



# **APPENDICES**

# **ORDINARY MEETING**

To Be Held

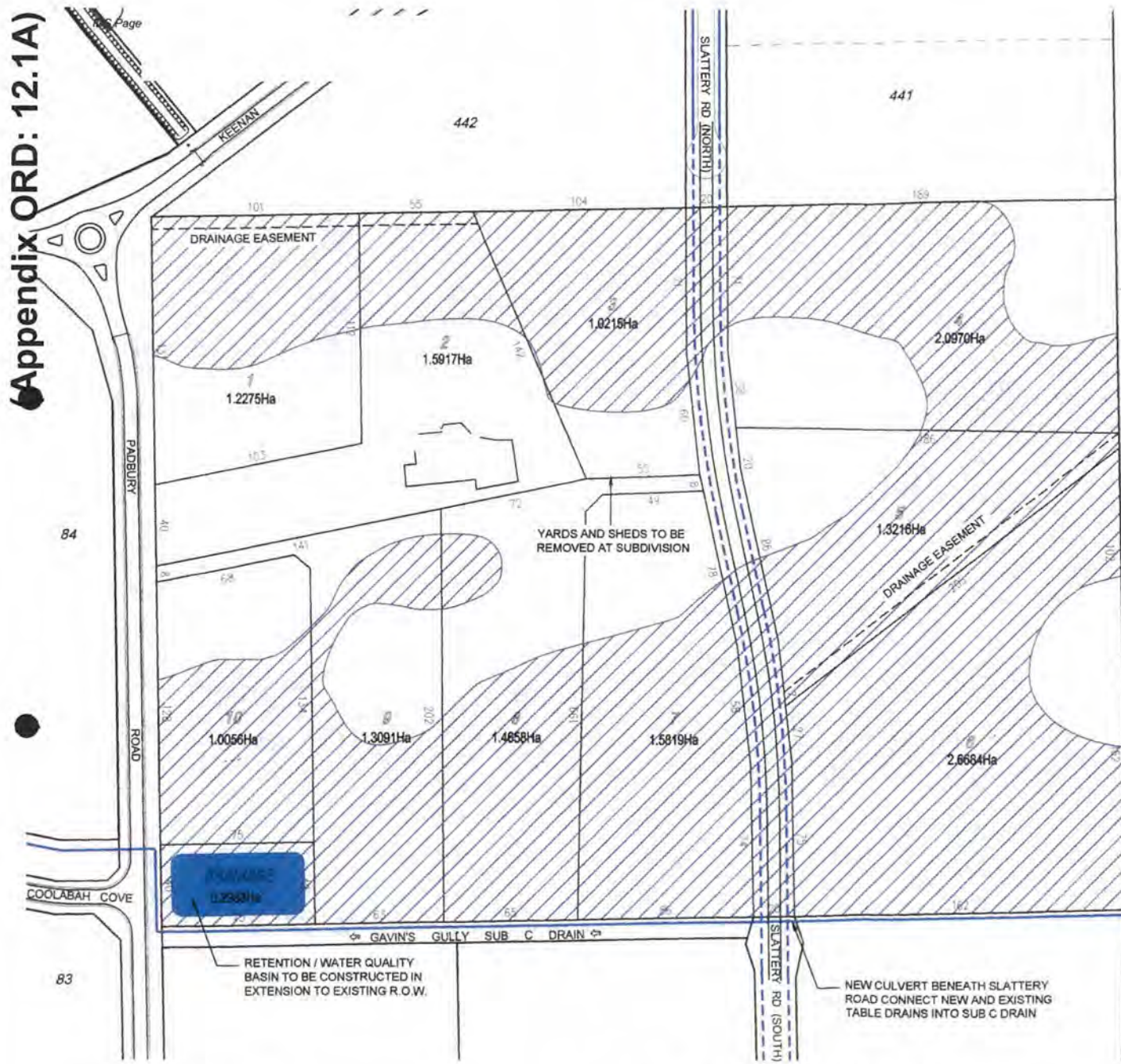
**Wednesday, 8 August 2018**  
**Commencing at 5.00pm**


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.





 BUILDING EXCLUSION AREAS  
Areas susceptible to seasonal waterlogging and inundation and unsuitable for development

**STRUCTURE PLAN MAP**  
**LOT 383 PADBURY ROAD DARDANUP**  
**26 / 03 / 2018**



**INDICATIVE ROAD CROSS SECTION**  
SUBJECT TO DETAILED DESIGN AND APPROVAL AT SUBDIVISION STAGE



**SCALE 1:2,000 ON A3**  
DIMENSIONS AND AREAS SHOWN ARE  
APPROXIMATE ONLY AND SUBJECT TO SURVEY  
**GRAHAM HOUGHTON - TOWN PLANNER**  
4 Sutton Court Australind WA 6233  
0407 252 056  
Cadastral and aerial photographs courtesy Landgate  
Digital coordinates GDA94 MGA Zone 50

**NOTES:**

At subdivision stage Local Government shall request the Western Australia Planning Commission impose the following (but not limited to) as conditions of subdivision:

- Section 70A notification on title advising land owners that:
  - All dwellings shall be constructed to have a minimum finished floor level of 500mm above the nearest adjoining road level or 600mm above natural ground level, whichever is the greater, as determined by a licenced surveyor;
  - The area is subject to seasonal mosquito infestation;
  - The area may be subject to seasonal inundation;
  - They may be impacted upon by noise levels above the normal assigned level for nighttime but within the bounds of the noise regulation 17 approved;
  - There is to be a minimum vertical separation distance of 500mm from the base of the irrigation area of an Alternate Effluent Treatment System to the highest known water table. Approval shall be sought from the Shire of Dardanup prior to installation of an effluent disposal system;
- Preparation and implementation of a landscaping plan;
- Preparation of an Acid Sulfate Soils Self-Assessment. Subject to the results of the self-assessment, an Acid Sulfate Soils Report and Acid Sulfate Soils Management Plan shall be submitted to and approved by the Department of Water and Environmental Regulation before any site works are commenced. Where an Acid Sulfate Soils Management Plan is required to be submitted, site works shall be carried out in accordance with the approved management plan;
- All buildings, structures and on-site effluent disposal systems on each lot shall conform with the minimum setbacks as follows:
  - 20 metres from any road;
  - 50 metres from the edge of any wetland (sumpland) or natural vegetation line, man-made water bodies or waterway;
  - 10 metres from all side boundaries;
  - Be outside of all "Building Exclusion Areas" as identified on the endorsed Structure Plan Map.
- A Fire Management Plan is to be prepared and implemented to the satisfaction of the Shire of Dardanup and the Department of Fire and Emergency Services;
- Stormwater is to be managed in accordance with the approved Stormwater Management Plan;
- The retention / water quality basin shown on the Structure Plan Map is to be shown on the diagram or plan of survey as a Reserve for Drainage and vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be provided free of cost and without payment of compensation by the Crown.





Environmental Protection Authority

(Appendix ORD: 12.1B)

Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA 6232

Your Ref:  
Our Ref: CMS17282  
Enquiries: Billie-J Hughes, 6364 7600  
Email: Billie-J.Hughes@dwer.wa.gov.au

Dear Sir/Madam



**DECISION UNDER SECTION 48A(1)(a)**  
*Environmental Protection Act 1986*

**SCHEME:** Shire of Dardanup - Town Planning Scheme 3 - Amendment 199  
**LOCATION:** Lot 383 Padbury Road, Dardanup West  
**RESPONSIBLE AUTHORITY:** Shire of Dardanup  
**DECISION:** Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed Under Part IV of EP Act. No Advice Given. (Not Appealable)

Thank you for referring the above scheme to the Environmental Protection Authority (EPA).

After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) and that it is not necessary to provide any advice or recommendations.

Please note the following:

- For the purposes of Part IV of the EP Act, the scheme is defined as an assessed scheme. In relation to the implementation of the scheme, please note the requirements of Part IV Division 4 of the EP Act.

- There is no appeal right in respect of the EPA's decision to not assess the scheme.

Yours sincerely

A handwritten signature in black ink, appearing to be 'TH', written over a faint horizontal line.

**Tom Hatton**  
**Delegate of the Minister for Environment**  
**CHAIRMAN**

8 January 2018



Development  
Services



Your Ref: TPS-R0504924  
Our Ref: JT1 2013 08619 V01 - TPS352013  
Enquiries: Ross Crockett  
Direct Tel: 8420 2013

30<sup>th</sup> January 2018

Shire of Dardanup  
P.O. Box No. 7016  
Eaton W.A. 6232

Attention of: **Jake Whistler**

**Re: Rezone & Structure Plan - Lot 383 Padbury Rd, West Dardanup**

Thank you for your letter dated 23<sup>rd</sup> January 2018. The Water Corporation offers the following comments in regard to this proposal.

**Water and Wastewater**

Reticulated water and sewerage services are not currently available to the subject land.

**Drainage**

The subject area falls within the Gavin's Gully Main Drain catchment in the Collie River Drainage District, a rural drainage system. Developments within this catchment are required to contain the flows from a one in one hundred year storm event on site. Discharge to the Water Corporation drains must be compensated to pre-development levels. The developer of this land should be advised to liaise with the Water Corporation at the preliminary planning stage to determine detailed planning requirements as this area could be prone to future flooding. At the time of development the developer may be required to provide calculations from a consulting engineer to demonstrate, to the satisfaction of the Water Corporation, that the runoff from the development has been restricted to pre development levels. To determine the flood level the developer should contact the Department of Water regarding the Drainage and Water Management Plan which includes the subject area.

**General Comments**

Please provide the above comments to the land owner, developer and/or their representative.

Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact the Enquiries Officer.

A handwritten signature in black ink, appearing to read "Ross Crockett".

Ross Crockett  
Development Planner  
Land Planning  
Assets Planning Group



5.012777  
 Screen 093000Y 24 UNKICWN Date Printed: 30/01/18 09:13:18. Coordinate System: IGA04 Zone 50 Height Datum: AHD





Your Ref. TPS-R0504924  
Our Ref.  
Enquiries David Brash

Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA 6232

Dear Sir/Madam

**PROPOSED SCHEME AMENDMENT 199 - LOT 383 PADBURY ROAD,  
DARDANUP WEST**

Thank you for the opportunity to comment on the above mentioned planning proposal.

The WAPC/DoPLH will be required to formally consider this matter following Council's assessment, and in doing so will need to have regard to:

- i) the recommendation of the Council (including the proposal's suitability and any recommended modifications); and
- ii) any issues raised during the advertising period (i.e. from public and government agency submissions).

Given that the above matters are currently unknown, it would be premature for the Department to provide comments at this time, as this could potentially prejudice the WAPC's consideration of the proposal.

Notwithstanding the above, the Department would be happy to discuss any specific issues that Local Government identifies during its assessment and provide advice if required.

Yours sincerely

A handwritten signature in black ink, appearing to read "Kerrine Blenkinsop".

Kerrine Blenkinsop  
Secretary  
Western Australian Planning Commission

30 January 2018



Department of  
Primary Industries and  
Regional Development

Your reference: TPS-R0504924  
Our reference: LUP 297  
Enquiries: Leon van Wyk

Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA, 6232  
[submissions@dardanup.wa.gov.au](mailto:submissions@dardanup.wa.gov.au)

Dear Sir/Madam

**COMMENT: PROPOSED SCHEME AMENDMENT 199 AND STRUCTURE PLAN –  
REQUEST FOR COMMENT LOT 383 PADBURY ROAD, DARDANUP WEST**

Thank you for the opportunity to comment on the rezoning of Lot 383 Padbury Road, Dardanup West from 'General Farming' to 'Small Holding'.

The Department of Primary Industries and Regional Development (DPIRD) does not object to the rezoning of the abovementioned lot as this area has been previously identified for this purpose in the WAPC endorsed 'Crooked Brook/West Dardanup Structure Plan'.

I trust these comments inform your decision on this matter. If you have any queries regarding the comments, please contact Leon van Wyk at (08) 9780 6171 or [leon.vanwyk@dpiird.wa.gov.au](mailto:leon.vanwyk@dpiird.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Guise'.

Neil Guise  
Regional Director  
Southern Region

Date: 12 February 2018

Verschuer Place, Bunbury, Western Australia 6230  
Postal address: PO Box 1231, Bunbury WA 6230  
Telephone: (08) 9780 6100 [enquiries@dpiird.wa.gov.au](mailto:enquiries@dpiird.wa.gov.au)  
[dpiird.wa.gov.au](http://dpiird.wa.gov.au)  
ABN 18 951 343 745





Government of Western Australia  
Department of Health



Your Ref: TPS-R0504924  
Our Ref: F-AA-14495 EHB18/56  
Enquiries: Vic Andrich 9388 4999

Mr Mark Chester  
Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA 6232

Attention: Jake Whistler, Senior Planning Officer

Dear Mr Chester

**TOWN PLANNING SCHEME No. 3 AMENDMENT No. 199 AND STRUCTURE PLAN – REZONE FROM ‘GENERAL FARMING’ TO ‘SMALL HOLDINGS’ - LOT 383 PADBURY ROAD, DARDANUP WEST**

Thank you for your letter of 23 January 2018 requesting comment from the Department of Health (DOH) on the above proposal. The DOH provides the following comment:

The proposed development is required to be in accordance with the draft *Country Sewerage Policy*.

The amendment should require that all developments are to have access to a sufficient supply of potable water that is of the quality specified under the *Australian Drinking Water Quality Guidelines 2004*.

Approval is required for any on-site waste water treatment process. The necessary requirements may be referenced and downloaded from:

[http://ww2.health.wa.gov.au/Articles/U\\_Z/Water-legislations-and-guidelines](http://ww2.health.wa.gov.au/Articles/U_Z/Water-legislations-and-guidelines)

[http://ww2.health.wa.gov.au/Articles/S\\_T/Subdivisions-and-town-planning-approvals](http://ww2.health.wa.gov.au/Articles/S_T/Subdivisions-and-town-planning-approvals)

Should you have queries or require further information please contact Vic Andrich on 9388 4999 or [ehinfo@health.wa.gov.au](mailto:ehinfo@health.wa.gov.au)

Yours sincerely



Jim Dodds

**EXECUTIVE DIRECTOR  
ENVIRONMENTAL HEALTH DIRECTORATE**

12 February 2018

**Environmental Health Directorate**  
All correspondence PO Box 8172 Perth Business Centre Western Australia 6849  
Grace Vaughan House 227 Stubbs Terrace Shenton Park WA 6008  
Telephone (08) 9388 4999 Fax (08) 9388 4955  
[www.health.wa.gov.au](http://www.health.wa.gov.au)  
28 684 750 332

Alice Baldock

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**From:** Stephen Cook <[scook@harveywater.com.au](mailto:scook@harveywater.com.au)>  
**Sent:** Thursday, 22 February 2018 8:04 AM  
**To:** Submissions Planning  
**Cc:** Jake Whistler  
**Subject:** TPS-R050404924 - Lot 383 Padbury Rd

Good morning,

Harvey Water has no comment on this proposal

Best regards

Stephen Cook  
Operations Manager

e [scook@harveywater.com.au](mailto:scook@harveywater.com.au) | ph 08 9729 0104 | fax 08 9729 0111 | mob 0427 988 790




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Our Ref: D04720  
Your Ref: TPS-R0504924

Jake Whistler  
Shire of Dardanup  
[records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)

Dear Mr Whistler,

**RE: SCHEME AMENDMENT NO. 199 AND ASSOCIATED STRUCTURE PLAN - LOT 383  
PADBURY ROAD, DARDANUP WEST**

I refer to your letter dated 23 January 2018 regarding the submission of a Bushfire Management Plan (BMP) (Version B), prepared by Lush Fire & Planning dated 16 May 2017, for the above local planning scheme amendment and associated structure plan.

DFES provide the following comments with regard to *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines).

**Assessment**

**Policy measure 6.3 c) Non-compliance with the Bushfire Protection Criteria**

Element	Assessment	Action
<b>Siting &amp; design</b>	<p><b>A2.1 – not demonstrated</b></p> <p>The structure plan map dated 26 October 2017 included within the scheme amendment report identifies ten proposed lots, and the BMP identifies eleven proposed lots on a "Proposed Subdivision" plan (Figure 5 page 10) - Clarification is required.</p> <p>The structure plan map dated 26 October 2017 identifies significant areas susceptible to seasonal waterlogging and inundation and unsuitable for development. These areas are identified as "building exclusion areas".</p> <p>The BMP does not identify Asset Protection Zones or more broadly, the 'developable areas' within each proposed lot. Developable areas are those areas in which a building can be built and include areas of BAL-29 and below. This should also include other site constraints, such as scheme setbacks and in this instance, areas outside of the "building exclusion areas".</p>	<p><b>Modification required.</b></p> <p>Please update all figures in the BMP to reflect the correct structure plan as necessary.</p> <p>Figure 10 of the BMP also needs to reflect the "building exclusion areas", and overlay areas of BAL 29 or below.</p>
<b>Vehicular Access</b>	<p><b>A3.4 – not demonstrated</b></p> <p>In bushfire prone areas, lots with battle-axe access legs should be avoided because they often do not provide two-way access and egress for residents and may be easily blocked by falling trees or debris during a</p>	<p><b>Not demonstrated.</b></p> <p>Please provide justification for non-compliance or modify the structure plan accordingly.</p>

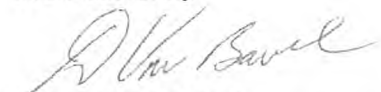
	bushfire event. DFES recommends the structure plan be modified to ensure through access thereby avoiding the need for battle-axe lots.	
<b>Water</b>	<b>A4.2 – not demonstrated</b> The BMP at 6.2.4 details the requirement for a dedicated 50,000 litre water tank supply. It goes on to detail that <i>“Council have instructed that the water tank is to be provided at the West Dardanup fire brigade station located on Garvey Road”</i> . The BMP also details that this location exceeds the maximum two-kilometre distance as required by the Guidelines.	<b>Not demonstrated</b> Please provide justification from the local government for the location of the water tank or modify the location accordingly.

**Recommendation – not supported modifications required**

DFES has assessed the BMP for the proposed scheme amendment and associated structure plan, and has identified a number of issues that need to be addressed prior to support of the proposal. It is recommended that the application be deferred pending the required modifications outlined in the table above.

If you require further information, please contact Jackie Holm on telephone number 9482 1785.

Yours sincerely



DOUG VAN BAVEL  
LAND USE PLANNING OFFICER

26 February 2018





Department of Biodiversity,  
Conservation and Attractions



**PARKS AND  
WILDLIFE  
SERVICE**

Your ref: TPS-R0504624  
Our ref: PRS 42237 2016/001050  
Endumes: Tracy Teede  
Phone: 08 9725 4300  
Email: swanduseplanning@dbca.wa.gov.au

Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA 6232

ATTENTION: Jake Whistler

**PROPOSED SCHEME AMENDMENT 199 AND STRUCTURE PLAN –  
REZONE FROM 'GENERAL FARMING' ZONE TO 'SMALL HOLDING' ZONE –  
LOT 383 PADBURY ROAD DARDANUP WEST**

The Department of Biodiversity Conservation and Attractions Parks and Wildlife Service South West Region has no comments on the above proposal.

It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the Parks and Wildlife Service's South West Region office if you have any queries regarding this advice.

A handwritten signature in black ink, appearing to read 'Tracy Teede'.

For Regional Manager  
Parks and Wildlife Service

16 March 2018

*South West Region*  
PO Box 1693, Bunbury, Western Australia 6230  
Phone: (08) 9725 4300 Email: bunbury@dbca.wa.gov.au  
dbca.wa.gov.au



Department of Planning,  
Lands and Heritage

ENQUIRIES : Aidan Ash- Ph 6551 8040  
OUR REF : PLH0076/2017  
YOUR REF : O179234 LND/48, LND/116

Mr Mark Chester  
Chief Executive Officer  
Shire of Dardanup  
Email: records@dardanup.wa.gov.au

Dear Mr Chester

**PROPOSED SCHEME AMENDMENT AND STRUCTURE PLAN - REQUEST FOR COMMENT LOT 383 PADBURY ROAD, DARDANUP WEST**

Thank you for your letter dated 23 January 2018 regarding the proposed scheme amendment.

The Aboriginal Heritage Directorate (AHD) of the Department of Planning, Lands and Heritage (DPLH) has reviewed the Register of Sites and Objects and advises there are no reported Aboriginal sites within the area of the Proposal.

The AHD recommends that developers undertaking activities within the proposal area take into consideration the DPLH's Aboriginal Heritage Due Diligence Guidelines when planning specific developments. These guidelines have been developed to assist proponents to identify any risks to Aboriginal heritage and to mitigate risk where heritage sites may be present.

The guidelines are available at: <https://www.daa.wa.gov.au/heritage/land-use/>.

If you have any queries in regards to this please do not hesitate to contact Aidan Ash, Team Leader, on (08) 6551 8040 or via email [aidan.ash@dplh.wa.gov.au](mailto:aidan.ash@dplh.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Aidan Ash'.

Aidan Ash  
**TEAM LEADER**

27 February 2018

**Alice Baldock**

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**Subject:** FW: Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West  
**Attachments:** Attachment 1\_Part of larger Daradanup West-Crooked Brook Structure Plan.jpg

**From:** Daniel Wong [mailto:daniel.wong@dwer.wa.gov.au]  
**Sent:** Wednesday, 7 March 2018 4:17 PM  
**To:** Jake Whistler  
**Subject:** Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West

7<sup>th</sup> March 2018

Our Reference: PA 018591, DWERT50~7

Your Reference: TPS-R0504924 JW:gg

To: Shire of Dardanup

From: Department of Water and Environmental Regulation

Attention: Jake Whistler

**RE: Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West**

Dear Jake,

Thank you for referring the above proposed Scheme Amendment and Structure Plan to the Department for comment.

Scheme Amendment and Structure Plan summary

This amendment is to rezone Lot 383 Padbury Road, Dardanup West from General Farming zone to Small Holding zone to allow for the subdivision and development of ten rural residential lots.

The purpose of the Structure Plan is to facilitate the subdivision and development of the land for rural residential lots (~1-3 ha).

This proposal is part of the larger Dardanup West/Crooked Brook structure plan area (Attachment 1).

A main feature of this development is the construction of Slattery Way that runs in a North/South direction that separates the development into east and west portions.

Site situation

Much of the subject land is over a 'Multiple Use' Palusplain wetland and subject to localised seasonal flooding, and as confirmed in the referral.



## (Appendix ORD: 12.1C)

It is noted from the Stormwater Management Plan in the Structure Plan report that the Gavin's Gully Sub C Drain is owned by the Water Corporation, to which this development is proposed to drain into and eventually flows into the Preston River about 2 km downstream.

Due to the increased runoff from impervious surfaces (with the landuse change) with the slow and limited stormwater flow rate of Gavin's Gully (that was designed to accept flows from agricultural landuse only), the structure plan proposes to construct a detention basin to mitigate against the increased flows and volumes.

The proposal is within the Bunbury Groundwater Area as proclaimed under the *Rights in Water and Irrigation Act 1914*.

The proposal is located within a non-proclaimed area for surface water under the *Rights in Water and Irrigation Act 1914*.

### Identified risks

In view of the above situation, the Department identifies the following risks:-

- Risk of contamination of groundwater if there is insufficient vertical separation of onsite sewage disposal systems to groundwater or the soils PRI is insufficiently amended
- Potential for surface water contamination if the on-site sewage disposal system is within an area subject to inundation or is located too close to a drainage system
- The Stormwater Management Plan information (in the Structure Plan report) states that the 1:100 flood level is estimated at 18.6 m AHD (where Sub C Drain enters the main gully), but no details have been provided as to how the estimation was made. It may therefore be possible that the lots finished floor level could be insufficient posing a flooding risk.
- Management of surface water from lots and roadside drainage into the Water Corporation owned Gavin's Gully; noting that Water Corporation may not be willing to accept additional discharge.
- As the agricultural drains are to remain in private ownership (proposed Lots 7-11) and if these are to continue to perform a drainage function, there is a risk that this infrastructure may not be managed appropriately or to a sufficient standard that may cause drainage issues.
- In the absence of 'whole of catchment information', there is a stormwater management risk that the infrastructure (i.e. culvert beneath Slattery Road, drainage easements and detention basin) proposed in the structure plan may not be of sufficient capacity to attenuate increased flows from adjacent development resulting in increased flooding risk.

### Risk mitigation

To mitigate against the above risks, the Department provides the following advice:-

- The Shire should satisfy itself that estimated flood levels have been assessed to a sufficiently rigorous level to ensure that building finished floor levels can be adequately set against flooding.

- The Building Exclusion Area, drainage easements and drains (as identified in the Structure Plan) should also exclude on-site sewage disposal areas, noting that in accordance with section 6.2.2 of the Government Sewerage Policy (Nov 2017), an on-site sewage disposal system is not to be located within 100 metres of a drainage system (that discharges directly into a waterway) and any area subject to inundation and/or flooding in a 10 per cent Annual Exceedance Probability (AEP) rainfall event.
- More details should be provided regarding the sizing and capacity of the detention basin (including drainage easements and culvert); in view of the ensuring sufficient capacity to service the structure plan area, and also future adjacent developments.
- Agreement from the Water Corporation would be required to ensure that the additional flows into Gavin's Gully (from the Structure Plan area and future adjacent developments) would be acceptable, noting the need for management/maintenance.

### Recommendations

- That additional detail be provided in the Structure Plan supporting information (i.e. Stormwater Management Plan) to mitigate against the above risks.
- The Shire commissions a drainage and groundwater study over the entire Crooked Brook/Dardanup West Structure Plan to:
  - investigate the need for drainage upgrades as outlined in the Hydrological Review of the Crooked Brook Structure (JDA 2005), and
  - develop a more rigorous understanding the groundwater regime to enable on-site effluent system applications to be appropriately assessed.

Thank you.

Yours faithfully,

*Daniel Wong*

Environmental Officer  
Department of Water and Environmental Regulation  
South West Region

Email: [daniel.wong@dwer.wa.gov.au](mailto:daniel.wong@dwer.wa.gov.au)  
Phone: 08 9726 4113  
Fax: 08 9726 4100  
Postal: PO Box 261, Bunbury, WA 6231  
Location: 35-39 McCombe Road, Bunbury, WA 6230

### **Water Resource Advice Only**

The Department of Water has recently merged with the Department of Environment Regulation and Office of the Environmental Protection Authority to create the new agency Department of Water and Environmental Regulation.

The former agencies are in the process of amalgamating their functions. Until this fully occurs, please note that the advice in this correspondence pertains only to water resource matters previously dealt with by the Department of Water.

**From:** Krish Seewraj [<mailto:krish.seewraj@dwer.wa.gov.au>]

**Sent:** Friday, 23 March 2018 11:41 AM

**To:** Luke Botica; Steve Potter

**Cc:** Jake Whistler

**Subject:** FW: HPRM: Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West

Hi Luke/Steve,

We have just provided advice as per the email below for the next portion of TPS 3 Area no.14 Dardanup West / Crooked Brook Structure Plan – Lot 383 Padbury Road, Dardanup West.

Assessing and providing good advice on these small incremental stages of Area no.14 is problematic. There are constraints predominately related to drainage (seasonal inundation and flood) and high groundwater (affecting on-site domestic waste water systems) but the applications are of a scale that makes it hard to justify application of BUWM, which is a requirement in Appendix VIII of the TPS 3 at sub-division stage.

In most instances the department will recommend a drainage and groundwater management plan should be developed to support a structure plan in this area and of these scales. However, to avoid cumulative impacts:

- A management plan should be done for the entire remaining undeveloped portion of Area 14, noting that approximately half of the entire area is yet to be developed. A similar message was provided in the attached previous email for Lot 503 Garvey Road, Dardanup West.
- Consideration is needed of the potential cumulative impact of on-site domestic waste water systems, which is raised as a consideration in the *Draft Government Sewerage Policy (WAPC 2016)*. Noting the area lies within the Lower Ferguson and Lower Preston sub-catchments of the *Leschenault Estuary water quality improvement plan (DoW 2013)*, which are both recovery catchments for which there is recommended to be no increase in TN or TP inputs. It is worth noting that previous discussions regarding the issue of on-site domestic waste water systems have occurred with shire EHOs.

Jake I noted also in Dan's response that he omitted to detail that this area is a sewage sensitive area in accordance with the *Draft Government Sewerage Policy (WAPC 2016)* and as such secondary treatment systems are required to be used (e.g. Anaerobic Treatment Units). As a condition of subdivision, a notification, pursuant to Section 70A of the 'Transfer of Land Act 1893' should be placed on the certificate(s) of title of the proposed lot(s). The notification should state:

"A reticulated sewerage service is not available to the lot(s). As such, an on-site secondary treatment and disposal system for sewage, which includes nutrient removal, will be required. Therefore, the developable area of the lot is reduced. There are ongoing landowner obligations to ensure that the treatment and disposal system is regularly



maintained in accordance with relevant health regulations. Contact the local government for further information."

I'd welcome your thoughts on how this can be best managed into the future.

Regards,

---

Krish Seewraj

Land Use Planning Program Manager  
South West Region

**Department of Water and Environmental Regulation**

35-39 McCombe Road, BUNBURY, WA 6230

PO Box 261, BUNBURY, WA 6231

T: (08) 9726 4137 | F: (08) 9726 4100 | Ext: 1137

E: [krish.seewraj@dwer.wa.gov.au](mailto:krish.seewraj@dwer.wa.gov.au) | [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

Twitter: [@DWER\\_WA](https://twitter.com/DWER_WA)

**From:** Daniel Wong

**Sent:** Wednesday, 7 March 2018 4:17 PM

**To:** 'jakew@dardanup.wa.gov.au' <[jakew@dardanup.wa.gov.au](mailto:jakew@dardanup.wa.gov.au)>

**Subject:** HPRM: Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West

7<sup>th</sup> March 2018

Our Reference: PA 018591, DWERT50~7

Your Reference: TPS-R0504924 JW:gg

To: Shire of Dardanup

From: Department of Water and Environmental Regulation

Attention: Jake Whistler

**RE: Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West**

Dear Jake,

Thank you for referring the above proposed Scheme Amendment and Structure Plan to the Department for comment.

**Scheme Amendment and Structure Plan summary**

This amendment is to rezone Lot 383 Padbury Road, Dardanup West from General Forming zone to Small Holding zone to allow for the subdivision and development of ten rural residential lots.

Alice Baldock

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**From:** Kevin and Sue [REDACTED]  
**Sent:** Friday, 2 March 2018 6:59 PM  
**To:** Submissions Planning  
**Subject:** Response to letter received re: the Proposed Scheme Amendment 199 and Structure Plan - Comment Lot 383 Padbury Road, Dardanup West

Jake Whistler  
Senior Planning Officer  
Shire of Dardanup

Dear Jake

We Kevin and Sue Burkett totally object to the rezoning and dividing into small holdings and the construction of the Slattery Way through road.

When purchasing this house at 44 Slattery Way in 2014, we investigated and contacted the Shire and asked if the road was to be extended from the end of the cul de sac. We were advised it was never going to happen.

Last year – 2017 we contacted the Shire to ask if there were any plans to allow sub-dividing of properties into smaller holding and we were advised that there were no plans.

Having no house or buildings adjacent to our property and the cul de sac was another reason we purchased our property. If this development proceeds we would have a building zone and houses directly in our view, higher traffic volumes, probable vehicles accessing the area that are already causing road problems, therefore destroying the relaxed walking access currently available. This will be creating a race track road in the area.

The opening of Slattery Way will increase traffic flow down Slattery Way and therefore the quietness and appeal for us which was one of our main reasons for purchasing 44 Slattery Way. This decision takes away our living situation choices and will now reduce the appeal and saleability of our investment if we choose to sell.

If this proceeds you have taken away the main reason for purchasing a home in a quiet area that does not have adjacent properties in our view. This will also de-value our property significantly.

Further questions

Where is the walkway reserve from Slattery Way through to Padbury Road gone? – this does not show on the map.

Why isn't the Shire investing in the already struggling drainage system down Slattery Way, in particular along the front of our property, the cul de sac culvert and drain way, and the drain way and verges down the walkway from Slattery Way through to Padbury Way. Surely upgrading these and other areas infrastructure such as drains, culverts, investing in verge and tree maintenance, road maintenance such as guide posts, signage and pot holes would maintain and improve the existing infrastructure.

If this development is to go ahead

Why can't the entry to the properties be from Padbury Road.

The entry road from Padbury Road would provide a more direct access to the proposed properties and significantly reduce road construction costs?

It would also appear that the road extension would require significant dollars to ensure that drainage would be effective as the area that has been identified on your map for the through road is deemed as a building exclusion due to waterlogging and inundation and unsuitable for development. This is on both sides of the proposed development area. Because of these reasons why would you consider the road construction here?

## (Appendix ORD: 12.1C)

Furthermore, the building envelope areas will be raised and therefore create further water run-off towards the already struggling drainage system at the end of the current Slattery Way cul de sac, which is supposed to then fall away into the walkway drain towards Padbury Road - which it doesn't because the drain and reserve have not been fenced. The cattle have therefore had free rein to enter the reserve and drain and have collapsed the walls of the drain, filling the drain with silt and soil and the fall has been partially reversed and the water does not flow away fast enough. It continues to backfill towards the cul de sac and encroaches our property at the cul de sac corner and then fills the drain in front of our property.

This drain caused major flooding issues late 2017 that the Shire did not attend to in a satisfactory way or timeframe. Please advise why?

Please respond to and answer our comment queries, and questions and advise when this proposal is to be presented to Council as we will attend this Council meeting.

Yours sincerely  
Kevin and Sue Burkett

44 Slattery Way  
Dardanup West 6236  
Email: [REDACTED]



Alice Baldock

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**From:** greg smith [REDACTED]  
**Sent:** Tuesday, 6 March 2018 11:28 AM  
**To:** submissions@dardanup.wa.gov.au.  
**Subject:** comment of proposal lot 383 Padbury Rd

To: The Executive Officer

I am forwarding this submission on the proposed development of Lot 383 Padbury Rd, Dardanup West, 6236.

I am not against the lot development so much but object to the planning of what will change what is sign posted as Slattery Rd on the north side of the proposed lot development to Slattery Way which is on the South side of the proposed development, in which on the plans will join up and become Slattery Rd.

I reside at 23 Slattery Way with my family and purchased this property January 2009, after looking at several properties of this size at the time choose 23 Slattery Way because of the fact it was a no through road and only had local traffic, after living in the central Bunbury area in a street that had a lot of unruly traffic and did not want to have the worry of raising two very young children in this area.

What concerns me with this road change is that all the residents on the north east side of this development will now short cut through towards Garvey Rd increasing the traffic volume of the Slattery Way.

Also with the property break ins that have happened in the Dardanup Ferguson and surrounding areas over the last 24 months and still happening will make it easier for thieves to plan a better escape route being able to exit the street from either end once this road goes through, and after looking at shire plans of the area notice that there will be access from Harold Douglas Road, in the near future giving more access for these types.

