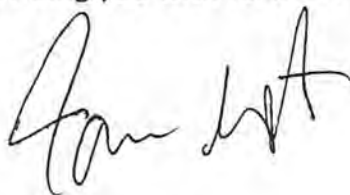
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We look forward to providing you with further information.

Ian Upton

0418 933 121



Qualitative Criteria	Applicant's Response
<p>Benefit to the Community a) Outline of the business profile and operations (what is being offered/sold)?</p>	<p>By operating at the Eaton Foreshore location, Bunsen's Burgers will provide the local community with a good quality meal option conveniently located at a recreational area. This would further enhance the public people' experience while using the newly improved park and boat ramp area, making it easier for the families to use the area without having to plan around meal times. We would be planning to operate around these times provided below (weekends will very due to participating in events such as shows, markets etc)</p>
<p>(b) Rates/prices and proposed days/times of operation.</p>	<p>Bunsen's Burgers Menu:</p> <ul style="list-style-type: none"> - Beef Burger \$10.00 - Beef Burgers Lot \$13.00 - Lamb Burger \$10.00 - Lamb Burger Lot \$13.00 - Chicken Burger \$10.00 - Chicken Burger Lot \$13.00 - Steak Burger \$12.00 - Steak Burger Lot \$15.00 - Junior Burger \$5.00 - Bacon & Egg Burger \$8.00 - B.L.T. \$8.00 - Breakfast Burger \$9.00 - Extras: Bacon - \$1.50, Egg - \$1.00, Cheese – 50c - Cold Cans \$2.50: Coke, Coke no sugar, Lemonade, Solo, Sunkist, Kola Beer, Ginger Beer - Water \$2.50 - All drinks are \$2.00 with every burger <p>Hours of operation:</p> <ul style="list-style-type: none"> • Wednesday 11:00am - 2:00pm • Thursday 11:00am - 2:00pm • Friday 11:00am - 2:00pm • Saturday 10:00am - 4:00pm • Sunday 10:00am - 2:00pm
<p>(c) Details of all activities/ products that will be available to the public.</p>	<p>(As above)</p>
<p>Experience of the Trader (a) Provide details of trading history including other local government areas where trade has been conducted.</p>	<p>Lana was most recently employed as a cook in a local convenience type kitchen, cooking burgers and other products and serving customers. She has had several other roles in the past in restaurant's and convenience kitchens. Bunsen's Burgers have been operating in Kingston at the Amphitheatre and the Eaton Foreshore for almost two years. We also have been doing events around Bunbury and the surrounding areas.</p>
<p>(b) Provide scope of the Respondent's history of involvement in the proposed trading activity.</p>	<p>(As above)</p>

Applicant: Bunsen's Burgers – Lana West

Qualitative Criteria	Applicant's Response
(c) Demonstrate competency and proven track record or trading activity.	<i>(As above)</i>
Appearance and Quality of the Operation and Equipment (a) Details of equipment/ vehicles to be used (photos are desirable).	The food service van is a 6"x4" trailer set up for food service and cooking and with a 3m x 3m annex set up at the rear for extra space. The cooking is done on a gas hotplate only so there is no generator or 240v power source required. It does not produce any waste water or waste oil and we do not use any Styrofoam or non-biodegradable packaging. The space required is and 6m x 3m, or approx. 11m x 3m with car attached. The service window is on the left-hand side.
(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.).	<i>(As above)</i>
(c) Details of the number of employee(s).	It is usually operated by one person however this can increase to two people during busy trade periods.
(d) Space required to conduct trading activities (a scaled layout plan is desirable).	The space required is and 6m x 3m, or approx. 11m x 3m with car attached.
Safety and Risk Management Measures Implemented by the Trader (a) A demonstrated understanding of the trading activity and the associated risks.	<p>There are two 8.5kg LPG bottles on the van (properly mounted). This and cooking oils presents the requirement to be prepared in the unlikely case of a fire. To ensure we are prepared we have a powder fire extinguisher and fire blanket readily accessible. If a fire was unable to be controlled (unlikely), the exit is easily accessible and the gas bottles can easily and quickly be turned off and removed from the van, which we have practised. Also, the gas bottles are equipped with safety valves which automatically shot off the flow of the gas in the case of a leak.</p> <p>As the van does not use any 240v power there is no risk of shock and no requirement for electrical inspection or certification.</p> <p>The well-known risk associated with cooking and serving food to the public are managed by good hygiene and food handling practices. We use patties that are supplied as partially cooked frozen. We keep them frozen until used and they are cooked from frozen. When onsite we use a 12v freezer and iceboxes to keep the meat and other goods chilled/frozen and we monitor temps with an infrared thermometer (temp gun). The iceboxes are kept cold using -18degree icepacks, so there is no melting ice wetting products, or waste water.</p> <p>In the unlikely event of causing illness or injury to a member of the public, we have a public liability insurance policy for \$20,000,000.</p>
(b) An understanding of the potential risks from operating at the subject location.	<i>(As above)</i>
(c) A strategy or Management Plan to	<i>(As above)</i>

Applicant: Bunsen's Burgers – Lana West

Qualitative Criteria	Applicant's Response
address any potential risks.	
(d) Evidence that the risk management measures can be implemented.	<i>(As above)</i>
(e) Any contingency measures or back up of resources including personnel (where applicable).	<i>(As above)</i>
Appropriateness of the Activity / Business (a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities.	As stated in section "A" Business Profile, we believe that having a food van operating at Eaton Foreshore would be appropriate and beneficial to the public using the area. It would mean that people/families could spend longer using the area as they would have the option of eating at the park without having to prepare meals before or go home for the meal. We believe that having different types of these business would complement each other (as we only provide Burgers) so a bit of a variety would further improve the convenience for the public to stay longer.
(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore.	<i>(As above)</i>
(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.	<i>(As above)</i>

Public Liability and Certificate of Registration of a Food Business:

- Applicant has provided a copy of a Certificate of Currency from CGU Insurance with an expiry date of 30 September 2019, and cover of \$20 000 000.
- Applicant has provided a copy of a 'Certificate of Registration of a Food Business' (*Food Act 2008*) from the Shire of Harvey.

Qualitative Criteria	Applicant's Response
<p>Benefit to the Community a) Outline of the business profile and operations (what is being offered/sold)?</p>	<p>As a food truck that offers American & Mexican cuisine we benefit the community by offering an extensive, fresh & tasty menu, offering items that are not always available in the Dardanup area.</p> <p>Having a full team we are able to have our Food Truck available for extended periods of time, & the availability extends to potential seven day weeks.</p> <p>Our prices are always considered 'value for money', with our prices ranging from \$8 to \$15 for main meals.</p> <p>We have a great selection of gourmet burgers, ribs, c/wings, Burritos, Nachos, Tacos, Aztec Bowls, Fish & Chips, Kid's meals, Loaded Fries, etc.</p>
<p>(b) Rates/prices and proposed days/times of operation.</p>	<p>(As above)</p>
<p>(c) Details of all activities/ products that will be available to the public.</p>	<p>(As above)</p>
<p>Experience of the Trader (a) Provide details of trading history including other local government areas where trade has been conducted.</p>	<p>The Director of Manana Pty Ltd, already has a successful restaurant in the Shire of Dardanup: Hog's Breath Café Eaton.</p> <p>Our Food Truck has done some huge events; Mandurah Crabfest, Kids Big Carnival, Donnybrook Apple Festival, Coogee Live, Avacado Festival, Areluen's Chilli Festival etc.</p> <p>We currently operate 3 x restaurants & a food truck & have a dedicated team trained for the food truck.</p> <p>With our Executive Chef, developing specific street menus, & top field hospitality staff we are extremely competent & have a strong track record of trading activity.</p>
<p>(b) Provide scope of the Respondent's history of involvement in the proposed trading activity.</p>	<p>(As above)</p>
<p>(c) Demonstrate competency and proven track record or trading activity.</p>	<p>(As above)</p>
<p>Appearance and Quality of the Operation and Equipment (a) Details of equipment/ vehicles to be used (photos are desirable).</p>	<p>Please find Photos & floor plan attached.</p>

Applicant: Funky Mexican Cantina – Manish Gupta

Qualitative Criteria	Applicant's Response
(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.).	(As above)
(c) Details of the number of employee(s).	We will have two staff running the Food Truck normally. One handling cash & other preparing the food.
(d) Space required to conduct trading activities (a scaled layout plan is desirable).	[Vehicle is approximately 6m long by 2.2m wide based on diagram provided by the applicant]
Safety and Risk Management Measures Implemented by the Trader (a) A demonstrated understanding of the trading activity and the associated risks.	<ul style="list-style-type: none"> - We have our staff member handling food equipped with an 'I'm Alert' Food Certificate. - All our equipment is tested & tagged, as well as Fire Safety approved. - We have temp checklists, & food handling sheets, to ensure all of our food is safe to serve.
(b) An understanding of the potential risks from operating at the subject location.	(As above)
(c) A strategy or Management Plan to address any potential risks.	(As above)
(d) Evidence that the risk management measures can be implemented.	All the appropriate W, H&S forms are updated for the Food Truck to ensure high standards of Safety & Risk Management.
(e) Any contingency measures or back up of resources including personnel (where applicable).	(As above)
Appropriateness of the Activity / Business (a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities.	Being a Food Truck Servicing the Eaton Foreshore would be a desirable commodity for the community for the active and passive users of the Foreshore.

Qualitative Criteria	Applicant’s Response
(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore.	With the cuisine we are offering being a popular choice for most pallets, this makes our truck servicing the Foreshore very appropriate and would definitely be a popular choice to the users of the location.
(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.	<i>(As above)</i>

Public Liability and Certificate of Registration of a Food Business:

- Applicant has provided a copy of a Certificate of Currency from Vero Insurance which expires on 30 June 2019 for the sum of \$20 000 000.
- Applicant has provided a 'Certificate of Registration of a Food Business' (Food Act 2008) from the City of Mandurah for the food vehicle 'Hogs Express/ Funky Express'.