The people of Slattery Way have banded together and take great notice of vehicles that use our street and have noticed our properties being eased out from time to time and place notifications on the Dardanup residents page on facebook which warns others in our area and also warns us with reports from others on the page.

There will also be the inconvenience of mail address changes from Slattery Way to Slattery Road, Slattery Way has been here for about eighteen years from what I have heard from neighbours, why should we have the inconvenience of this having nine properties in our street to change address compared to 3 at the northern side.

Why can't the access for the proposed properties be gained from Padbury Road through the centre of the proposed area ending where Slattery Rd is planned and have a right turn at property 4 and 5 and a cul de sac at property 5 and 6 creating a local traffic only for the 10 properties keeping traffic down creating a safer environment for future families with children like us and I believe creating better property value because of this.

Yours sincerely GP and VA. Smith

23 Slattery Way, Dardanup, 6236



Alice Baldock

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**From:** Amanda Farr [REDACTED]  
**Sent:** Friday, 9 March 2018 3:28 PM  
**To:** Jake Whistler  
**Subject:** Proposed subdivision in Padbury in Dardanup West

Good afternoon

Just a quick email to state that yes we do indeed oppose this new development of 10 small new blocks.

We bought in this small holdings zoned area for the lifestyle and we aren't really happy that we will suddenly acquire so many new neighbours on top of each other because the building envelopes in the smaller blocks are so small.

Traffic will also increase in our area which is a huge negative and just the overall 'feel' of the rural area will be indeed lost. This will have a big impact on the area so I hope all neighbours voices are heard and recognised.

As a neighbour who is directly impacted, I wanted to voice my thoughts on this matter!!

Thanks

Amanda Farr

Alice Baldock

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**From:** briony thomson [REDACTED]  
**Sent:** Friday, 9 March 2018 4:31 PM  
**To:** Submissions Planning  
**Subject:** Proposed road modification to Slattery way Dardanup West

To whom it may concern,

As a resident of Dardanup west, at 24 Slattery way l, and my neighbours regard both with dismay and dread to learn at the proposal, not only to connect the 2 sections of Slattery way/Slattery road; but to also connect the two sections of Dardanup west via Keenan road to Harold Douglas drive. This connection will allow more traffic to both now isolated communities, thereby largely negating the very reason for which the residence in Slattery Way chose to live, and enjoy our lives here. This was constituted principally by our enjoyment of comparative peace and isolation from the masses and traffic of the city environment. This action will reduce the quality of our lifestyle, as do the placing of street lights which destroy the wonder of the night sky. Please allow the city dwellers to enjoy that part of society and leave us country folk to enjoy the peace and reality of nature.

Kind regards  
Residence of 24 Slattery way

Alice Baldock

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**From:** nola8 [REDACTED]  
**Sent:** Monday, 12 February 2018 2:46 PM  
**To:** Submissions Planning  
**Subject:** Proposed scheme amendment 199 and structural plan to Lot 383 Padbury Road

Sent from my [REDACTED]

To Mr Jake Whistler

Thank you for sending us a copy of the proposed new subdivision on Lot 383 Padbury Road, Dardanup West and giving us the opportunity to comment. I trust our comments will be accepted and action taken towards a positive outcome for our area.

1. Objection to the change of Street name.

We object to changing our address by renaming Slattery Way to Slattery Road. We have lived here for almost 12 years and may cause undue stress by us having to change our address. When we purchased the property there was no indication that Slattery Way would change and therefore made the property more attractive for purchase.

2. Objection to making Slattery Way a through road.

We object to making our quiet cal-de sac into a through road for hoons to use. We have a friendly and observant neighborhood who keep watch out for each others property and by making the road a main thoroughfare this would make life much more difficult to assess unwanted vehicles in the area.

Opportunity for improvement.

We suggest that the road for the new subdivision come off Keenen Road to service lots 3, 4, 5 6, 7 & 8. By doing this Slattery Way would not have to be alteted.

We would appreciate feedback prior to the plans being approved.

Your sincerely  
Clyde and Nola Shawcross  
14 Slattery Way  
Dardanup 6236

38 Slattery Way

Dardanup West WA 6236

5<sup>th</sup> February 2018

Dear Jake Whistler,  
Senior Planning Officer,  
Shire of Dardanup

RE: Proposed Scheme Amendment 199 and Structure Plan – Request for comment,

Lot 383 Padbury Road, Dardanup West.

We have concerns with the above structure plan set out.

1. We would like to petition against the proposed Slattery Way to Slattery Road North, due to the increase of traffic and noise in the area.
2. In the 3 years we have lived in Slattery way we have taken part in Neighbour hood watch due to the increase of theft on our and many other properties which we fear will increase once again if the proposed thorough fair is to go ahead.
3. All the proposed blocks in the structure plan would be easily accessed by continuation of Slattery Road North a short distance and cost to the council will be minimal compared to the proposed plans.
4. A good percentage of the reason why we purchased this property was due to it being a cul-de-sac or No thru road.

Thank you for taking the time to read our concerns.

Kind Regards

Glen K Thuel

Norm K Thuel

Lorraine M Thuel



Our Ref: TPS-R0504909  
IW gg  
Enquiries: 9724 0359  
jakew@dardanup.wa.gov.au

23 January 2018

GK THUEL  
38 SLATTERY WAY  
DARDANUP WEST WA 6236

Dear Sir/Madam

**RE: PROPOSED SCHEME AMENDMENT 199 AND STRUCTURE PLAN – REQUEST FOR COMMENT  
LOT 383 PADBURY ROAD, DARDANUP WEST**

The Shire of Dardanup is in receipt of a proposed Scheme Amendment to rezone Lot 383 Padbury Road, Dardanup West from 'General Farming' to 'Small Holding'. Additional to the rezoning, a Structure Plan has been prepared over Lot 383 Padbury Road. A summary of the proposed Scheme Amendment and a copy of the proposed Structure Plan have been enclosed for your information.

Copies of the full proposed Scheme Amendment and Structure Plan may be viewed at Council Offices – 3 Little Street, Dardanup and 1 Council Drive, Eaton or on the Shire's website at the following link: <http://www.dardanup.wa.gov.au/council/public-notice-2/>.

As a landowner who may have an interest in the proposed Scheme Amendment, you are invited to make comment. Submissions should be made in writing and addressed to the Chief Executive Officer, **by no later than 4.00pm on Friday, 9 March 2018**. Please note that late submissions will not be accepted.

It is the Shire's preference for submissions to be made by email using the following address: [submissions@dardanup.wa.gov.au](mailto:submissions@dardanup.wa.gov.au). If you do not have access to email, written submissions can be made in person at the Shire Offices at Dardanup or Eaton, or alternatively posted to the following address:

Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA 6232

Should you have any queries please do not hesitate to contact the undersigned on 9724 0359 or [jakew@dardanup.wa.gov.au](mailto:jakew@dardanup.wa.gov.au).

Yours sincerely



**MR JAKE WHISTLER**  
Senior Planning Officer

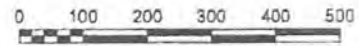
Enc: Application details (Doc Ref: TPS-R0504917)

# SHIRE OF DARDANUP

## TOWN PLANNING SCHEME No. 3 AMENDMENT No. 199



EXISTING ZONING





Scale 1 : 10,000  
(@A4)





PROPOSED ZONING

### LEGEND

#### ZONES

-  GENERAL FARMING
-  SMALL HOLDING

JL & LJ Hilder

  
18 Slattery Way,  
Dardanup West,  
WA 6236  


5/02/2018

Dear Jake Whistler,  
Senior Planning Officer,  
Shire of Dardanup

RE: Proposed Scheme Amendment 199 and Structure Plan – Request for comment,  
Lot 383 Padbury Road, Dardanup West.

We have some issues with the above structure plan as set out and wish to bring them to your attention.

1. We are against the continuation of Slattery Way through to Slattery Road North as this will cause a thorough fare and increase road traffic and noise in this area.
2. We have spent many years encouraging a Rural Watch with the help of people in this area to ensure safety and welfare of all those in the area.
3. This action would make it increasingly difficult to ensure the rural watch scheme could be effective.
4. All the proposed blocks of land in the structure plan could be accessed easily by continuation of Slattery Road North a short distance with minimal cost as there is already provisions for "Battle axe" blocks in the plan.
5. When we as well as many of our neighbors purchased our land, it was due to Slattery Way being a "Cul de Sac" or "No Thru Road".

Regards,  
JL & LJ Hilder



Alice Baldock

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**From:** Jasmine White [REDACTED]  
**Sent:** Friday, 9 March 2018 4:03 PM  
**To:** Submissions Planning  
**Subject:** Fwd: Proposed Scheme Amendment 199 - Lot 383 Padbury Rd DARDANUP

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Sent from my iPad

Begin forwarded message:

**From:** Jasmine White [REDACTED]  
**Date:** 9 March 2018 at 3:41:46 pm AWST  
**To:** [jakew@dardanup.wa.gov.au](mailto:jakew@dardanup.wa.gov.au)  
**Subject:** Proposed Scheme Amendment 199 - Lot 383 Padbury Rd DARDANUP

Good Morning Jeremy,

We would like to submit our STRONG objection to the proposed amendment 199 at Lot 383 Padbury Road West Dardanup.

We purchased the adjoining land to the south in 1997 as a small holding or "special zoned rural". All blocks in the two Peppermint Ridge stages and the following Innisfail subdivision were minimum 5 acres lots - 2.02 hectares is ours - most were 2.08 to 2.5 or more. We purchased the property for the lifestyle - minimal housing and traffic, peace and quiet, livestock and space between residences.

The property was subject to Dardanup Council provisions including in brief:

- Maintaining the rural character to the area including not removing existing trees;
- Blocks under 2 hectares were limited to ONE residence only;
- Blocks were not subject to any further subdivision - ie minimum 2 hectare lots were maintained;
- Blocks of 2 hectares or more limited to ONE dwelling only;
- Thirty trees to be planted by developer on each property.

A large number of other provisions were included predominantly to maintain a peaceful and rural lifestyle.

The new proposed subdivision directly opposes what we signed up for - they are all bar 2 less than 2 hectare lots. Majority are 1 hectare. Allowing we signed up for a lifestyle in this area that council safe guarded with a stipulation of no more than 1 residence in any TWO hectare lot then this proposal directly contravenes that. There will be at a minimum four 1 hectare lots in a row to our northern boundary with all houses in such close proximity due to the topography that it will be akin to a townsite street.

The water table in Dardanup is notoriously high. Our rainfall here is higher than average. We have strict building restrictions to cater for this including our pool needing to be 600mm above ground height with no option for a concrete pool due to the high water table. We have a drain next to the current bridal path that presently does not in any way cater for the current



winter rainfall. It consistently floods. The current owners have been unable to run cattle or cut hay in the southern side to their property due to the lake that is created every winter. As neighbours we have saved drowning wildlife caught in the water. The structure plan map clearly shows approximately 80% of the land is unable to be built on due to "seasonal water logging and inundation and unsuitable for development". That in itself shows how completely impractical this subdivision is with only 20% of the land able to be utilized for any form of structure including homes, sheds, chook pens, stables, swimming pools, patios, etc or habitation of livestock.

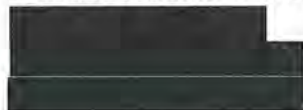
Dardanup West has a particular interest in homing of horses. The equestrian club exists within 5 km of most properties. Bridal paths were specifically built to cater to homeowners safely riding horses within the area. There is a high percentage of home owners and those looking to buy in this area who are equestrian oriented. The small blocks of land offered in this subdivision are unsuitable for stock due to the flooding of land. The current owners have had the option to only run less than 20 head of cattle at any one time and move them accordingly or sell. That wont be possible with small lots with small building envelopes and no room to relocate animals.

Please consider in relation to above point the property located on the corner of Kentucky Drive and Garvey Road in Dardanup West previously owned by D'agastino's. There was a man made island on the block surrounded by a minimum of 6 months of the year a very large and quite deep lake/moat. Two small house paddocks were utilized for only 2 horses. The rest had to be agisted elsewhere due to loss of usable land. The new owners in an attempt to create flat land for their numerous horses when they purchased the land in summer flattened the island and redistributed the soil including trucking in soil. They also removed many trees by ring barking, felling or pushing over with large machinery. The result was the drains were overflowing on the road, the water pushed across into surrounding properties (particularly Scotts to the east), the whole paddock still flooded and the water backed up for kms in the surrounding drains. Their aim to create usable land for their horses had far reaching negative consequences. Clearly this is a possibility in the proposed sub - division - owners searching for usable land in their rural purchase that is just not feasible due to the size of the blocks and water issues.

We strongly object to the number/size of the blocks proposed. The proposal is impractical and goes against the shires own provisions that all current owners in proximity had to sign. We are happy to meet any council representative including on site to discuss in depth the impact of living, the lay of land and water we have witnessed in 20 years and the consequences of the proposed scheme.

Yours sincerely,

Will and Jasmine White





**ADDENDUM TO STRUCTURE PLAN**  
**SHIRE OF DARDANUP**  
**AMENDMENT No. 199**  
**LOT 383 PADBURY ROAD DARDANUP WEST**

April 2018

## ADDENDUM TO STRUCTURE PLAN

### SHIRE OF DARDANUP

### AMENDMENT No. 199

## LOT 383 PADBURY ROAD DARDANUP WEST

This addendum has been prepared with the agreement of the Shire of Dardanup. It addresses issues raised by:

1. Dept. of Fire & Emergency Services in their letter to the Shire dated the 26<sup>th</sup> Feb. 2018 attached; and
2. Dept. of Water and Environmental Regulation in their email to the Shire dated the 7<sup>th</sup> March 2018 attached.

The reason for the addendum rather than a modification of the Structure Plan at this stage is twofold. Firstly, some issues that are addressed have not been finalised by the authorities and it is possible that a third party such as the WA Planning Commission will have to make a final determination. Secondly, to progress the Amendment, an addendum was considered the best instrument to outline how the issues are proposed to be addressed.

#### Dept. of Fire & Emergency Services

##### Item One. Siting and Design

The DFES requested changes to the BMP to reflect the building exclusion areas and overlay areas of BAL 29 or below. Also show the building setbacks (20m from road and 10m from the sides). This has been done and is shown on the attached figure.

Because the building area on Lot 5 did not give the lot owner much discretion about where they could site buildings, the area was increased by changing the boundary between Lots 4 and 5.

The attached BAL Contour Plan shows the building exclusion areas and the minimum boundary setbacks provided for in the Planning Scheme ie 20m front boundary; 10m side and rear boundaries. There are minor portions of lots which have a BAL-40 or BAL-FZ rating encroaching past these setbacks. However, any BAL assessment that results in a BAL 40 or FZ rating will then trigger a Development Application pursuant to Clause 78D Part 10A of the Planning and Development (Local Planning Schemes) Regulations 2015. As part of this application local government can require the dwelling to be sited so as to achieve a BAL-29 rating.

**Item Two Vehicular Access**

DF&ES concerns about the battle axe driveways will be addressed as follows.

- (a) The battle axe legs will be widened to 10m.
- (b) The driveways will be a 6m formed compacted gravel or limestone marl surface with 1m shoulders.
- (c) On either side of the battle axe leg boundaries no trees are to be planted and any shrubs planted are not to exceed 2m in height. All existing vegetation that does not comply with these specifications is to be removed.

The suggestion of the Dept. that a road take the place of the battle axe legs is considered unnecessary. There are more than enough east-west roads in this locality. The Shire do not want a road. The above measures satisfy the concerns of the Dept.

**Item Three Water**

The location of a tank site is a strategic issues between the Shire and DF&ES. If it finally resolved to have a site on Lot 383 then the proponent will designate an agreed site on the Slattery Road extension. The size of the site and the reserve description will need to be determined.

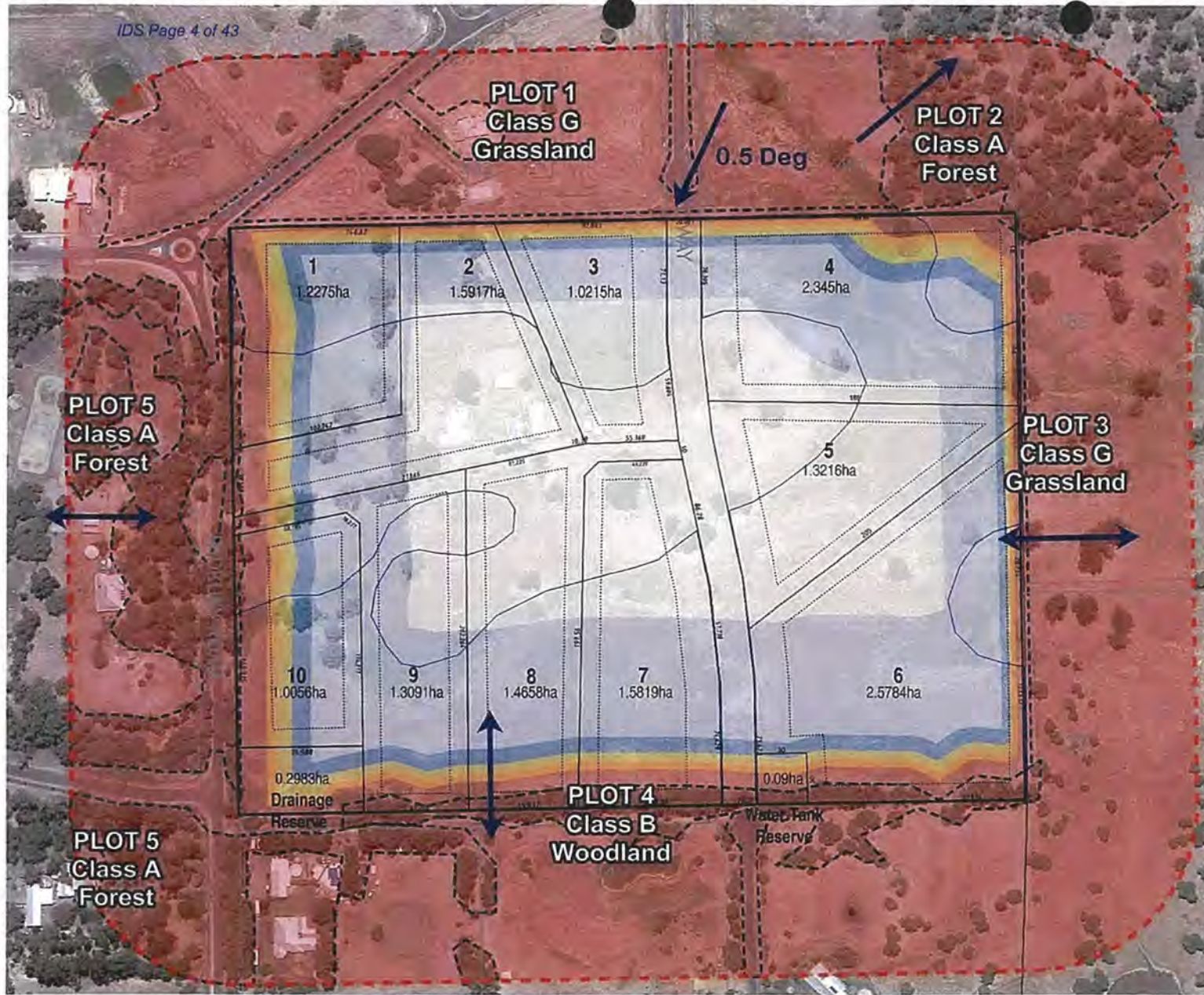
**Dept. of Water and Environmental Regulation**

The only issue to be addressed in the Structure Plan is dot point two in 'Risk mitigation', the eastern drainage easement. All the other issues are ones that are dealt with in the development stage between the Shire Engineering Dept. and the Consultant Engineer and by the Shire Building Dept.

The drainage easement between lots 4 and 5 has been realigned to a new lot boundary between lots 5 and 6. This alignment will provide a set-back of 50m. Fifty metres is the required setback under the Shire of Dardanup TPS No.3, Appendix VIII Area 14-Dardanup West/Crooked Brook Structure Plan, sec 3. A modified Structure Plan Map and modified Indicative Structure Plan Map are attached that show the boundary change and the realigned drainage easement. It is included for information and changes will be made to both maps at the Modification stage.

Also a changed Stormwater Drainage Plan is attached.





**LEGEND**

- SUBJECT LAND
- 100m MAPPING BOUNDARY
- UPSLOPE
- FLAT LAND
- VEGETATION PLOTS

**BAL LEVELS**

- BAL - Flame Zone
- BAL - 40
- BAL - 29
- BAL - 19
- BAL - 12.5
- BAL - Low

**BUILDING EXCLUSION AREA**

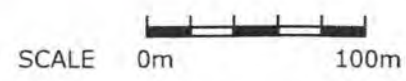
**SCHEME SETBACKS**

- 20m FRONT
- 10m SIDE & REAR

Location Details	Lot 383 Padbury Rd
Assessment Date	05/09/2016
Prepared by:	G Lush
Accreditation Level	Level 2
Accreditation No	BPAD 27682
Expiry Date:	February 2019
Aerial Photo:	Nov 2015

Appendix ORD: 12.1(D)

**FIGURE 8  
BAL CONTOURS**

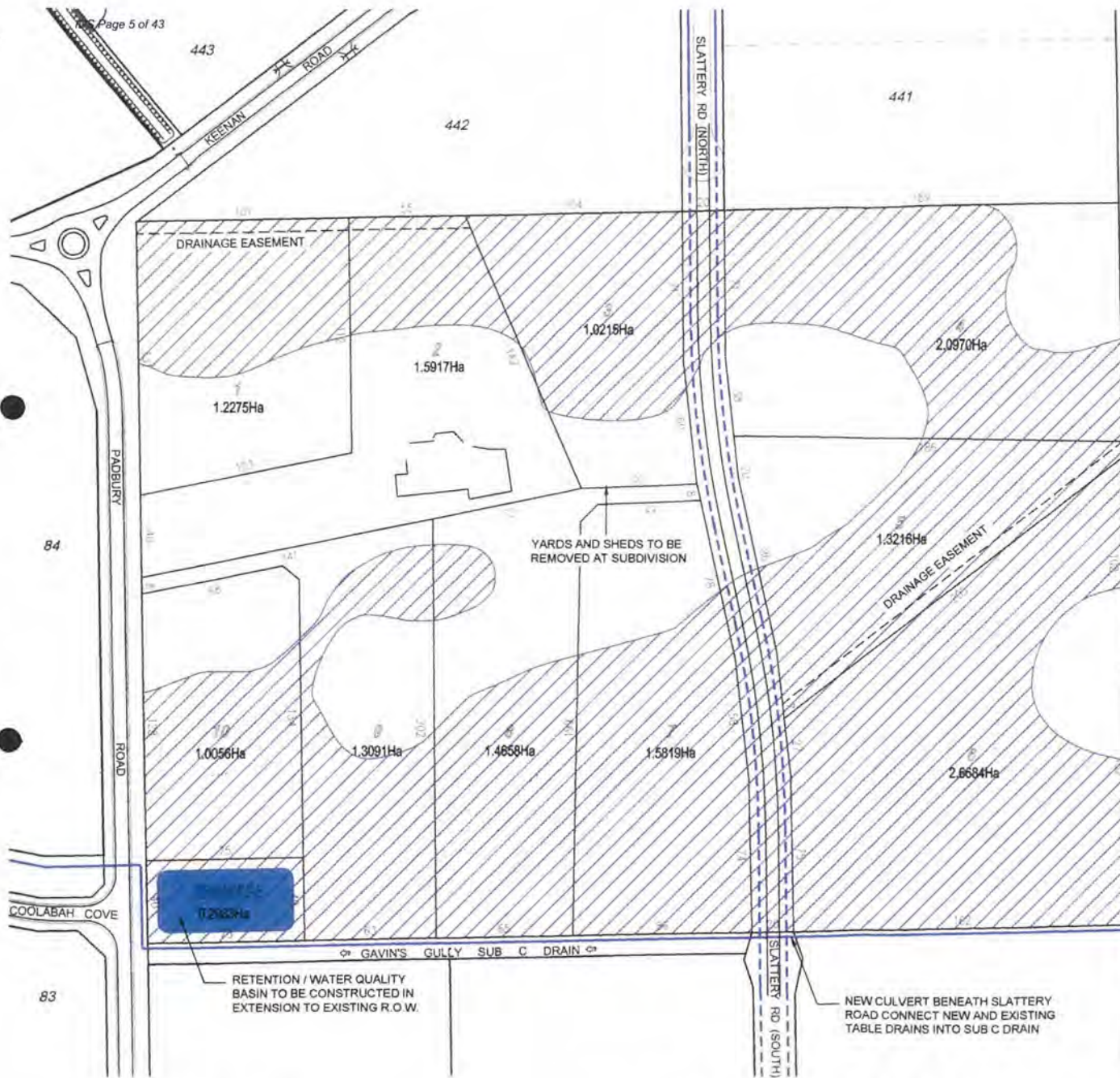



Rev	Description	Date
A	Preliminary	03/01/2017
B	Subdivision Plan	12/05/2017
C	Building Exclusion & Setbacks	20/03/2018

**LUSHfire**  
and planning

Ref No 16-056





 BUILDING EXCLUSION AREAS  
Areas susceptible to seasonal waterlogging and inundation and unsuitable for development

**STRUCTURE PLAN MAP**  
**LOT 383 PADBURY ROAD DARDANUP**  
**26 / 03 / 2018**



**NOTES:**

At subdivision stage Local Government shall request the Western Australia Planning Commission impose the following (but not limited to) as conditions of subdivision:

1. Section 70A notification on title advising land owners that:
  - a) All dwellings shall be constructed to have a minimum finished floor level of 500mm above the nearest adjoining road level or 600mm above natural ground level, whichever is the greater, as determined by a licenced surveyor;
  - b) The area is subject to seasonal mosquito infestation;
  - c) The area may be subject to seasonal inundation;
  - d) They may be impacted upon by noise levels above the normal assigned level for nighttime but within the bounds of the noise regulation 17 approved;
  - e) There is to be a minimum vertical separation distance of 500mm from the base of the irrigation area of an Alternate Effluent Treatment System to the highest known water table. Approval shall be sought from the Shire of Dardanup prior to installation of an effluent disposal system;
2. Preparation and implementation of a landscaping plan;
3. Preparation of an Acid Sulfate Soils Self-Assessment. Subject to the results of the self-assessment, an Acid Sulfate Soils Report and Acid Sulfate Soils Management Plan shall be submitted to and approved by the Department of Water and Environmental Regulation before any site works are commenced. Where an Acid Sulfate Soils Management Plan is required to be submitted, site works shall be carried out in accordance with the approved management plan;
4. All buildings, structures and on-site effluent disposal systems on each lot shall conform with the minimum setbacks as follows:
  - 20 metres from any road;
  - 50 metres from the edge of any wetland (sumpland) or natural vegetation line, man-made water bodies or waterway;
  - 10 metres from all side boundaries;
  - Be outside of all "Building Exclusion Areas" as identified on the endorsed Structure Plan Map.
5. A Fire Management Plan is to be prepared and implemented to the satisfaction of the Shire of Dardanup and the Department of Fire and Emergency Services;
6. Stormwater is to be managed in accordance with the approved Stormwater Management Plan;
7. The retention / water quality basin shown on the Structure Plan Map is to be shown on the diagram or plan of survey as a Reserve for Drainage and vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be provided free of cost and without payment of compensation by the Crown.



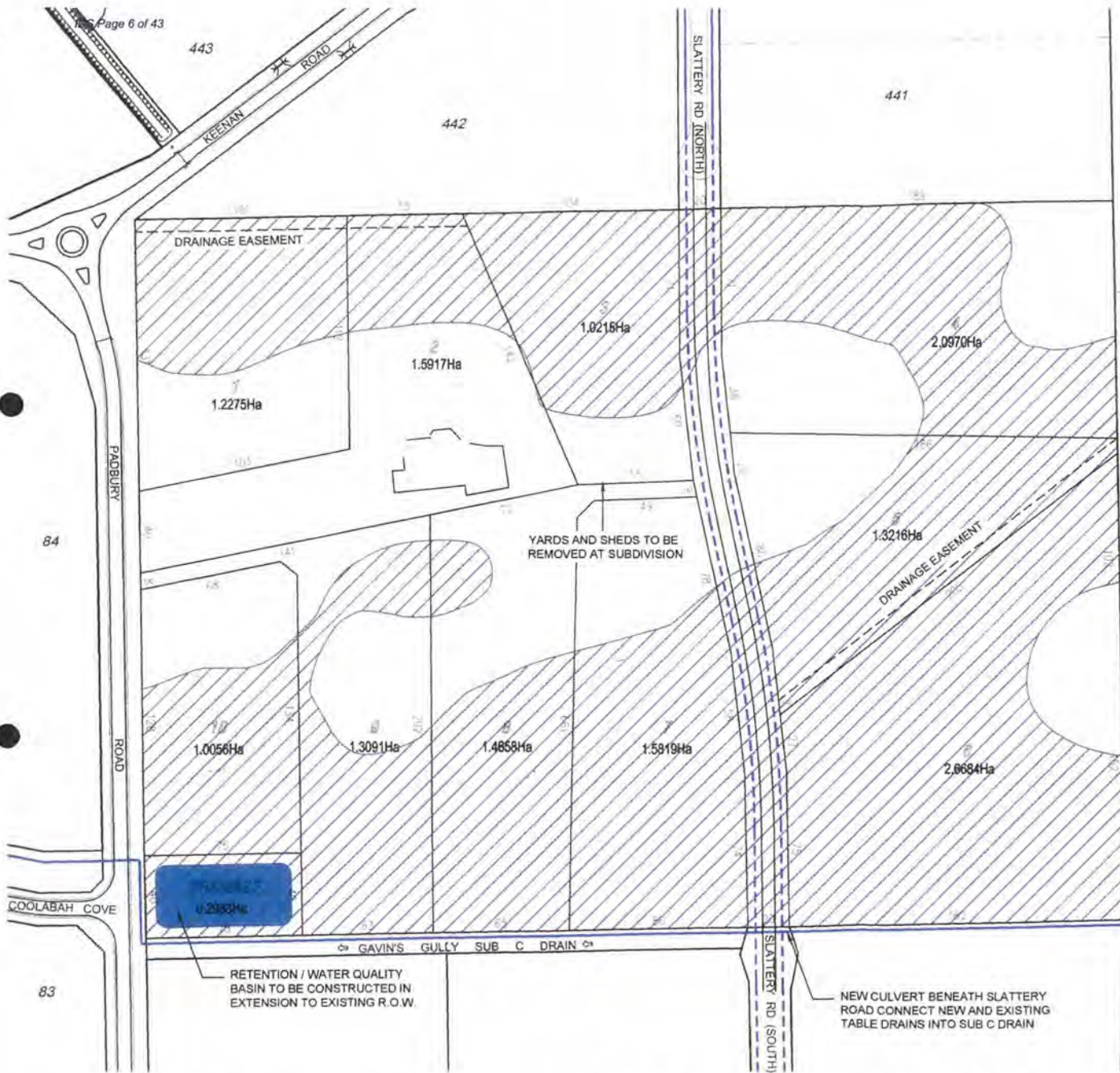
**INDICATIVE ROAD CROSS SECTION**  
SUBJECT TO DETAILED DESIGN AND APPROVAL AT SUBDIVISION STAGE




**SCALE 1:2,000 ON A3**  
DIMENSIONS AND AREAS SHOWN ARE APPROXIMATE ONLY AND SUBJECT TO SURVEY  
**GRAHAM HOUGHTON - TOWN PLANNER**  
4 Sutton Court Australind WA 6233  
0407 252 056  
Cadastral and aerial photographs courtesy Landgate  
Digital coordinates GDA94 MGA Zone 50

**(Appendix ORD: 12.1D)**





 BUILDING EXCLUSION AREAS  
Areas susceptible to seasonal waterlogging and inundation and unsuitable for development

**INDICATIVE STRUCTURE PLAN MAP**  
**LOT 383 PADBURY ROAD DARDANUP**  
26 / 03 / 2018

**NOTES:**

At subdivision stage Local Government shall request the Western Australia Planning Commission impose the following (but not limited to) as conditions of subdivision:

- Section 70A notification on title advising land owners that:
  - All dwellings shall be constructed to have a minimum finished floor level of 500mm above the nearest adjoining road level or 600mm above natural ground level, whichever is the greater, as determined by a licenced surveyor;
  - The area is subject to seasonal mosquito infestation;
  - The area may be subject to seasonal inundation;
  - They may be impacted upon by noise levels above the normal assigned level for nighttime but within the bounds of the noise regulation 17 approved;
  - There is to be a minimum vertical separation distance of 500mm from the base of the irrigation area of an Alternate Effluent Treatment System to the highest known water table. Approval shall be sought from the Shire of Dardanup prior to installation of an effluent disposal system;
- Preparation and implementation of a landscaping plan;
- Preparation of an Acid Sulfate Soils Self-Assessment. Subject to the results of the self-assessment, an Acid Sulfate Soils Report and Acid Sulfate Soils Management Plan shall be submitted to and approved by the Department of Water and Environmental Regulation before any site works are commenced. Where an Acid Sulfate Soils Management Plan is required to be submitted, site works shall be carried out in accordance with the approved management plan;
- All buildings, structures and on-site effluent disposal systems on each lot shall conform with the minimum setbacks as follows:
  - 20 metres from any road;
  - 50 metres from the edge of any wetland (sumpland) or natural vegetation line, man-made water bodies or waterway;
  - 10 metres from all side boundaries;
  - Be outside of all "Building Exclusion Areas" as identified on the endorsed Structure Plan Map.
- A Fire Management Plan is to be prepared and implemented to the satisfaction of the Shire of Dardanup and the Department of Fire and Emergency Services;
- Stormwater is to be managed in accordance with the approved Stormwater Management Plan;
- The retention / water quality basin shown on the Structure Plan Map is to be shown on the diagram or plan of survey as a Reserve for Drainage and vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be provided free of cost and without payment of compensation by the Crown.