Applicant: Frosty Boy – Kelvin Henderson

Qualitative Criteria	Applicant's Response
Benefit to the Community a) Outline of the business profile and operations (what is being offered/sold)?	<ul style="list-style-type: none"> • Soft Serve. Ice Cream Van. • Selling ice creams, cool drinks and milk shakes.
(b) Rates/prices and proposed days/times of operation.	<i>(Applicant has not provided information on prices).</i> Operate one to two days per week in 15 min / per 2 hour intervals.
(c) Details of all activities/ products that will be available to the public.	<i>(As above)</i>
Experience of the Trader (a) Provide details of trading history including other local government areas where trade has been conducted.	Operated at the Eaton Foreshore for the last 12 month period including three of the events held on the Foreshore, plus the Foreshore Festival, and Bull and Barrel in Dardanup.
(b) Provide scope of the Respondent's history of involvement in the proposed trading activity.	<i>(As above)</i>
(c) Demonstrate competency and proven track record or trading activity.	<i>(As above)</i>
Appearance and Quality of the Operation and Equipment (a) Details of equipment/ vehicles to be used (photos are desirable).	We operate from a Ford Transit Van 1BLF 868 that is fully self-contained and is run by myself and my wife for events. The van fits into a standard parking bay.
(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.).	<i>(As above)</i>
(c) Details of the number of employee(s).	[Usually one person based on Environmental Health Services experience of Kelvin's operation]
(d) Space required to conduct trading activities (a scaled layout plan is desirable).	<i>(Applicant has not provided detail about the size of the van or setup)</i>

Applicant: Frosty Boy – Kelvin Henderson

Qualitative Criteria	Applicant's Response
Safety and Risk Management Measures Implemented by the Trader (a) A demonstrated understanding of the trading activity and the associated risks.	There are no known risks to the operator or public as the van is cleaned and sanitised as per recommended procedures.
(b) An understanding of the potential risks from operating at the subject location.	(As above. Applicant has provided no further comment on potential risks)
(c) A strategy or Management Plan to address any potential risks.	(As above. Applicant has provided no further comment on Risk Management Plans)
(d) Evidence that the risk management measures can be implemented.	(As above)
(e) Any contingency measures or back up of resources including personnel (where applicable).	(Applicant has provided no comment on contingency measures or back up of recourses)
Appropriateness of the Activity / Business (a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities.	I have found in the past year that if it is not economical to sit at the Foreshore but to call in for approx 15 min, then street trade, and return 1.5 to 2 hours later. As a Dardanup resident I take pride in being able to service the people of Dardanup, Eaton and hope I can continue doing this in the future.
(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore.	(As above)
(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.	(As above)

Applicant: Frosty Boy – Kelvin Henderson

Public Liability and Certificate of Registration of a Food Business:

- Applicant has not provided a copy of a Certificate of Currency for his mobile ice cream van. However, if approved by Council, he will be requested to provide this.
- Applicant has a 'Certificate of Registration of a Food Business' (*Food Act 2008*) with the Shire of Dardanup for his food vehicle.

Applicant: Kuza Coffee – Mark Fairweather

Qualitative Criteria	Applicant's Response
Benefit to the Community a) Outline of the business profile and operations (what is being offered/sold)?	<ul style="list-style-type: none"> • Coffee roasting, supply and vending. • Vending hot and cold drinks from coffee van, fresh roasted beans available. • Fresh locally roasted coffee and other hot and cold drinks, fresh roasted coffee – beans for sale in heat sealed foil bags.
(b) Rates/prices and proposed days/times of operation.	All drinks, sml (\$4), Medium (\$5), Large (\$6). No extra charge for alternative or extra shots.
(c) Details of all activities/ products that will be available to the public.	Day times: Shire events, occasional weekends if available but not guaranteed.
Experience of the Trader (a) Provide details of trading history including other local government areas where trade has been conducted.	Trading since 2014. Regularly attend markets in Bunbury, Boyanup, Capel Shire, Collie Shire, Manjimup Shire. Sporting events, support Eaton Primary School and sponsor Eaton Foreshore Festival annually. Supply cafes and breweries with wholesale coffee and equipment. I have never held a traders licence for this area before. Only attended events.
(b) Provide scope of the Respondent's history of involvement in the proposed trading activity.	Have attended Bunbury and Boyanup Markets for three years (annual member of both markets).
(c) Demonstrate competency and proven track record or trading activity.	Provide professional, clean and efficient service using our own product.
Appearance and Quality of the Operation and Equipment (a) Details of equipment/ vehicles to be used (photos are desirable).	Toyota Hilux ute (coffee van 1). Holden Rodeo ute (coffee van 2). Both vehicles use onboard generators with clean and wastewater tanks.
(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.).	Gazebo 3x3, 1 x table, 2 x chairs
(c) Details of the number of employee(s).	Present 3
(d) Space required to conduct trading activities (a scaled layout plan is desirable).	8x3 including gazebo. 6x3 without.

Applicant: Kuza Coffee – Mark Fairweather

Qualitative Criteria	Applicant's Response
Safety and Risk Management Measures Implemented by the Trader (a) A demonstrated understanding of the trading activity and the associated risks.	I understand the trading activity involves keeping customers at safe distance from hot equipment.
(b) An understanding of the potential risks from operating at the subject location.	Main risk is hot liquids and strong wind which are taken into account.
(c) A strategy or Management Plan to address any potential risks.	I carry a fire extinguisher in case of fire.
(d) Evidence that the risk management measures can be implemented.	Safety and Risk Management Hot Liquids Risk: <ul style="list-style-type: none"> • Staff to be trained in safe use of equipment and filling lids correctly. • Young childrens drinks to be made "warm temperature". This is to be asked if parent present. • Customers to be kept at a safe (2 metre) distance from equipment.
(e) Any contingency measures or back up of resources including personnel (where applicable).	Fire Risk: Fire extinguisher onboard which every staff member is shown how to operate. We do not sell any food.
Appropriateness of the Activity / Business (a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities.	Drink vending at events is required. The business is there to provide a service of providing hot and cold drinks to users of the Eaton Foreshore area. The business is required / desired by the patrons at events and occasional use. Therefore the activity is appropriate.
(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore.	People using the area have opportunity to purchase drinks.
(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.	Business will not affect any user of the Foreshore area.

Public Liability and Certificate of Registration of a Food Business:

Applicant: Kuza Coffee – Mark Fairweather

- Applicant has not provided a copy of a Certificate of Currency. However, if approved by Council, he will be requested to provide this.
- Applicant has a 'Certificate of Registration of a Food Business' (*Food Act 2008*) with the Shire of Dardanup covering both the Kuza Coffee utes.

(Appendix ORD: 12.4F)

Applicant: Ian Upton (no business name specified)

Qualitative Criteria	Applicant's Response
Benefit to the Community a) Outline of the business profile and operations (what is being offered/sold)?	(Applicant did not provide comment to the selection criteria).
(b) Rates/prices and proposed days/times of operation.	(As above)
(c) Details of all activities/ products that will be available to the public.	(As above)
Experience of the Trader	
(a) Provide details of trading history including other local government areas where trade has been conducted.	(As above)
(b) Provide scope of the Respondent's history of involvement in the proposed trading activity.	(As above)
(c) Demonstrate competency and proven track record or trading activity.	(As above)
Appearance and Quality of the Operation and Equipment	
(a) Details of equipment/ vehicles to be used (photos are desirable).	(As above)
(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.).	(As above)
(c) Details of the number of employee(s).	(As above)
(d) Space required to conduct trading activities (a scaled layout plan is desirable).	(As above)

Applicant: Ian Upton (no business name specified)

Qualitative Criteria	Applicant's Response
Safety and Risk Management Measures Implemented by the Trader (a) A demonstrated understanding of the trading activity and the associated risks.	(As above)
(b) An understanding of the potential risks from operating at the subject location.	(As above)
(c) A strategy or Management Plan to address any potential risks.	(As above)
(d) Evidence that the risk management measures can be implemented.	(As above)
(e) Any contingency measures or back up of resources including personnel (where applicable).	(As above)
Appropriateness of the Activity / Business (a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities.	(As above)
(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore.	(As above)
(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.	(As above)

Applicant: Ian Upton (no business name specified)

Public Liability and Certificate of Registration of a Food Business:

- Applicant did not provide with their application either a copy of their Certificate of Currency, or 'Certificate of Registration of a Food Business' (*Food Act 2008*).

(Appendix ORD: 12.5)

(UNDER SEPARATE COVER



Draft Annual Budget 2019/20

Administration Centre – Eaton
1 Council Drive | PO Box 7016
EATON WA 6232
Tel: 9724 0000 | Fax: 9724 0091
records@dardanup.wa.gov.au
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(Appendix ORD: 12.6)

(UNDER SEPARATE COVER



Corporate Business Plan

2019/20 - 2022/23



SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY 2 MAY 2019, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr. M T Bennett declared the meeting open at 10.00am, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedure; the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr Michael Bennett	-	Shire President [Chairperson]
Cr James Lee	-	Elected Member [10.05am]
Cr. Patricia Perks	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Luke Botica	-	Director Engineering & Development Services
Mrs Erin Hutchins	-	Coordinator Emergency & Ranger Services
Mr Murray Halden	-	Senior Ranger
Mr Anton Manning	-	Senior OSH Coordinator
Mr Nathan Ryder	-	Manager Operations
Mr Brenton Scambler	-	Manager Development Services
Mr Aaron Milne	-	Main Roads
Mr Peter Stewart	-	Department of Fire & Emergency Services
Ms Donna Walker	-	Department of Fire & Emergency Services
Mr Vik Cheema	-	Department of Fire & Emergency Services
Snr Sgt Mark Smith	-	WA Police
Ms Roma Boucher	-	Department of Communities
Mr Tim Stevens	-	Department Primary Industries & Development
Mr Peter Buckley	-	Water Corporation

2.2 Apologies

Robin Van Rensburg	-	Western Power Representative
Sharon Hutchins	-	Department of Communities
Melissa Pexton	-	WALGA
Selina Young	-	Department of Fire & Emergency Services

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 7 February 2019

OFFICER RECOMMENDED RESOLUTION & LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 03-19 MOVED - Cr. M T Bennett SECONDED - Mrs E Hutchins

THAT the Minutes of the Local Emergency Management Committee Meeting held on 7 February 2019, be confirmed as true and correct subject to no corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr. M T Bennett asked if there were any declarations of interest to be made.

There were no Declarations of interest made.

8. REPORTS FROM OFFICERS AND COMMITTEE MEMBERS

8.1 Title: Update Report from Shire of Dardanup

Reporting Department: Engineering & Development Services
Reporting Officer: Mrs Erin Hutchins - Coordinator Emergency & Ranger Services
Legislation: Local Government Act 1995
 Emergency Management Act 2005

- Acronyms & Terms

There have been no amendments or additions to the emergency management list of acronyms or terms.

- Confirmation of LEMA Contact Details and Key Stakeholders

An electronic copy of the Shire of Dardanup LEMA contact and key stakeholder details has recently been provided to LEMC members. Contact details, including department name changes, have been recently updated during the annual review. It is requested that any further changes to contact and key stakeholders details are notified to the Shire of Dardanup via records@dardanup.wa.gov.au

- Committee Membership & Resources

WALGA has established a Preferred Supplier Arrangement (PSA) to assist Members to directly access Hazardous & Emergency Event Waste Clean-up Services from a prequalified panel of service providers. This PSA is particularly useful in situations where the activities of both state and local government have been hindered by issues that arise in managing unexpected wastes.

Further information, including preferred suppliers, can be found on the [WALGA](#) website.

- Status of Local Emergency Management (Recovery) Arrangements (LEMA)

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016. A full review will occur in 2021.

- Exercises that Tested the LEMA

As per the State Emergency Management Policy 4.8, Local Governments must exercise their Local Emergency Management Arrangements (LEMA) at least annually. Therefore it is suggested the LEMC consider one of the following exercise suggestions in 2019 including appointing an Agency to take the lead role;

- Mass Gathering (Terrorist Act);
- HAZMAT (chemical, radiological);
- Local Government Internal Recovery.

The 2019-20 All West Australians Reducing Emergencies (AWARE) grant program is now open and is available to assist with the facilitation of the exercise. Application criteria can be found at (Appendix LEMC: 8.1A). Applicants can apply for funding between \$2,500 to \$30,000 (no GST applied) to support the delivery of their project. Further details can be found on the [SEMC](#) website.

The Shire can assist with funding applications and organization of a suitable venue and catering.

Discussion:

Coordinator Emergency & Ranger Services, Mrs Erin Hutchins informed the Committee of the need to conduct a LEMA exercise. The Shire would like an agency to take a lead role.

Note: Cr. J Lee joined the meeting at [10.05 am].

The Committee discussed the type of exercise to be conducted. A terrorism/mass gathering event is likely to not be relevant to local government as this would more than likely be handled by state/federal responders. The preparation and recovery of a mass gathering could be simulated for an event such as the Bull and Barrel Festival. HAZMAT would be a beneficial exercise to run as it would incorporate multiple agencies and relevant to the local area. DFES is willing to assist with an HAZMAT exercise.

Office of Emergency Management representative, Mr Vik Cheema advised that a local government exercise should be based around planning and resources for an emergency. How would the local government respond in an evacuation, welfare, recovery scenario.

Mrs E Hutchins stated that conversations would be held outside the meeting and agencies will be advised of the time and date of the exercise.

The Committee did not vote on the resolution provided as further discussion was need before a decision could be made on the matter.

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

- The type and timing of the exercise requires further discussion.

OFFICER RECOMMENDED RESOLUTION &
LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

THAT the Local Emergency Management Committee recommends that Council seek assistance through the All West Australians Reducing Emergencies (AWARE) grants program to assist with the facilitation of an exercise in 2019 in relation to

- Sub-Committees or Working Groups - Nil to report.
- Projects Undertaken - Nil to report.
- Key Achievements - Nil to report.
- Local Training Needs or Opportunities - Nil to report.
- Funding Opportunities - Nil to report.

- Incident Support Group Activations/ Incidents - Nil to report.
- Emergency Risk Management Processes/Treatment Strategies - Nil to report.
- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey

The Annual and Preparedness Report Capability Survey has now been circulated. Under section 33 and 40 of the *Emergency Management Act 2005* (EM Act), Local Emergency Management Committees are required to submit annual reports to the SEMC regarding their emergency management activities. As with previous years, to minimise multiple reporting requirements, the annual and capability reporting questions have been combined into one survey. The survey is due for completion by no later than Wednesday 5 June 2019.

The 2019-2020 LEMC Annual Business Plan has been drafted and is being presented for the Committee's approval. Please find the plan attached at (Appendix LEMC: 8.1B).

**OFFICER RECOMMENDED RESOLUTION &
LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

LEM 04-19 MOVED - Cr M T Bennett SECONDED - Mrs E Hutchins

THAT the Local Emergency Management Committee recommend that Council endorses the 2018-2019 LEMC Annual Business Plan as appended (Appendix LEMC 8.1B).

CARRIED

- South West Emergency Management Alliance (SWEMA)

The next SWEMA meeting is scheduled for Tuesday 21 May 2018 at the Shire of Nannup.

- Seasonal review – fire season preparedness – Nil to report
- Seasonal review – storm season preparedness

Refer DFES representative report.

8.2 Title: Agency Reports – Various

Reporting Department: Various

Reporting Officer: Various

Legislation: Local Government Act 1995
Emergency Management Act 2005

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

♦ **District Emergency Management Advisor – Mr Vik Cheema**

SEMC are working on regulations for dangerous goods transporting – a lot of work is going into regulatory framework. This is a joint agency task.

On a national level – The Telecommunication legislation amendment bill is before Parliament. This will give access to telecommunication towers by emergency services. Additional powers to NBN to access the emergency network.

Disaster relief funding arrangements are in place. Allows Local Governments to access funding to help with cleanup costs.

Impact statement tool.

Ferguson Report – From 40 recommendations, 34 are now complete. 6 are in progress.

♦ **Department for Communities**

Report is provided (Appendix LEMC: 8.2A)

Mrs Roma Boucher ran through report provided.

Evacuation centers opened but not required

Staff requested to deploy to Queensland – 63 staff deployed during floods.

♦ **Department of Primary Industries and Regional Development**

Report is provided (Appendix LEMC: 8.2B)

Mr Tim Stevens ran through report provided.

♦ **Department of Fire & Emergency Services**

Mr Peter Stewart – District Officer Emergency Management South West provided the following report:

There is still a lot of dry fuel in the SW region – fire season was not too bad.

The DFES SW Region fared well this summer with only a few significant bush fires. These included a Level 2 at Allanson (Shire of Collie) and Level 1 incidents at Wellesley (Shire of Harvey) and Gelorup (Shire of Capel).

Volunteers from Eaton Australind VFRS and Dardanup Bush Fire Brigades assisted in these incidents as well as for deployments to two Level 3 incidents, one at Lewana (Shire of Donnybrook Balingup) and the other in Esperance where we experienced several significant bushfires over a large area as a result of lightning strikes.

DFES again wish to express our appreciation at the continual service provided by your local volunteers.

Deployments to the Pilbara were carried out to assist with Tropical Cyclones.

The South West Regional Duty Coordinator (RDC) has changed it's contact number to 1800 411 742. The existing number (9725 4318) is still available and linked to the new number, however this will be phased out once all stakeholders have had time to amend this contact number (approx. 12 months).

I ask for any agency who may have the RDC number recorded as a point of contact to make the change.

Last meeting we introduced the DFES Weekly Intelligence Briefing for distribution to LEMC members. Are there any comments regarding the value of this document for the different stakeholders and LEMC members? DFES recommend the distribution be managed by the Shire of Murray. There is no need to distribute this to anyone who no longer requires the briefing.

Seasonal outlook – Not a great deal of information for winter is available as yet.

SES are preseason training.

DFES Community Preparedness Advisor Selina Young would like to acknowledge the work carried out by the Wellington Mills Bushfire Ready group. They are a very proactive group driven in particular by Rob Doherty.

◇ **Department of Biodiversity, Conservation and Attractions**

No report.

◇ **WA Police**

Snr Sgt Smith advised it was a normal summer period with no major issues.

There has been further training of first responders.

Coming in to storm season, an exercise was conducted to test the Police station running off grid. All equipment was successfully run on a generator with no issues.

◇ **Western Power**

No report.

◇ **Main Roads WA**

Main Roads WA representative, Mr Aaron Milne, advised that a new contract has been signed with Fulton Hogan. Training with traffic management and maintenance crews is ongoing.

◇ **Department of Transport**

No report.

◇ **Water Corporation**

Peter Buckley provided a short report and advised that it has been a quiet season.

A sewer main leak in Eaton provided a good chance to train and test processes as the sewer system had to be shut down for half a day. There was also a full shut down required of the Monash Boulevard system. The system was able to continue running on a generator meaning the Water Corporation is well placed to move forward in case of a breakdown.

Millbridge pump station is being completely replaced. This will alleviate ongoing noise and odour issues for residents.

Discussion:

Cr Lee questioned whether there were any issues from fat being flushed into drains.

Mr Buckley stated not so much fat but the flushing of disposable wipes is causing a lot of grief. More publicity is needed as to what shouldn't be flushed.

◇ **WA Country Health Service**

No report.

◇ **TransWA**

No report.

◇ **Aqwest**

No report.

◇ **Atco Gas**

No report.

◇ **Australian Rail Group**

No report.

◇ **St John Ambulance**

No report.

◇ **Telstra**

No report.

9. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting will be Thursday 1 August 2019, commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 10.46 am.

Objective 1 GOVERNANCE AND SUPPORT – Maintain effective governance and support arrangements for LEMC and any projects being undertaken.