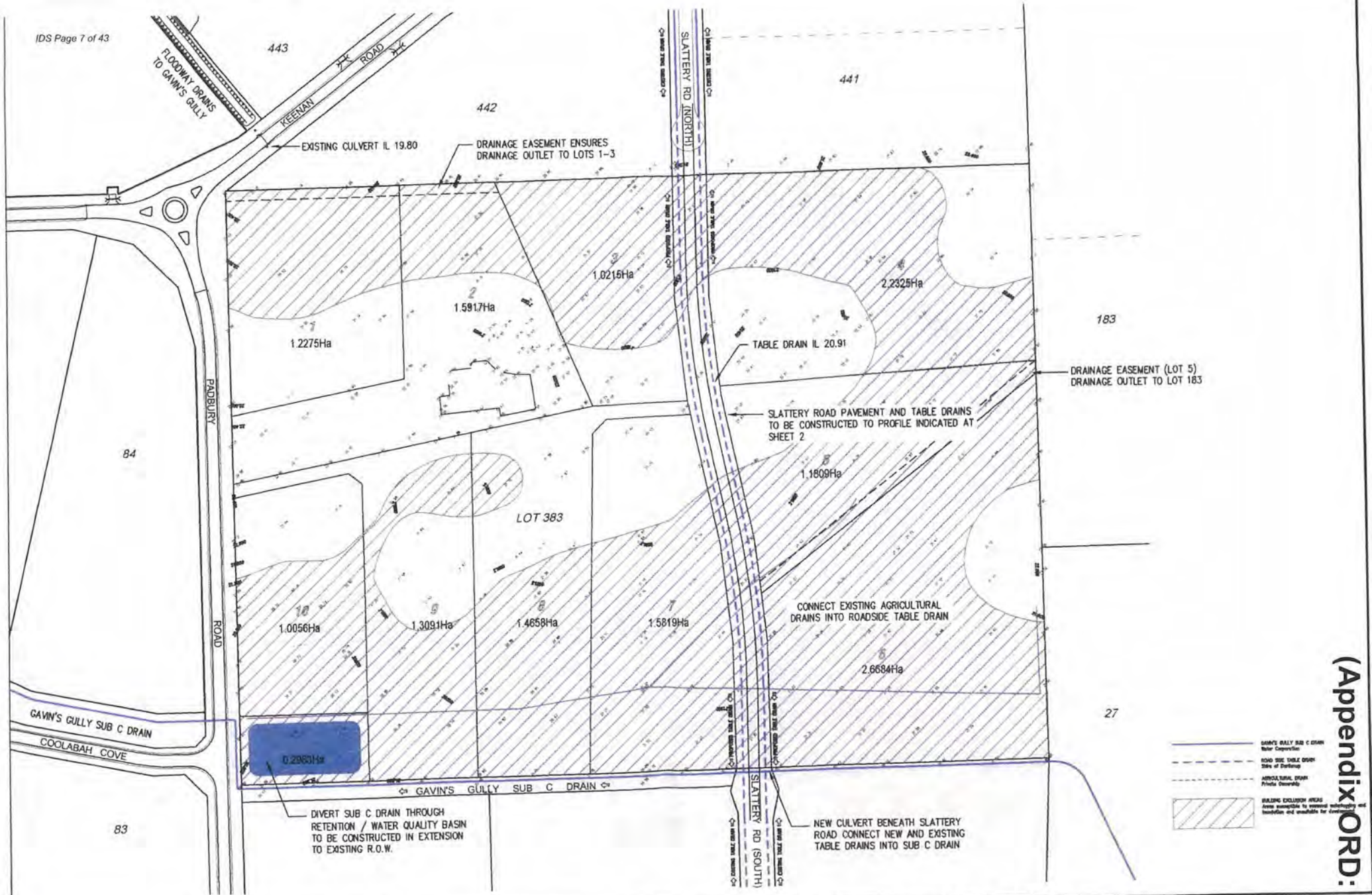
**INDICATIVE ROAD CROSS SECTION**  
SUBJECT TO DETAILED DESIGN AND APPROVAL AT SUBDIVISION STAGE



**SCALE 1:2,000 ON A3**  
DIMENSIONS AND AREAS SHOWN ARE  
APPROXIMATE ONLY AND SUBJECT TO SURVEY  
**GRAHAM HOUGHTON - TOWN PLANNER**  
4 Suttou Court Australind WA 6233  
0407 252 056  
Cadastral and aerial photographs courtesy Landgate  
Digital coordinates GDA94 MGA Zone 50

**(Appendix ORD: 12.1D)**





(Appendix ORD: 12.1D)



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PROJECT No: PAM03-A-17  
 SHEET: 1 OF 2  
 REVISION: 0  
 LOCAL AUTHORITY: SHIRE OF DARDANUP  
 SCALE: 1 : 1000 (B A1)  
 DATUM: AND



REVISION DATE	No	REVISION DESCRIPTION	DESIGN	DRAWN	CHECKED	APPROVED
24 FEBRUARY 2017	0	PRELIMINARY - NOT FOR CONSTRUCTION	DvN	DvN	DvN	
14 MARCH 2018	1	PRELIMINARY - NOT FOR CONSTRUCTION	DvN	DvN	DvN	

PROJECT: LOT 383 PADBURY ROAD DARDANUP  
 DRAWING TITLE: STORMWATER MANAGEMENT PLAN





**From:** Daniel Wong [mailto:daniel.wong@dwer.wa.gov.au]

**Sent:** Wednesday, 7 March 2018 4:17 PM

**To:** Jake Whistler

**Subject:** Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West

7<sup>th</sup> March 2018

Our Reference: PA 018591, DWERT50~7

Your Reference: TPS-R0504924 JW:gg

To: Shire of Dardanup

From: Department of Water and Environmental Regulation

8/03/2018



Attention: Jake Whistler

**RE: Structure Plan & Town Planning Scheme No. 3, Amendment No. 199 (August 2017) – Lot 383 Padbury Road, Dardanup West**

Dear Jake,

Thank you for referring the above proposed Scheme Amendment and Structure Plan to the Department for comment.

**Scheme Amendment and Structure Plan summary**

This amendment is to rezone Lot 383 Padbury Road, Dardanup West from General Forming zone to Small Holding zone to allow for the subdivision and development of ten rural residential lots.

The purpose of the Structure Plan is to facilitate the subdivision and development of the land for rural residential lots (~1-3 ha).

This proposal is part of the larger Dardanup West/Crooked Brook structure plan area (Attachment 1).

A main feature of this development is the construction of Slattery Way that runs in a North/South direction that separates the development into east and west portions.

**Site situation**

Much of the subject land is over a 'Multiple Use' Palusplain wetland and subject to localised seasonal flooding, and as confirmed in the referral.

It is noted from the Stormwater Management Plan in the Structure Plan report that the Gavin's Gully Sub C Drain is owned by the Water Corporation, to which this development is proposed to drain into and eventually flows into the Preston River about 2 km downstream.

Due to the increased runoff from impervious surfaces (with the landuse change) with the slow and limited stormwater flow rate of Gavin's Gully (that was designed to accept flows from agricultural landuse only), the structure plan proposes to construct a detention basin to mitigate against the increased flows and volumes.

The proposal is within the Bunbury Groundwater Area as proclaimed under the *Rights in Water and Irrigation Act 1914*.

The proposal is located within a non-proclaimed area for surface water under the *Rights in Water and Irrigation Act 1914*.

**Identified risks**

In view of the above situation, the Department identifies the following risks:-

- Risk of contamination of groundwater if there is insufficient vertical separation of

onsite sewage disposal systems to groundwater or the soils PRI is insufficiently amended

- Potential for surface water contamination if the on-site sewage disposal system is within an area subject to inundation or is located too close to a drainage system
- The Stormwater Management Plan information (in the Structure Plan report) states that the 1:100 flood level is estimated at 18.6 m AHD (where Sub C Drain enters the main gully), but no details have been provided as to how the estimation was made. It may therefore be possible that the lots finished floor level could be insufficient posing a flooding risk.
- Management of surface water from lots and roadside drainage into the Water Corporation owned Gavin's Gully; noting that Water Corporation may not be willing to accept additional discharge.
- As the agricultural drains are to remain in private ownership (proposed Lots 7-11) and if these are to continue to perform a drainage function, there is a risk that this infrastructure may not be managed appropriately or to a sufficient standard that may cause drainage issues.
- In the absence of 'whole of catchment information', there is a stormwater management risk that the infrastructure (i.e. culvert beneath Slattery Road, drainage easements and detention basin) proposed in the structure plan may not be of sufficient capacity to attenuate increased flows from adjacent development resulting in increased flooding risk.

### Risk mitigation

To mitigate against the above risks, the Department provides the following advice:-

- The Shire should satisfy itself that estimated flood levels have been assessed to a sufficiently rigorous level to ensure that building finished floor levels can be adequately set against flooding.
- The Building Exclusion Area, drainage easements and drains (as identified in the Structure Plan) should also exclude on-site sewage disposal areas, noting that in accordance with section 6.2.2 of the Government Sewerage Policy (Nov 2017), an on-site sewage disposal system is not to be located within 100 metres of a drainage system (that discharges directly into a waterway) and any area subject to inundation and/or flooding in a 10 per cent Annual Exceedance Probability (AEP) rainfall event.
- More details should be provided regarding the sizing and capacity of the detention basin (including drainage easements and culvert); in view of the ensuring sufficient capacity to service the structure plan area, and also future adjacent developments.
- Agreement from the Water Corporation would be required to ensure that the additional flows into Gavin's Gully (from the Structure Plan area and future adjacent developments) would be acceptable, noting the need for management/maintenance.

### Recommendations

- That additional detail be provided in the Structure Plan supporting information (i.e. Stormwater Management Plan) to mitigate against the above risks.
- The Shire commissions a drainage and groundwater study over the entire Crooked Brook/Dardanup West Structure Plan to:
  - investigate the need for drainage upgrades as outlined in the Hydrological Review of the Crooked Brook Structure (JDA 2005), and
  - develop a more rigorous understanding the groundwater regime to enable on-site effluent system applications to be appropriately assessed.

Thank you.

Yours faithfully,

*Daniel Wong*

Environmental Officer  
Department of Water and Environmental Regulation  
South West Region

Email: [daniel.wong@dwer.wa.gov.au](mailto:daniel.wong@dwer.wa.gov.au)  
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Location: 35-39 McCombe Road, Bunbury, WA 6230

**Water Resource Advice Only**

The Department of Water has recently merged with the Department of Environment Regulation and Office of the Environmental Protection Authority to create the new agency Department of Water and Environmental Regulation.

The former agencies are in the process of amalgamating their functions. Until this fully occurs, please note that the advice in this correspondence pertains only to water resource matters previously dealt with by the Department of Water.

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Government of Western Australia  
Department of Fire & Emergency Services



Our Ref: D04720  
Your Ref: TPS-R0504924

Jake Whistler  
Shire of Dardanup  
[records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)

Dear Mr Whistler,

**RE: SCHEME AMENDMENT NO. 199 AND ASSOCIATED STRUCTURE PLAN - LOT 383  
PADBURY ROAD, DARDANUP WEST**

I refer to your letter dated 23 January 2018 regarding the submission of a Bushfire Management Plan (BMP) (Version B), prepared by Lush Fire & Planning dated 16 May 2017, for the above local planning scheme amendment and associated structure plan.

DFES provide the following comments with regard to *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines).

**Assessment**

**Policy measure 6.3 c) Non-compliance with the Bushfire Protection Criteria**

Element	Assessment	Action
<b>Siting &amp; design</b>	<p><b>A2.1 – not demonstrated</b></p> <p>The structure plan map dated 26 October 2017 included within the scheme amendment report identifies ten proposed lots, and the BMP identifies eleven proposed lots on a "Proposed Subdivision" plan (Figure 5 page 10) - Clarification is required.</p> <p>The structure plan map dated 26 October 2017 identifies significant areas susceptible to seasonal waterlogging and inundation and unsuitable for development. These areas are identified as "building exclusion areas".</p> <p>The BMP does not identify Asset Protection Zones or more broadly, the 'developable areas' within each proposed lot. Developable areas are those areas in which a building can be built and include areas of BAL-29 and below. This should also include other site constraints, such as scheme setbacks and in this instance, areas outside of the "building exclusion areas".</p>	<p><b>Modification required.</b></p> <p>Please update all figures in the BMP to reflect the correct structure plan as necessary.</p> <p>Figure 10 of the BMP also needs to reflect the "building exclusion areas", and overlay areas of BAL 29 or below.</p>
<b>Vehicular Access</b>	<p><b>A3.4 – not demonstrated</b></p> <p>In bushfire prone areas, lots with battle-axe access legs should be avoided because they often do not provide two-way access and egress for residents and may be easily blocked by falling trees or debris during a</p>	<p><b>Not demonstrated.</b></p> <p>Please provide justification for non-compliance or modify the structure plan accordingly.</p>



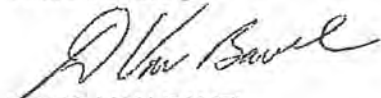
	bushfire event. DFES recommends the structure plan be modified to ensure through access thereby avoiding the need for battle-axe lots.	
<b>Water</b>	<b>A4.2 – not demonstrated</b> The BMP at 6.2.4 details the requirement for a dedicated 50,000 litre water tank supply. It goes on to detail that <i>"Council have instructed that the water tank is to be provided at the West Dardanup fire brigade station located on Garvey Road"</i> . The BMP also details that this location exceeds the maximum two-kilometre distance as required by the Guidelines.	<b>Not demonstrated</b> Please provide justification from the local government for the location of the water tank or modify the location accordingly.

**Recommendation – not supported modifications required**

DFES has assessed the BMP for the proposed scheme amendment and associated structure plan, and has identified a number of issues that need to be addressed prior to support of the proposal. It is recommended that the application be deferred pending the required modifications outlined in the table above.

If you require further information, please contact Jackie Holm on telephone number 9482 1785.

Yours sincerely



**DOUG VAN BAVEL**  
**LAND USE PLANNING OFFICER**

26 February 2018



# Bushfire Management Plan



**Lot 383 Padbury Road  
Dardanup**

**LUSH FIRE & PLANNING**  
PO Box 114  
Woodanilling WA 6316  
0418 954 873  
ABN 74 232 678 543

REF: 16-056  
Ver C  
April 2018

Lot 383 Padbury Road

## Document Reference

## Property Details

Street No	Lot No's	Plan	Street Name
175	383	247456	Padbury Road
Locality	Dardanup West	State	WA
		Postcode	6236
Local Government Area	Dardanup		
Description of the building or works	Rural residential subdivision		

## Report Details

Job No	16 - 036	Assessment Date	5 September 2016
Ver	Date	Revision	
A	4 January 2017	Preliminary	
B	16 May 2017	Revised subdivision design and updated policy measures	
C	16 April 2018	Revised subdivision design and DFES comments	

## Accreditation Statement

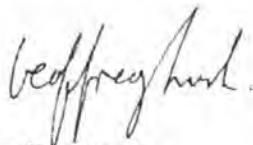
I hereby declare that I am a BPAD accredited bushfire practitioner:

BPAD Level 2 Bushfire Practitioner – Prescriptive

Accreditation No 27682

## Disclaimer

The measures contained in this report do not guarantee that a building will not be damaged in a bushfire. The ultimate level of protection will be dependent upon the design and construction of the dwelling and the level of fire preparedness and maintenance under taken by the landowner. The severity of a bushfire will depend upon the vegetation fuel loadings; the prevailing weather conditions and the implementation of appropriate fire management measures.



**Geoffrey Lush**

16 April 2018  
geoffrey@lushfire.com.au



Lot 383 Padbury Road

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## Lot 383 Padbury Road

### 1.0 INTRODUCTION

This bushfire management plan is prepared to support the proposed rezoning and subsequent subdivision of Lot 383 Plan 247456 Padbury Road Dardanup West. The site is located on the corner of Padbury and Keenan Roads.

The subject land is located approximately 2.5 kilometres west of the Dardanup townsite as shown in Figure 1.

This report has been prepared to demonstrate that the design of proposed subdivision has given appropriate regard to:

- State Planning Policy 3.7 Planning in Bushfire Prone Areas; and
- Guidelines for Planning in Bushfire Prone Areas (2015)

The aim of this Report is to reduce the threat to the residents in the proposed subdivision and fire fighters in the event of a bushfire within or adjacent to the development. It defines the responsibilities of relevant stakeholders and the measures required to manage the potential likelihood of fires starting on the proposed lots or the adjoining land. The assets which are highlighted for protection from bush fires are:

- Any future dwelling within the subdivision; and
- The existing development surrounding the properties.

The first priority for fire management is the preservation of life and to reduce the impact of bushfires on property and infrastructure (1).



Figure 1 Location Plan

1 WAPC (2015) SPP3.7 Planning in Bushfire Prone Areas page 1

## Lot 383 Padbury Road

---

### 2.0 EXISTING CONDITIONS

The subject land has an area of 16.311 hectares with a frontage of 347m to Padbury Road and a depth of 468m. The cadastral information for the site is shown in Figure 2.

There is an existing dwelling, granny flat, outbuildings, and other improvements on the property. The land to the north, south and west of the property has been developed for rural residential purposes with lots generally being 2 hectares in size. The land to the east has larger un-subdivided rural lots.

The existing conditions are shown in Figure 3 and the following photographs.

The site does not contain any remnant vegetation and there is cleared pasture around the dwelling on the balance of the property. There are small areas of remnant vegetation on the adjacent and nearby road verges.

The subject land and surrounding area is flat land which has historically been used for irrigated farming and grazing. The contours for the property are shown in Figure 2 and there is a minor ridge in the middle of the property which is only 1m above the surrounding area. The gradients are minor being between 0.5 and 1.0 degrees.

There is a district drain adjacent the southern boundary. An existing fire service access is located on the southern boundary between Padbury Road and Slattery Way.

Padbury Road is a sealed local road which connects to Moore Road in the north west and to Garvey Road to the south. Keenan Way provides access to the adjoining subdivision (Killarney Glen) to the north. Slattery Way is a cul-de-sac extending to the property boundary from Keenan Way in the north and Padbury Road from the south.

The locality has a Mediterranean climate with cool wet winters and hot dry summers. It has an annual rainfall of 724mm (2). The mean maximum temperature is 30.1 °C with the highest recorded maximum temperature of 40.8 °C in January 1997.

Each year there are on average:

- 52 days with temperatures over 30 °C;
- 11 days with temperatures over 35 °C; and
- 0.1 day with temperatures over 40 °C.

In summer the wind speed and direction at:

- 9:00am is typically from the east and south east between 20 and 40kph; and
- 3:00pm is typically from the west between 20 and 40kph.

---

<sup>2</sup> Bureau of Meteorology – Bunbury Weather Station No 9965.







FIGURE 3  
EXISTING CONDITIONS



Rev	Description	Date
A	Preliminary	03/01/2017



Ref No 16-056



Lot 383 Padbury Road



Photograph 1



Photograph 2



Photograph 3



Photograph 4



Photograph 5



Photograph 6



Lot 383 Padbury Road



Photograph 7



Photograph 8



Photograph 9



Photograph 10

Photograph 11



## Lot 383 Padbury Road

---

### 3.0 DEVELOPMENT FRAMEWORK

#### 3.1 Bushfire Prone Land

An extract of the State Bushfire Prone Map for the subject land is shown in Figure 4.

The designation of bushfire prone areas triggers:

- The application of Australian Standard AS3959 Construction of Buildings in Bushfire Prone Areas under the Building Code of Australia (from the 8th April 2016);
- The provisions of the Planning and Development (Local Planning Schemes) Amendment Regulations 2015 (from the 8th April 2016); and
- The application of SPP3.7 Planning in Bushfire Prone Areas (from the 7th December 2015).



Figure 4 Bushfire Prone Land



## Lot 383 Padbury Road

---

### 3.2 SPP 3.7 Planning in Bushfire Prone Areas

State Planning Policy 3.7 Planning in Bushfire Prone Areas was gazetted on the 7th December 2015. The policy provides the foundation for land use planning to address bushfire risk management in Western Australia. It contains objectives and policy measures, as well as reference to the bushfire protection criteria contained in the Guidelines.

The objectives of the policy are to:

1. Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount.
2. Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.
3. Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures.
4. Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.

The Policy requires that planning proposals, subdivision and development applications should have on completion:

- A moderate bushfire hazard level (BHL); and/or
- A Bushfire Attack Level (BAL) rating of between BAL-12.5 to BAL-29 applies.

### 3.3 Australian Standard AS3959 (2009)

AS3959 Construction of Building in Bush Fire Prone Areas (3) provides measures for improving the ability of buildings to withstand burning debris, radiant heat and flame contact during a bush fire. The lower the separation distance from bushfire prone vegetation, the higher the standard of construction is required for buildings. The construction requirements relate to:-

- Subfloor Supports;
- Floor;
- External Walls;
- External Elements and Doors
- Roofs;
- Verandas, Decks, Steps; and
- Water and gas pipes.

It is emphasised that only applying the Standard's construction measures is not a complete response to bush fire safety. The measures contained in the Standard cannot guarantee that a building will survive a bushfire event on every occasion. This is due to the unpredictable nature and behaviour of fire and extreme weather conditions.

---

3 Standards Australia (2009) AS 3959 – Construction of Buildings in Bush Fire Prone Areas. Sydney, Standards Australia International Ltd.

## Lot 383 Padbury Road

---

### 3.4 Planning Bulletin 111 Planning in Bushfire Prone Areas

A revised version of Planning Bulletin 111 was released in October (2016) to provide improved guidance for the administration of SPP3.7.

It states that the overarching policy intentions for Planning in Bushfire Prone Areas are:

- That strategic planning documents or proposals, subdivision and development applications within a bushfire prone area, should demonstrate a Bushfire Attack Level (BAL) of 29 or below; and
- Proposals that on completion, are extreme and/or BAL-40 or BAL-Flame Zone will generally not be supported (subject to exemptions relating to minor or unavoidable development).

### 3.5 Fire Prevention Order

Within the Small Holdings Zone which includes the subject land, Council's fire prevention order requires:

- Bare earth firebreaks of 2m width and 4m in height must be maintained within and adjacent to the lot boundary.
- Fire hazards on properties must be slashed to a height of no more than 50mm and flammable material must be removed.
- Must have a 20 metre low fuel area around all buildings and haystacks or groups thereof.

Fire prevention measures must be completed by the 30<sup>th</sup> November each year and maintained until the 26<sup>th</sup> April.

## 4.0 PROPOSED DEVELOPMENT

The proposed subdivision is shown in Figure 5. This consists of creating ten (10) lots ranging in size from 1.0ha to 2.6ha. Figure 5 also shows the building exclusion areas and the boundary setbacks contained in the Planning Scheme being:

- 20m from the front boundary; and
- 10m from the side and rear boundaries.

Slattery Way will be extended through the subdivision being a 20m wide road reserve connecting to the existing road on the northern and southern boundaries. There are two battle axe lots with the access leg being 10m wide and 49m and 68m long respectively.

A drainage reserve will be located in the south western corner of the site with an area of 0.2983ha. A water tank reserve will be located on the southern boundary with an area of 0.09ha.





FIGURE 5  
PROPOSED SUBDIVISION



Rev	Description	Date
A	Preliminary	03/01/2017
B	Subdivision plan	12/05/2017
C	Subdivision design	11/04/2018



Ref No 16-056



## Lot 383 Padbury Road

---

### 5.0 THE BUSHFIRE ISSUE

#### 5.1 Bushfire History

The annual fire season extends from approximately mid-October to mid-May. This is the normal period where weather conditions are conducive to the ignition and spread of bushfires. The fire risk increases once vegetation has cured which is generally later in the season.

Bush fires occur annually within the locality with sufficient intensity to cause property damage and potentially to be life threatening.

#### 5.2 Bushfire Hazard

A Bushfire Hazard Level assessment provides a 'broadbrush' means of determining the potential intensity of a bushfire for a particular area.

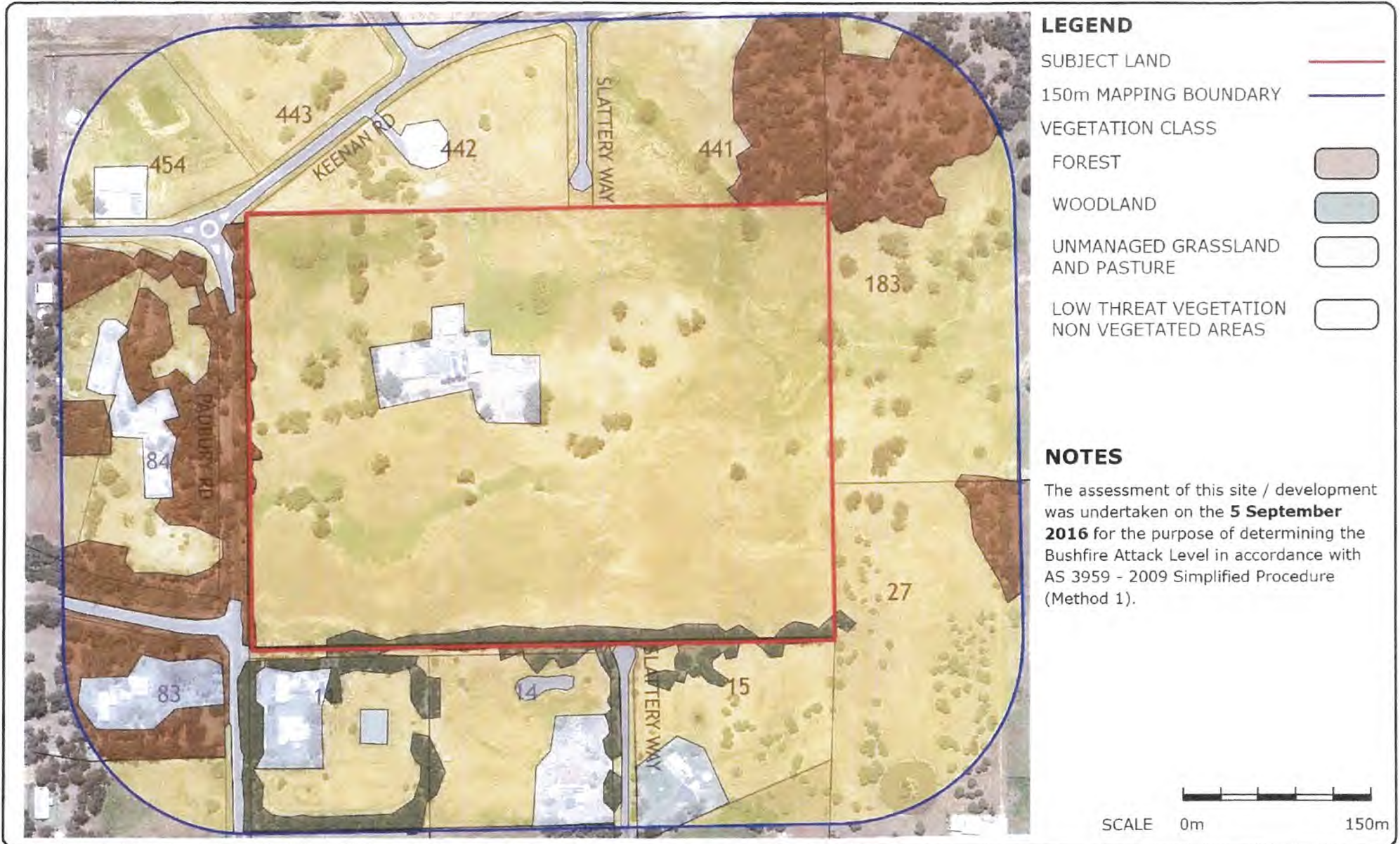
The bush fire hazard primarily relates to the vegetation on the site, the type and extent (area) of vegetation and its characteristics. The methodology for determining the bushfire hazard level is contained in the Guidelines for Planning in Bushfire Prone Areas (Section 4.1 and Appendix 2). This classifies vegetation based on tree height and the percentage of canopy cover. The classification of the vegetation also takes into account The Visual Guide for Bushfire Risk Assessment in Western Australia (WAPC 2016).

The vegetation classifications are shown in Figure 6.

The Bushfire Hazard Level assessment is shown in Figure 7 and this includes the classification of the hazard vegetation.

The subject generally has a moderate hazard rating which is primarily due to pasture / grassland areas being assigned a moderate hazard level. Land with a moderate bushfire hazard rating can be developed in accordance with the policy measures in SPP3.7 which includes compliance with the Bushfire Protection Criteria.

Land with an extreme bushfire hazard rating should not be developed unless it can be shown that the hazard can be permanently reduced to a moderate level.



**LEGEND**

- SUBJECT LAND —
- 150m MAPPING BOUNDARY —
- VEGETATION CLASS
- FOREST [Brown Box]
- WOODLAND [Green Box]
- UNMANAGED GRASSLAND AND PASTURE [Yellow Box]
- LOW THREAT VEGETATION [Light Green Box]
- NON VEGETATED AREAS [White Box]

**NOTES**

The assessment of this site / development was undertaken on the **5 September 2016** for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2009 Simplified Procedure (Method 1).



**FIGURE 6**  
VEGETATION CLASSIFICATIONS



Rev	Description	Date
A	Preliminary	12/05/2017



Ref No 16-056

**(Appendix ORD: 12.1D)**



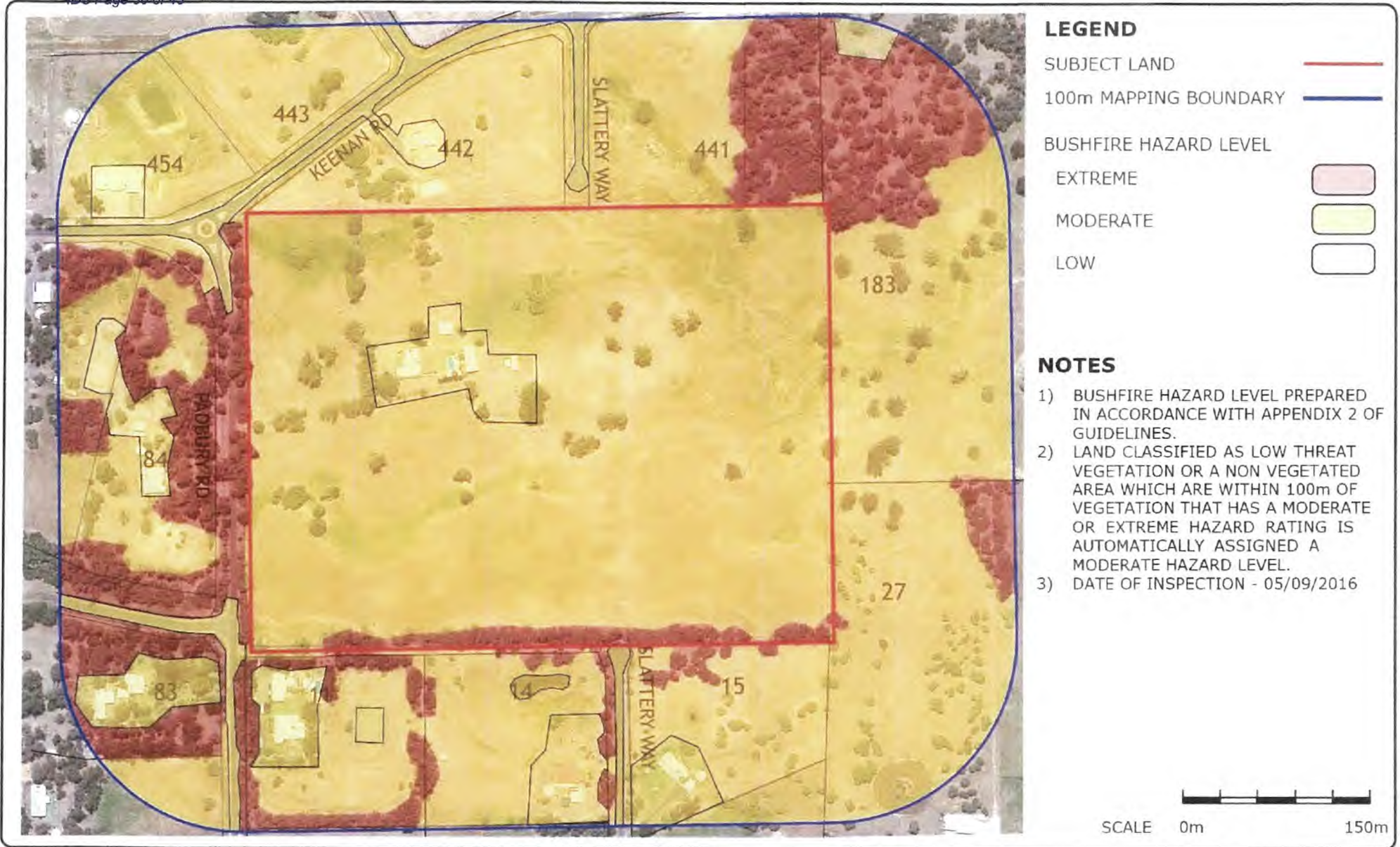


FIGURE 7  
BUSHFIRE HAZARD LEVELS



Rev	Description	Date
A	Preliminary	03/01/2017
B	BHL Methodology	12/05/2017



Ref No 16-056



## Lot 383 Padbury Road

### 5.3 BAL Contour Map

A BAL Contour Map is shown in Figure 8. A BAL Contour Map is a plan of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is completed.

The assumptions for the preparation of the BAL Contour Map are:

- a) That the pasture areas in the adjoining properties has been classified as 'grassland' as the applicant does not have any control over these areas;
- b) That the paddock areas within each lot will be maintained as Low Threat Vegetation. Where this does not occur then an increased BAL rating may apply when development occurs; and
- c) That any landscaping or revegetation will be classified as low threat vegetation pursuant to AS3959 Clause 2.2.3.2

Where an adjoining lot has Grassland vegetation then assuming that there is a minimum 10m side boundary setback a BAL-29 rating would apply as shown in Table 1.

*Table 1 Grassland BAL Setbacks*

Vegetation Classification	Bushfire Attack Levels (BALs)				
	BAL - FZ	BAL - 40	BAL - 29	BAL - 19	BAL - 12.5
	Distance (m) of the site from the predominant vegetation class				
	<b>All upslopes and flat land</b>				
G Grassland	< 6	6 - < 8	<b>8 - &lt; 12</b>	12 - < 17	17 - < 50

### 5.4 District Context

The relationship of the subject land to the surrounding area is shown in Figure 9.

The subject is located in the centre of the Dardanup Small Holdings area which extends between Moore Road and the Picton - Boyanup Road and this area includes the Coplestone and West Dardanup locations.

The proposed roads are in accordance with the approved Dardanup Small Holdings Structure Plan. The future extension of Keenan Road to the Dardanup townsite will improve the accessibility to the area.