Outcome	Strategy	Responsibility	Action / result
Agendas, minutes, committee work plans and actions are timely professional and readily identify improved outcomes	1.1 Review and update the Local Emergency Management Arrangements in accordance with the State EM Policy 2.5, State EM Procedure 8 and the Local Emergency Management Arrangements Guideline.	Executive Officer	<ul style="list-style-type: none"> • Arrangements reviewed and endorsed by Council 6 April 2016 (Resolution 80/16) • Ongoing reviews as required with next full review due in 2021.
	1.2 Review and update Local Emergency Recovery Arrangements in accordance with the State EM Policy 2.5, State EM Procedure 8 and the Local Recovery Guidelines.	Executive Officer	<ul style="list-style-type: none"> • The Shire of Dardanup LEMA incorporates the Local Recovery Plan. • Arrangements reviewed and endorsed by Council 6 April 2016 (Resolution 80/16) • Ongoing reviews as required with next full review due in 2021.
	1.3 Ensure that all relevant information concerning legislation, policies and other EM matters is provided to LEMC members in a timely manner.	Executive Officer	<ul style="list-style-type: none"> • Standing agenda item for LEMC, with DEMA South West attendance, enabling this information to be disseminated at quarterly meetings. • Some information may be released as it is identified and captured in the following LEMC agenda, or if non-urgent it may be held over for the next LEMC and included in that agenda. • Also enabled through the membership of the Shire of Dardanup on the SWEMA.
	1.4 Periodically review the membership of the LEMC to ensure that it reflects significant changes in: distribution and composition of the local population; economic and industrial base of the community; landforms and the biophysical environment; community governance and government service delivery arrangements.	LEMC Members	<ul style="list-style-type: none"> • This strategy will be employed at each LEMC as an Agenda Item to ensure membership includes appropriate personnel and structure as suggested in State EM Procedure 7. • It is incumbent on all members to ensure they review their own role, capacity and function on the LEMC to satisfy the contemporary needs of the community. • The LEMC will amend the membership if and when required to ensure all requirements are satisfied.
	1.5 Ensure that annual business planning is undertaken in accordance with State EM Procedure 7.	Executive Officer	<ul style="list-style-type: none"> • As suggested in State EM Procedure 7 the Shire of Dardanup LEMC will develop the Annual Business Plan each financial year.

(Appendix ORD: 12.11B)

Local Emergency Management Committee Business Plan 2019 - 2020

Outcome	Strategy	Responsibility	Action / result
	1.6 Ensure that the Preparedness and Annual report is provided to the DEMC and SEMC in accordance with State EM Procedure 17.	Executive Officer	<ul style="list-style-type: none"> To minimise multiple reporting requirements, the SEMC have combined the preparedness and annual reporting questions into one survey. This fulfils the legislative requirements of the Local Emergency Management Committees (LEMCs), and Hazard Management Agencies (HMAs) as detailed in s.33 and s.40(1) of the <i>Emergency Management Act 2005</i>. The Shire of Dardanup LEMC will complete the survey by the 14 June of that year.
	1.7 Ensure that the LEMC is administered in a professional manner with timely and effective production of agendas, minutes, plans, communications and reporting as required.	Chair and Executive Officer	<ul style="list-style-type: none"> Shire of Dardanup Governance staff provide the professional administration support required to ensure the LEMC is administered in a professional manner. The Shire of Dardanup LEMC reflects the Shire of Dardanup Code of Conduct and Customer Service Charter with regard to professionalism, structure, administration and accountability.

Objective 2 RISK – Develop a comprehensive risk profile for the local government district.

Outcome	Strategy	Responsibility	Action / result
Risk is estimated across all hazards	2.1 Undertake community emergency risk management process and table report at the LEMC and DEMC. Risks to be assessed using the ISO31000:2009 as outlined in the WA Emergency Risk Management Guide.	LEMC members / Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup LEMC participated in the State Risk Project – Local Level (stage 1). The project generated a robust understanding of risks genuinely faced by the Shire of Dardanup and its community. This information will inform appropriate and cost-effective mitigation strategies (stage 2) to lower risk and contribute to building a more resilient community.
	2.2 Encourage LEMC member organisations to promote community awareness and education of hazards (risks) relevant to the local government district.	LEMC members	<ul style="list-style-type: none"> The Shire of Dardanup fully supports and promotes community safety awareness through community education and awareness on behalf of and in support of LEMC membership. Seasonal message sharing through LEMC membership.

Local Emergency Management Committee Business Plan 2019 - 2020

Objective 3 CAPABILITY – Develop a capability profile for the local government district, matched against estimated risk.

Outcome	Strategy	Responsibility	Action / result
Capability, matched against estimated risk, is established across all hazards and affected organisations.	3.1 Complete "Annual Preparedness and Annual Reporting tool" that captures key areas of capability and forward to DEMC Executive Officer in accordance with State EM Procedure 17.	LG and LEMC Executive Officer	<ul style="list-style-type: none"> To minimise multiple reporting requirements, the OEM have combined the preparedness and annual reporting questions into one survey. This will fulfil the legislative requirements of the Local Emergency Management Committees (LEMCs), and Hazard Management Agencies (HMAs) as detailed in s.33 and s.40(1) of the <i>Emergency Management Act 2005</i>. The Shire of Dardanup LEMC will complete the survey by the 14 June of that year.
	3.2 Ensure exercises are developed in accordance with the State Emergency Management Policy 4.8 and the State EM Preparedness Procedures that; <ul style="list-style-type: none"> a) Encourage multi – agency and LEMC member participation b) Assist with understanding of agency's roles and responsibilities and availability and limitations of resources. c) Test sections of the Local Emergency Management Plan or sub plans. 	LEMC members / Executive Officer	<ul style="list-style-type: none"> At least one multi-agency exercise will be conducted at a LEMC meeting, usually in conjunction with seasonal preparatory campaigns. These enable a shared understanding of member agencies capacities and needs and further enable the capacity of potential ISG activities.
	3.3 Review exercise outcomes. Table at LEMC as an agenda item for discussion and action. Table outcomes at DEMC for inclusion in district risk and capability profiles.	LEMC members / Executive Officer	<ul style="list-style-type: none"> At the conclusion of any planned exercise, a debrief report and findings will be tabled at the LEMC for further discussion and review. LEMC endorsed documentation will be forwarded to the DEMC, through the DEMA – South West for their information.
	3.4 Seek opportunities to access appropriate funding programs for emergency management projects.	Executive Officer	<ul style="list-style-type: none"> The LEMC Executive Officer will advise the committee of any funding opportunities that may arise and make application if required.

Appendix ORD: 12.11B

Objective 4 IMPACT – Identify capability gaps through incident analysis and post exercise review.

Outcome	Strategy	Responsibility	Action / result
A systematic process of incident and exercise review exists to identify learnings across vulnerability and capability	4.1 Ensure accurate records are kept of emergency events and exercises (including debriefs and actions coming from them) for reporting to and discussion at the LEMC.	Executive Officer	<ul style="list-style-type: none"> All records from an emergency event or exercise will be shared amongst member agencies (through LEMC) and stored within the Shire of Dardanup's record management system.
	4.2 Capture any learnings, changes and enhancement to processes and plans and update the LEMA and sub plans to reflect these.	Executive Officer	<ul style="list-style-type: none"> As situations present, conduct and record proceedings, decisions and events, including post incident analyses. Update Local Emergency Management & Recovery Arrangements from lessons learnt. All recommendations will be presented to the LEMC for consideration when amendments of the arrangements are required.
	4.3 Ensure all reports (post incident analysis and exercise reports) are tabled at the DEMC for inclusion in district risk and capability profiles	Executive Officer	<ul style="list-style-type: none"> LEMC endorsed documentation will be forwarded to the DEMC, through the DEMA – South West for their information.

Objective 5 ENGAGEMENT – Promote learning and continual improvement across all EM business and activities within the Local Government District.

Outcome	Strategy	Responsibility	Action / result
Promote learning and continual improvement across the EM Sector	5.1 Develop a process to share and promote learnings from activities , exercises and reviews within your community. Examples include a regular EM newsletter or LEMC communique.	Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup uses its various media platforms, such as its website and Facebook, to share and promote emergency management activities, exercises and reviews within our community as well as display emergency management topics and issues. The Shire of Dardanup has a dedicated Emergency Management web page to simplify navigation for the community.
	5.2 Communicate outcomes from the risk management process with your community to promote awareness of key risks.	Executive Officer	<ul style="list-style-type: none"> See above.
	5.3 Seek opportunities for Emergency Management training for members and the community.	Executive Officer	<ul style="list-style-type: none"> The Executive Officer will continually source and seek out EM training opportunities for the LEMC membership, Shire employees and community members.
	5.4 Seek subject matter experts to give presentations on relevant matters to the LEMC.	Executive Officer	<ul style="list-style-type: none"> The Executive Officer will seek subject matter experts to share experiences with the LEMC to enhance the group's prevention, preparedness, response and recovery (PPRR) for anticipated or possible unplanned events. The opportunity for LEMC membership to share their expertise is presented at every meeting.
	5.5 Seek opportunities to link resources with neighbouring local governments to conduct larger EM exercises or forums addressing areas of similar risks or contemporary issues.	Chair and Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup has membership on the SWEMA and is also part of the MOU between Member Councils of the South West Zone WALGA for the provision of mutual aid during emergencies and post incident recovery. The Shire of Dardanup is currently participating in the State Risk Project – Local Level. During this, South West Local Governments will work together to do joint ERM workshops.

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Local Emergency Management Committee Business Plan 2019 - 2020

Outcome	Strategy	Responsibility	Action / result
	5.6 Links to EM information including research papers, Post incident Analysis (lessons learnt from Australian events, EM news to be circulated to LEMC members	Executive Officer	<ul style="list-style-type: none"> Any EM information will be coordinated and managed by the Executive Officer to ensure circulation to LEMC members.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON TUESDAY 21 MAY 2019, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Officer, Mr Luke Botica, declared the meeting open at 7.00pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Mr Chris Hynes	-	CBFCO – Eaton Townsite District
Mr Rod Bailey	-	FCO Upper Ferguson District
Mr Rob Drennan	-	FCO Waterloo District
Mr Clay Rose	-	DCFCO (North) FCO Burekup District
Mr Lyndon Skeers	-	Captain Ferguson District (Proxy)
Mr Ian Bridge	-	Wellington Mills District
Mr Alan Charlton	-	DCFCO (South) West Dardanup District
Ms Donna Walker	-	DFES
Mr Darren Harvey	-	Dept of Biodiversity, Conservation and Attractions
Cr Tyrell Gardiner	-	Elected Member
Cr Patricia Perks	-	Elected Member

Staff

Mr Murray Halden	-	Senior Ranger
Mrs Donna Bailye	-	Executive Governance Officer
Mr Luke Botica	-	Director Engineering & Development Services
Mr Brenton Scambler	-	Manager Development Services

2.2 Apologies

Mr Robert Doherty	-	FCO Wellington Mills (Chairperson)
Mr Richard Stacey	-	FCO Ferguson Brigade(Deputy Chairperson)
Cr Peter Robinson	-	Elected Member
Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Brendan Putt	-	FCO Dardanup Central

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON
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3.1 Election of Chairperson and Deputy Chairperson – Executive Governance Officer – Mrs Donna Bailye

At the Bushfire Advisory Committee meeting on 13 October 2017, elections were held for the position of Chairperson and Deputy Chairperson.

Both positions were accepted by the current Chairperson, Mr Robert Doherty and Deputy Chairperson, Mr Richard Stacey with the provision that the period of tenure for both positions be for a 12 month period only, with the positions expiring in October 2018.

The Committee discussed the election of Chairperson and Deputy Chairperson of the Bushfire Advisory Committee at the meeting on the 16 October 2018. It was agreed that this matter be deferred until the next meeting. (BFAC 12-18)

THAT the Bushfire Advisory Committee defer the election of the Chairperson and Deputy Chairperson to the next Bushfire Advisory Committee Meeting.

In accordance with Section 38 of the Bush Fires Act 1954, the election of Bushfire Control officers is carried out each year and the information is provided to the Bush Fire Advisory Committee. This matter is to be dealt with in Item 10.16 of this Agenda.

The Shire of Dardanup will be undertaking Local Government Elections in October 2019. All new Councillors will be sworn into Council and all Councillors will be appointed to Committees of Council at a Special Meeting of Council on the 23 October 2019.

It is therefore proposed that the Election of Chairperson and Deputy Chairperson be deferred until the next meeting of the Bush Fire Advisory Committee. It is proposed that this meeting be held on the 29 October 2019 or the 5 November 2019.

This will ensure that all incoming FCO's and new Councillors will be able to nominate for the position of Chairperson or Deputy Chairperson.

To support this action, the following resolution is presented.

Process

Cr. P Perks nominated Cr. T Gardiner for the position of Chairman. Cr. T Gardiner accepted the nomination and by a show of hands, it was agreed that Cr. T Gardiner be nominated as Chairperson.

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 01-19 MOVED - Cr. P Perks SECONDED - Mr Clay Rose

THAT the Bushfire Advisory Committee:

- 1. Defer the election of Chairperson and Deputy Chairperson until the next Bush Fire Advisory Committee to be held on 29 October 2019;**
- 2. In accordance with Section 5.14 of the Local Government Act appoint Cr Tyrrell Gardiner as the presiding member for the meeting of the 21 May 2019.**

CARRIED

Note: Cr. T G Gardiner assumed the role of Chairperson.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Bushfire Advisory Committee Meeting Held 16 October 2018

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 02-19 MOVED - Mr Chris Hynes SECONDED - Mr Alan Charlton

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 16 October 2018, be confirmed as true and correct subject to no corrections.

CARRIED

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

7. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

8. DECLARATION OF INTEREST

“Discussion:

Chairperson, Cr. T Gardiner asked the Committee if there were any Declarations of Interest to be made.

There were no Declaration of Interest made.

9. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
ACT 09/16 22/03/16	Chris Hynes	Community Emergency Services Manager – Matter to be tabled at the next Fire Shed meeting. Delegate task to small group to deal with the matter. Prepare a job description and then bring back to the Shire for Council consideration.	<p>Mr Chris Hynes – Following our recent Fire Shed meeting it was agreed that the brigades require the services of a CSEM Officer. I would like to bring this back as a matter to be addressed by the Shire.</p> <p>Mr Luke Botica – We are looking at this matter internally. We will be discussing in the near future and will look at all possibilities. Will report back at a later date.</p> <p>Mrs Erin Hutchins – initial discussions with DFES indicated there was no available funding for a CESM within the Shire; however the Shire has allocated funding for a new position of Emergency Officer to assist with supporting the brigades. This newly created position will see a support person working 15 hours a week.</p> <p>16/10/18 Mrs Erin Hutchins advised that the Emergency Officer, Ms Natalie Robertson, will commence with the Shire on Tues 23 October 2018.</p> <p>Mr Steve Potter advised the committee that Funding model applied by DFES for the CESM position is a 50/50 contribution on the part of DFES and the Shire. He commented that in the event that DFES did offer to fund 2.5 days per week, the Shire would already be contributing its portion and the position could increase. However clarified that the current position has been created for 15 hours per week with no outlook to increase these hours.</p> <p>Mr Robert Doherty queried what would happen to the Emergency Officer position if the funding does become available.</p> <p>Mrs Erin Hutchins advised that the CESM is a different position and would go through a selection process. Clarifying</p>	Ongoing

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>that the current position is permanent part-time.</p> <p>Mr Robert Doherty went on to comment that both positions will not be required.</p> <p>Mr Luke Botica responded that this would be assessed when funding was secured.</p>	
ACT 14/16 24/05/16	Luke Botica	Shire to define a policy on roadside burning consistent with the needs identified in the proposed Bushfire Risk Management Plans.	<p>The Shire of Dardanup will provide the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers with maps to enable high risk areas and fuel loads to be mapped by hand.</p> <p>The Shire will:</p> <ul style="list-style-type: none"> • Electronically map the identified areas and design a strategic plan to mitigate these areas (through burns). • Responsible for all community liaisons in the lead up to burns and other mitigation practices relating to the strategic plan. • Responsible and provide all traffic management during burns and other mitigation practices relating to the strategic plan. <p>Bush Fire Brigade Officers are covered under the Shire's insurance when conducting 'normal brigade activities' (refer Section 35A (c) specifically for fire prevention activities) of the Bush Fires Act 1954).</p> <p>Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Fire Control Officers to complete burn prescription (refer to Office of Bushfire Risk Management (OBRM) Basic Prescribed Fire Plan Package).</p> <p>The Shire of Dardanup will provide refreshments to active brigade members participating in the mitigation works.</p> <p>The Shire is still looking at undertaking the mapping. Due to the delays experienced this season with the current trialled burns the mapping has not been completed. The Shire is aiming to have the mapping ready for the 2018 fire season, and will present the maps at this stage. (31/10/2018).</p>	Complete

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>20/02/18 The Committee discussed the Shire mapping and it was agreed that the maps previously generated by the Shire would be forwarded to the FCO's. Each FCO would update and identify priority areas and return to the Shire to assist with the mapping exercise.</p> <p>15/05/18 Mr Robert Doherty requested that the maps be completed by the FCO's and returned to the Shire. (15/05/2018).</p> <p>16/10/18 Mrs Erin Hutchins advised that 4 roadside burning applications had been received, with one map. The Committee discussed the request for maps from FCO's. CBFCO advised that the main issue was time constraints. Mr Robert Doherty acknowledged that it takes time but emphasised that a decision should be made.</p> <p><u>Officer Comment – Mrs Erin Hutchins – 09/05/2019</u></p> <p>This will now be captured through the Bushfire Risk Management Plan with the assistance of Ben Anderson – Bushfire Risk Planning Coordinator. The plan incorporates areas of risk and possible treatment options including burns, mechanical works, spraying etc. The Shire will be eligible to apply for Mitigation Activity Funding (MAF) to assist with the cost of treatments.</p>	

RECEIVED

(Appendix ORD: 12.12)

10 REPORTS OF OFFICERS AND COMMITTEES

10.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Call outs for this season. There have been about 30.
<i>Appliance and Equipment</i>	<p>Request For Budget For CBFCO /DCBFCOs - I would like to propose that the BFAC Committee put forward a motion, for Council to consider funding the costs associated with supporting the Chief & Deputy Chief Bush Fire Control Officers for the Shire of Dardanup.</p> <p>The Appointment of Bush Fire Control Officers is an appointment made by Local Government under Section 38(1) of the Bush Fires Act 1954</p> <p>As Chief & Deputy Chief, there is an expectation, that at an incident they are required to manage incidents using all the DFES internet platforms.</p> <p>I know there are other Local Governments that support their Bush Fire Control Officers by having a budget set aside for their Chiefs & Deputies and I think the Shire should consider this.</p>
<i>Training</i>	Looking for BFB members to consider becoming trainers for our Shire to deliver Intro and Bush Fire Fighting Courses.
<i>Meetings Held</i>	<ul style="list-style-type: none"> • ROAC Capel 7/03/19. • CBFCO/ DCBFCOs Regular Meeting with Shire. • Meeting with DFES and Shire on progress of Dardanup central rebuild/ location. • Meeting with New Chief Executive Officer.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>Have issues with function of IPAD being unable to send emails to groups. With many attempts with IT at the Shire, still with no success to date.</p> <p>Other problems, iOS doesn't always work with other systems. IE DFES.</p>

	<p>Concerns of poor phone reception at home address. When taking Emergency calls many of us have this problem.</p> <p>Calls from COMCENTER. I have made a complaint, using MARS REPORTS, regarding having calls sent directly to brigades via SMS from COMCENTRE, to turn out to an incident. (Appendix BFAC: 10.1).</p> <p>This is not the procedure. They must call the Group Call first and whoever answers the group call will advise which brigades will be mobilized.</p>
<i>Initiatives</i>	<p>I have purchased my own tablet and software to run maps at a fire, to track the fire shape which benefits the brigades in knowing where they are required to be at an incident.</p> <p>Reminder to all Brigades and Shire Departments to include the CBFCO in correspondence</p>
<i>Other News</i>	<p>I am a member of the PATS Team For the NEW 1.4 development. Thanks for the brigades that have provided feedback on their 1.4s</p> <p>Thank you to Natalie Robinson. The feedback I've been getting from the brigades has been very positive and you are a welcomed addition the team</p>

Item/s For BFAC Discussion

Item 1. – Budget Request. I would like to propose that the BFAC Committee put forward a motion, for Council to consider funding the costs associated with supporting the Chief & Deputy Chief Bush Fire Control Officers for the Shire of Dardanup.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

After further discussion with the Chief and Deputy Bush Fire Control Officers (FCOs), the request for the Shire to consider additional funding is to support the Chief and Deputies with incidentals, such as vehicle equipment and operating costs. Currently the Chief and Deputies utilise their own private vehicles to respond to incidents within the Shire and any expenditure related to this comes out of their own pocket.

Further to this, a separate budget allocation would assist with the costs of catering for BFAC meetings and appointment of Shire FCOs. Expenditure for these items is not eligible under the Local Government Grant Scheme (LGGS) and is currently unbudgeted for. Setting aside a standalone budget will allow these additional costs to be managed and well planned for.

It is suggested that Council consider an initial budget of \$500, with additional funds being added gradually over the coming years.