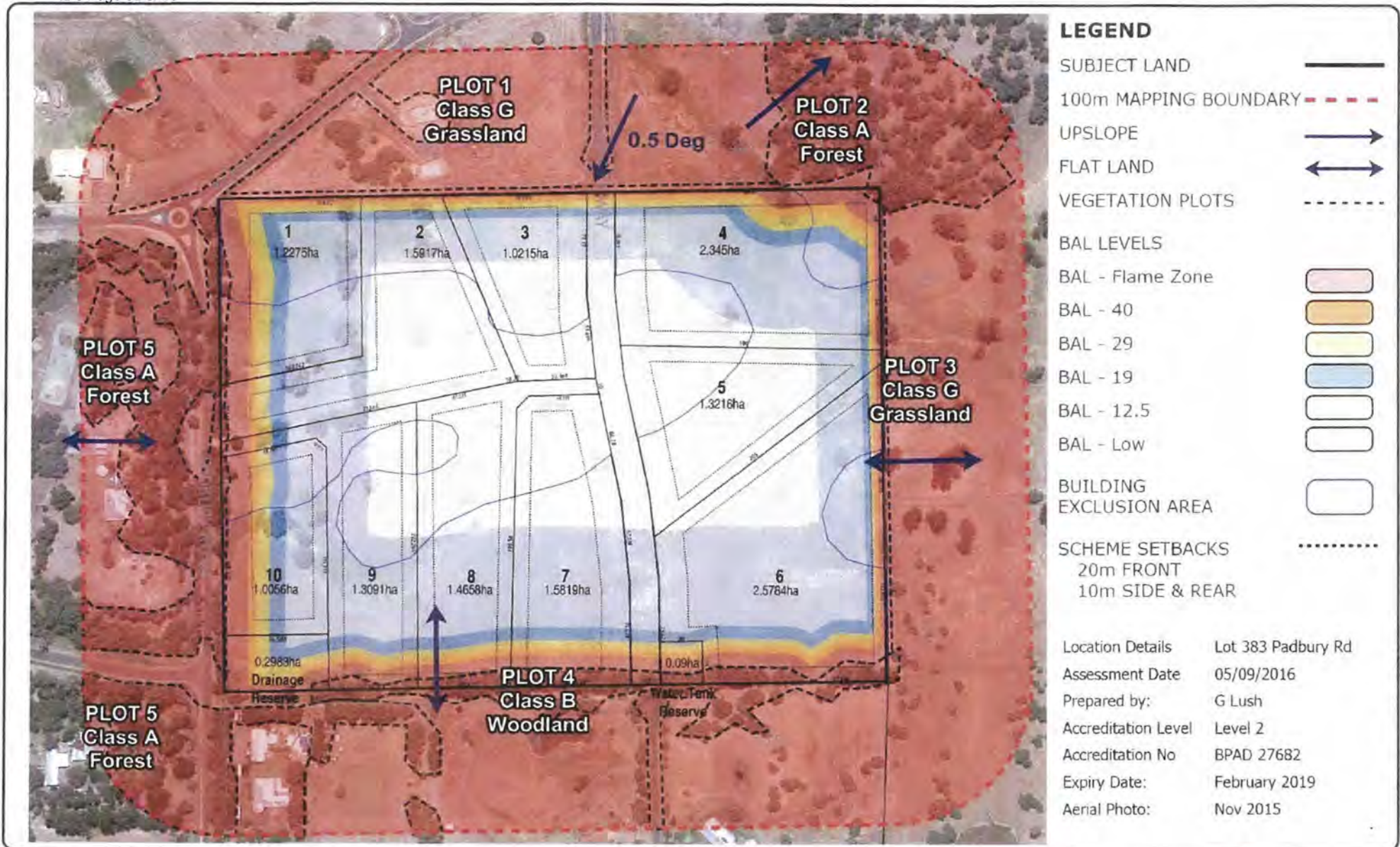


FIGURE 8  
BAL CONTOURS

SCALE 0m 100m



Rev	Description	Date
A	Preliminary	03/01/2017
B	Subdivision Plan	12/05/2017
C	Building Exclusion & Setbacks	20/03/2018



Ref No 16-056



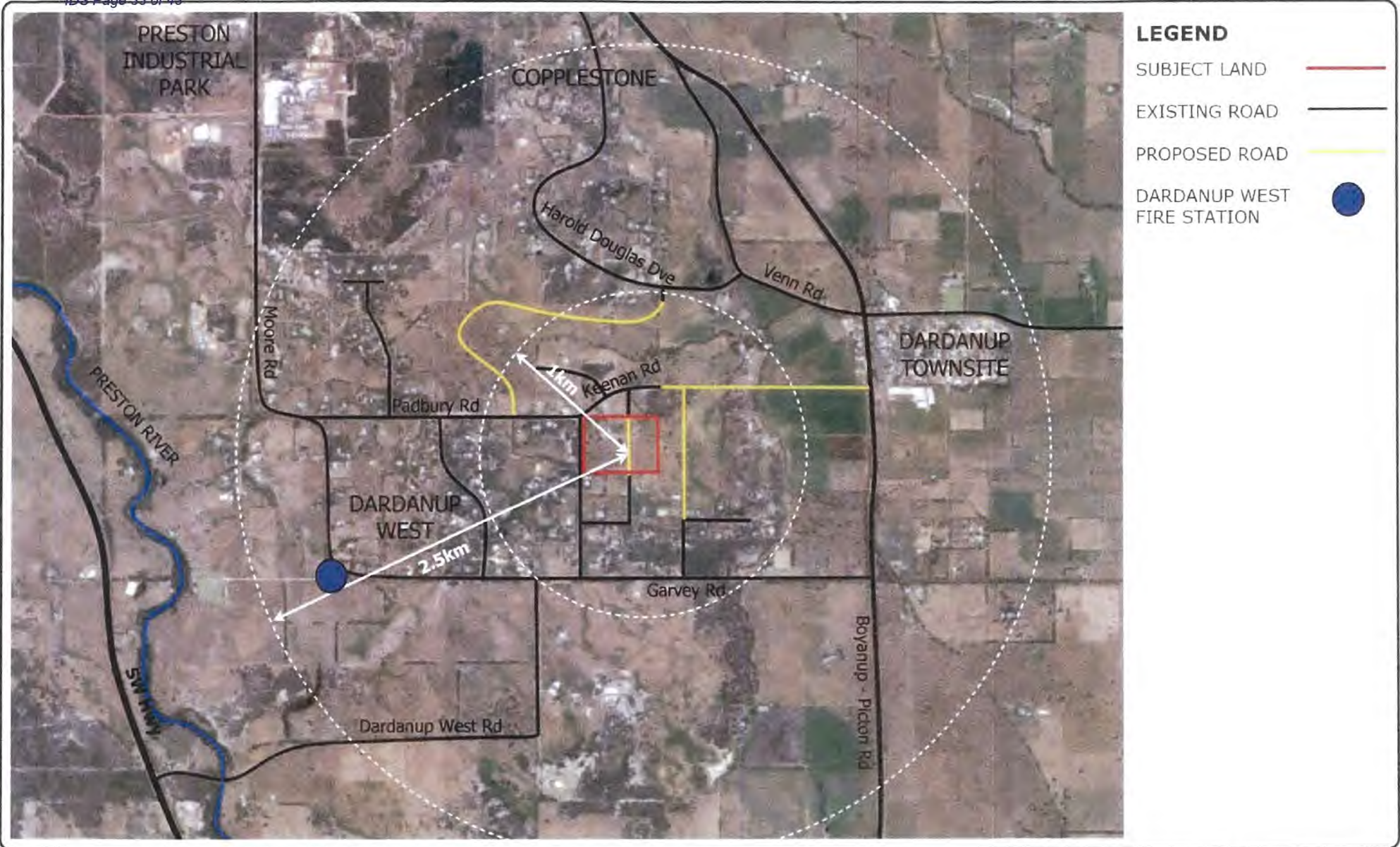


FIGURE 9  
DISTRICT CONTEXT



Rev	Description	Date
A	Preliminary	12/05/2017



Ref No 16-056



## 6.0 FIRE MITIGATION MEASURES

In formulating the proposed mitigation measures regard has been given to the objectives, general principles, guidance statements and performance criteria contained in the Guidelines for Planning in Bushfire Prone Areas and specifically the Bushfire Protection Criteria. The mandatory requirements in the Bushfire Protection Criteria are referred to as "acceptable solutions" and these are designated below in brackets after each heading.

The fire management recommendations for the subject land and are shown on Figure 10 and discussed further in the following sections.

### 6.1 Bushfire Protection Criteria

The Bushfire Protection Criteria are contained in Appendix 4 of the Guidelines for Planning in Bushfire Prone Areas (2015).

The criteria contain a set of performance criteria and acceptable solutions that new subdivision and developments are required to meet in bush fire prone areas. The main components are:

- Element 1 Location;
- Element 2 Siting and Design of Development;
- Element 3 Vehicular Access; and
- Element 4 Water.

#### 6.1.1 Element 1 Location

##### 6.1.1.1 Development Location

This provision stipulates that the development is to be located so that it has or will have:

- A moderate to low bushfire hazard level; or
- A Bushfire Attack Level rating of BAL-29 or below.

As shown in Figure 7 the subject land has a moderate bushfire hazard rating.

The potential BAL Contours are shown in Figure 8. This illustrates the potential radiant heat impacts and associated indicative BAL ratings in reference to the classified vegetation which is predominantly located on the adjoining properties. It assumes that the paddock areas within each lot will be maintained as Low Threat Vegetation. Where this does not occur then an increased BAL rating may apply when development occurs.

Figure 8 also shows the building exclusion areas and the minimum boundary setbacks provided for in the Planning Scheme ie 20m front boundary; 10m side and rear boundaries. There are minor portions of lots which have a BAL-40 or BAL-FZ rating encroaching past these setbacks. However, any BAL assessment that results in a BAL 40 or FZ rating will then trigger a Development Application pursuant to Clause 78D Part 10A of the Planning and Development (Local Planning Schemes) Regulations 2015. As part of this application local government can require the dwelling to be sited so as to achieve a BAL-29 rating.

It is also noted that a 20m asset protection zone will provide a BAL-12.5 rating from Class G Grasslands either on upslopes or downslopes of less than 5 degrees.

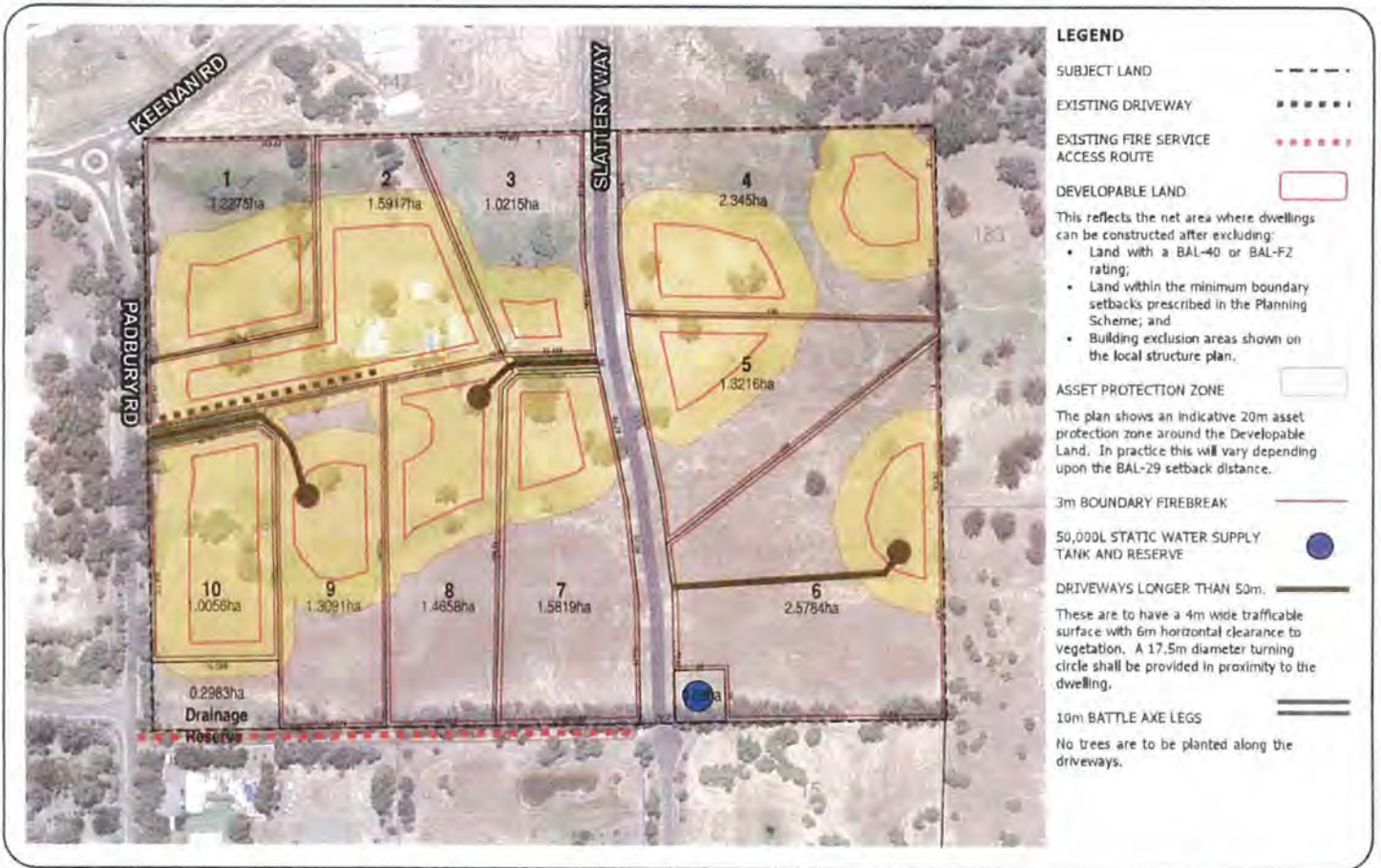


FIGURE 10  
BUSHFIRE MITIGATION MEASURES



Job No 16-056

Rev	Description	Date
A	Preliminary	04/01/2017
B	Update provisions	15/05/2017
C	Revised plan	11/04/2018





## Lot 383 Padbury Road

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### Recommendations

1. That dwellings be located so as to have a maximum BAL-29 rating.
2. That any application for a building permit for a dwelling is to include an individual BAL assessment to confirm that sufficient land has been cleared to provide for BAL-29 setbacks.

### 6.1.2 Element 2 Siting and Design of Development

#### A2.1 Asset Protection Zone (APZ)

An asset protection zone is a "low fuel zone" located around a building. The APZ is by default the distance between the building and the hazard vegetation provided that this is not less than a BAL-29 rating.

The requirements for the asset protection zone are as follows:

- a) Width: Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a bushfire does not exceed 29kW/m<sup>2</sup> (BAL-29) in all circumstances.
- b) Location: the APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity (see explanatory notes).
- c) Management: the APZ is managed in accordance with the following requirements:
  - Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
  - Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
  - Fine Fuel load: combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
  - Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.
  - Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m<sup>2</sup> in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
  - Ground covers (<0.5 metres in height): can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
  - Grass: should be managed to maintain a height of 100 millimetres or less.



## Lot 383 Padbury Road

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### *Recommendations*

3. That the vegetation within the BAL setback is to be maintained as an asset protection zone in accordance with the APZ specifications.

### **6.1.3 Element 3 Vehicular Access**

#### A3.1 Two Access Routes

The subject land has access from two directions (south and west) from Padbury Road and also Slattery Way.

#### A3.2 Public Roads

The proposed subdivision roads will be designed in accordance with the standards specified in the Local Government Subdivisional Guidelines (4) which meet required specification for bushfire access.

#### A3.3 Cul – de-sacs

This is not applicable to the subdivision.

#### A3.4 Battle-Axes

There are two battle axe legs in the proposed subdivision. These are 68 and 50m long with a width of 10m which exceeds the minimum requirement in Table 6 of the Guidelines. The Guidelines indicated that battle axe legs should be avoided in bushfire prone areas as they do not provide two way access and can be potentially blocked by falling trees.

The possible alternative design solutions for Lots 8 and 9 would be to:

1. Reconfigure the design of Lots 7, 8, 9 and 10 re move the battle axe legs; or
2. Construct a public road across the northern boundary of these lots which would also remove the battle axe legs.

Option 1 is not viable due to the extent of the building exclusion, low lying areas on the southern portion of the lots.

Option 2 is not viable because of the proximity to the intersections with:

- Padbury and Keenan Roads on the northern boundary of the subject land; and
- Padbury Road and Coolabah Close opposite the south western corner for the subject land.

Further it is noted that there is an existing fire service access route along the southern boundary which already provides an east west access. Slattery Way extends south from the site connecting into Padbury Road less than 300 south of the site boundary. In summary there is already a highly connective road network and the provision of a further road to access two lots, which only have pasture, is difficult to justify.

#### A3.5 Private Driveways Longer than 50 metres

The driveways to proposed Lot 9 and 10 will exceed 50m due to the length of the battle axe legs. The driveways for the other lots may exceed 50m in length depending upon

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4 Institute of Public Works Engineering Australia WA Division Inc. (2009) Local Government Subdivisional Guidelines Perth

**Lot 383 Padbury Road**

where the dwelling is located. If it does, then it must comply with the following provisions:

- A minimum trafficable surface of 4m width;
- A horizontal clearance of 6m to vegetation;
- A maximum grade of 1:10;
- Curves with a minimum 8.5m inner radius;
- Passing bays every 200 metres with a minimum length of 20 metres and a minimum width of two metres (i.e. the combined width of the passing bay and constructed private driveway to be a minimum six metres);
- Turn-around areas designed to accommodate type 3.4 fire appliances and to enable them to turn around safely every 500 metres (i.e. kerb to kerb 17.5 metres) and within 50 metres of a house;
- Any bridges or culverts are able to support a minimum weight capacity of 15 tonnes; and
- An all-weather surface (i.e. compacted gravel, limestone or sealed).

**A3.6 Emergency Access Ways (EAW)**

This is not applicable to the subdivision.

**A3.7 Fire Service Access Routes**

This is not applicable to the subdivision.

**A3.8 Firebreak Width**

As all the proposed lots are greater than 0.5ha in area it is required to have a 3m wide boundary firebreak.

***Recommendations***

4. Any new driveway shall have a minimum 4m wide trafficable surface and any access gate shall be a minimum width of 3.6m.
5. Where a driveway is more than 50m in length a turnaround area suitable to a fire appliance shall be provided within proximity to the dwelling.
6. That all lots shall provide a minimum 3m wide boundary firebreak.

**6.1.4 Element 4 Water****A4.1 Reticulated Areas**

This is not applicable to the subdivision.

**A4.2 Non-reticulated areas**

A water tank with a hydrant or standpipe is required in non-reticulated areas. This is to have a minimum volume of 50,000L per 25 lots.

A proposed reserve for a water tank is shown on the southern boundary of the subject land.

**A4.3 Non-reticulated areas - One Additional Lot**

This is not applicable to the subdivision.

***Recommendations***

7. That a 50,000L water tank and fitting be provided as shown in Figure 10.



## Lot 383 Padbury Road

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8. That any new dwelling shall provide with a static water supply tank having a minimum capacity of 10,000L specifically for firefighting with:
  - a) A 50mm male camlock couplings with full flow valves;
  - b) The fittings positioned at the base of the tank so that the total tank capacity is available for firefighting purposes at any time;
  - c) An adequate hard standing access must also be provided adjacent to such connection/s and must be readily identifiable; and
  - d) A nonelectric firefighting pump (normally 5.5hp) with sufficient hose to protect the dwelling and the surrounding low fuel zone.

### 6.2 Annual Property Maintenance

Annual property maintenance is an important preparation for the annual fire season. This should focus on the area around the proposed dwelling and the following maintenance works should be considered:

#### Autumn and Winter (May-August)

- Tree pruning and remove lower branches and check that power lines are clear.
- Clear long grass, leaves, twigs and flammable shrubs.
- Overhaul the emergency water pump, fixtures and hoses.

#### Spring (September-November)

- Prepare boundary firebreaks.
- Carry out maintenance of strategic firebreak.
- Reduce grass levels within the hazard separation and building protection zones.
- Prune the dead material from the shrubs in the building protection zone.
- Clean out gutters, remove debris from roof.

#### Early summer (December onwards)

- Re-check personal and home protection gear, screens, water supplies and gutters.
- Keep yards as free as possible from combustible materials, fuels and debris.
- Avoid storing any felled trees and rubbish on your property.
- Remove dead shrubs and avoid long grasses, bracken or neglected masses of tall quick-curing annuals.
- Prepare a bushfire survival plan.

#### *Recommendations*

9. That the landowners undertake regular maintenance of their property in preparation for the annual fire season.
10. That all fire mitigation measures shall be completed by the date prescribed in Council's Fire Prevention Order.

### 6.3 Staging

The proposed subdivision plan does not make any provision for the staging of the development. In the event that the subdivision is staged then it is necessary to ensure that appropriate interim measures are provided.

These may include:

- Interim access or emergency access ways;



### Lot 383 Padbury Road

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- Creation of additional low fuel zones to ensure that the recommended BAL ratings can be applied; or
- The provision of boundary firebreaks especially on any balance lot.

#### *Recommendations*

11. In the event of any staging of the subdivision a plan and statement of the proposed interim fire management measures will be submitted and approved by the Shire as an adjunct to Figure 10.

### 6.4 Purchaser Advice

All prospective purchasers must be made aware of the fire management issues, measures and responsibilities associated with the subdivision. This can be a notification placed upon the Certificate of Title of all lots pursuant to Section 70A of the Transfer of Land Act advising landowners of this Bushfire Management Plan and BAL requirements.

#### *Recommendations*

12. A notification be included on the certificate of titles advising that the land is subject to a Bushfire Management Plan.
13. That prospective residents be provided with a summary of this Bushfire Management Plan.

### 6.5 Implementation

The management of the risk posed by bushfires is a shared responsibility between landowners, government and industry. While state and local government undertakes bushfire prevention measures (e.g. planned burning), land use planning and emergency response (fire suppression); land owners in bushfire prone areas must take the necessary steps to prepare their property. These responsibilities are summarised in Table 2.

**Lot 383 Padbury Road**

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*Table 2 Implementation*

REC	RESPONSIBILITIES	WHO	WHEN
1	That dwellings be located so as to have a maximum BAL-29 rating.	Residents Council	Development Application
2	That any application for a building permit for a dwelling is to include an individual BAL assessment to confirm that sufficient land has been cleared to provide for BAL-29 setbacks.	Residents Council	Development Application
3	That the vegetation within the BAL setback is to be maintained as an asset protection zone in accordance with the APZ specifications.	Residents	Annually.
4	That any new dwelling is to provide an asset protection zone of sufficient width to achieve a BAL-29 rating.	Residents	Annually prior to the fire season.
5	Any new driveway shall have a minimum 4m wide trafficable surface and any access gate shall be a minimum width of 3.6m.	Residents	Annually prior to the fire season.
6	Where a driveway is more than 50m in length a turnaround area suitable to a fire appliance shall be provided within proximity to the dwelling.	Residents	Development
7	That all lots shall provide a minimum 3m wide boundary firebreak.	Residents	Annually prior to the fire season.
8	That a 50,000L water tank and fittings shall be provided on the proposed reserve as shown.	Developer	Subdivision
9	That the proposed dwellings provide with a static water supply tank having a minimum capacity of 10,000L specifically for firefighting with the associated fittings.	Residents	Development Application
10	That the landowners undertake regular maintenance of their property in preparation for the annual fire season.	Residents	Annually prior to the fire season
11	That all fire mitigation measures shall be completed by the date prescribed in Council's Fire Prevention Order.	Residents	Annually prior to the fire season
12	In the event of any staging of the subdivision a plan and statement of the proposed interim fire management measures will be submitted and approved by the Shire.	Developer	Subdivision
13	A notification be included on the certificate of titles advising that the land is subject to a Bushfire Management Plan.	Developer	Subdivision
14	That prospective residents be provided with a summary of this Bushfire Management Plan.	Developer	Prior to sale.

**Lot 383 Padbury Road**

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**7.0 CONCLUSION**

The subject land is located within a bushfire prone area where fires occur on a regular basis. These fires can pose a risk to life and property. The proposed development is introducing substantial values (property and people) which must be protected from the risk posed by the potential bushfire hazard.

The subject land has moderate bushfire hazard level due to the surrounding farming properties and associated cropping and pasture areas. This rating is also influenced by the extent of remnant vegetation scattered along the road reserves. Any proposed dwelling can be sited so as to ensure that there is a moderate hazard level reflected by having a maximum BAL-29 rating and most likely a BAL -12.5 rating.

The purpose of this Bushfire Management Plan is to minimise the impact of a bush fire to people residing on the proposed lots. It demonstrates that the proposed development complies with the criteria within State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Areas.

The proposed subdivision and development complies with the objectives of State Planning Policy 3.7 as:

1. It avoids any increase in the threat of bushfire to people, property and infrastructure;
2. It reduces vulnerability to bushfire through the identification and consideration of bushfire risks in the design of the development and the decision-making process;
3. The design of the subdivision and the development take into account bushfire protection requirements and include specified bushfire protection measures; and
4. The subdivision achieves an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.

The recommendations in this report should not be construed to assure total bush fire protection and do not guarantee that a building will not be damaged in a bush fire. The severity of a bush fire will depend upon the vegetation fuel loadings; the prevailing weather conditions and the implementation of appropriate fire management measures.



Lot 383 Padbury Road

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## 8.0 REFERENCES

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## APPENDIX VIII - ADDITIONAL REQUIREMENTS - SMALL HOLDING ZONES (Cont'd)

Clause 3.14.

AREA	ADDITIONAL REQUIREMENTS AND MODIFICATIONS TO THE PROVISIONS OF THE SCHEME TEXT
<p><b>AREA NO. 14 - DARDANUP WEST/CROOKED BROOK STRUCTURE PLAN</b></p> <p>Lot 6 corner Garvey Road and Dardanup Road West            Lots 501, 502 &amp; 503 Garvey Road and Lot 504 Dardanup West Road            Lots 1 and 236 Killarney Road and Lots 2 and 200 Padbury Road, Dardanup West.            Lots 3 and 4 Padbury Road Dardanup West.            Lot 27 Venn Road.            Lot 5 Garvey Road, Dardanup West.</p> <p><i>AMD 149 GG 4/12/09</i>  <i>AMD 155 GG 6/11/09</i>  <i>AMD 160 GG 14/5/10</i>  <i>AMD 161 GG 14/5/10</i>  <i>AMD 169 GG 27/7/10</i>  <i>AMD 173 GG 15/04/14</i></p>	<p>1. <b>Subdivision and Development Criteria</b></p> <p>(a) Subdivision shall be generally in accordance with a Subdivision Guide Plan, adopted by the Local Government and the WAPC.</p> <p>(b) The minimum lot size shall be 1 hectare, with an average of 2 hectares unless varied through the adopted Subdivision Guide Plan. Larger lots may be required to preserve or enhance landscape qualities or other site specific issues. <i>AMD 173 GG 15/04/14</i></p>

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## APPENDIX VIII - ADDITIONAL REQUIREMENTS - SMALL HOLDING ZONES (Cont'd)

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(Appendix ORD: 12.1E)

## APPENDIX VIII - ADDITIONAL REQUIREMENTS - SMALL HOLDING ZONES (Cont'd)

Clause 3.14.

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(Appendix ORD: 12.1E)

## APPENDIX VIII - ADDITIONAL REQUIREMENTS - SMALL HOLDING ZONES (Cont'd)

Clause 3.14.

AREA	ADDITIONAL REQUIREMENTS AND MODIFICATIONS TO THE PROVISIONS OF THE SCHEME TEXT
<p><b>AREA NO. 14 - DARDANUP WEST/CROOKED BROOK STRUCTURE PLAN</b></p> <p>Lot 6 corner Garvey Road and Dardanup Road West            Lots 501, 502 &amp; 503 Garvey Road and Lot 504 Dardanup West Road            Lots 1 and 236 Killarney Road and Lots 2 and 200 Padbury Road, Dardanup West.            Lots 3 and 4 Padbury Road Dardanup West.            Lot 27 Venn Road.            Lot 5 Garvey Road, Dardanup West.</p> <p><i>AMD 149 GG 4/12/09</i>  <i>AMD 155 GG 6/11/09</i>  <i>AMD 160 GG 14/5/10</i>  <i>AMD 161 GG 14/5/10</i>  <i>AMD 169 GG 27/7/10</i>  <i>AMD 173 GG 15/04/14</i></p>	<p>(h) The Local Government will request that the WAPC impose a condition of subdivision requiring the preparation and implementation of a tree planting programme.</p> <p>Foreshore Management:</p> <p>(i) Where applicable and prior to subdivision approval, the subdivider is to submit a Foreshore Management Plan, to the satisfaction of the Department of Water. Wetlands are to be provided with a 50 metre buffer which is to be fenced to restrict access by livestock, and re to be revegetated to the satisfaction of the Department of Environment and Conservation.</p> <p>(j) Where applicable, the Local Government will request that the WAPC impose a condition of subdivision requiring the ceding of land adjacent to the Preston River or specifically identified wetlands, free of cost for foreshore purposes consistent with WAPC Policy.</p> <p>Fire Management:</p> <p>(k) The Local Government will request that the WAPC impose a condition of subdivision requiring the implementation of an approved fire management plan to the satisfaction of the Local Government and the Fire and Emergency Services Authority of Western Australia.</p> <p>Road and Infrastructure requirements:</p> <p>(l) The Local Government may request that the WAPC impose a condition of subdivision requiring the provision and construction of bridle paths.</p> <p>(m) The Local Government will request that the WAPC impose a condition of subdivision requiring a contribution towards road upgrading for locations identified in the Structure Plan area in accordance with Local Government Policy.</p> <p>(n) The Local Government will request that the WAPC impose a condition of subdivision requiring a contribution towards the upgrading and construction of foreshore facilities identified in the Structure Plan area in accordance with the Local Government Policy.</p>

(Appendix ORD: 12.1E)

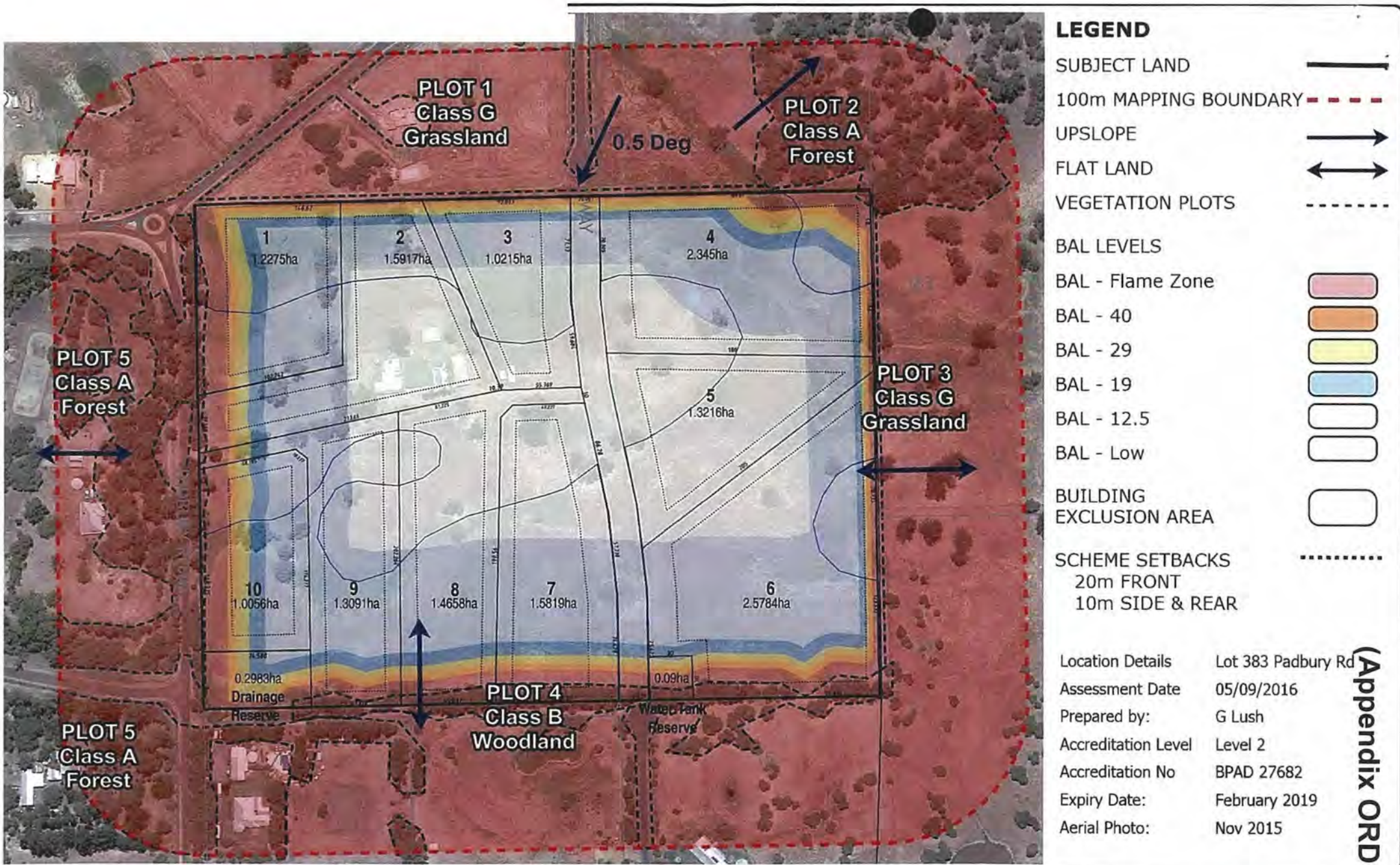


## APPENDIX VIII - ADDITIONAL REQUIREMENTS - SMALL HOLDING ZONES (Cont'd)

Clause 3.14.