Discussion:

Mr Chris Hynes discussed the issue of 000 calls with the Comcentre and advised the Committee that he had met with the new Shire Chief Executive Officer, Mr André Schönfeldt, and discussed the budget issues he had raised above.

The Committee discussed the funding amount and it was clarified that the amount was a total amount of \$500 for items outside of the ESL expenditure allocation and claims are to be forwarded through to the Shire for approval and processing.

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 03-19 MOVED - Mr Chris Hynes SECONDED - Cr. P Perks

THAT the Bushfire Advisory Committee recommends that Council:

- 1. Include a budget of \$500 in the 2019/20 financial year, to assist with expenses that are not eligible for funding under the Local Government Grant Scheme (LGGS).**
- 2. Consider increasing the budget of \$500 in future years.**

CARRIED

10.2 Title: Department of Biodiversity, Conservation & Attractions – Officer Report – Darren Harvey

Discussion:

Mr Darren Harvey presented the Committee with plans detailing the Wellington District Autumn Burn Treatments and reported on the progress of the burning programs.

Mr Darren Harvey - No burning has been undertaken within the Dardanup Shire. Planning has started for the 2019-20 period and the Shires will be advised of the updated programs.

Mr Harvey conveyed his appreciation to the Brigades for their continued support.

10.3 Title: Department of Fire & Emergency Services (DFES) – Ms Donna Walker

Discussion:

Ms Donna Walker read allowed the following report:

2018/19 Bushfire Season

This bushfire season has been similar to the last few years being relatively quiet however several of the bigger campaign fires were Esperance and Kalgoorlie. For those brigades and members that were sent on deployment to these fires, thank you for your time and commitment. Thank you also to the brigades for their efforts over the bushfire season.

Bushfire Centre of Excellence

As most of you are aware, the Bushfire Centre of Excellence was announced recently and will be located in the Shire of Murray. Some of the Centre's proposed service deliveries will be:

- *Training (Training Development, Training Delivery)*
- *Knowledge Management (Traditional Fire Knowledge and Practices, Scientific Engagement, Lessons Management)*
- *Engagement and Outreach (Engagement, Advocacy, Digital Presence)*
- *Business Management (BCoE Facility, Business Support)*

State's High Fire Season fleet – Relocated to Collie

The recently announced bushfire multi-purpose facility will be relocated in Collie. The fleet will be serviced by South West Fire with work including service and repairs, minor body work and essential checking, testing and inspection of vehicles and equipment. A number of appliances will be retained for use by the Emergency Driver Training School when it is established in the region. It will also include an Incident Control Centre.

High Season Fire Appliances

Most of the high season fire appliances have now been recalled however some of these may be retained at the Regional Office to assist with Driver Training and Prescribed Burning

Auxiliary Pump Fuel Tank Mounting

Recently, Crew Protection and Asset Planning & Delivery sent out requests for photos of appliances that had auxiliary pumps replaced with diesel motors. In some instances the fuel tanks were mounted to the auxiliary motor and were experiencing vibrations from the pump set. Thank you to the members from Waterloo & Dardanup Central brigades that assisted me with access to the appliances for this purpose.

Social Media Workshop – Saturday, 25 May 2019

The DFES Digital Media Team will be coming to Bunbury to deliver a Social Media Workshop to assist brigades with:

- *Setting up social media page for your brigade*
- *Appropriate use of social media*
- *Guidelines, tips and tricks in relation to Facebook posts, commentary and timeliness*
- *How to manage accounts (eg. Administrators)*
- *Sharing information in relation to hazards and emergency situations.*

Please RSVP DFES Bunbury office on 9780 1900 by Wednesday morning, 22 May 2019 for catering purposes.

Training

The following courses are coming up in the next month:

- *WAERN Basic 25 May Bunbury SES*
- *Sector Commander 25-26 May Leschenault BFB*
- *Bush Fire Fighting 8-9 June West Murray BFB*

- *Machine Supervision 15 & 16 June Harvey ESC*
- *Bushfire Ready Facilitator 22 June DFES Bunbury RO*

Staff changes

DFES Community Preparedness Advisor Selina Young has returned from the Kimberley. John Carter will be returning from leave on 27 May 2019. Thank you all for your support whilst I have been in the role.

Discussion:

Mr Chris Hynes requested further information on Shire Training Officers. Ms Donna Walker advised that further details would be provided to Mr Hynes direct.

10.4 Title: Bushfire Training Officer Report – Vacant

No Report.

10.5 Title: Burekup District Fire Control Officer Report – Clay Rose

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	For period 16.10.18 to 03.05.19 30.11.19 – Nyella Calose. 19.1.19 – Verge SW Highway Kelly Road, Roelands & Recreation Demiana Road Dardanup 20.01.19 – Allison Worsley back road fire 03.02.19 – Wellesley Road Plantation. 27.04.19 – Carlaminda Road
<i>Appliance and Equipment</i>	Pump exhaust repaired. 01.11.19 serviced. Low water alarm repaired. Faulty 1.4 pump replaced with new diesel motor.
<i>Training</i>	Monthly training & AVL testing continues
<i>Meetings Held</i>	23.10.19 - Committee meeting 18.11.19 – Brigade BBQ and briefing 20.03.19 – Auxiliary meeting.

	10.04.19 – AGM.
Membership – Recruitment/Resignation	19 fire fighters 4 auxiliary 2 resignations
Concerns	Poor mobile phone reception – Collie River Road area.
Initiatives	School visit on 27.03.19 ANZAC service – River Valley Primary – 01.05.19
Other News	Nil.

Item/s For BFAC Discussion

Item 1- Fire call outs. Brigade members are not changing WAERN radio channel from DFES coms channel 372 after calling in station departure back to Dardanup Shire channel 272.

Item 2 - Chief Bush Fire Control Officer IPad.

Discussion:

Mr Clay Rose discussed the use of radios with the Committee.

Mr Clay Rose identified issues with some permit holders not meeting the requirements of their permits. Mr Murray Halden discussed the Shire's process for enforcement and actions taken for non-compliance. He advised the importance of forwarding these details through to the Shire for record keeping and investigation purposes and requested that FCOs forward this information via email to rangers@dardanup.wa.gov.au

10.6 Title: Dardanup Central District Fire Control Officer Report – Brendan Putt

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	19/1/19 Recreation Road Dardanup - In 420624. 3/2/2019 Wellesley Fire - In 421994. 8/2/2019 Dardanup townsite (Ferguson Road)- In 422548. 5/3/2019 Australind High School - In 424736.
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<i>Appliance and Equipment</i>	Appliance in good working order; no current issues.
<i>Training</i>	<p>Training from the start of the season was every two weeks , then training once a month or vehicle and Equipment checks</p> <p>3 Members passed their truck driver's license with help from the \$1000 from DEFES - great result.</p>
<i>Meetings Held</i>	We have had several meetings with the Shire representatives , DEFES, and our Chief(Chris Hynes) in regard to a new station for Dardanup Central. This is an ongoing process which involves the new station staying in the existing location. AGM completed with good attendance, all positions filled.
<i>Membership – Recruitment/Resignation</i>	<p>It has been a difficult year with the passing of Laurie Hynes. The Brigade has worked closely together giving support to all, and helping his girls where possible.</p> <p>New members Nick Telini. Currently 30 active members.</p>
<i>Concerns</i>	<p>Station still has no internet for computer and IT equipment which was supplied 18 months ago.</p> <p>With constant changes to the DEFES portal it's difficult to help members navigate problems. It would be great to access training info and training videos available for download.</p>
<i>Initiatives</i>	Bull and Barrel Display this year was fantastic with great attendance, will look to build on this and expand our public info and public engagement.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

10.7 Title: Eaton Townsite / District Fire Control Officer (FC) Report – Chris Hynes

No Report.

10.8 Title: Ferguson Fire Control Officer Report – Richard Stacey

Reporting Department: Ferguson BFB

Reporting Officer: Richard Stacey

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Wansborough off Pile Road (18 Nov). Nyleeta Close, Henty (18 Dec). Alanson (18 Jan). Pile Road (Australia Day). Gelorup (19 Jan) Wellesley (19 Feb) Landsdale (SW Taskforce) (19 Feb) Nannup (19 Feb) Carlaminda Road (Escaped permit burn) (19 April)
<i>Appliance and Equipment</i>	Ferguson LT overdue for replacement. DA689 delivered May 2007 and hence has completed 12 years' service.
<i>Training</i>	Ferguson LT borrowed by JCB for training (Dec 2018).
<i>Meetings Held</i>	AGM held Sunday 5 April 2019.
<i>Membership – Recruitment/Resignation</i>	Nil
<i>Concerns</i>	Critical Issue -Water Supply: Insufficient flow rate available for tanker filling. Supplementary supply needed before 2020 season.
<i>Initiatives</i>	Continued promotion of fire safety issues through Ferguson Fire and Crime Watch Facebook page.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

10.9 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Peter Buck

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Peter Buck

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	4 callouts.
<i>Appliance and Equipment</i>	LT repaired and station radio serviced.
<i>Training</i>	8 x Training Events. 11 x Cadet Training Events.
<i>Meetings Held</i>	5 x Committee Meetings. 1 x Annual General Meeting.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

10.10 Title: Upper Ferguson District Fire Control Officer Report – Rod Bailey

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	4 callouts very quiet season.
<i>Appliance and Equipment</i>	Truck returned from Collie 2 weeks ago – full service, all equipment in good working order.
<i>Training</i>	Brigade holds in-house training/AVL testing.
<i>Meetings Held</i>	AGM & Ordinary meeting held on 16 April, 2019.
<i>Membership – Recruitment/Resignation</i>	1 resignation – left district – Caroline Gregory. Returned uniform.
<i>Concerns</i>	Everything going well.
<i>Initiatives</i>	Have had new meeting room just finished, thanks to Dave & Rob Wells & Nathan Ryder (Shire) – great job.
<i>Other News</i>	Have held busy bees and having huge cleanup at station, thanks to all members who helped.

Item/s For BFAC Discussion

Discussion:

Mr Rod Bailey advised the works have been completed and wished to thank Mr David Wells and the Shires, Mr Nathan Ryder for a job well done.

10.12 Title: Waterloo District Fire Control Officer Report –Rob Drennan

Reporting Department: Waterloo District

Reporting Officer: Mr Rob Drennan

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	19 call outs, involving 72 crew members with approximately 56 hours on fire ground.
Appliance and Equipment	There has been no problems with either appliance since their annual service.
Training	Training and AVL is the first Wednesday of every month. Working fine. Had a drafting water exercise from Millers Creek on a Sunday morning followed by a sausage sizzle. Good attendance.
Meetings Held	Nil.
Membership – Recruitment/Resignation	New member. Blair Shaw transfer from Bunbury BFB. Dane Goodsell stood down from activity to ancillary due to work.
Concerns	The Picton East and Waterloo respond boundary will be an ongoing problem and concern.
Initiatives	Have been trialing a new App, "Scan It All". Works very well for immediate scanning and sending fire reports to multiple emails and keeps a record of all out going on your phone, plus it is free!
Other News	Nil.

Item/s For BFAC Discussion

Discussion:

Mr Rob Drennan discussed a recent call out for Picton East and the issues associated with the boundaries for the Waterloo and Picton East area. He advised the Committee of his ongoing concerns regarding this matter.

Mr Chris Hynes advised that he had raised a Mobilizing Anomaly Report Sheet (MARS) to support Mr Drennan's concerns regarding the latest Picton East call out.

Mr Rob Drennan further discussed a new App – "Scan It All" he was using to assist with FCO documentation tasks.

10.13 Title: Wellington Mill District Fire Control Officer Report –Mr Ian Bridge – Proxy for Mr Robert Doherty

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge (Proxy for Robert Doherty)

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	We have turned out to all 6 requests.
Appliance and Equipment	<p>We have recently purchased and fitted new driving lights to our 1.4. - Purchased from our brigade funds</p> <p>We have some intermittent problems with communications between the cab and the rear working platform. Our Equipment Officer is investigating and will recommend action required.</p>
Training	<p>John Cartwright has completed his Bushfire Fighting Training.</p> <p>Brad Reed has completed Intro and is enrolled to complete his Bush Firefighting Training.</p> <p>Ian Bridge has completed Structural Firefighting, Advanced Bush Firefighting and Crew Leader Training.</p> <p>We conducted in house 1.4 appliance refresher training at the start of the Bushfire season.</p>
Meetings Held	Our committee has met every month since last BFAC including our AGM in March.
Membership – Recruitment/Resignation	2 new members.
Concerns	<p>1. Some members have expressed their concern over the lack of practical experience having only been called out 6 times this season, for mostly mop up duties.</p> <p>2. Our Lieutenants received a conference call for a fire at Carlaminda Road, Ferguson, (end April) and want to understand why the closest brigade to the incident wasn't called yet two of the furthest brigades were requested.</p>
Initiatives	<p>1. We have adopted the "WhatsApp" system to alert our community of any fire related matters including emergency warnings. We also have a separate user group to call on our firefighters when required to turn out.</p>

	<p>2. Instigation of our Bush Fire Ready program has had some set backs due to the changes in DFES staffing.</p> <p>With the help of DFES we have produced laminated maps of every BFR sector in our area showing the property locations. These are mounted on a white board in our Fire Shed, (which would become our Major Incident Centre).</p> <p>Adjacent to these maps is a control list showing resident/occupants status prior to and at the time of emergency.</p> <p>We are currently trying to set a date with DFES to present our Major Incident Action Plan for their comment. Once our program is completed we would be happy to present it to BFAC.</p> <p>3. Suggestion for SoD secondary Brigade Roster System to be put to all WMBFB members before being put to BFAC for consideration.</p>
Other News	<p>On 22 February we were asked to assist at the Lewana Bushfire from which a number of issues prompted us to write to the DFES Commissioner outlining our concerns over the unsafe practices and expectations placed on Volunteer Bushfire Fighters.</p> <p>The Commissioners response was informative and positive.</p>

Item/s For BFAC Discussion

Item 1 *Clarification of SoD Bushfire Brigade Constitution - Part 4.1-2f. Committee delegating functions to a member. i.e. delegating function to issue a Permit to Burn in the absence of the BFCO.*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

A 'permit to burn' requires the issuing officer to be an appointed Fire Control Officer (FCO) by Council (refer s18 & s38 of the Bush Fires Act 1954) and cannot be sub-delegated between Officer to Officer.

Item 2. *Roadside Burning program for 2019.*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Refer s10.19 (2) of the agenda.

Item 3. *IT Hardware and internet connection for WMBFB*

Item 4. *Permitted Burns requiring Emergency services.*

Note: Cr Perks left the room at [7.29pm].

Discussion:

Mr Ian Bridge raised his concerns regarding brigade training and lack of practical experience. The Committee discussed the options available for further experience and training and suggested that members can approach other brigades to assist to increase training/experience.

Note: Cr Perks returned to the room at [7.31pm].

The Committee discussed a recent call out and the roll out of brigades. They further discussed the equipment available to attend specific terrains.

10.14 Title: West Dardanup District Fire Control Officer Report – Alan Charlton

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Alan Charlton

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	24 Call outs for the season.
Appliance and Equipment	Seasonal 2.4 on station.
Training	Vehicle familiarization training.
Meetings Held	2 Building extension meeting held, AGM and several busy bees.
Membership – Recruitment/Resignation	2 new members Liam Hutton and Ebony Hill
Concerns	Nil.
Initiatives	Nil.
Other News	Station extension has finally finished and thank you to the members for their efforts and patience. Thank you to Natalie for taking on a tough role and still have a smile on your face at the end of the day.

Item/s For BFAC Discussion

None.

10.15 Title: Endorsement of Bushfire Control Officers (FCOs)

The election of all Bushfire Control Officers (FCOs) falls under Section 38 of the Bush Fires Act 1954.

Once the Fire Control Officers have been elected and formally endorsed by Council they will be publically advertised in accordance with Section 38(2A) of the Bush Fires Act 1954.

The following officers have been nominated by their brigades as FCO's and now need to be endorsed by the Bushfire Advisory Committee: -

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 04-19 MOVED - Mr Clay Rose SECONDED - Mr Lyndon Skeers

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 30/06/2019 – 01/07/2020 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Puff
Eaton Townsite/District	Chris Hynes
Ferguson District	Richard Stacey
Joshua/Crooked Brook District	Peter Robinson
Upper Ferguson District	Rod Bailey
Waterloo District	Robert Drennan
Wellington Mills District	Ian Bridge
West Dardanup District	Alan Charlton

CARRIED

10.16 Title: Election of Chief Bushfire Control Officer

Nominations are to be called for the position of Chief Bushfire Control Officer.

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 05-19 MOVED - Mr Rob Drennan SECONDED - Mr Rod Bailey

THAT the Bushfire Advisory Committee recommend that Council endorse Chris Hynes as Chief Bushfire Control Officer for the period 30/06/2019 – 01/07/2020.

CARRIED

10.17 Title: Election of Deputy Chief Bushfire Control Officer – (North)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (North).

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 06-19 MOVED - Mr Rob Drennan SECONDED - Mr Alan Charlton

THAT the Bushfire Advisory Committee recommend that Council endorse Clay Rose as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2019 – 01/07/2020.

CARRIED

10.18 Title: Election of Deputy Chief Bushfire Control Officer – (South)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (South).

The positions of Chief Fire Control Officer, Deputy FCO and FCO's once endorsed by Council will be included on the Fire Prevention Notice.

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 07-19 MOVED - Mr Chris Hynes SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council endorse Alan Charlton as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2019 – 01/07/2020.

CARRIED

10.19 Title: Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins

Reporting Department: Shire of Dardanup

Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

1. *Appliances and Equipment Servicing*

All appliances have now been serviced by South West Fire for the 2018-2019 period.

Information Only

2. *Roadside Burning*

The Shire is currently putting together a Bushfire Risk Management Plan with the assistance of Ben Anderson, Bushfire Risk Planning Coordinator. The plan highlights areas of risk throughout the Shire, including roadside verges, regardless of tenure. Due to this, FCOs will not be required to map high risk areas in their area at this stage. Over time Ben will meet with FCOs, Captains and other relevant brigade members and discuss areas of high risk for their district that will be mapped using the Bushfire Risk Management System (BRMS). Subsequently, various mitigation measures such as burning, mechanical works, spraying etc., utilizing Mitigation Activity Funding (MAF), will be considered to reduce the risk. Treatments will be prioritized based on the calculated risk level with 'extreme' areas managed in the first instance.

Further information of the Bushfire Risk Management Plan and process will be presented to BFAC at a future meeting.

Information Only

3. *Local Government Grant Scheme (LGGS)*

The application for 2019/20 LG grants funding was submitted to DFES SWHQ. The Superintendent reviewed the application and was subsequently forwarded to the Capital Grants Committee in Perth.

The Shire wishes to acknowledge Brigade members who contributed towards the application and Mrs Natalie Robertson (Emergency Officer) for compiling the application on behalf of the Shire of Dardanup and Volunteer Bush Fire Brigades.

The following Local Government Grants Scheme 2018/19 budget figures are provided for information purposes only.

Budget	
ESL Line Item 1-8 Operating Grant	\$115,000.00
ESL – Line Item 9	\$19,735.00
ESL – Total Gross Operating Grant	\$134,735.00
Less Expenditure	
ESL - Insurance	\$35,449.60
ESL – Expenditure as at September 2018	\$132,622.68
ESL – Total Expenditure	\$168,072.28
Funds Remaining as at May 2018	-\$33,337.28

Approved Capital Grants

Brigade	Description	Funding
Waterloo BFB	2 appliance bay facility & amenities including furniture fitout.	\$393,909.00
Upper Ferguson BFB	Extension – office, training room, kitchen cupboards & air conditioning.	\$ 26,684.00
Dardanup West BFB	Toilet, shower, PPC wash basins & change rooms.	\$ 39,800.00
	TOTAL	\$460,393.00

Approved Carryovers

Brigade	Description	Funding
Dardanup West BFB	Extension – meeting/training room.	\$ 70,910.00
	TOTAL	\$70,910.00

Information Only

4. Brigade Annual General Meeting

Reference is made to section 3.5 (10) of the Brigade Constitution in which it indicates the Secretary is to:

“Forward AGM minutes and reports to the Shire of Dardanup by 15 May each year.”

Likewise, brigades are requested to provide copies of the official signed Position Nomination Forms for Shire's records.