AREA	ADDITIONAL REQUIREMENTS AND MODIFICATIONS TO THE PROVISIONS OF THE SCHEME TEXT
<p><b>AREA NO. 14 - DARDANUP WEST/CROOKED BROOK STRUCTURE PLAN</b></p> <p>Lot 6 corner Garvey Road and Dardanup Road West                      Lots 501, 502 &amp; 503 Garvey Road and Lot 504 Dardanup West Road                      Lots 1 and 236 Killarney Road and Lots 2 and 200 Padbury Road, Dardanup West.                      Lots 3 and 4 Padbury Road Dardanup West.                      Lot 27 Venn Road.                      Lot 5 Garvey Road, Dardanup West.</p> <p><i>AMD 149 GG 4/12/09</i>  <i>AMD 155 GG 6/11/09</i>  <i>AMD 160 GG 14/5/10</i>  <i>AMD 161 GG 14/5/10</i>  <i>AMD 169 GG 27/7/10</i>  <i>AMD 173 GG 15/04/14</i></p>	<p>Fencing:</p> <p>(o) Boundary fencing shall be post and four strand wire 1.0 to 1.3m high or post and ringlock or similar approved by the Local Government. Solid fencing such as super six or pickets shall not be permitted on boundaries and shall only be permitted in proximity to buildings where the Local Government determines that it will not adversely affect the rural amenity of the area. Fencing to be built to a standard to ensure that all pets are contained on site to minimise conflict with adjoining stock.</p> <p>Heritage:</p> <p>(p) The Local Government may request the WAPC impose a condition of subdivision for Ethnographic and Archaeological Surveys to be undertaken in accordance with the <i>Aboriginal Heritage Act 1972</i>.</p>

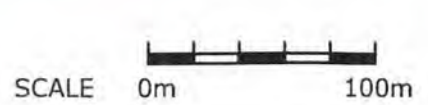




LEGEND	
SUBJECT LAND	
100m MAPPING BOUNDARY	
UPSLOPE	
FLAT LAND	
VEGETATION PLOTS	
BAL LEVELS	
BAL - Flame Zone	
BAL - 40	
BAL - 29	
BAL - 19	
BAL - 12.5	
BAL - Low	
BUILDING EXCLUSION AREA	
SCHEME SETBACKS	
20m FRONT	
10m SIDE & REAR	
Location Details	Lot 383 Padbury Rd
Assessment Date	05/09/2016
Prepared by:	G Lush
Accreditation Level	Level 2
Accreditation No	BPAD 27682
Expiry Date:	February 2019
Aerial Photo:	Nov 2015

Appendix ORD: 12.9(F)

FIGURE 8  
BAL CONTOURS



Rev	Description	Date
A	Preliminary	03/01/2017
B	Subdivision Plan	12/05/2017
C	Building Exclusion & Setbacks	20/03/2018

Ref No 16-056





APPLICATION FORM  
TO COMMENCE DEVELOPMENT  
Town Planning Scheme No. 3  
FORM 110

Date stamp

Part 1 Applicant Details

Name in Full

PLUNKETT HOMES (1903) PTY LTD

Postal Address

PO BOX 6066

BUNBURY WA 6231

Email

SHRESNA@PLUNKETTGROUP.COM.AU

Phone

9780 9300

Mobile

-

Phone A/H

-

Fax

9780 9399

Part 2 Premises Details on which development is proposed

Owner(s) Name

JOSH THOMAS WEBB & KEWSEY KATE DOUGLAS

Lot No

8

Street No

11/24

Street Name

WANDOO WAY

Suburb

EATON

Post Code

6232

Plan or Diagram Number

70647

Certificate of Title - Vol/Fol

2849 / 565

Current Site Use

VACANT LAND

Services Available

Storm Water

Water

Sewerage

Part 3 Owner(s) Consent

I/We the owner(s) of the property (as described in Part 2) hereby consent to the Applicant (as described in Part 1) commencing the proposed development with the required approval from the Shire of Dardanup.

Owner(s) Signature

23 | 10 | 17

Date

Part 4 The type of development proposed and the nature of the proposed buildings

PROPOSED SINGLE DWELLING ON STRATA LOT 8.  
GROUPED DWELLINGS WITH COMMON PROPERTY.



**Part 5 Approximate cost of proposed development**

Cost

\$191,766.00

If your development costs are between \$3 million and \$7 million, do you want your application assessed by a Development Assessment Panel (DAP)?

Yes

No

**Part 6 Additional Details**

Estimated time of completion

JULY 2018

Approximate number of persons to be housed/employed when development is completed

2

Any further information:

Empty text area for further information.

**Part 7 Declaration**

I, the person making this application declare that:

The information contained in this application is true and correct in every particular;

I have accompanied this application with two copies of the relevant plans and the application fee.

*K. Shoeni*

Signature of Applicant

10/10/2017

Date

**Part 8 Return form to**

Shire of Dardanup  
Planning Department  
1 Council Drive/PO Box 7016  
EATON WA 6232

Phone: (08) 9724 0000 Fax: (08) 9724 0091  
Email: [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)

Please note:

- This is not an application for a building licence. Separate application forms are to be submitted for the building licence
- This form is to be submitted together with the application fee and two (2) copies of the relevant plans (one of which is to be no bigger than A3 size) to the Council office
- Attach a copy of the Offer and Acceptance if applicable
- All 'Working from Home' and 'Advertising Signage' applications require a supplementary form to be completed in addition to this form. Please complete either Form 110A (Working from Home) or Form 110B (Advertising Signage) and submit with your completed application.









# (Appendix ORD: 12.2A)

## Proposed single dwelling

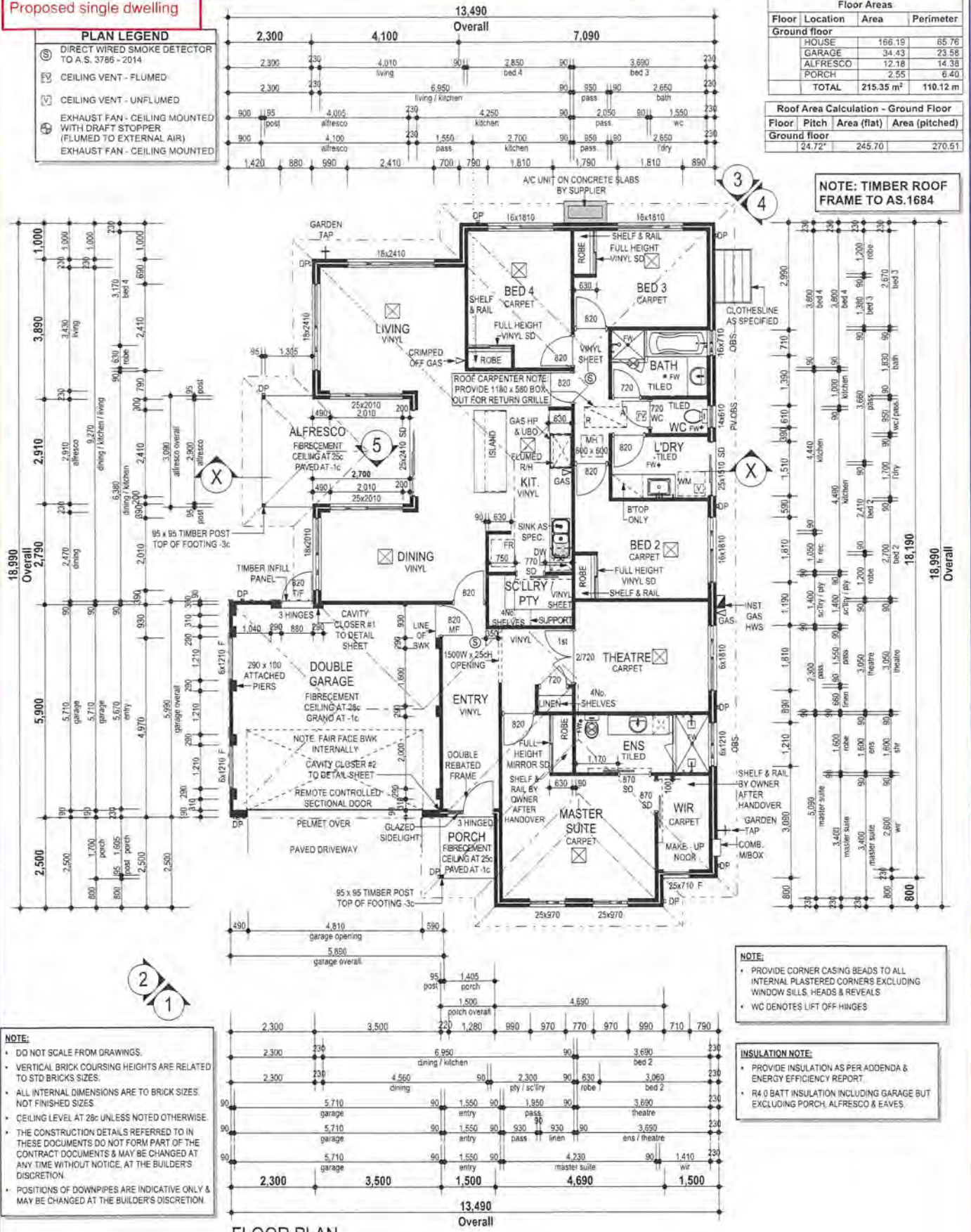
### PLAN LEGEND

- ⊙ DIRECT WIRED SMOKE DETECTOR TO A.S. 3785 - 2014
- ⊞ CEILING VENT - FLUMED
- ⊞ CEILING VENT - UNFLUMED
- ⊞ EXHAUST FAN - CEILING MOUNTED WITH DRAFT STOPPER (FLUMED TO EXTERNAL AIR)
- ⊞ EXHAUST FAN - CEILING MOUNTED

Floor Areas			
Floor	Location	Area	Perimeter
Ground floor	HOUSE	166.19	65.76
	GARAGE	34.43	23.58
	ALFRESCO	12.18	14.38
	PORCH	2.55	6.40
	<b>TOTAL</b>	<b>215.35 m<sup>2</sup></b>	<b>110.12 m</b>

Roof Area Calculation - Ground Floor			
Floor	Pitch	Area (flat)	Area (pitched)
Ground floor	24.72°	245.70	270.51

**NOTE: TIMBER ROOF FRAME TO AS.1684**



**NOTE:**

- DO NOT SCALE FROM DRAWINGS.
- VERTICAL BRICK COURSING HEIGHTS ARE RELATED TO STD BRICKS SIZES.
- ALL INTERNAL DIMENSIONS ARE TO BRICK SIZES, NOT FINISHED SIZES.
- CEILING LEVEL AT 28' UNLESS NOTED OTHERWISE.
- THE CONSTRUCTION DETAILS REFERRED TO IN THESE DOCUMENTS DO NOT FORM PART OF THE CONTRACT DOCUMENTS & MAY BE CHANGED AT ANY TIME WITHOUT NOTICE, AT THE BUILDERS DISCRETION.
- POSITIONS OF DOWNPIPES ARE INDICATIVE ONLY & MAY BE CHANGED AT THE BUILDER'S DISCRETION.

**NOTE:**

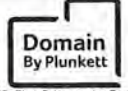
- PROVIDE CORNER CASING BEADS TO ALL INTERNAL PLASTERED CORNERS EXCLUDING WINDOW SILLS, HEADS & REVEALS
- WC DENOTES LIFT OFF HINGES

**INSULATION NOTE:**

- PROVIDE INSULATION AS PER ADDENDA & ENERGY EFFICIENCY REPORT.
- R4.0 BATT INSULATION INCLUDING GARAGE BUT EXCLUDING PORCH, ALFRESCO & EAVES.

### FLOOR PLAN

1:100



Unit 18, Block B, HomeMaker Centre,  
42 Stockland Street, Bunbury, W.A. 6230  
PO Box 6060, South Bunbury, W.A. 6231  
Ph 08 9780 9300  
Fx 08 9780 9399  
www.plunkett.com.au

REV	VO #	DRN	DATE	CHK
01	387167	V/S	20-03-18	SG
02	389506	WK	10-04-18	WK
03	389025	WK	17-04-18	WK
04	389735	WK	15-06-18	WK
05	389851	NHA	26/06/18	NHA

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: / /

OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_

BUILDER: \_\_\_\_\_ WITNESS: \_\_\_\_\_

CLIENT: DOUGLAS & WEBB

ADDRESS: STRATA LOT 8  
UNIT 1 #24  
WANDOO WAY  
EATON

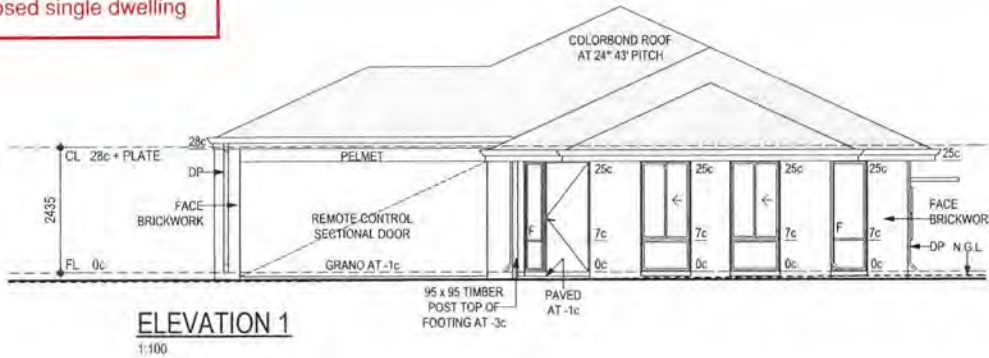
<b>CLARENCE</b>		E & OE
MODEL N°		05
© COPYRIGHT		
SHEET N°		2 OF 7
JOB N°		170109





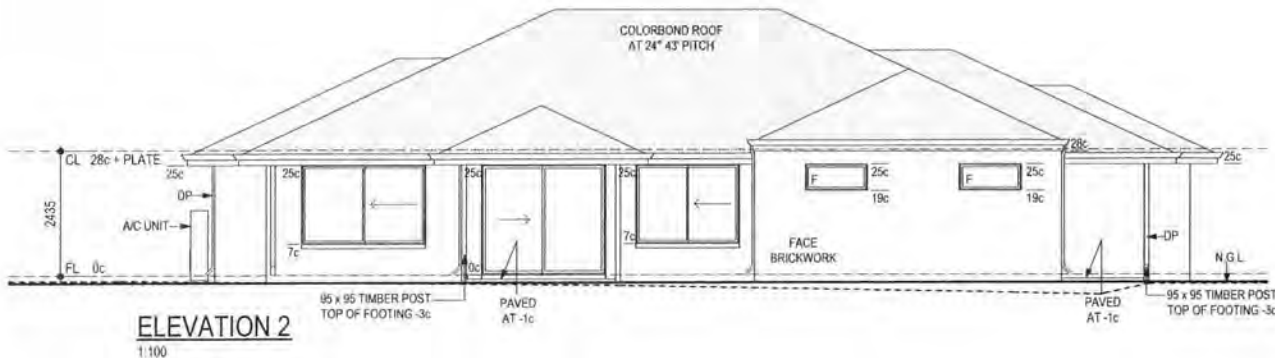
Proposed single dwelling

NOTE: TIMBER ROOF  
FRAME TO AS.1684



ELEVATION 1

1:100



ELEVATION 2

1:100



ELEVATION 3

1:100

CLARENCE E & OE

TYPE: 2c B/WK SPECIFICATION: LIFESTYLE

© COPYRIGHT

MODEL N°



Unit 18, Block B, Homemaker Centre,  
42 Strickland Street, Bunbury, W.A. 6230.  
PO Box 6060, South Bunbury, W.A. 6231.  
Ph 08 9780 9300.  
Fx 08 9780 9399.  
www.plunkethomes.com.au

REV	VO #	DRN TY/VS	DATE	CHK
01	387167	VS	01-03-18	SG
02	388956	WK	20-03-18	SG
03	389025	WK	10-04-18	WK
04	389735	WK	17-04-18	WK
05	389851	NHA	15-06-18	WK
			26/06/18	NHA

Sub-contractors to verify all dimensions on site.

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: / /

OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_  
OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_  
BUILDER: \_\_\_\_\_ WITNESS: \_\_\_\_\_

CLIENT: DOUGLAS & WEBB

ADDRESS: STRATA LOT 8  
UNIT 1 #24  
WANDOO WAY  
EATON

SHEET N° 3 OF 7

JOB N° 170109

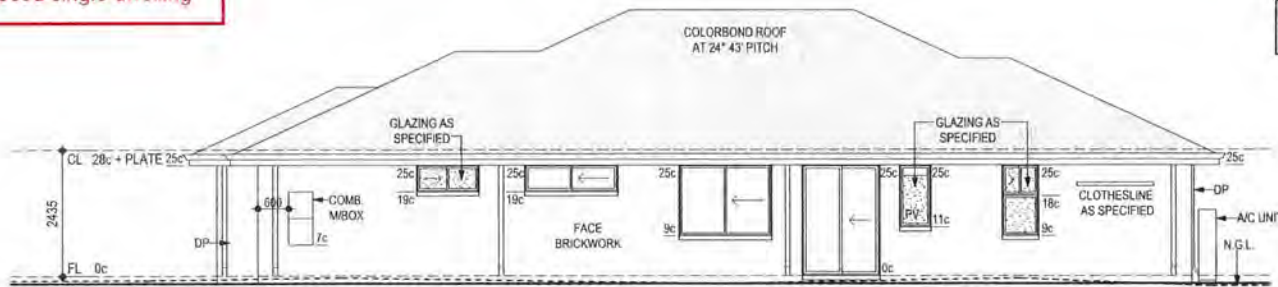
REVISION DATE 05 26/06/18



Appendix ORD: 12.2A)

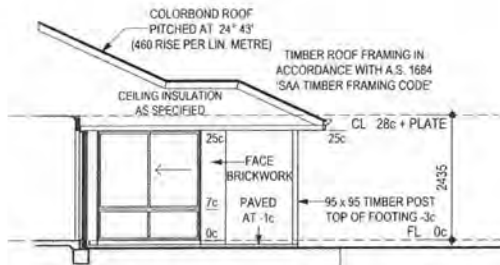
Proposed single dwelling

NOTE: TIMBER ROOF  
FRAME TO AS.1684



ELEVATION 4

1:100



ELEVATION 5

1:100



SECTION X-X

1:100

CLARENCE E & OE

TYPE 2c BWK SPECIFICATION LIFESTYLE

© COPYRIGHT

MODEL N°



Unit 18 - Block B, Homemaker Centre,  
42 Strickland Street, Bunbury, W.A. 6230.  
PO Box 6060, South Bunbury, W.A. 6231.  
Ph 08 9780 9300.  
Fx 08 9780 9399.  
www.plunkethomes.com.au

(Reg. Builder n° 7295, A.B.N. 98 159 230 123)

REV	VO #	DRN TY/VS	DATE	CHK
01	387167	VS	20-03-18	SG
02	388956	WK	10-04-18	WK
03	389025	WK	17-04-18	WK

Sub-contractors to verify all dimensions on site.

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: .....

OWNER WITNESS  
OWNER WITNESS  
BUILDER WITNESS

CLIENT:  
DOUGLAS & WEBB

ADDRESS:  
PROP, S/LOT 8  
FORMALLY LOT 50 (#22)  
WANDOO WAY  
EATON

SHEET N° 4 OF 7

JOB N° 170109

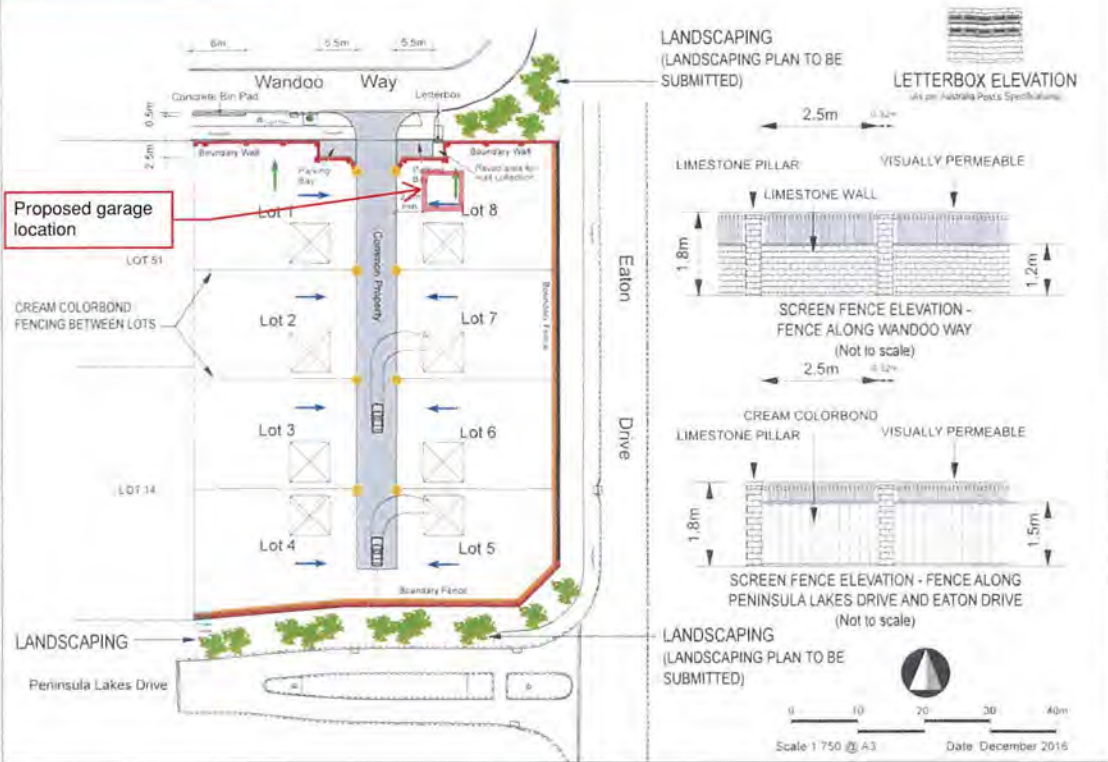
REVISION DATE 03 17-04-18



Appendix ORD: 12.2A)



**Proposed variation to LDP**



**Proposed garage location**

**LANDSCAPING**



- LEGEND**
- LDP Boundary
  - ⊗ Designated Garage Location
  - No Vehicle Access
  - ➔ Primary Dwelling Orientation
  - ➔ Secondary Dwelling Orientation
  - Screen Wall
  - Indicative Lighting Locations to be provided by developer on common meter

**LOCAL DEVELOPMENT PLAN**  
LOT 50 WANDOO WAY  
EATON  
Shire of Dardanup

**Local Development Plan**  
**Lot 50 Wandoo Way, Eaton**

The provisions of the Shire of Dardanup Town Planning Scheme No. 3 (TPS3) and State Planning Policy 3.1 Residential Design Codes (R-Codes) apply.

**Residential Design Code**

The R-Code applicable to these lots is R20. Development approval is not required for development of a dwelling and associated structures on each part of Lot 50 (Lots 1 - 8) that satisfies the requirements of the R-Codes and is consistent with the requirement of this Local Development Plan.

**Streetscape**

1. Fence along Wandoo Way to be a maximum 1.2m high limestone wall with limestone piers and visually permeable infill up to 1.8m in height.
2. Fence along Peninsula Lakes Drive and Eaton Drive to be a maximum 1.5m high Colorbond with limestone piers and visually permeable infill up to 1.8m in height.

**Setbacks**

All development to comply with the Residential Design Codes.

**Design Elements**

1. The design of dwellings shall include an articulated primary orientation in the direction of the 'Primary Orientation' arrow shown on the Local Development Plan. The primary orientation shall consist of at least one major opening.
2. Lots 1 and 8 are required to suitably address the adjacent street in the direction of the 'Secondary Orientation' arrow and shall feature similar materials, colours and articulation consistent with the primary street elevation with clothes-drying areas screened from view from both streets.
3. Verandahs, pergolas, patios or the like on the primary and secondary orientation (where applicable) shall be constructed as an integral part of the dwelling and be constructed in materials to complement the dwelling.

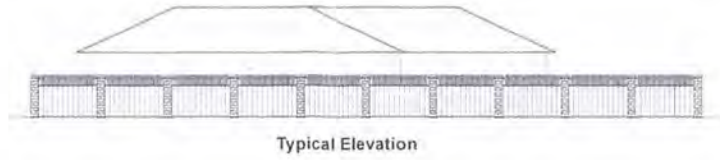
**Materials Schedule**

Bin Pad to be concrete

**Approval**

This LDP has been approved by the Shire of Dardanup pursuant to Schedule 2, Part 6, Clause 52(1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015.

Signature: *[Signature]* Date: 19-2-2018







APPLICATION FOR DEVELOPMENT APPROVAL  
Town Planning Scheme No. 3  
FORM 110

Date stamp

Part 1 Owner Details

Full Name

Nathan Dixon & Abby Fitzpatrick

ABN (if applicable)

Postal Address

3/12 Foster Street, FATON WA 6232

Phone

Mobile

Nathan - 0499 231 444

Abby - 0455 428 420

Phone A/H

Fax

Email

nathan.dixon27@hotmail.com

abby.fitzpatrick711@gmail.com

Contact person for correspondence

Signature

A. Fitzpatrick

Date

28/6/17

Signature

N.D.

Date

28/06/17

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2)

Part 2 Applicant Details (if different from owner)

Full Name

Home Group WA

Postal Address

PO Box 426, Bunkary WA 6231

Phone

9771 8888

Mobile

Phone A/H

Fax

Email

enquiries@homegroupwa.com.au

Contact person for correspondence

Shawn / Rebecca

Signature

[Signature]

Date

13/06/18

Part 3 Property Details

Lot No: 4      Street No: 22      Street Name: Wandoo Way.

Suburb: EATON      Post Code: 60232

Nearest street intersection:

Plan or Diagram Number: 70647      Certificate of Title - Vol/Fol:

Title encumbrances (e.g. easements, restrictive covenants):

Part 4 Proposed Development

Nature of development:  Works     Use     Works and Use

Is an exemption from approval claimed for part of the development?  Yes     No

If yes, is the exemption for:  Works     Use

Description of proposed works and/or land use:  
New dwelling / single storey residence.

Description of exemption claimed (if relevant):

Nature of existing buildings and/or land use:  
Vacant

Approximate cost of proposed development: \$206,664.      Estimated time of completion: February 2019

5 OFFICE USE ONLY

Acceptance Officer's initials:      Date received:

Local Government Reference No:

Part 6 Return form to

Shire of Dardanup  
 Planning Department  
 1 Council Drive/PO Box 7016  
 EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091  
 Email: [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)



**Written Justification for Proposed Garage Location for Proposed Residence at Survey Strata Lot 4 (#22) Wandoo Way, Eaton.**

- 1) The proposed garage location has been kept to the right hand side of the proposed residence and more importantly to the right hand side of this lot in keeping with the diagrammatic "Designated Garage Location" shown on the Local Development Plan.
- 2) As there are no side boundary setback dimensions noted on the Local Development Plan for the Designated Garage Locations, we have kept the proposed garage location on the right hand side of the proposed residence and more importantly on the right hand side of this lot in order to comply with the Designated Garage Location shown on the Local Development Plan.
- 3) Our client has requested access to the rear of the proposed residence in order to access a future shed/storage area at the rear of this property, and this can only be achieved down the right hand side of this property due to the restrictions imposed by the location of this lot – i.e. no access off Peninsula Lakes Drive and the common property driveway not extending to the Peninsula Lakes Drive boundary to enable access up (or from) the left hand side of this lot.
- 4) As can be seen on the site plan for this proposed development, there are numerous service connections all located inside the front right hand corner of this lot including water connection, sewer connection, stormwater connection, gas connection, light bollard, and electricity connection as well as communication pits which extend up to approx. 3000mm inside the lot from the right hand side boundary.
- 5) An additional paved area has been shown on the proposed site plan for this proposed development to act as a reversing bay in order to provide the ability for vehicular traffic to exit this property in a forward motion therefore satisfying the Local Development Plan and Residential Design Code requirements.
- 6) The proposed residence has been positioned to maximise outdoor living taking into consideration the orientation of this lot.
- 7) We have endeavoured to maximise separation of the outdoor living areas for this lot and also the adjoining Lot 3, as the outdoor living area for the proposed residence on Lot 3 is a lot closer to this common boundary separating these 2 lots.





---	---	Phone Pin
---	---	Wire Core
---	---	Tap/Wire/Pipe
---	---	Tap Hole
---	---	Tap Hole
---	---	Tap Hole
---	---	Tap Hole

DRAWING NAME: **SITE PLAN** REVISION: **D**

JOB No: **2331SW** SHEET No: **1B OF 7**

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: .....

OWNER: ..... WITNESS: .....

OWNER: ..... WITNESS: .....

BUILDER: ..... WITNESS: .....

Rev No	Variation	Date Dm	By
B	SP 2331SW 01	17/05/18	DSP
C	FINAL DRAFT CHECK	24/05/18	DS
D	SP 2331SW 04	08/06/18	DS

Drawn By: **DSJ** Date Drawn: **14/7/17**

Scale: **1:200** Checked By: .....

**SSL4 MISCLOSE**  
0.001m

**SOIL DESCRIPTION**  
Sand  
Light Grass Cover

**WARNING:**  
Check developer/strata company regarding possible future/existing internal service run ins, positions & details. Check for possible private sewer lines & position & details of connection to strata lot. Beware possible building restrictions on strata lot by management statement or by-laws. If strata boundaries not defined on plan only parent lot may be re-pepper and line nps placed.

**DISCLAIMER:**  
Lot boundaries drawn on survey are based on landscape plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

**DISCLAIMER:**  
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on a correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

**DISCLAIMER:**  
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

**DISCLAIMER:**  
Cottage & Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the parcel of land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.



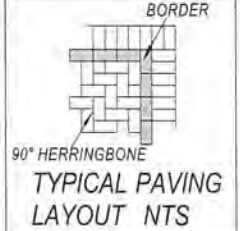
SITE CLASSIFICATION	A
FOOTING DETAIL	G
WIND CATEGORY	N1

SITE COVERAGE	
ZONED	R20
% ALLOWED	50%
SITE AREA	482.68m <sup>2</sup>
SITE COV. AREA	168.44m <sup>2</sup>

**SITE COV. =34.9%**

**TERMITE TREATMENT IS TO BE CHEMICAL HANDSPRAYING IN ACCORDANCE WITH AS 3660.1**

**STORMWATER DRAINAGE BY BUILDER TO COUNCIL REQUIREMENTS**



**BUILDING SITE INSPECTION REPORT SERVICE AND CONTOUR SKETCH**

CONTRACT JOB NO: **2331SW**

MSD REF: **SSA AREA**

Client: **DIXON & FITZPATRICK**

Date: **23 Mar 18** House No: **22**

Survey Strata: **4** Area: **483m<sup>2</sup>** Street: **WANDOO WAY**

Lot No: ..... Suburb: **DARDANUP**

Suburb: **EATON**

D Plan: **70647** C/T Vol: ..... File: .....

Original Lot 50 on D Plan 401434

Road/Drain:	Blumen
Keeling:	Flush
Condition:	GOOD
Footpath:	Nil
Condition:	GOOD
Soil:	Sand
Drainage:	Good
Vegetation:	Light Grass Cover

Services Gas	Yes	Faults	Yes
(Med/Low Pressure)			
Water (Bore Water)	Yes	Stagn	Yes
(See Note)		(See Note)	
Electricity (See Note)		LU/Ground	
Fencing and other improvements	AS SHOWN		
Special Features:	AS SHOWN		

**COASTAL CAT R1**  
(AS 3602.1-1:2006)  
(Based on the Standard Design Draw)

**COTTAGE & ENGINEERING SURVEYS**  
Licensed Surveyors

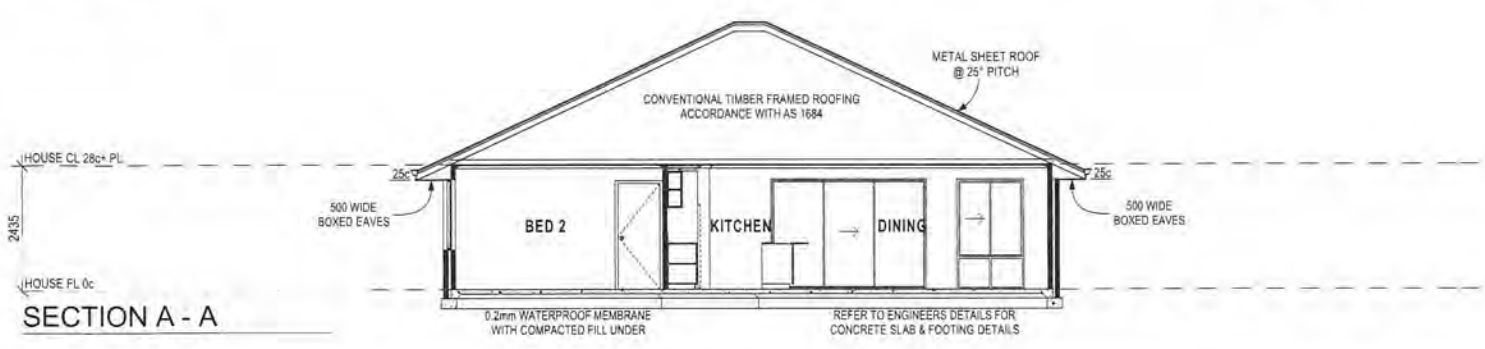
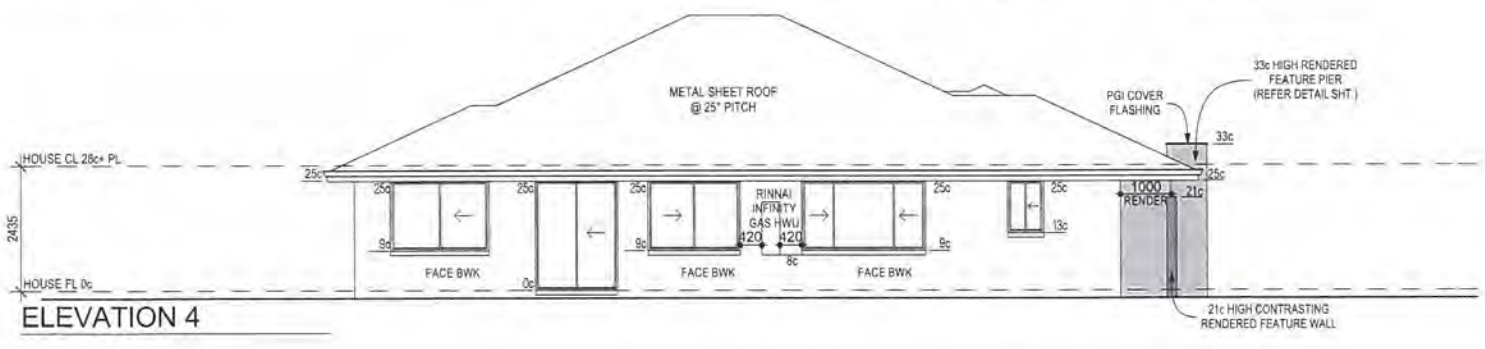
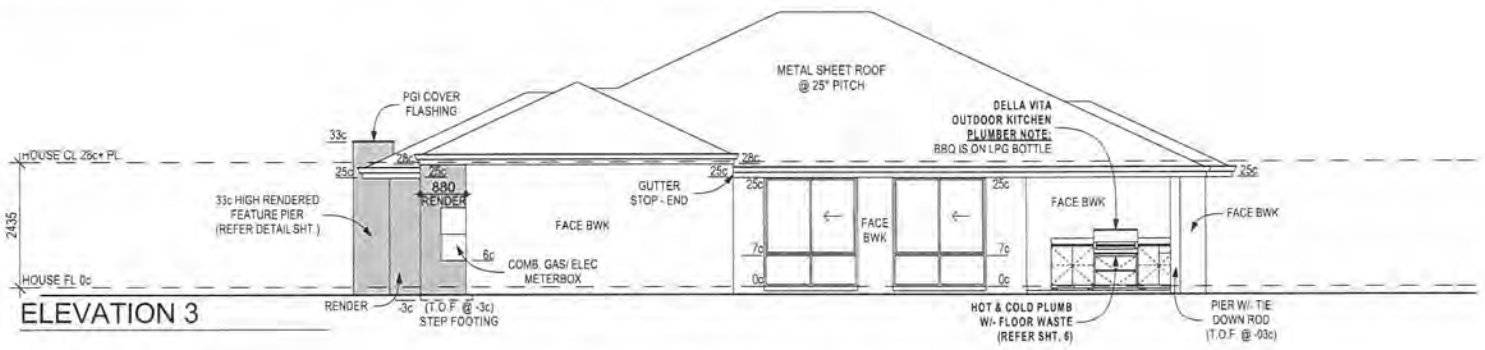
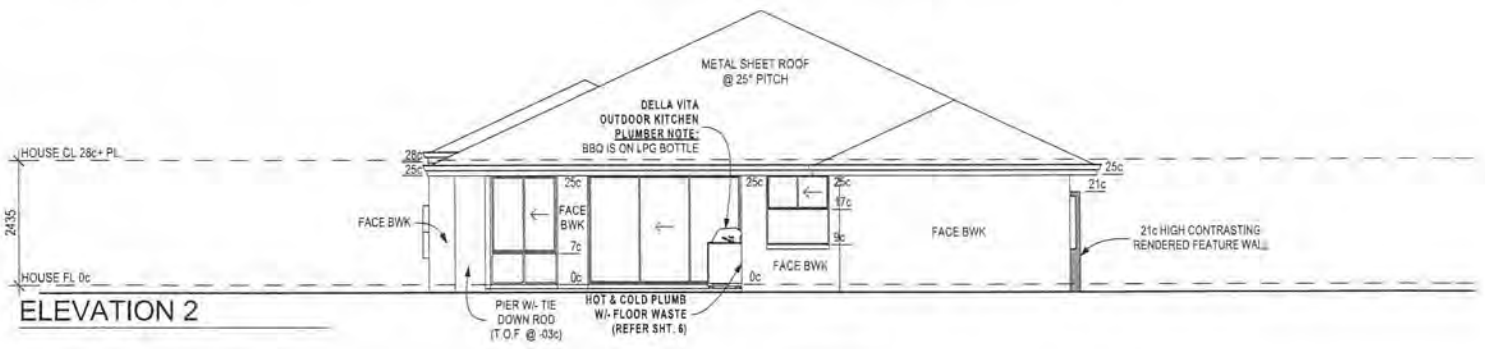
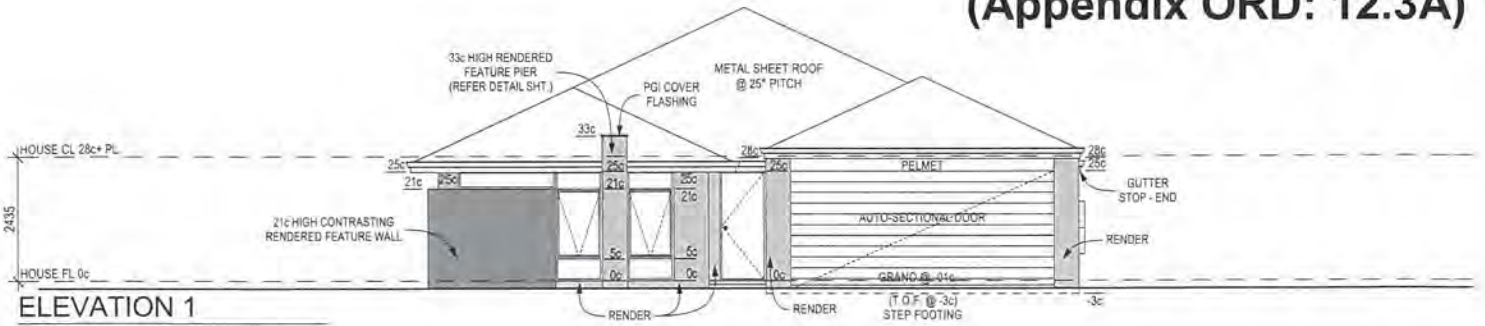
57-59 Guilford Street, Osborne Park, Western Australia  
Telephone: (08) 9446 7351 Facsimile: (08) 9445 2998  
Email: [perih@cottage.com.au](mailto:perih@cottage.com.au) Website: [www.cottage.com.au](http://www.cottage.com.au)

J/N	DATE	SCALE	DRAWN:
433757	23 Mar 18	1:200	J. Jegg



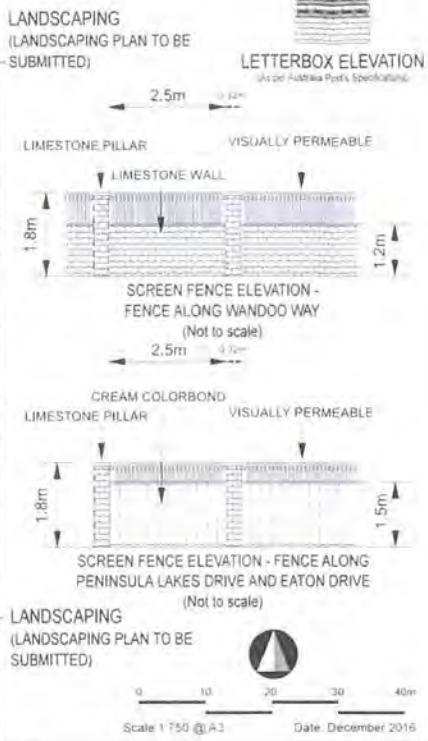


# (Appendix ORD: 12.3A)



<p>DESIGNED FOR WA LIVING</p> <p>20 SPENCER STREET BUNBURY W.A. 6230</p> <p>PHONE : (08) 9761 8888 FACSIMILE : (08) 9791 9988 www.homegroupwa.com.au</p>	<p>Home Group WA P/L reserves the right to vary dimensions and materials from those on display. Please check plans, specification and addenda carefully. All dimensions to take preference over scaling.</p> <p>© Home Group WA Pty Ltd. This work shall remain the sole property of Home Group WA Pty Ltd and may not be given, lent, resold or otherwise disposed, copied or reproduced without Home Group WA Pty Ltd's express written consent.</p>	<p>THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT</p> <p>DATED: .....</p>		<p>HOUSE NAME</p> <p><b>BARIE ESSENTIAL MODERN (2c)</b></p>	<p>DRAWING NAME</p> <p><b>ELEVATIONS</b></p>	<p>SHEET No.</p> <p><b>3 OF 7</b></p>	<p>REVISION No.</p> <p><b>D</b></p>	<p>JOB No.</p> <p><b>2331SW</b></p>																					
		<p>OWNER</p> <p>.....</p>	<p>WITNESS</p> <p>.....</p>	<p>VARIATIONS</p> <table border="1"> <thead> <tr> <th>Rev No.</th> <th>Variation:</th> <th>Date</th> <th>Dim.</th> <th>By:</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>SP 2331SW 01</td> <td>17/05/18</td> <td></td> <td>DSP</td> </tr> <tr> <td>C</td> <td>FINAL DRAFT CHECK</td> <td>24/05/18</td> <td></td> <td>DS</td> </tr> <tr> <td>D</td> <td>SP 2331SW 04</td> <td>08/06/18</td> <td></td> <td>DS</td> </tr> </tbody> </table>		Rev No.	Variation:	Date	Dim.	By:	B	SP 2331SW 01	17/05/18		DSP	C	FINAL DRAFT CHECK	24/05/18		DS	D	SP 2331SW 04	08/06/18		DS	<p>CLIENT NAME</p> <p><b>DIXON &amp; FITZPATRICK</b></p>			
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<p>OWNER</p> <p>.....</p>	<p>WITNESS</p> <p>.....</p>	<p>OWNER</p> <p>.....</p>		<p>SITE ADDRESS</p> <p><b>SURVEY STRATA LOT 4, (22) WANDOO WAY EATON SHIRE DARDANUP</b></p>																									
<p>BUILDER</p> <p>.....</p>	<p>WITNESS</p> <p>.....</p>	<p>BUILDER</p> <p>.....</p>		<p>Drawn By: DSJ</p> <p>Date Drawn: 14/7/17</p> <p>Scale: 1:100</p> <p>Checked: .....</p>																									





**LEGEND**

- LDP Boundary
- Designated Garage Location
- No Vehicle Access
- Primary Dwelling Orientation
- Secondary Dwelling Orientation
- Screen Wall
- Indicative Lighting Locations to be provided by developer on common meter

**LOCAL DEVELOPMENT PLAN**  
 LOT 50 WANDOO WAY  
 EATON  
 Shire of Dardanup

**Local Development Plan**  
**Lot 50 Wandoo Way, Eaton**

The provisions of the Shire of Dardanup Town Planning Scheme No. 3 (TPS3) and State Planning Policy 3.1 Residential Design Codes (R-Codes) apply.

**Residential Design Code**  
 The R-Code applicable to these lots is R20. Development approval is not required for development of a dwelling and associated structures on each part of Lot 50 (Lots 1 - 8) that satisfies the requirements of the R-Codes and is consistent with the requirement of this Local Development Plan.

- Streetscape**
1. Fence along Wandoo Way to be a maximum 1.2m high limestone wall with limestone piers and visually permeable infill up to 1.8m in height.
  2. Fence along Peninsula Lakes Drive and Eaton Drive to be a maximum 1.5m high Colorbond with limestone piers and visually permeable infill up to 1.8m in height.

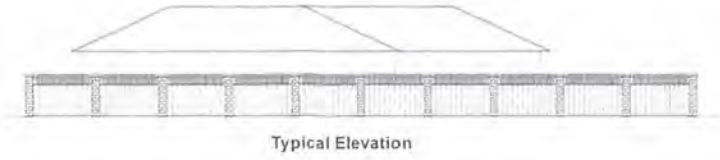
**Setbacks**  
 All development to comply with the Residential Design Codes

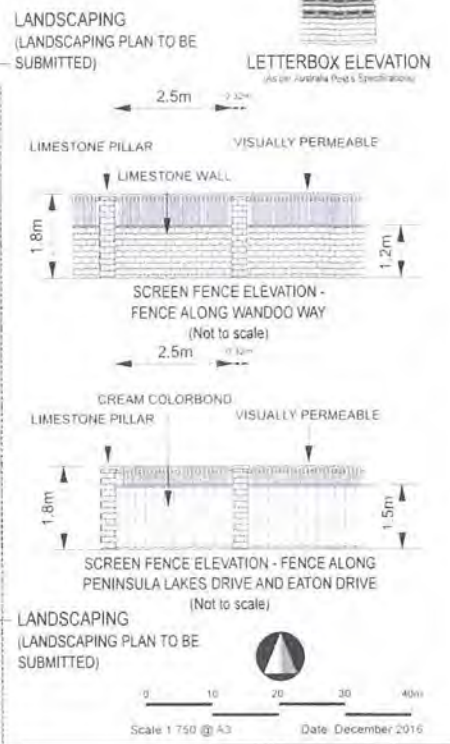
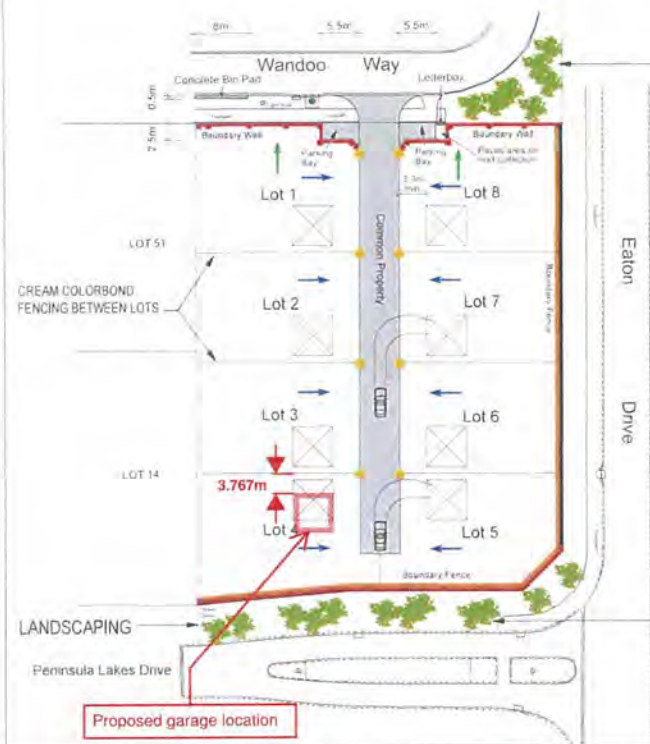
- Design Elements**
1. The design of dwellings shall include an articulated primary orientation in the direction of the 'Primary Orientation' arrow shown on the Local Development Plan. The primary orientation shall consist of at least one major opening.
  2. Lots 1 and 8 are required to suitably address the adjacent street in the direction of the 'Secondary Orientation' arrow and shall feature similar materials, colours and articulation consistent with the primary street elevation with clothes-drying areas screened from view from both streets.
  3. Verandahs, pergolas, patios of the like on the primary and secondary orientation (where applicable) shall be constructed as an integral part of the dwelling and be constructed in materials to complement the dwelling.

**Materials Schedule**  
 Bin Pad to be concrete

**Approval**  
 This LDP has been approved by the Shire of Dardanup pursuant to Schedule 2, Part 6 Clause 52(1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015

 19-2-2018  
 Signature Date





- LEGEND**
- LDP Boundary
  - Designated Garage Location
  - No Vehicle Access
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  - Secondary Dwelling Orientation
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  - Indicative Lighting Locations to be provided by developer on common meter

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 EATON  
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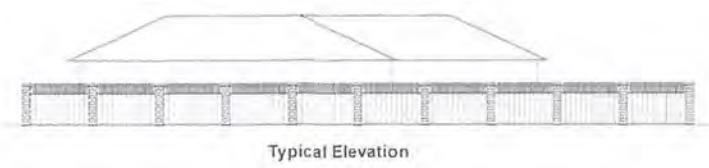
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**Materials Schedule**  
 Bin Pad to be concrete

**Approval**  
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Signature: Date: 19-2-2018







**APPLICATION FORM  
TO KEEP MORE THAN TWO (2) DOGS**  
Section 26(3) of the Dog Act 1976 as amended  
Appendix 1 - Dog Policy - Dev 35  
**FORM 98**

SHIRE OF DARDANUP  
RECEIVED  
10 MAY 2018  
Name: ICM  
Date stamp

**Part 1 Applicants Details**

Name

Linda Woods / Sam Wilkinson

Daytime Contact Phone Number

(08) 97911 588 (work)

Mobile Phone

0418 930 676 / 0432 679 786

Postal Address

12 Money Street, Burekup, WA 6227

Email Address

**Part 2 Proposed Dogs to be Kept**

	Breed	Sex	Colour	Age	Name	Registration No	Local Government
1	Mastiff x	M	Black	3	Diesel	1800 1578	Dardanup
2	Border Collie x Kelpie	F	Black + Tan	2	Miesha	1801639	Dardanup
3	German Wirehaired Pointer	M	Brown + White	10 months	Barry	1800 1576	Dardanup
4							
5							
6							

**Part 3 Property details of application to house more than two (2) dogs**

Lot No

Street No

12

Street Name

Money Street

Suburb

Burekup

Fences are constructed of:

Colorbond Steel Fencing

Fence height

1.5 metres

Total Area of where dogs will be confined is:

1214m<sup>2</sup>

**Part 4 Infringement Details**

Have you, or anyone else who will be responsible for the dogs, ever been issued an infringement, or been convicted in any court for a breach of the Dog Act 1976 or Animal Welfare Act 2002?

NO

YES, please provide details below:



**Part 5 Please provide justification for applying to keep more than two (2) dogs**

The reason that Sam + I are applying for 3 dogs, is that I am currently in the process of moving in with Sam.

He is the owner of Diesel + Miesha, and I already have Barry.

All the dogs are well behaved together. Our neighbours are aware that we have 3 dogs and this has not been an issue. They did escape our yard once, but we believe they may have been let out by neighbourhood kids, as the rangers inspected the yard + could not find a problem with the fencing. We have taken extra precautions and added locks and extra height to gates.

**Part 6 Declaration**

I certify that the details on this application are true and correct (false or misleading information may affect my application). I understand that completion of this form does not constitute automatic approval of my application, and that final approval is subject to the findings of a site inspection by the Shire of Dardanup Ranger Services, and seeking comments and consideration of neighbouring residents.

Application Fee Paid

Signature of Applicant

*L. Wood*

Date

18/05/18

**Part 7 Return form to**

Shire of Dardanup  
Ranger Services  
1 Council Drive/PO Box 7016  
EATON WA 6232

Phone: (08) 9724 0355  
Email: [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)



Shire of Dardanup

(Appendix ORD: 12.7A)



Payer: LINDA WOODS

**TAX INVOICE / RECEIPT**

ABN: 57 305 829 653

Receipt Number: 114662

Receipt Date : 18.05.18

Receipt Type	Detail	Amount
Miscellaneous	APPLICATION FOR MORE THAN 2 DOGS 12 MONEY STREET BUREKUP WOODS/WILKINSON Account: 105230030	\$125.00

* GST Exclusive Charge	\$125.00	<b>Total:</b>	<b>\$125.00</b>
* GST:	\$0.00	Tendered:	\$125.00
Cash	Cheque	Other	Change Given:
\$0.00	\$0.00	\$125.00	\$0.00
			Round Amount:
			\$0.00

Shire of Dardanup Administration Centre - Eaton PO Box 7016 | 1 Council Drive, EATON WA 6232 Tel: (08) 9724 0000 | Fax: (08) 9724 0091 records@dardanup.wa.gov.au

**Office Copy Only**

* GST Exclusive Charge:	\$125.00	<b>Total:</b>	<b>\$125.00</b>
* GST:	\$0.00	Tendered:	\$125.00
Cash	Cheque	Other	Change Given:
\$0.00	\$0.00	\$125.00	\$0.00
			Round Amount:
			\$0.00

Receipt No: 114662      18.05.18

Cashier: K Hoult

LINDA WOODS  
APPLICATION FOR MORE THAN

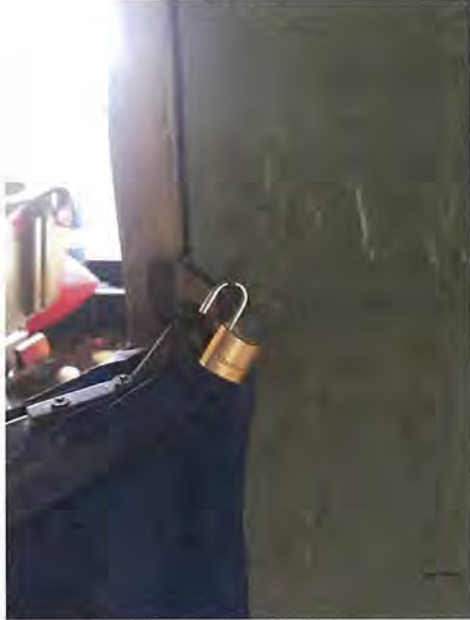
Branch:



Title: Property Inspection – More than 2 dog application  
Address: 12 Money St, Burekup WA

Time: 2.10pm  
Date: 31/5/2018  
Photographs taken by: Ranger JFF

Photo 1



Comment: Padlock on side gate

Photo 2



Comment: Side gate

Photo 3



Comment: Fence panel to block off side access

Photo 4



Comment: Left side boundary fence





Title: Property Inspection – More than 2 dog application  
Address: 12 Money St, Burekup WA

Time: 2.10pm  
Date: 31/5/2018  
Photographs taken by: Ranger JFF

Photo 5



Comment: Panel covering damaged fence

Photo 6



Comment: Gate to back section of property – always kept closed.

Photo 7



Comment: Pool fencing – dogs do not have access to pool area

Photo 8



Comment: Right side fencing



Title: Property Inspection – More than 2 dog application  
Address: 12 Money St, Burekup WA

Time: 2.10pm  
Date: 31/5/2018  
Photographs taken by: Ranger JFF

Photo 9



Comment: Water container – changed everyday

Photo 10



Comment: Barry

Photo 11



Comment: Miesha

Photo 12



Comment: Diesel



<b>Title:</b> Property Inspection – More than 2 dog application <b>Address:</b> 12 Money St, Burekup WA	<b>Time:</b> 2.10pm <b>Date:</b> 31/5/2018 <b>Photographs taken by:</b> Ranger JFF
--	--

Photo 13



Comment: Dog kennel. Dogs also sleep on chairs around table in backyard.

Comment:

Comment:

Comment:







CONSENT/OBJECTION FORM  
TO KEEP MORE THAN TWO (2) DOGS  
Appendix 2 - Dog Policy - Dev 35

FORM 99

Date stamp

Part 1 Personal Details

Name

Leanne Wooding

Daytime Contact Phone Number

97 22 5032

Mobile Phone

043 999 1582

Postal Address

lot 30 Money Street  
Burekup 6227

Email Address

leanne.wooding@cpts.wa.gov.au

Part 2 Property Address of application to keep more than two (2) dogs

Lot No

Street No

12

Street Name

Money Street

Suburb

Burekup 6227

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)

DO NOT OBJECT

OBJECT

to the application to keep more than two (2) dogs at the property as described in Part 2 of this form, for the following reasons:-

Signature

Leanne Wooding

Date

7/6/18

Part 4 Return form to

Shire of Dardanup  
Ranger Services  
1 Council Drive/PO Box 7016  
EATON WA 6232

Phone: (08) 9724 0355  
Email: records@dardanup.wa.gov.au





CONSENT/OBJECTION FORM  
TO KEEP MORE THAN TWO (2) DOGS  
Appendix 2 - Dog Policy - Dev 35



FORM 99

Part 1 Personal Details

Name

ANNETTE MACMILLAN

Daytime Contact Phone Number

Mobile Phone

0439990234

Postal Address

10 MONEY STREET  
BUREKUP 6227

Email Address

Part 2 Property Address of application to keep more than two (2) dogs

Lot No

Street No

Street Name

17

10

10 MONEY STREET

Suburb

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)

DO NOT OBJECT

OBJECT

to the application to keep more than two (2) dogs at the property as described in Part 2 of this form, for the following reasons:-

I LIVE NEXT DOOR TO  
12 MONEY STREET AND I  
HAVE NO OBJECTION TO THE  
DOGS NEXT DOOR. I HARDLY  
EVER HEAR THE DOGS.

Signature

AJ Macmillan

Date

29-5-2018

Part 4 Return form to

Shire of Dardanup  
Ranger Services  
1 Council Drive/PO Box 7016  
EATON WA 6232

Phone: (08) 9724 0355  
Email: records@dardanup.wa.gov.au





CONSENT/OBJECTION FORM  
TO KEEP MORE THAN TWO (2) DOGS  
Appendix 2 - Dog Policy - Dev 35

FORM 99

Date stamp

Part 1 Personal Details

Name

BRETT BEVAN

Daytime Contact Phone Number

Mobile Phone

0408906203

Postal Address

19 SASSIFRAS ST  
MUDJIMBA QLD 4564

Email Address

bbevo15@yahoo.com.au

Part 2 Property Address of application to keep more than two (2) dogs

Lot No

Street No

14

Street Name

MONKEY ST

Suburb

BURKUP

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)

DO NOT OBJECT

OBJECT

to the application to keep more than two (2) dogs at the property as described in Part 2 of this form, for the following reasons:-

I AM RENTING THAT PROPERTY OUT AND  
WOULD ONLY OBJECT IF THESE DOGS ARE  
AGGRESSIVE AS IT WOULD HURT MY CHANCES  
OF RENTING THE HOUSE OUT. MY TENNANTS  
AT PRESENT HAVE A FEW SMALL CHILDREN  
MASTIFF CROSS HAS POTENTIAL TO BE  
AGGRESSIVE

Signature

*BBe*

Date

03/06/18

Part 4 Return form to

Shire of Dardanup  
Ranger Services  
1 Council Drive/PO Box 7016  
EATON WA 6232

Phone: (08) 9724 0355  
Email: records@dardanup.wa.gov.au



## TOWNSCAPE COMMITTEE

---

### 1. INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 5.8 of the Local Government Act 1995, the committee to be known as the Townscape Committee, (the "Committee").

The Council appoints to the Committee those persons to be members of the committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections are held. Council may appoint members for a further term at the next available meeting following the elections.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and the policies of the Shire of Dardanup and this Instrument.

Where employees of the Shire are to be members of the Committee the Council resolution to establish the committee is to state; the number of officers and that the officers are to have equal voting rights at the committee meetings.

### 2. NAME

The name of the Committee is the "Townscape" Committee.

### 3. OBJECTIVES

The detailed objectives of the Committee are set out in the relevant Act applicable to the Committee [e.g. Bush Fires Act 1954 s. 67]; the following objectives are generic to all Council committees:

- a) To advise and assist the local government in ensuring that local arrangements are established for its district;
- b) To liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives; and
- c) To carry out research and other activities as directed by the Council or prescribed by the regulations.
- d) To undertake the following specific tasks as an advisory Committee of Council:-

*(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).*





#### 4. MEMBERSHIP

If at a meeting of Council to make an appointment to a committee:-

- a) The President of the Shire of Dardanup indicates an intention to be a member of the committee under section 5.10 (4), then he/she will be a member of the committee.
- b) The Council is to make an appointment to a committee that has or will have an employee as a member then the CEO indicates an intention to be a member of the committee or nominate a representative of the CEO under section 5.10 (5), then he/she will be a member of the committee.
- c) The Council resolves to nominate no more than five elected members as members for the Committee for a period of two years or until the next ordinary Council election, the five elected members shall be members of the committee.
- d) The Council resolves to nominate five deputy members then five elected members shall be deputy members of the committee.
- e) The Council resolves to appoint officers to the Committee then the Chief Executive Officer is to nominate a maximum of three officers; the officers nominated shall be members of the committee.
- f) The Council requires representatives from state or federal government agencies to be on the Committee then the organisations shall nominate their representatives and they shall be endorsed by Council as members of the committee.
- g) The Council requires community representation on the Committee then the community shall be invited through public advertising to nominate for the Committee and Council shall endorse the members so nominated for the Committee.
- h) A member retains membership of the committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the committee is disbanded, the local government removes the person from office; or the next election date.

#### 5. PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the provisions of Schedule 2.3. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Dardanup Standing Orders. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.





## 6. MEETINGS

- 6.1 The Committee shall meet as business relevant to the committee dictates or as resolved by the Committee.
- 6.2 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.
- 6.4 The minutes of the meeting are to be included in the next available ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 6.6 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

## 7. QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

(Note – Council may, at the request of the Committee, agree to set the quorum at a lesser number. However in such circumstances any recommendation on expenditure of monies or on forming policy positions that is being made to Council or the CEO, the committee must have at least 50% of the members present to make a valid recommendation/s.)

## 8. DELEGATED POWERS

### 8.1 General Powers

The Committee shall have the power to appoint working parties as required to examine specific issues and report back to the Committee.

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

The Committee shall seek the advice of the Chief Executive Officer prior to co-opting persons to assist the committee. The Chief Executive Officer shall be responsible for advising the co-opted persons of the invitation and the reasons for the invitation in writing.



## 8.2 Specific Powers

The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.

The Council reserves the right to delegate powers to the committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

Where legislation requires Council to establish a committee (Bush Fires Act 1954, Occupational Safety and Health Act 1984) the terms of reference specific to that committee will outline specific powers if any.

The Shire of Dardanup has three Townscape Committees, Burekup, Dardanup and Eaton. The Burekup and Dardanup Committees meet on an informal basis with the Director Engineering Services or his representative to plan and facilitate townscape initiatives in these towns.

The Eaton Townscape Committee operates in a more formal manner with formal committee meetings.

## 9. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 in accordance with the Local Government Act 1995; or
- 9.2 at the direction of Council; or
- 9.3 on the specified date.

## 10. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or by Council after giving 14 days' notice to the Committee.

## 11. COMMITTEE DECISIONS

Committee decisions shall not be binding on Council in any circumstance.

## 12. HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

The Council committee was established by Resolution of the Shire of Dardanup Council.

Terms of Reference adopted by resolution [98/12] at the Shire of Dardanup Ordinary Meeting of Council held 12<sup>th</sup> April 2012.





13. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee.

The appointed officer shall provide the secretarial support through his/her Directorate.

14. COMMITTEE OBJECTIVES

Any variation to these objectives is not to be considered by the committee unless approved by Council.

The Townscape Committee shall have the following objectives:

- 14.1 To develop townscape improvement plans prior to the adoption of the annual budget.
- 14.2 To develop plans to beautify the townsites with artworks, flora, and parkland design.
- 14.3 To undertake the review of landscape and / or streetscape plans proposed by developers, as and when referred by Council or on the request of the Chief Executive Officer or Director Engineering Services.
- 14.4 Liaise with and work collaboratively with developers to develop landscaping and/or street scaping plans as and when referred.
- 14.5 Engage the community in development of townscape improvement plans as and when referred.



## TOWNSCAPE COMMITTEE

---

### 1. INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 5.8 of the Local Government Act 1995, the committee to be known as the Townscape Committee, (the "Committee").

The Council appoints to the Committee those persons to be members of the committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections are held. Council may appoint members for a further term at the next available meeting following the elections.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and the policies of the Shire of Dardanup and this Instrument.

Where employees of the Shire are to be members of the Committee the Council resolution to establish the committee is to state; the number of officers and that the officers are to have equal voting rights at the committee meetings.

### 2. NAME

The name of the Committee is the "Townscape" Committee.

### 3. OBJECTIVES

The detailed objectives of the Committee are set out in the relevant Act applicable to the Committee [e.g. Bush Fires Act 1954 s. 67]; the following objectives are generic to all Council committees:

- a) To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- b) Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- c) To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- d) To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Committee Objectives - Specific.

*(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).*

#### 4. COMMITTEE OBJECTIVES

The Townscape Committee shall have the following objectives:

- 4.1 To develop townscape improvement plans prior to the adoption of the annual budget.
- 4.2 To develop plans to beautify the townsites with artworks, flora, and parkland design.
- 4.3 To undertake the review of landscape and / or streetscape plans proposed by developers, as and when referred by Council or on the request of the Chief Executive Officer or Director Engineering & Development Services.
- 4.4 Liaise with and work collaboratively with developers to develop landscaping and/or street scaping plans as and when referred.
- 4.5 Engage the community in development of townscape improvement plans as and when referred.

Any variation to these objectives is not to be considered by the committee unless approved by Council.

#### 5. MEMBERSHIP

If at a meeting of Council to make an appointment to a committee:-

- a) The President of the Shire of Dardanup indicates an intention to be a member of the committee under section 5.10 (4), then he/she will be a member of the committee.
- b) The Council is to make an appointment to a committee that has or will have an employee as a member then the CEO indicates an intention to be a member of the committee or nominate a representative of the CEO under section 5.10 (5), then he/she will be a member of the committee.
- c) The Council resolves to nominate no more than five elected members as members for the Committee for a period of two years or until the next ordinary Council election, the five elected members shall be members of the committee.
- d) The Council resolves to nominate five deputy members then five elected members shall be deputy members of the committee.
- e) The Council resolves to appoint officers to the Committee then the Chief Executive Officer is to nominate a maximum of four officers; the officers nominated shall be members of the committee.
- f) The Council requires representatives from state or federal government agencies to be on the Committee then the organisations shall nominate their representatives and they shall be endorsed by Council as members of the committee.



- g) The Council requires community representation on the Committee then the community shall be invited through public advertising to nominate for the Committee and Council shall endorse the members so nominated for the Committee.
- h) A member retains membership of the committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the committee is disbanded, the local government removes the person from office; or the next election date.

#### 6. PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the provisions of Schedule 2.3. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Dardanup Standing Orders. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

#### 7. MEETINGS

- 7.1 The Committee shall meet as business relevant to the committee dictates or as resolved by the Committee.
- 7.2 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.
- 7.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.
- 7.4 The minutes of the meeting are to be included in the next available ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 7.5 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 7.6 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

#### 8. QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.



(Note – Council may, at the request of the Committee, agree to set the quorum at a lesser number. However in such circumstances any recommendation on expenditure of monies or on forming policy positions that is being made to Council or the CEO, the committee must have at least 50% of the members present to make a valid recommendation/s.)

## 9. DELEGATED POWERS

### 9.1 General Powers

The Committee shall have the power to appoint working parties as required to examine specific issues and report back to the Committee.

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

The Committee shall seek the advice of the Chief Executive Officer prior to co-opting persons to assist the committee. The Chief Executive Officer shall be responsible for advising the co-opted persons of the invitation and the reasons for the invitation in writing.

### 9.2 Specific Powers

The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.

The Council reserves the right to delegate powers to the committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

Where legislation requires Council to establish a committee (Bush Fires Act 1954, Occupational Safety and Health Act 1984) the terms of reference specific to that committee will outline specific powers if any.

## 10. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 10.1 in accordance with the Local Government Act 1995; or
- 10.2 at the direction of Council; or
- 10.3 on the specified date.

#### 11. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or by direct resolution of Council.

#### 12. COMMITTEE DECISIONS

Committee decisions shall not be binding on Council in any circumstance.

The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.

#### 13. HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

The Council committee was established by Resolution of the Shire of Dardanup Council.

The Terms of Reference were adopted by resolution [98/12] at the Shire of Dardanup Ordinary Meeting of Council held 12<sup>th</sup> April 2012.

An updated Terms of Reference were adopted by resolution [xx/18] at the Shire of Dardanup Ordinary Meeting of Council held 8<sup>th</sup> August 2018.

#### 14. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Director Engineering & Development Services.

The appointed officer shall provide the secretarial and administrative support through his/her Directorate.