5. Update Committee Members and Contact Details

Reference is made to section 2.7 (3) of the Brigade Constitution which states:

*"No later than 15 May in each year, the bush fire brigade Secretary is to report to the **Local Government and Chief Fire Control Officer** the name, contact details and type of membership, office bearer positions and any ranking of each brigade member."*

6. Appreciation from the Shire

On behalf of the Shire, I would like to thank you and your brigades for your efforts protecting the community throughout this fire season. Enjoy some well-earned rest and relaxation over the next few months, refreshed ready for the new fire season.

7. Community Emergency Services Manager (CESM)

A Community Emergency Services Manager (CESM) is a Shire employed position and a joint initiative with the Department of Fire & Emergency Services (DFES). DFES provide funding to the Shire to support the employment of a person to fill the position and would require the Shire to enter into an MOU with DFES for a set period.

The primary function of a CESM is to plan, develop, manage, implement and review community emergency services within the Shire in accordance with:

- The Bush Fires Act 1954 as amended, and Bush Fire Regulations
- State Emergency Management Committee:
- Policy Statements
- Fire and Emergency Services Legislation, and
- Council policies and local laws.

The role will support the Shire and brigades in the areas of Prevention, Preparedness, Response and Recovery (PPRR) such as mitigation, planning and training. Further, the position would assist with the implementation of the Shire's Bushfire Risk Management Plan when the Bushfire Risk Planning Coordinators contract finishes with the Shire.

It would be advantageous for the Shire to approach DFES to seek support of a CESM position within the Shire.

Discussion

Mr Murray Halden discussed the LGS and the current overspend items together with an update on the status of the internet connections to the brigades.

Mr Chris Hynes advised that following recent discussions with the Shire Chief Executive Officer the following resolution was to be taken to Council through the BFA Committee.

OFFICER RECOMMENDED & BFA COMMITTEE RESOLUTION

BFAC 08-19 MOVED - Mr Chris Hynes SECONDED - Mr Alan Charlton

THAT the Bushfire Advisory Committee recommends that Council:

1. **Approve the Chief Executive Officer to seek information and support from the Department of Fire & Emergency Services (DFES) for the creation of a CESM position at the Shire.**
2. **Consider a budget allocation as the Shire's contribution to support a CESM position.**
3. **Request that the CEO report back to Council with the information obtained from DFES in relation to a CESM.**

CARRIED

8. *Fire Prevention Order Review*

Please find attached a draft Fire Prevention Order for the Committee's review and endorsement. (Appendix BFAC: 10.19) Please note the suggested change by the CBFCO in relation to enclosed solid fuel cooking appliances.

OFFICER RECOMMENDED RESOLUTION

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2019/2020 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.



FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.
Work must be completed by the 30 November annually and maintained until the close of the Restricted Burning Period.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00) OR PROSECUTED WITH AN INCREASED PENALTY (MAXIMUM PENALTY \$5,000).
ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.

RESTRICTED BURNING PERIOD

Burning Permits Required

1 November
to
13 December
annually

PROHIBITED BURNING PERIOD

NO FIRES PERMITTED

14 December
to
15 March
annually
(subject to extension)

RESTRICTED BURNING PERIOD

Burning Permits Required

16 March
to
26 April
annually
(subject to extension)

RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES*

- All flammable material/vegetation (except living trees) MUST be slashed or grazed to a height that does not exceed 50 millimetres and flammable material MUST be removed.

SMALL HOLDINGS ZONE*

- BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary and surrounding all haystacks.

- Fire hazards on properties must be slashed to a height of no more than 50 millimetres and flammable material MUST be removed from the property. Where slashing is not possible, material/vegetation must be burnt back or sprayed with suitable herbicide to prevent growth until the end of the restricted period.
- Burn piles are approved under the following conditions:
 - a burn pile is to be no closer than 10 metres to any structure; and
 - a 2 metre wide and 4m in height firebreak is to be placed around the perimeter of any burn pile.
- All wood piles during the restricted and prohibited burning period are to be stored securely away from the building.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- Irrigated land is defined as land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- Non Irrigated lots – BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary where it adjoins a road and/or rail reserve.
- Irrigated lots – firebreaks are NOT required on that lot of land where the lot is being actively and regularly irrigated throughout the restricted and prohibited burning periods.
- Irrigation channels that are situated WITHIN and adjacent to a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised in that channel throughout the restricted and prohibited burning periods.
- Burn piles are approved under the following conditions:
 - a burn pile is to be no closer than 10 metres to any structure; and
 - a 2 metre wide and 4m in height firebreak is to be placed around the perimeter of any burn pile.
 - All wood piles during the restricted and prohibited burning period are to be stored securely away from the building.

PLANTATIONS

- BARE EARTH firebreaks of 15 metres width and 4 metres in height must be maintained within and adjacent to the perimeter of plantations with 6-10 metres wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in outdoor incinerator within the urban areas of Dardanup, Eaton, Burekup town sites at any time of the year unless a permit to burn has first been obtained from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the Prohibited Burning Period. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the Restricted Burning Period unless a permit to burn has first been obtained from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque or outdoor stove): The use of enclosed solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the Prohibited and Restricted Burning Period UNLESS;

- the fire rating is below VERY HIGH;
- is fitted with an effective spark arrestor;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;

- an responsible able body adult is in attendance throughout and;
- the fire is completely extinguished when cooking is complete.

The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of "very high" "severe", "extreme" or "catastrophic" fire danger.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to clear firebreaks or remove flammable materials from any land as required by this Order, you should make written application to the Shire of Dardanup no later than 30 September each year and include a plan of your land detailing your fire prevention measures to abate fire hazards on the land. The prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices. If your request for a variation/exemption is not granted, you must comply with the requirements of this Order.

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial "000"

*Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

Discussion:

The Committee discussed the burn notice at length and changes were made in the following areas:

- *Dates for Restricted Burning Period*
Dated changed from 16 March to 26 April to 16 March to 15 May
- *Small Holding Zones – Burn Piles*
Following words were inserted "**can be kept**" in the following:
Burn piles **can be kept** and approved under the following conditions
- *General Farming, Restricted Use and Tourist Zones – Irrigation channels -*
following changes were made:
Irrigation channels that are situated **WITHIN** and adjacent to a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised ~~in~~ **that channel on that property.**
- *Where and How to Obtain Burning Permits – the following paragraphs were moved from the bottom of this section to the top of the section.*
 - The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.
 - **You are advised that Burning Permits are automatically invalidated on days of "very high" "severe", "extreme" or "catastrophic" fire danger.**

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

Changes to the Fire Prevention Order were made within the following sections of the notice:

- Dates for Restricted Burning Period;
- Small Holding Zones – Burn Piles;
- General Farming, Restricted Use and Tourist Zones – Irrigation channels.
- Where and How to Obtain Burning Permits

OFFICER AND BFA COMMITTEE RECOMMENDED RESOLUTION

BFAC 09-19 MOVED - Mr Rod Bailey SECONDED - Mr Alan Charlton

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2019/2020 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.



FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.

Work **must** be completed by the **30 November annually** and maintained until the close of the **Restricted Burning Period**.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

**PERSONS WHO FAIL TO COMPLY WITH THE
REQUIREMENTS OF THE ORDER MAY BE ISSUED
WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00)
OR PROSECUTED WITH AN INCREASED PENALTY
(MAXIMUM PENALTY \$5,000).**

**ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE
REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.**

RESTRICTED BURNING PERIOD

Burning Permits Required

**1 November
to
13 December
annually**

PROHIBITED BURNING PERIOD
NO FIRES PERMITTED

14 December
to
15 March
annually
(subject to extension)

RESTRICTED BURNING PERIOD
Burning Permits Required

16 March
to
15 May
annually
(subject to extension)

RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES*

- All flammable material/vegetation (except living trees) MUST be slashed or grazed to a height that does not exceed 50 millimetres and flammable material MUST be removed.

SMALL HOLDINGS ZONE*

- BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary and surrounding all haystacks.
- Fire hazards on properties must be slashed to a height of no more than 50 millimetres and flammable material MUST be removed from the property. Where slashing is not possible, material/vegetation must be burnt back or sprayed with suitable herbicide to prevent growth until the end of the restricted period.
- Burn piles can be kept and approved under the following conditions:
 - a burn pile is to be no closer than 10 metres to any structure; and
 - a 2 metre wide and 4m in height firebreak is to be placed around the perimeter of any burn pile.
- All wood piles during the restricted and prohibited burning period are to be stored securely away from the building.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- Irrigated land is defined as land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- **Non Irrigated lots** – BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary where it adjoins a road and/or rail reserve.
- **Irrigated lots** – firebreaks are **NOT** required on that lot of land where the lot is being **actively and regularly irrigated throughout the restricted and prohibited burning periods.**
- Irrigation channels that are situated **WITHIN** and adjacent to a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **restricted and prohibited burning periods.**

- Burn piles are approved under the following conditions:
 - a burn pile is to be no closer than 10 metres to any structure; and
 - a 2 metre wide and 4m in height firebreak is to be placed around the perimeter of any burn pile.
 - All wood piles during the restricted and prohibited burning period are to be stored securely away from the building.

PLANTATIONS

- BARE EARTH firebreaks of 15 metres width and 4 metres in height must be maintained within and adjacent to the perimeter of plantations with 6-10 metres wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost.

The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of "very high" "severe", "extreme" or "catastrophic" fire danger.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in outdoor incinerator within the urban areas of Dardanup, Eaton, Burekup town sites at any time of the year unless a permit to burn has first been obtained from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period** unless a permit to burn has first been obtained from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque or outdoor stove): The use of enclosed solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period** UNLESS;

- the fire rating is below VERY HIGH;
- is fitted with an effective spark arrestor;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- an responsible able body adult is in attendance throughout and;
- the fire is completely extinguished when cooking is complete.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to clear firebreaks or remove flammable materials from any land as required by this Order, you should make written application to the Shire of Dardanup **no later than 30 September each year** and include a plan of your land detailing your fire prevention measures to abate fire hazards on the land. The prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices. If your request for a variation/exemption is not granted, you must comply with the requirements of this Order.

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial "000"

*Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

CARRIED

10. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

11. NEW BUSINESS OF AN URGENT NATURE

Discussion:

Mr Chris Hynes discussed with the Committee the 000 procedure as provided for in Appendix BFAC: 10.1.

12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting will be Tuesday, 29 October 2019, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 8.22pm.