**1 TENDERS OFFER**

TO:

THE CHIEF EXECUTIVE OFFICER  
 SHIRE OF PARLIAMANGI  
 PO BOX 2016  
 11 COULING DRIVE EASON WA 6222

VIA:

Name (Full - print)	Philip Verbeke	
Address	442 Collett Drive Kardinya WA 6163	
ABN/GST Status	n/a	ACN (if any): n/a
Telephone No.	043877813	Facsimile No
Email	pverbeke@kardinya.wa.gov.au	

**2 TENDER NO. RFP 10115715 - PURCHASE AND DISPOSAL OF SHIRE VEHICLES**

**SUPPLY AND DELIVERY OF NEW VEHICLE**

Supply and delivery of new vehicle to meet the requirements as specified in the RF document.  
 (Note: no vehicle not required to be shown)

ITEM	NO. OF VEHICLES AVAILABLE	DELIVERY DATE	PRICE WITH TRADE (GST INC)	PRICE WITHOUT TRADE (GST INC)
2018 Toyota Hilux LE AWD				
2018 Subaru Forester 2.5i AWD				
2018 Nissan X-Trail SE AWD				
2018 Subaru Outback 2.5 AWD				
2018 Hyundai Santa Fe Active 4x4 Diesel				
2018 Holden Lumina LTZ FG AWD				
2018 Toyota Hilux Workmate (Diesel)				
2018 Ford Ranger XL FX AWD (Diesel)				
2018 Mitsubishi Triton GLX AWD (Diesel)				

(Appendix ORD: 12.9)

TRADE VEHICLE OFFER

Trade vehicle for Council's current vehicle


ITEM	WILLING TO PURCHASE OVERTIGHT (Yes / No)	OVERTIGHT PURCHASE PRICE (GST INCL)	TRADE PRICE (GST INCL)
14001 - 2012 Holden Colorado	Yes		
14002 - 2014 Blue A-trail	Yes	7550	n/a
14003 - 2014 Range Rover Evoque	Yes	16100	n/a
14004 - 2012 Subaru AWD	Yes	9600	n/a
14005 - 2014 Subaru Forester	Yes	9100	n/a
14006 - 2013 Honda Shuttle	Yes	18100	n/a
14007 - 2014 Holden Astra	Yes	5500	n/a

We agree that I am/we are bound by, and will comply with the request and its associated schedule, attachments, or in accordance with the Conditions of Tender contained in the Request agreed and completed.

The displayed price is valid up to three (3) months from the date of the Request unless extended by mutual agreement between the Principal and the Supplier in writing.

We agree that there shall be no cost payable by the Principal towards the preparation or submission of the Tender irrespective of its outcome.

The tenderer's identification is to be provided under the schedule of items or prices in the prescribed format and submitted with the Tender.

Signature of Authorised Signatory of Quoter	
Name of Authorised Signatory and Company	Paul Valeri
Dated	13/06/2018



**SHIRE OF DARDANUP**

**MINUTES OF THE SHIRE OF DARDANUP OCCUPATIONAL SAFETY & HEALTH COMMITTEE MEETING HELD ON WEDNESDAY 18 JULY 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 1.30PM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Chairperson, Cr. M T Bennett declared the meeting open at 1.30pm, welcomed those in attendance and referred to the Acknowledgement of Country, Emergency Procedures 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 muster point located at the front of the building where we will meet (and complete a roll call).*



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

None.

**7. DECLARATION OF INTEREST**

Discussion:

Chairperson, Cr. M T Bennett asked Councillors and staff if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

**8. REPORTS OF OFFICERS AND COMMITTEES**

8.1 Title: OSH Committee Outcomes from Previous Meetings

Reporting Department: Executive – HR/OSH  
Reporting Officer: Mr Anton Manning – Senior OSH Coordinator  
Legislation: Occupational Safety and Health Act 1984

Officer Comment

See attached (Appendix OSH: 8.1) OSH Committee Outcome listing for an update on the follow up of each of the Committee Resolutions and actions. As each action is completed, it will be removed from the list following the current OSH Committee meeting.

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8.2 Title: Workplace Inspections – OSH Representatives

Reporting Department: Executive – HR/OSH  
Reporting Officer: Mrs Jennifer Hodgson - OSH Advisor  
Legislation: Occupational Safety and Health Act 1984

Background

Each Safety Representative is to undertake Workplace Inspections on a minimum of a quarterly basis. See attached inspection reports:

- Administration Centre Eaton (Appendix OSH: 8.2A)
- Dardanup Office (Appendix OSH: 8.2B)
- Dardanup Depot (Appendix OSH: 8.2C)
- Eaton Recreation Centre (Appendix OSH: 8.2D)
- Eaton Library (Appendix OSH: 8.2E)









PROPOSED ACTION COMMENT	COMMENTS ACTION TAKEN
<p>Note: WHS Harmonisation Training session provided by NCSO Consulting for all Managers/Directors/CEO (Management Team).</p> <p>Further information to be provided regularly to management team to promote responsibilities.</p>	<p>31/5/2018 Third training session Reasonable Practability</p>
<p>Prepare an OSH communication and consultation procedure to ensure that feedback is provided to staff regularly.</p> <p>In particular to high risk workers where incidents, risks or concerns have been raised.</p>	<p><u>PR066 - OSH Communication and Consultation</u> Completed Thursday 19/4/2018</p>
<p>Senior OSH Coordinator to extend regular invitations to Manager Operations, Director Engineering &amp; Development Services and Chief Executive Officer to attend Toolbox sessions.</p>	<p>Toolbox's provided:  April - Mobile Plant and Equipment  May - PR0066 – Osh Communication And Consultation  June – PR064 – Hazard Reporting  July - Toolbox Incident and Accident Reporting</p>
<p>Formal investigation procedure/process to be prepared using the '5-Why' Method at a minimum.</p> <p>PR044 to be reviewed and replaced with three separate procedures.</p> <p>Accident/Incident Reporting Procedure [and separate form].</p> <p>Investigation Procedure [and separate form]. [Refer recommendation 4].</p> <p>Risk/Hazard Procedure [and separate form]. [Refer recommendation 5].</p> <p>Form 171 to be separated into two forms in accordance with new procedures.</p>	<p>PR065 - Near Miss Accident Incident Reporting Completed 01/05/2018 Anton Manning.</p> <p>Form 199 - Report Form - Accident Incident Near Miss Completed 01/05/2018 Anton Manning.</p> <p>PR044 - DRAFT Accident Incident Investigation Procedure.docx Form 171 - Report Form - Accident Incident Completed Wednesday 19/04/2018 Anton Manning.</p> <p>PR064 - Hazard Reporting Completed Wednesday 16/05/2018 Anton Manning.</p> <p>Form 198 - Report Form - Hazard Completed Wednesday 16/05/2018 Anton Manning</p>
<p>Workplace Inspection Schedule to be prepared for Depot. .</p>	<p>Workplace inspection schedule prepared and commenced. Workshop inspections occur after monthly toolbox at the depot.</p> <p>Ongoing Anton Manning</p>



PROPOSED ACTION COMMENT	COMMENTS ACTION TAKEN
An Internal Audit Schedule [12 month rotation] to be prepared using 3 Steps to Safety Plan as a guide.  Suggest contact LGISWA for assistance or proforma.	AS4801 now instead of 3 Steps – agreed. Draft with Gov 11/4/18. <u>OSH Monthly Audit Schedule - AS 4801</u> Completed 18/05/2018  <u>AS4801 Audit Tool Shire of Dardanup 2018 -2019</u> Completed 18/05/2018
Reporting of outcomes of Internal audit processes to be presented to OSH Committee meetings each quarter.	Internal auditing commenced second report will be provided to OSH Committee 10/10/2018  OSH policy review forms part of process as first report.
Implement a master list for WHS documentation to align with clause 4.4.5(e)(iii) of the AS/NZS4801:2001 standard	<u>OSH Manual DOCUMENT CONTROL MASTER REGISTER</u> Completed 31/05/2018 List is under constant review due to changes and updates with documentation.
Creation of a legal requirements procedure and register (clause 4.3.2) that reflects the strategic and regulatory direction of Shire of Dardanup.	<u>PR106 - Legal and Other Requirements Procedure OSH</u> Completed 21/06/2018  <u>OSH WA Legislative register</u> Last updated 21/06/2018

RECEIVED

8.6 Title: Shire of Dardanup OSH Policy CP027 Review

Reporting Department: Executive – HR/OSH

Reporting Officer: Mr Anton Manning - Senior OSH Coordinator

Legislation: Occupational Safety and Health Act 1984

Background

At the Shire of Dardanup Occupational Safety & Health Committee Meeting held Wednesday 9 March 2016, the committee recommended to Council that Council adopts the revised OSH policy; *CP027 Occupational Safety and Health Policy*. (Appendix OSH: 8.6).

At the ordinary meeting of Council held 06/04/2016 Res 62/16, Council voted to delete the Engineering policy *ENG31 Occupational Safety And Health Policy* and adopted policy *CP027 Occupational Safety And Health Policy*.

Two years has lapsed since the policy's inception and Policy CP027 is due for a review. The policy has been provided to all Shire of Dardanup employees. The policy was reviewed by the Shire of Dardanup OSH department utilising the AS/NZS 4801 audit tool provided by LGIS. The details of the review are provided below in the officer's comment section.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - OSH Policy revised 06/04/2016

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

#### Officer Comment

The information and auditing process detailed below is a self-auditing process that is a useful way to establish compliance and to encourage implementation of corrective actions where necessary. This audit process forms part of the monthly self-audit tool developed, as per the recommendations of the OSH Audit completed on the 31-10-2017 by an external auditor.

Self-auditing demonstrates a pro-active approach to safety management through measurement, evaluation and management review. In addition, it demonstrates a will to meet a fundamental legislative requirement that, as far as practicable, the Shire of Dardanup provides and maintains safe workplaces, plant and systems of work.

The audit tool questionnaire provided by LGIS, that aligns to AS/NZS 4801:2001 details the following of section - 4.2 OSH Policy.

*Does the organisation have an Occupational Health and Safety Policy?*

*Does the OHS Policy comply with the following:*

- 1) Appropriate to the nature and scale of the organisation's OHS risks;*
- 2) Demonstrates a commitment to establish measurable objectives and targets to ensure continued improvement aimed at eliminating work-related injury and illness;*
- 3) Includes a commitment to comply with relevant OHS legislation and other requirements to which the organisation subscribes;*
- 4) Documented, implemented, communicated to all employees and maintained;*
- 5) Accessible to all interested parties; and reviewed periodically.*

- *Is the policy appropriate to the nature and scale of the organisation's OHS risks?*

The OSH policy is specific to the organisation and appropriate to the size and the nature of the Shire of Dardanup's activities. The Shire of Dardanup policy is a course of action adopted by Shire management.

The policy states the matters of principle; the policy is focused on action, stating what is to be done and by whom. The policy is an authoritative statement, the policy is concise, clearly written, dated and made effective by the endorsement of the CEO of the Shire of Dardanup

The OSH policy includes the following key principles and objectives to which the organisation is committed:

- protecting the safety and health of all members of the organisation by preventing work-related injuries, ill health, diseases and incidents;
  - complying with relevant OSH national laws and regulations, collective agreements on OSH and other requirements to which the organisation subscribes;
  - ensuring that workers and their representatives are consulted and encouraged to participate actively in all elements of the OSH management system; and
  - Continually improving the performance of the OSH management system.
- *Does the policy include the commitment to include measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness?*

All employees with a direct report have been set a target of completing a work place inspection every three months.

Health and Safety representatives complete a workplace inspection once a month.

All hazards reported from inspections or hazardous observations are compiled and actioned and then reported to the OSH committee.

An external audit of the OSH system was undertaken to determine the relevance of the OSH system, against the tasks the Shire of Dardanup employees undertake.

A three year safety plan has been established that sets OSH objectives for the Shire of Dardanup.

- *Does the policy include a commitment to comply with relevant OHS legislation and other requirements to which the organisation subscribes?*

The following is a dot point from CP027

- *Providing Council staff information, instruction, training, PPE, and supervision that enables staff to work in a safe and healthy manner and to be aware of their legislative responsibilities (including new/and or amended legislation).*

The Shire of Dardanup complies with Western Australian Occupational Safety and Health Act 1984. The Shire employs a Senior OSH Coordinator that is providing training to Shire management and staff on the WH&S Act and the application of



the WH&S Act in the workplace. The Shire subscribes to Standards Australia and receives updates from the Department of Commerce on a monthly basis. The Shire subscribes to ChemAlert for the management of hazardous substances and dangerous goods and risk analysis for MSDS management.

- *Is the policy documented, implemented, communicated to all employees and maintained?*

The policy is communicated and readily accessible to all persons at their place of work; the policy is seen at offices, recreation centre, library, depot, intranet and Tardis. The policy is implemented via the Shire of Dardanup's OSHMS managed via Tardis.

The Shire of Dardanup OSH Policy is a documented, approved Council policy, CP027, and is maintained by the Shire's governance process.

The Shire of Dardanup ensures worker participation as an essential element of an effective OSH management system. The Shire ensures that workers and their safety and health representatives are consulted, informed and trained on all aspects of OSH associated with their work, including emergency arrangements,.

The Shire of Dardanup makes arrangements for workers and their safety and health representatives to have the time and resources to participate actively in the processes of organising, planning and implementation, evaluation and action for improvement of the OSH management system.

The Shire ensures the function of a safety and health committee and the recognition of workers safety and health representatives, in accordance with The Western Australian Occupational Safety and Health Act 1984.

- *Is the Policy accessible to all interested parties; and is the policy reviewed periodically to ensure it remains relevant and appropriate to the organisation?*
  - The OSH policy is provided to relevant external interested parties, as appropriate.
  - The policy is provided to contractors that are to be employed by the Shire of Dardanup, auditors and regulators.
  - The Shire adopted a revised version of the original OSH policy on the 6/04/2016.
  - The revised policy was provided to all Shire of Dardanup employees at the time of the revision
  - A second review of the policy commenced on the 18/05/2018. All shire employees have the opportunity to review and provide comment and feedback on the policy.

**OFFICER RECOMMENDED RESOLUTION  
& OSH COMMITTEE RESOLUTION**

OSH 13-18    MOVED -    Mrs J Hodgson

SECONDED -

Cr. J Lee

**THAT the Occupational Safety & Health Committee:**

1. **Accept the self-audit process detailed and accept that changes are not required for the further implementation of CP027 Occupational Safety And Health Policy.**
2. **Recommends that Council adopts the reviewed OSH policy CP027.**

CARRIED

8.7 Title: Shire of Dardanup Health and Wellness

*Reporting Department: Executive – HR/OSH*

*Reporting Officer: Mr Anton Manning - Senior OSH Coordinator*

*Legislation: Occupational Safety and Health Act 1984*

Background

During September 2017 employees of the Shire of Dardanup were asked to complete an employee satisfaction survey. Ninety nine of the Shire's employees provided answers to the questions asked in the survey.

The survey asked a broad range of questions from opinions of co-workers, stress at work, job satisfaction, supervision, Tardis and health and wellbeing. Question 25 of the survey asked employees:

What would you like to see the Shire invest in for health and wellness? (Appendix OSH 8.7A).

The options staff were able to choose from included health assessments, exercise and fitness programs, skin cancer screening, health seminars, flu vaccinations and Injury prevention services.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - OSH Policy revised 06/04/2016

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Staff feedback from the questionnaire provided a ranking on what staff wanted the Shire to invest in, for health and well-being from the first and second choices.

The Rankings are as follows

1. Skin Screens
2. Health assessments
3. Flu Vaccinations
4. Exercise and Fitness programs
5. Health Seminars
6. Injury Prevention Services

The following information is detail of health and well-being activities and processes that have been completed, available and are ongoing in 2018 for Shire employees:

- *Health assessments*

SMG Health ran Flexible Health Checks for Shire of Dardanup non manual employees in May 2018. The health checks were funded by the Shire of Dardanup OSH budget. The service was provided to staff at the Eaton administration office during working hours. Participants were asked what they liked most about the program, their responses are listed below:

- Covered a wide range of health related topics
- Blood testing and blood pressure
- The process was thorough
- How easy the process was and that it can be accessed in the workplace
- There were multiple facets available to get tested/measured and given feedback/advice on.
- The variety of information received and overall testing
- The advice received to help meet weight goals

- *Exercise and fitness programs*

To ensure Shire staff have access to the best information and professional advice, employees and their immediate families are provided with discounted membership to the Eaton Recreation Centre.

Cost to the employee is five dollars a week, the cost is debited from the employees pay every two weeks and employees are not bound to long term contracts.

Membership at the Recreation Centre includes:

- Unlimited 24 hour gym access
- Over 30 group fitness & RPM cycling classes each week
- 24hr virtual RPM cycling classes
- Access wrist band
- Regular appointments with our trainers (every 8 weeks) for workout programs to help you achieve your fitness goals
- Discounted crèche use – morning & afternoon sessions available
- Discounted personal training
- Free locker use



- *Skin cancer screening*

Skin Screens for cancer were provided to Shire employees on Friday the 6<sup>th</sup> and 13<sup>th</sup> of April. The skin screens were conducted at the Eaton Rec Centre Board room to provide privacy to employees.

A female doctor was in attendance for the skin screens. When questioned regarding the status of shire employees, the attending doctor specified that the majority of employees that work outdoors were those that have the most skin damage.

The cost of the skin screens was allocated from the LGIS Health and Well Being Funding. A shortfall for the skin screens of \$594.00 dollars was allocated from the Shire of Dardanup OSH budget. SMG Health provided a report on the status of Shire employees that completed the skin screens. (Appendix OSH: 8.7B)

- *Health seminars*

A Health seminar that has been provided to Shire employees was Mental Health in the Workplace. There was no cost attributed to the seminar.

Numerous training and seminars are available, the following is an example of group training that is available: (Training will be at cost depending on the provider)

- General Health

- Achieving Peak Wellbeing
  - Weight Management
  - Quit Smoking for Life & Breathe Easier
  - Health Across the Lifespan
  - Silent Cardiovascular Risk Factors
  - Men's Health
  - Women's Health
  - Sleep Better, Feel Better

- *Flu vaccinations*

During the winter months the Shire provides staff an opportunity to be vaccinated for the influenza virus. The Chemist at Eaton Fair provides the vaccinations at a minimal cost of \$19.95 dollars a vaccination.

Eighteen Shire of Dardanup employees were vaccinated at a cost of \$359.10 The Shire of Dardanup OSH budget was utilised to fund the cost of the vaccinations.

The 2018 flu season is expected to peak later this year. If staff require flu vaccinations later in the year they will be provided.

- *Injury prevention services*

The Shire of Dardanup has provided ergonomic plant operation training and manual handling training to employees. Services and training packages can be tailored to meet the requirements of Shire employees. Employees have received basic chain saw training and qualifications to ensure the safe operation of chainsaw to prevent injuries.

RECEIVED

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

None.

**10. NEW BUSINESS OF AN URGENT NATURE**

10.1 Title: Signing Out of Tools in the Depot

Dardanup Outside Works Representative, Mr Adam Herbert raised the issue of the sign out process for tools at the Depot as people are not signing them out. The Committee discussed the issue and advised that it will be referred to the Director of Engineering & Development Services and Manager Operations for review and action.

Chief Executive Officer, Mr Mark Chester followed up an issue with the gates at the depot identified at a previous toolbox meeting. Mr A Herbert advised that this has been resolved and all staff have been issued with fobs.

10.2 Title: LGIS Risk Management Officer Report

LGIS Risk Management Officer, Ms Neroli Logan addressed the committee and advised the following:

- Depot crew will be receiving training on 3 August from two Western Power representatives regarding working safely around Western Power assets.
- There is an upcoming Regional meeting on Fraud and Misconduct, with further details to be provided in coming weeks.
- Recently attended a Worksafe Session regarding Workplace Health and Safety legislation and advised that a new act is being drafted for implementation in 2019. Ms N Logan advised that the regulations are currently under consultation until late August.
- An enforcement program targeting Recreation Centres will be undertaken in August. Recreation Centres will be provided with a self-checklist to complete before an inspection takes place. Ms N Logan advised that she will liaise with Eaton Recreation Centre Representative, Ms Wills Pomare directly.

10.3 Title: Need for New OSH Representative at Eaton Administration Centre

Administration Centre Eaton Representative, Ms Andrea Carew-Reid queried whether a new Administration Centre Eaton Representative will be appointed given the resignation of Craig Browne.

Mr M Chester advised that there will be a call for nominations for the position. If there are no volunteers, OSH and management can put someone forward.

**11. MATTERS BEHIND CLOSED DOORS**

None.

**12. CLOSURE OF MEETING.**

The next meeting of the Occupational Safety & Health Committee will be held on Wednesday 10 October 2018.

There being no further business the Chairperson declared the meeting closed at 1.52pm.



**SHIRE OF DARDANUP****MINUTES OF THE SHIRE OF DARDANUP AUDIT COMMITTEE MEETING HELD ON WEDNESDAY 18 JULY 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.15PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Chairperson, Cr. P Robinson declared the meeting open at 2.15pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures, 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.*

*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 AttendanceVoting

Cr. Peter Robinson	-	Elected Member - Chairperson
Cr. Michael Bennett	-	Shire President
Cr. James Lee	-	Elected Member
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Janice Dow	-	Elected Member



## 7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr. P Robinson asked Councillors and staff if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

## 8. REPORTS OF OFFICERS

8.1 Title: Update on the Implementation of the Reg. 17 Review Actions

Reporting Department: Executive

Reporting Officer: Mr Phil Anastasakis – Director Corporate & Community Services

Legislation: Local Government Act 1995 and Local Government (Audit) Regulations

### Overview

This report provides the Audit Committee with an update on the implementation of the Regulation 17 Review Actions.

### Background

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer (CEO) to review the appropriateness and effectiveness of a Local Government's systems and procedures at least once in every two years and report to the Audit Committee the results of that review.

This review was undertaken by AMD Chartered Accountants and the report along with the CEO's and management's comments were presented to the Audit Committee meeting held on the 13 December 2017.

At the Audit Committee Meeting and subsequent Council meeting, the following was resolved [334-17]:

*THAT Council:*

1. *Receives the Chief Executive Officer and Director Corporate & Community Services' Report that incorporates the review and findings of AMD Chartered Accountants (dated 17 November 2017) on the Local Government systems and procedures under Regulation 17 of the Local Government (Audit) Regulations 1996.*
2. *Request that the Chief Executive Officer provide an update of the actions required from the findings of the Regulation 17 Audit to each future Audit Committee meeting.*



This report is provided to the Audit Committee meeting as an update by management on the implementation of the report findings and recommendations.

### Legal Implications

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996 (as Amended):*

*Reg 17. CEO to review certain systems and procedures*

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and*
  - (b) internal control; and*
  - (c) legislative compliance.**
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) The CEO is to report to the audit committee the results of that review.*

The Shire's Risk Management Policy AP023 guides the approach to Strategic Risk Management.

### Strategic Plan

Strategic Outcome 1.3.6 of the Strategic Community Plan.

Environment - None.

### Precedents

The previous (and first) review was performed internally by Shire of Dardanup staff and presented by the CEO to the Audit Committee on 26 November 2014. The scope of the previous review included all 3 areas of (a) Risk Management; (b) Internal Controls; and (c) Legislative Compliance.

An update report on the Reg 17 Review Actions was presented to the previous Audit Committee meeting on the 7 March 2018.

### Budget Implications

The annual budget provides sufficient expenditure allocation for consultancies to cover the cost of the next review report due in September 2019.

### Budget – Whole of Life Cost

As no assets/infrastructure are being created, there are no whole of life costs relevant to this item.

### Council Policy Compliance

The review of the Regulation 17 requirements complies with Council Risk Management Policy. The Regulation 17 review is a precursor for a complete review of the Shire of Dardanup Risk Management Framework policies and procedures.

Risk Assessment - Low.

The Regulation 17 review is designed to reduce and minimize risk. As the review has been completed by an independent professional third party recognised accounting firm the Risk Assessment for this report is low.

Officer Comment

Local Government (Audit) Regulation 17 is a relatively new regulation requiring the CEO to review the appropriateness and effectiveness of a Local Government's systems and procedures in relation to:

- (a) risk management;
- (b) internal control; and
- (c) legislative compliance.

The review is to be undertaken at least every two years as required by Regulation 17 (2) which was gazetted in February 2013.

The CEO is to report to the Audit Committee the results of a review. The Audit Committee under Regulation 16(c) is to review the report and report to Council the results of the review.

A Terms of Reference was developed to define the scope of the review. This Terms of Reference was based on previous reviews and the Local Government Operational Guidelines No.9 – Audit in Local Government.

AMD Chartered Accountants were appointed in September 2017 to undertake the review, and attended the 13 December 2017 Audit Committee meeting to present and discuss their report.

Listed below are the Findings noted in the Regulation 17 Review Report, and an update on the implementation of recommended actions:

- Summary Table

1. Risk Management	Original Proposed Completion Date	Revised Completion Date	Status
1.1 – Risk Management Framework	30/6/2018	30/6/2019	Pending
1.2 – Business Continuity Plan	1/11/2017		Completed
1.3 – Projects and Procurement	30/6/2018	30/6/2019	Pending
1.4 – Emergency Risk Management	30/6/2018		Completed
1.5 – Risk Management Policies and Procedures	30/6/2018	26/7/2018	Pending
1.6 – Outdated Policies	30/6/2018	26/7/2018	Pending
2. Internal Controls	Original Proposed Completion Date	Revised Completion Date	Status
2.1 – Information Technology	31/12/2017	30/6/2019	Pending
2.2 – Independent Review	31/12/2017		Completed
2.3 – Signature Specimen	31/12/2017		Completed



2.4 – Financial Management Systems Review	30/6/2018		Completed
3. Legislative Compliance	Original Proposed Completion Date	Revised Completion Date	Status
3.1 – Tender Register	31/12/2017		Completed
3.2 – Compliance Calendar	30/6/2018	30/6/2019	Pending
3.3 – Audit Committee	30/6/2018		Completed
3.4 – Internal Audit	30/6/2018		Completed
3.5 – Petty Cash	31/12/2017	26/7/2018	Pending

## 1. RISK MANAGEMENT

### 1.1 RISK MANAGEMENT FRAMEWORK

#### *Recommendation*

We recommend the Shire develop an organisational risk register. This should include conducting a comprehensive risk identification process to identify potential Shire risks within each business unit and incorporates the following categories:

- Operational;
- Strategic;
- Finance;
- Technological; and
- Compliance risks.

The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted and determine the action to be taken to treat or control each risk.

The risk register should also be monitored and reviewed on a regular basis to ensure up to date and integrates with existing Shire's Risk Management Framework policies and procedures.

Furthermore, once the organisational risk register is developed, we recommend this register is tabled at the Audit Committee meeting and subsequent Council meetings on a periodic basis.

#### *Management Comment*

It is currently proposed that LGIS (Local Government Insurance Services) facilitate the updating of the Risk Management Governance Framework introduced to the Shire of Dardanup in 2014. The Framework document includes the Risk Management Policy and Risk Management Procedures established to support the introduction, utilisation, monitoring and ongoing reporting around the Framework.

The Risk Management Governance Framework document will include a risk register which will identify all potential Shire risks (Operational, Strategic, etc.), analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; and evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted with any action to be taken to treat or control each risk.



The draft Risk Management Governance Framework document identifies the Corporate Excellence & Compliance Officer (previously part-time Business Excellence Officer) as the person who will be responsible for the ongoing monitoring and reporting of Risk under the framework.

Under the Framework, a (Dashboard) Risk Report will be produced every quarter and a full Risk Summary Report (incorporating the Dashboard) will be produced every six months. This is reported to the Senior Managers (every three months) and Audit Committee (every six months).

Originally this task was proposed to be completed by 30 June 2018. With the resignation of the Business Excellence Officer in early April 2018, this task has been put on hold until the Corporate Excellence & Compliance Officer is appointed, which due to budget constraints, is now not anticipated until January 2019.

The Audit Committee have received a report on the Risk Management Governance Framework. It is planned for staff to participate in a workshop facilitated by LGIS on the Risk Management Governance Framework in Feb / March 2019, which is later than originally anticipated.

Responsible Officer	Proposed Completion Date
Director Corporate & Community Services	30 June 2019
Status	
Action pending the appointment of the Corporate Excellence & Compliance Officer in January 2019.	

## 1.2 BUSINESS CONTINUITY PLAN

### *Recommendation*

We recommend the Shire finalise their incident management and business continuity plan. In addition, we recommend the incident management and business continuity plan is tested on a regular basis to ensure that in the event of a disaster, appropriate action(s) can be taken.

### *Management Comment*

Council considered and adopted the Shire of Dardanup Incident Management and Business Continuity Response Plan at the 1 November 2017 (resolution 286-17) Council meeting. The Coordinator Emergency & Ranger Service's is responsible for implementing, monitoring and updating the plan.

Responsible Officer	Proposed Completion Date
Coordinator Emergency & Ranger Services	1 November 2017
Status	
Action completed.	

## 1.3 PROJECTS AND PROCUREMENT

### *Recommendation*

We suggest the Shire further enhance the already robust procurement process by developing and implementing the following:

- Documented comprehensive project / tender risk assessment and reporting process for all major projects and tenders. Determine instances/thresholds where a risk assessment is to be conducted for those tenders / projects that are deemed high risk to the Shire (i.e. monetary value, reputational impact, culturally sensitive etc.); and
- Formal post tender review process, identifying both positive and negative findings with a view of continuous improvement of the tender / quotation process the Shire has in place.

#### *Management Comment*

The draft Risk Management Governance Framework document includes all potential Shire risks (Operational, Strategic, etc.) which are categories under 16 Themes (or Profiles) common to most local governments.

The draft document identifies a "Supplier / Contract Management" Theme, which enables the risk assessment, reporting and management of risks relating to contracts, tenders and procurement. A second Theme related to "Adequate Project/Change Management" provides a similar assessment and management of risks for projects.

The review recommendations are noted and will be considered in conjunction with the implementation of the Risk Management Governance Framework.

The addition of a Procurement Officer position in the 2018/19 budget will enable these tasks to be completed.

Responsible Officer	Proposed Completion Date
Director Corporate & Community Services	30 June 2019
Status	
Action pending.	

#### 1.4 EMERGENCY RISK MANAGEMENT

##### *Recommendation*

We recommend a bushfire recovery plan be prepared and adopted by Council. Once the plan has been adopted and implemented the plan should be monitored on a regular basis including testing the appropriate sections of the plan to ensure that in the event of a disaster, appropriate actions can be taken.

##### *Management Comment*

The review recommendation is noted and supported.

A Shire of Dardanup Bushfire Response Plan was adopted by Council in November 2014. The related Local Emergency Management & Recovery Arrangement Plan was also adopted by Council on the 6 April 2016, which outlines the bushfire recovery arrangements of Council. The Coordinator Emergency & Ranger Services monitors and updates this plan, with a practical exercise held late last year to test the plan.

The Business Continuity Plan adopted by Council on the 1 November 2017 addresses recovery processes for critical business processes.

Through these two Plans being established and maintained, a separate Bushfire Recovery Plan is not considered necessary.

Responsible Officer	Proposed Completion Date
Coordinator Emergency & Ranger Services	30 June 2018
Status	
Action completed.	

### 1.5 RISK MANAGEMENT POLICIES AND PROCEDURES

#### *Recommendation*

We recommend a litigation/claims and fraud/misconduct policy be prepared and adopted by the Shire.

#### *Management Comment*

The review recommendation is noted and supported.

These new policies have been prepared and will be presented to Council as part of the regular review of policies that is scheduled to occur at the Special Council meeting on the 26 July 2018.

Responsible Officer	Proposed Completion Date
Director Corporate & Community Services	26 July 2018
Status	
Action pending.	

### 1.6 OUTDATED POLICIES

#### *Recommendation*

We recommend the code of conduct be reviewed and the next required review date be specified.

Furthermore, we recommend all policies be reviewed in accordance with their stated review dates.

#### *Management Comment*

The review recommendation is noted and supported.

The Code of Conduct is scheduled to be reviewed as part of the implementation of the Human Resources Framework & Action Plan 2017-2021.

These policies will be reviewed and presented to Council as part of the regular policy review process scheduled to occur at the Special Council meeting on the 26 July 2018.

Responsible Officer	Proposed Completion Date
Manager Governance & HR	26 July 2018
Status	
Action pending.	



**2. INTERNAL CONTROLS**

**2.1 INFORMATION TECHNOLOGY**

*Recommendation*

We recommend the following:

- Customer service operators use their own unique username and password;
- Employee access to Shire of Dardanup systems be suspended when an employee is on extended leave;
- Formal KPI's be implemented in respect of IT; and
- A formal review of vendor performance be completed following contract completion.

*Management Comment*

The review recommendations are noted and supported.

The Information Services department has reviewed the audit recommendations and believe they can meet most requirements.

1. Customer Service operators to use their own Credentials – not shared. This will either require each staff member to sign on/off as they move or from the front counter PC. This does create some practical issues due to the multiple batch sessions required and the time to sign on/off, potentially creating frustrated customers.

The implemented solution is for a virtual Synergy session to be running to which any staff can access. When there is a change to staff, that person will also change the receipting officer so the transactions are logged against the right person.

*(Action completed)*

2. Suspension of access to system services when staff are on extended leave. HR are to advise IT of extended leave and IT will suspend the credentials for the user until alternate advice is received.
- (Action completed)*

3. Formal KPI's to be implemented for IT. ICT are collectively looking at a new service framework that is the basis for meaningful KPI generation. Anticipate a decision on the best approach by December 2018.
- (Action pending)*

4. Formal review of Vendor Performance. This is planned to be a task of the new Procurement Officer position, scheduled for July 2018.
- (Action pending)*

Responsible Officer	Proposed Completion Date
Manager Information Services	30 June 2019
Status	
Action pending - This topic is multifaceted and is not as straight forward as originally anticipated. Some areas have progressed to completion or close to completion, but others will take some time to address.	

2.2 INDEPENDENT REVIEW

*Recommendation*

We recommend the following:

- The Manager of Financial Services sign general journals raised as evidence of independent review, for journals raised by the Manager of Financial Services we recommend the Director of Corporate and Community Services review these journals. We understand journals are prepared in excel format and thereby electronic signatures may be required to evidence this review occurring;
- Credit card statements once signed by the cardholder be reviewed and signed by the Director Corporate and Community Services to evidence review occurring;
- End of day cash reconciliation be signed by preparer and a second employee to evidence review prior to monies being banked; and
- A periodic review (e.g. quarterly) of Synergy master file changes reports be completed.

*Management Comment*

The review recommendations are noted and supported.

An updated Monthly Journal Form has been prepared which requires manual signature by the Manager Financial Services and electronic signature by the Director Corporate and Community Services. The batch number has also been included on this Form to verify entry into Synergy.

An updated Credit Card payment approval process has been implemented which requires signature by the Director Corporate and Community Services.

End of day cash reconciliation process have been updated to require a second employee signature. The bank deposit form produced by Synergy was updated in February 2018, which enables a second employee to review. Cash is not recounted as any discrepancies are corrected by the bank.

*(Actions completed)*

A process to monitor Synergy master file Creditor changes has been implemented as part of the monthly reconciliation process for the Finance Officer.

*(Action completed)*

Responsible Officer	Proposed Completion Date
Manager Information Services	30 June 2018
Status	
Action completed.	



**2.3 SIGNATURE SPECIMEN***Recommendation*

We recommend a signature specimen be prepared and signed by all delegated authorities.

*Management Comment*

The review recommendation is noted and supported.

The specimen signature form has been created and all specimen signatures obtained.

Responsible Officer	Proposed Completion Date
Manager Financial Services	30 June 2018
Status	
Action pending.	

**2.4 FINANCIAL MANAGEMENT SYSTEMS REVIEW***Recommendation*

We recommend the above recommendations be implemented.

*Management Comment*

The review recommendation is noted and supported. The relevant recommendations in the FMSR are:

*5 – Purchase/Expense*

- Rating: Low
- Findings: The Shire's payment of accounts policy states that the Council staff shall settle accounts due and payable each fortnight. The review noted that the payment of accounts occurs every Friday. The policy and practice appear to be inconsistent.
- Recommendation: That the Shire's payment of accounts policy be amended to reflect the actual process.
- Management comment: While no material risk is deemed associated with this practice, the policy will be amended as part of the Special Policy Review meeting scheduled for 26 July 2018.  
(Action pending)

*6 – Purchase/Expense*

- Rating: Low
- Findings – The Shire's payment of accounts policy includes the Customer Service Officer in Dardanup as a responsible officer for delegated petty cash. From their enquiry the Dardanup CSO no longer has petty cash.
- Recommendation: That the Shire's payment of accounts policy be updated accordingly.
- Management comment: Agreed. While no material risk is deemed associated with this practice, the policy will be amended as part of the Special Policy Review meeting scheduled for 26 July 2018.  
(Action pending)



*10 – Credit Card*

- Rating: Low
- Findings: In the use of the corporate credit card policy, they noted the following clause: *Failure to comply with this policy may incur disciplinary action at the discretion of the CEO.* It was noted that the CEO is the only person that has a Shire credit card.
- Recommendation: That the policy be adjusted to refer any non-compliance issues to Council.
- Management comment: The policy will be amended to require any non-compliance be reported to the CEO, the Director Corporate & Community Services and Council.

The recommended Policy changes will be implemented to ensure consistency between policy and practice during the review scheduled for 26 July 2018.

Responsible Officer	Proposed Completion Date
Director Corporate & Community Services	26 July 2018
Status	
Action pending.	

**3. LEGISLATIVE COMPLIANCE****3.1 TENDER REGISTER***Recommendation*

The following should be included within the tender register:

- The name of any successful tenderer; and
- For each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.

We also recommend:

- The name of any successful tenderer; and
- For each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.

*Management Comment*

The review recommendations are noted and supported. Action will occur as a priority to implement the recommended changes to the tender register.

In reviewing the tender register a breach of Regulation 17 of the Local Government (Functions & General) Regulations 1996 was identified by staff. The breach being that the goods provided exceeded the Delegated Authority to the CEO to accept tenders up to \$150,000, and the Request for Tender prices were not referred to Council for consideration. Therefore the Council resolution number was not able to be recorded in the tender register.

The breach was not identified when the January to December 2016 Annual Compliance Return was presented to Council. The breach has been reported to the

Department of Local Government and Communities on the 28 March 2018, with no further response or correspondence received on the matter.

A thorough internal audit of the tender register has been completed for transactions over the last 5 years, with no other non-compliant matters identified. This has ensured that there is full compliance with the Regulations and recommended practice for the 2017 Compliance Audit Return.

*(Action completed)*

The creation of a new position of Procurement Officer in July 2018 will enable the development of a Procurement and Tender Manual, which will assist in the ongoing implementation and monitoring of procurement and tender improvements.

Responsible Officer:	Proposed Completion Date:
Director Corporate & Community Services	30 June 2018
Status:	
This was commenced in December 2017. Action completed.	

### Local Government (Functions & General) Regulations 1996

#### 17. Tenders register

- (1) *The CEO is responsible for keeping the tenders register and making it available for public inspection.*
- (2) *The tenders register is to include, for each invitation to tender —*
  - (a) *a brief description of the goods or services required; and*
  - [(b) deleted]*
  - (c) *particulars of —*
    - (i) *any notice by which expressions of interests from prospective tenderers was sought; and*
    - (ii) *any person who submitted an expression of interest; and*
    - (iii) *any list of acceptable tenderers that was prepared under regulation 23(4);*

*and*

- (d) *a copy of the notice of the invitation to tender; and*
  - (e) *the name of each tenderer whose tender has been opened; and*
  - (f) *the name of any successful tenderer.*
- (3) *The tenders register is to include for each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.*

## 3.2 COMPLIANCE CALENDAR

### *Recommendation*

We recommend consideration be given to completing and implementing a compliance manual linked to each business unit risk assessment.

We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to:

- Identify relevant legislation to that business unit (for example the Health Act 1911 or the Planning and Development Act 2005 or the Dog Act 1976);
- Identify key relevant sections within each legislation and note within the compliance manual;
- Who is responsible for ensuring controls in place to ensure compliance with each identified legislation section;
- The mechanism in place to ensure compliance, for example a policy or procedure (this component of the compliance manual would link each relevant section of legislation to a policy, procedure, person or other control).
- Regular testing of compliance, for example if the mechanism for compliance is a policy, regular review and spot checking (internal audit) of that policy; and
- Key milestone / reporting dates applicable to that legislative section and how compliance is met.

Once the compliance calendar is implemented, we recommend a standing agenda item be added to the Audit Committee / Council meeting agenda to assess the effectiveness of compliance through the review and assessment of the compliance calendar.

#### *Management Comment*

The review recommendations are noted and supported.

The template Compliance Manual, incorporating and Compliance Calendar, can be updated and tailored to be an effective compliance tool for the Shire of Dardanup. It is proposed that the Corporate Excellence & Compliance Officer be given this ongoing monitoring and reporting responsibility.

Originally this task was proposed to be completed by 30 June 2018. With the resignation of the Business Excellence Officer in early April 2018, this task has been put on hold until the Corporate Excellence & Compliance Officer is appointed, which due to budget constraints, is now not anticipated until January 2019.

Responsible Officer	Proposed Completion Date
Director Corporate & Community Services	30 June 2019
Status	
Action pending.	



**3.3 AUDIT COMMITTEE***Recommendation*

We recommend a review of the audit committee 'Instrument of Appointment and Terms of Reference' be completed and audit committee meetings be held at least quarterly as recommended by the Department of Local Government Sport And Cultural Industries, operational guideline Number 09.

*Management Comment*

The review recommendations are noted and supported. These audit committee changes are also proposed and supported as part of the Risk Management Governance Framework.

The Audit Committee Terms of Reference have been updated and adopted by Council.

Responsible Officer	Proposed Completion Date
Director Corporate & Community Services	30 June 2018
Status	
Action completed.	

**3.4 INTERNAL AUDIT***Recommendation*

In accordance with Department of Local Government Sport And Cultural Industries best practice operational guidelines, we recommend an internal audit function be established incorporating an internal audit program which is re-assessed annually.

Should Shire of Dardanup consider an internal audit function not be required, we suggest the Audit Committee formally document they have considered the best practice guideline and the reasons they feel it is not necessary.

*Management Comment*

The review recommendations are noted and supported. The Business Excellence Officer currently performs ad-hoc internal audits for specific functions and areas, which could be developed into a formal internal audit schedule over time and based on available resources.

An Internal Audit Plan has now been created and allocated as a function of the Corporate Excellence & Compliance Officer. Due to budget constraints, this position is now not anticipated to be filled until January 2019.

Responsible Officer	Proposed Completion Date
Director Corporate & Community Services	30 June 2018
Status	
Action completed.	

## 3.5 PETTY CASH

*Recommendation*

We recommend petty cash purchases do not exceed \$20 and where purchases are required above this threshold they are made through the Shire's creditors system. Alternatively it may be appropriate and practical to increase the \$20 threshold within the 'Payment of Accounts' policy.

*Management Comment*

The review recommendation is noted and supported. As part of the Policy review scheduled for July 2018 it is proposed to increase the Petty Cash threshold to \$50 maximum.

Responsible Officer	Proposed Completion Date
Manager Financial Services	26 July 2018
Status	
Action pending. Change to the petty cash threshold involves a change to policy. The recommended Policy changes will be implemented during the review scheduled for 26 July 2018.	

Council Role - Review.

Voting Requirements - Simple Majority.

*Discussion:*

*Director Corporate & Community Services, Mr Phil Anastasakis provided the committee with background to the report.*

*Cr. M T Bennett referred to page 12 of the report and clarified that the Shire has two credit cards.*

*Mr P Anastasakis confirmed that the Shire now has two credit cards.*

*The committee spoke about the role of Corporate Excellence & Compliance Officer, which is expected to be filled in January 2019. Mr P Anastasakis advised that this will be a full time position with a three-fold purpose to develop the Shire's compliance manual, reinvigorate the Shire's risk management framework and formalise the process of regular monitoring and reporting to improve internal controls. Mr P Anastasakis emphasised that the intent of this role is to strengthen the systems that are already in place.*

*Cr. P Robinson queried the skills that the incumbent would require.*

*Mr P Anastasakis replied that the candidate would need to possess a strong understanding of Local Government and its processes, practical experience in a similar role and ideally some finance or auditing knowledge.*

*The committee went on to discuss the availability of such candidates and how the position would be advertised.*

*The Chairperson asked if there were any further questions on this item.*

*Cr. J Dow asked for clarification on the amount that the CEO is authorised to accept for tenders.*

Chief Executive Officer, Mr Mark Chester confirmed that the CEO is delegated authority to accept tenders up to \$200,000, and under legislation tenders are required for purchases greater than \$150,000.

Cr. M T Bennett asked if any feedback has been received on the breach mentioned in page 13 of the report.

Mr M Chester responded that nothing had been received to this point however, Personal Assistant to the CEO, Mrs Gaylene Godfrey was following this up.

Mr P Anastasakis advised the committee that in view of the breach, a thorough review of the last five years was conducted internally and no other issues were identified.

Change to Officer Recommendation - No Change.

Recommended Resolution:

**OFFICER RECOMMENDED RESOLUTION  
& AUDIT COMMITTEE RESOLUTION**

AUD 05-18    MOVED -    Cr. M T Bennett                      SECONDED -                      Cr. J Dow

**THAT the Audit Committee receive the July 2018 update report on the implementation of actions required from the findings of the December 2017 Regulation 17 review of Risk Management, Internal Controls and Compliance.**

CARRIED



8.2 Title: Update on the Local Government Auditing Reforms

Reporting Department: Executive  
 Reporting Officer: Mr Phil Anastasakis – Director Corporate & Community Services  
 Legislation: Local Government Act 1995 and Local Government (Audit) Regulations

Overview

This report provides the Audit Committee with an update on the recent changes to the *Local Government (Financial Management) Regulations 1996* and *Local Government (Auditing) Regulations 1996* which impact the Audit Committee.

Background

The *Local Government Amendment (Auditing) Act 2017* was assented on the 1 September 2017, giving the State Government's Office of the Auditor General (OAG) the responsibility for conducting local government audits.

There will be a staged transition approach for financial audits to allow for existing contracts to expire, however by 2020/21 all local governments will be audited by the Office of the Auditor General.

The Shire of Dardanup currently utilise the services of Perth based Chartered Accounting firm "Butler Settineri (Audit) Pty Ltd" as its auditor, with the current 5 year audit contract due to expire at the end of the 2018/19 financial year.

The Department of Local Government, Sport & Cultural Industries released on the 28 June 2018 *Circular 02-2018 – Guide to Local Government Auditing Reforms* (Appendix AUD: 8.2).

This Circular identifies a number of key changes resulting from recent changes to the *Local Government (Auditing) Regulations 1996* and *Local Government (Financial Management) Regulation 1996* :

1. *From 1 July 2018, the asset recognition threshold is to increase to \$5,000.*
2. *From 27 June 2018, local governments will be required to conduct a review of their audit systems and procedures, and their financial management systems no less than every three years.*
3. *From 27 June 2018, local governments will be required to revalue an asset whenever the local government is of the opinion that the fair value is materially different to its carrying amount – within a period of at least 3 years but not more than 5 years.*
4. *From 27 June 2018, the role of the audit committee has been strengthened to assist the CEO to carry out the reviews of audit systems and financial management systems reviews.*

This report is provided to the Audit Committee meeting as an update on these legislative changes.

Legal Implications***Local Government Act 1995***

**s7.2. Audit**

*The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.*

**s7.6. Term of office of auditor**

*(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re appointment.*

**7.12AB. Conducting a financial audit**

*The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.*

**7.12AD. Reporting on a financial audit**

*(1) The auditor must prepare and sign a report on a financial audit.*

*(2) The auditor must give the report to —*

- (a) the mayor, president or chairperson of the local government; and*
- (b) the CEO of the local government; and*
- (c) the Minister.*

Strategic Plan

Strategic Outcome 1.1.2 of the Strategic Community Plan.

Environment - None.

Precedents

At the 13 December 2017 Audit Committee meeting, a report was presented advising of the proposed new *Local Government Amendment (Auditing) Act 2017*, where the State Government's Office of the Auditor General (OAG) the responsibility for conducting local government audits.

Budget Implications

The 2018/19 budget provides an allocation of \$9,162 for the conduct of the annual audit, with this budget provision increasing to \$20,000 in 2020/21.

It is anticipated that this budget provision may need to be increased to at least \$20,000 from 2019/20 to fund the audit through the Office of the Auditor General (OAG). The OAG have advised that based on experience in other states, they expect some audit fees to be considerably higher than they currently are. This is primarily because they will be conducting a much broader financial audit then currently received by most local governments.

Budget – Whole of Life Cost

As no assets/infrastructure are being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

The review of the Regulation 17 requirements complies with Council Risk Management Policy. The Regulation 17 review is a precursor for a complete review of the Shire of Dardanup Risk Management Framework policies and procedures.

Risk Assessment - Low.

Officer Comment

The Office of the Auditor General has advised that they plan to contract out the majority of local government financial audits to accredited audit firms with the remaining to be conducted by OAG staff.

For those audits that the OAG outsource, they plan to appoint the audit firm whose contract has expired to perform the audit for the first year if it meets certain quality criteria. In the second year, the audit will go to tender and all tendering firms must be accredited with the OAG.

The OAG have also advised that they plan to conduct Performance Audits on certain local governments, which may examine the economy, efficiency and effectiveness of any aspect of local government operations. These Performance Audits are paid by the OAG, not local government. The findings and recommendations of these Performance Audits are applicable to all local governments and not just those who are audited.

Circular 02-2018 identifies a number of key changes resulting from recent changes to the *Local Government (Auditing) Regulations 1996* and *Local Government (Financial Management) Regulation 1996* :

1. From 1 July 2018, the asset recognition threshold is to increase to \$5,000.

The current Shire of Dardanup asset capitalisation threshold is:

• Land	\$0
• Buildings	\$15,000
• Furniture & Fittings	\$3,000
• Plant & Equipment	\$3,000
• Vehicles	\$3,000
• Infrastructure	\$15,000

It is proposed to introduce a formal "Non-consumable Portable and Attractive Items Asset Register" to record the details of those assets purchase which have a value below the capitalisation threshold and a useful life of more than 1 year.

2. From 27 June 2018, local governments will be required to conduct a review of their audit systems and procedures (Reg 17 review), and their financial management systems no less than every three years.

This change enables the Reg 17 review to be conducted every 3 years, instead of the current 2 years. It also changes the requirement for a Financial Management Systems Review to be conducted every 3 years, compared to the current period of 4 years.



This change will enable the 2 reviews to be run concurrently and provide regular cost effective reviews.

3. From 27 June 2018, local governments will be required to revalue an asset whenever the local government is of the opinion that the fair value is materially different to its carrying amount – within a period of at least 3 years but not more than 5 years.

This will enable Council's current fair value asset revaluation cycle to extend from 3 years to 5 years where applicable. This will improve efficiency and reduce costs around this financial reporting requirement.

4. From 27 June 2018, the role of the audit committee has been strengthened to assist the CEO to carry out the reviews of audit systems and financial management systems reviews.

The Audit Committee will also support the auditor as required and have functions to oversee the implementation of audit recommendations made by the auditor, which have been accepted by Council; and accepted recommendations arising from reviews of local government systems and procedures.

Council Role - Legislative.

Voting Requirements - Simple Majority.

*Discussion:*

*The Committee discussed the Local Government Auditing Reforms.*

*Cr. P Robinson queried how much will this will cost.*

*Mr P Anastasakis advised that it will likely be double if not more than what the Shire is currently paying, however this will be for a more comprehensive systems and procedures audit.*

*Cr. J Dow queried whether Council have any control over the price.*

*Mr P Anastasakis advised that they do not.*

*Cr. P Robinson asked if the audit will be longer in duration now that the audit process is changing.*

*Mr P Anastasakis advised that he would expect the audit to take place over three or four days and that Finance staff will assist auditors with any queries.*

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION  
& AUDIT COMMITTEE RESOLUTION**

AUD 06-18    MOVED -    Cr. M T Bennett                      SECONDED -                      Cr. T G Gardiner

**THAT the Audit Committee receive the information relating to recent changes to the *Local Government (Auditing) Regulations 1996* and *Local Government (Financial Management) Regulation 1996* outlined in *Department of Local Government, Sport & Cultural Industries Circular 02-2018*.**

CARRIED

**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 next meeting of the Audit Committee is to be advised.

There being no further business the Chairperson declared the meeting closed at 2.39pm.

**SHIRE OF DARDANUP****MINUTES OF THE SHIRE OF DARDANUP GNOMESVILLE MASTER PLAN WORKING GROUP MEETING HELD ON THURSDAY 19 JULY 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Chief Executive Officer, Mr Mark Chester presided over the meeting until the election of the Chairperson. Mr Chester declared the meeting open at 2.04pm, 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).*



<b>2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED</b>
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2.1 Attendance

Mr Mark Chester	Chief Executive Officer
Cr Peter Robinson	Elected Member
Cr Janice Dow	Elected Member
Cr Tyrrell Gardiner	Elected Member
Mr Phil Anastasakis	Director Corporate & Community Services
Mr Mick Saunders	Manager Assets (Proxy)
Ms Vicki Pretorius	Landscape Design Officer
Ms Jackie Nichols	Environmental Officer
Mr Stuart Brandreth	Wellington Mills Residents Association
Ms Gae Bessen	Wellington Mills Residents Association
Mr Phil Smith	Ferguson Valley Marketing Inc. Representative
Ms Kim Wesley	Ferguson Valley Marketing Inc. Representative
Mrs Peta Nolan	Executive Governance Officer

2.2 Apologies

Mr James Reilly	Project Development Engineer
Mr Luke Botica	Director Engineering & Development Services

2.2 Observer

Cr James Lee	Elected Member [2.20pm]
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<b>3 ELECTION OF CHAIRPERSON &amp; DEPUTY CHAIRPERSON</b>
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3.1 Election of Chairperson

Nominations for the position of Chairperson are to be given to the Chief Executive Officer who will be the Presiding Officer for the election [forms available from the Presiding Officer].

The position of Chairperson will expire on the October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

*Discussion:*

*Cr. Peter Robinson was nominated for the position of Chairperson by Cr. J Dow, Cr. P Robinson accepted the nomination.*

*As there were no other nominations Cr. P Robinson was declared as Chairperson.*

*Cr. P Robinson assumed the Chair.*

### 3.2 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson are to be given to the Chairperson in writing [forms available from the Presiding Officer].

The position of Deputy Chairperson will expire in October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

#### *Discussion:*

*Cr Janice Dow was nominated for the position of Deputy Chairperson by Cr. P Robinson, Cr. J Dow accepted the nomination.*

*As there were no other nominations Cr. J Dow was declared as Deputy Chairperson.*

## **DECLARATION**

**Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:**

**Cr Peter Robinson - Chairperson  
Cr Janice Dow - Deputy Chairperson**

**of the Gnomesville Master Plan Working Group.**

## **4. PETITIONS/DEPUTATIONS/PRESENTATIONS**

### 4.1 Principles of Master Planning

Landscape Design Officer, Ms Vicki Pretorius will present an introduction to the principles of the master planning process to the Working Group to set the scene for forward planning.

#### *Discussion:*

*Cr. J Dow asked whether there would be public consultation. Cr. P Robinson advised that the master plan will need to be approved by the Council and would be public at this time.*

*Ms Gae Bessen requested clarification about the term of the Master Plan eg. Will it be a 5, 10 or 20 year term? Landscape Design Officer, Ms V Pretorius advised that it is unknown at this stage. As funding is not available it is difficult to estimate the time frame of the projects.*

Following the presentation by Ms V Pretorius regarding the merging of the ten objectives of the Master Plan into more succinct objectives, Mr Stuart Brandreth advised that he supported that the objectives should be consolidated.

Note: Cr. J Lee joined the meeting [2.20pm]

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

None.

## 6. DECLARATION OF INTEREST

Chief Executive Officer, Mr Mark Chester advised that under the Local Government Act there are provisions which clarify the disclosure requirements and general responsibilities of individuals when sitting on the Council and Committees. It is a serious offence to breach the Act. Mr Chester advised that this Committee does not have any delegated powers however it is important that members are mindful of their responsibilities. He reconfirmed that at this stage there is not an issue as the group does not have delegated authority to spend money and would the outcomes of the Working Group will go to the Council for consideration.

Stuart Brandreth advised that he would declare an impartiality interest as he is an adjoining neighbour to Gnomesville.

## 7. REPORTS OF OFFICERS AND COMMITTEES

### 7.1 Terms of Reference

Reporting Officer: Mrs Peta Nolan – Executive Governance Officer

### Officer Comment

The Terms of Reference for the working group is appended at (Appendix GMPWG: 7.1). The Objectives and Outcomes of the working group are as follows:

*Council has established this Working Group to develop the Master Plan for Gnomesville.*

### **GNOMESVILLE WORKING GROUP RESOLUTION**

GMPWG 01-18      MOVED - Cr. J Dow                      SECONDED - Cr. T G Gardiner

**THAT the Gnomesville Master Plan Working Group [GMPWG] recommend that Council adopt the Terms of Reference for the GMPWG.**



*Instrument of Appointment & Terms of Reference – 2018  
Gnomesville Master Plan Working Group*

1. INTRODUCTION

*The Council of the Shire of Dardanup (the "Council") establishes this Committee under the powers given in Section 5.8 of the Local Government Act 1995, the working group to be known as the Gnomesville Master Plan Working Group, (the "Working Group").*

*The Council appoints to the Working Group those persons to be members of the Working Group by resolution of Council. Membership of the Working Group shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections are held. Council may appoint members for a further term at the next available meeting following the elections.*

*The Working Group shall operate through Council in accordance with provisions of the Local Government Act 1995, local laws and the policies of the Shire of Dardanup and this Instrument.*

*Where employees of the Shire are to be members of the Working Group, the Council resolution to establish the Working Group is to state the number of officers and that the officers are to have equal voting rights at the Working Group meetings.*

2. NAME

*The name of the Working Group is the "Gnomesville Master Plan Working Group".*

3. OBJECTIVES - GENERIC

*The following objectives are generic to all Council committees or working groups:*

- a) To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;*
- b) Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;*
- c) To carry out research and other activities as directed by the Council or prescribed by the regulations; and*
- d) To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Committee Objectives - Specific.*

*(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).*

4. COMMITTEE OBJECTIVES - SPECIFIC

*Council has established this Working Group to develop the Master Plan for Gnomesville.*

5. MEMBERSHIP

*If at a meeting of Council to make an appointment to a working group:-*

- a) The Council resolves to nominate no more than four elected members as members for the working group for a period of two years or until the next*

*ordinary Council election, the four elected members shall be members of the working group.*

*The elected members forming part of the working group are:*

1. *Cr. P Robinson;*
  2. *Cr. J Dow; and*
  3. *Cr T G Gardiner.*
- b) *The Council has not resolved to nominate any deputy members to the working group.*
- c) *The Council resolves to nominate two members from the Ferguson Valley Marketing Inc. and the Wellington Mill Residents Association.*
- d) *The Council resolves to appoint officers to the working group then the Chief Executive Officer is to nominate the officers; the officers nominated shall be non - voting advisory members of the working group as follows:-*
- *Director Engineering & Development Services – Mr Luke Botica*
  - *Director Corporate & Community Services – Mr Phil Anastasakis*
  - *Project Development Engineer – Mr James Reilly*
  - *Landscape Design Officer – Mrs Vicki Pretorius*
  - *Environmental Officer – Mr Jackie Nichol*
  - *Executive Governance Officer – Mrs Peta Nolan*
- e) *A member retains membership of the committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the working group is disbanded, the local government removes the person from office; or the next election date.*

#### 6. PRESIDING MEMBER

*The Working Group shall appoint a Presiding Member to conduct its business in accordance with the provisions of Schedule 2.3. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Dardanup Standing Orders. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.*

#### 7. MEETINGS

- 7.1 *The Working Group shall meet as business relevant to the working group dictates or as resolved by the Working Group.*
- 7.2 *Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.*
- 7.3 *The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.*
- 7.4 *The minutes of the meeting are to be included in the next available Ordinary Meeting of Council Agenda through an Officer's Report, where consideration of the recommendations will be included; where there are no recommendations the minutes are to be included in the Council agenda to be received by Council.*

- 7.5 *All members of the Working Group shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.*

8. QUORUM

*Quorum for a meeting shall be at least 50% of the number of voting offices, whether vacant or not. A decision of the Working Group does not have effect unless it has been made by a simple majority.*

9. DELEGATED POWERS

9.1 General Powers

*The Working Group has the power to co-opt persons to attend the Working Group meetings from time to time to assist the Working Group in its functions, but does not have the power to appoint members to the Working Group. Co-opted persons do not have voting rights.*

*The Working Group shall seek the advice of the Chief Executive Officer prior to co-opting persons to assist the working group. The Chief Executive Officer shall be responsible for advising the co-opted persons of the invitation and the reasons for the invitation in writing.*

9.2 Specific Powers

*The Working Group has no specific powers under the Local Government Act and is to advise and make recommendations to Council only through an Officer's Report.*

10. TERMINATION OF WORKING GROUP

*Termination of the Working group shall be:*

- 10.1 *in accordance with the Local Government Act 1995; or*  
10.2 *at the direction of Council; or*  
10.3 *at the completion of the project.*

11. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

*This document may be altered at any time by the Council on the recommendation of the Working Group, or by Council after giving 14 days' notice to the Working Group.*

12. WORKING GROUP DECISIONS

*Working Group decisions shall not be binding on Council in any circumstance.*

13. HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE WORKING GROUP

*The Council Working Group was established by resolution 86-18 of the Shire of Dardanup Ordinary Meeting of Council held on the 28 March 2018.*



14. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE WORKING GROUP

*The Chief Executive Officer shall appoint an officer relative to the Working Group's Terms of Reference to manage the working group. In normal circumstances this is the Director Engineering & Development Services.*

*The appointed officer shall provide the secretarial support through his/her Service Area.*

CARRIED

7.2 Project Summary Discussion

Reporting Officer: Mr James Reilly – Project Development Engineer

The Project Summary is attached at (Appendix GMPWG: 7.2) for information.

The Project Summary provides some background information, the objectives of the project and an outline of the outcomes of the community consultation. To move forward with the master planning for Gnomesville it is recommended that the Working Group consider the Project Summary, receive the Project Summary and in particular endorse the following as the current view of the Working Group:-

1. Master Plan Objectives as outlined on page 2; and
2. Scope of Development as outlined on page 6.

*Discussion:*

*Cr. J Dow raised the issues of maintenance currently required at the site and that the first objective should be maintaining Gnomesville. Mr M Chester stated that the maintenance of Gnomesville is an operational matter and that this work is not relevant to the master planning process. Maintenance will occur as a separate project. Cr. P Robinson further advised that the Working Group must focus on big picture planning.*

*Traffic Management and the issues of speed was raised and Ms V Pretorius suggested that this would be covered in the risk mitigation planning of the management plan. Mr M Chester confirmed that the Master Plan will be a key tool for the Shire to be able to approach Main Roads WA to request a reduction in the speed limit in this area.*

*Cr. T Gardiner stated that he supported the five objectives as presented.*

*Ms G Bessen advised that the Wellington Mill Residents Association had considered the Objectives and had supported these at their meeting.*

**GNOMESVILLE MASTER PLAN WORKING GROUP RESOLUTION**GMPWG  
2-18

MOVED - Mr P Smith

SECONDED -

Ms K Wesley

**THAT the Gnomesville Master Plan Working Group endorse the following Master Plan Objectives:-**

**Objective 1: Boundary**

Establish a clear boundary and growth limit for Gnomesville, marked by strong, secure and attractive fencing and signage to block trespass onto private property.

**Objective 2: Safe access and inclusion**

To create a safe and accessible car park and associated defined path network and amenities, to provide opportunities for visitors of all abilities to experience Gnomesville safely.

**Objective 3: Tourist attraction**

To enhance Gnomesville as an iconic tourist attraction, providing functional and attractive visitor amenities while retaining the sites unique character; and identifying possible future tourist site and route linkages.

**Objective 4: Environmental considerations**

To protect and rehabilitate identified natural areas including mitigating erosion, protecting remnant vegetation and assessing flora and fauna for future review.

**Objective 5: Risk mitigation**

To identify and mitigate potential site hazards and risk, ensuring that any upgrade works improve the safety for visitors and maintenance staff; including fire risk mitigation. [Site access/safety issues addressed in Objective 2].

CARRIED

**7.3 Collective Vision for the Master Plan**

*Reporting Officer: Mr James Reilly – Project Development Engineer*

It is recommended that the Working Group spend some time at the outset to consider and define what the overall vision is for the project and what outcomes they would like to see incorporated into the Master Plan. This should address the key project objectives but also take into consideration the unique qualitative aspects of the site which are what makes it so unique and have cemented it as an iconic tourist destination.

**Discussion:**

The working group discussed the Vision of the Master Plan and what should be included as key elements, at length. It was agreed that capturing tourism and respecting the rights of the adjoining property owners was essential.

Ms K Wesley suggested that aboriginal ownership and involvement should be considered in the planning. Mr M Chester advised that to the Shire's knowledge there is no Native Title claim for the land where Gnomesville is. He advised that there will be no need for any applications made under the WA Heritage Act. He advised that staff will undertake research as a part of the process.

**GNOMESVILLE MASTER PLAN WORKING GROUP RESOLUTION**

GMPWG MOVED – Cr. J Dow SECONDED - Mr P Smith  
3-18

**THAT the Gnomesville Master Plan Working Group endorse the following Master Plan Vision:-**

*“Recognising the unique character of the Gnomesville site as an important tourism destination, develop a Master Plan for Gnomesville to guide future development in a sensitive and sustainable manner, providing an enhanced visitor experience through improved access, safety, amenity and environment while respecting the rights of adjoining private property owners.”*

CARRIED

**7.4 Planning for the next Meeting**

Reporting Officer: Mr James Reilly – Project Development Engineer

Following this meeting, Council staff will undertake a detailed site assessment and internal staff consultation to commence the Master Planning process. This work will be in preparation for the second Working Group meeting whereby it is recommended that a workshop type meeting will be held to review best practice options and commence the concept planning. It is recommended that the second meeting be held in one months' time.

RECEIVED



**8. NEW BUSINESS OF AN URGENT NATURE**

None.

**9. CLOSURE OF MEETING.**

The Chairperson advises that the date of the next Gnomesville Committee Meeting will be 23 August 2018, commencing at 3.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 3.32pm.

SHIRE OF DARDANUP

**MINUTES OF THE SHIRE OF DARDANUP EATON BOWLING CLUB REDEVELOPMENT WORKING GROUP MEETING HELD ON THURSDAY, 26 JULY 2018, AT EATON BOWLING & SOCIAL CLUB, COMMENCING AT 9.30AM.**

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson declared the meeting open at 9.33am, 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**

2.1 Attendance

Cr Tyrrell Gardiner	Elected Member
Cr Carmel Boyce	Elected Member
Mr Les Brook	President – Eaton Bowling and Social Club Inc
Mr Paddy Papalia	Vice President - Eaton Bowling and Social Club Inc
Mrs Anne Whyatt	Vice President - Eaton Bowling and Social Club Inc
Mr Ed Ritchie	Acting Secretary (Proxy)
Mr Luke Botica	Director Engineering & Development Services
Mr Phil Anastasakis	Director Corporate & Community Services
Mr James Reilly	Project Development Engineer
Mr Steve Potter	Manager Development Services
Mrs Peta Nolan	Executive Governance Officer

2.2 Apologies

Mr Kerry Edwards	Secretary - Eaton Bowling and Social Club Inc
Mr Troy Jones	Regional Manager - Department of Local Government, Sport & Cultural Industries

Observers

Cr Mick Bennett	Shire President
Mr Mark Chester	Chief Executive Officer
Mrs Cecilia Muller	Principal Planning Officer
Mr Menno De-Vries	Eaton Senior Citizens
Ms Dortea Mays	Eaton Senior Citizens

**3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Eaton Bowling Club Redevelopment Working Group Meeting Held 1 June 2018

**OFFICER RECOMMENDED RESOLUTION & EATON BOWLING CLUB REDEVELOPMENT WORKING GROUP RESOLUTION**

EBCRWG 2-18    MOVED -    Mr. P Papalia                      SECONDED -            Cr. C N Boyce

**THAT the Minutes of the Eaton Bowling Club Redevelopment Working Group Meeting held on 1 June 2018, be confirmed as true and correct subject to no corrections.**

CARRIED



**5. DECLARATION OF INTEREST**

None.

**6. REPORTS****6.1 Discussion Regarding Shared Use of the Facility with a View to a Community Hub**

*Reporting Officer: Mr James Reilly – Project Development Engineer*

**Officer Comment**

The President of the Eaton Bowling Club has advised that there are opportunities for the Club to share the new facilities with other community groups into the future. One of the opportunities is for the Eaton Senior Citizens to relocate to the new Eaton Bowling Club and share the facilities. Representatives from the Eaton Senior Citizens have been invited to the meeting to discuss the concept of a shared facility arrangement.

It is important that the possibilities of a multi-purpose type facility are considered early in the planning process and prior to the commencement of the building design phase so that design considerations can include all users.

**Discussion:**

*Project Development Engineer, Mr J Reilly advised that the purpose of this discussion is for the Eaton Bowling Club and the Eaton Senior Citizens to discuss a way forward for the shared use of the facility.*

*Cr. T Gardiner asked Eaton Senior Citizens President, Mr Menno De Vries how their members feel about the sharing of facilities with the Eaton Bowling Club.*

*Mr De Vries, advised that a letter had been written to the Shire President regarding their requirements. He advised that if the seniors were to share the facility with the Bowling Club they would like their needs to be accommodated in the building plan. An example of a requirement is the need for a considerable amount of space for indoor bowls. He advised that there were further considerations and such as whether the Senior Citizens would want to be named jointly with the Bowling Club on the lease agreement.*

*Eaton Bowling Club Vice President, Mr Paddy Papalia suggested that the Bowling Club and Senior Citizens representatives meet at another time to discuss the sharing and design requirements.*

*Mr De Vries advised that the seniors need to be very clear about what is involved.*

*Director Engineering & Development Services, Mr Luke Botica advised that this needs to be considered quite urgently as the designs should not be finalised until there is an agreement between the Senior Citizens and the*

Bowling Club. Mr J Reilly advised that a Project Brief would be developed once an agreement between the two parties has been made.

Club President, Mr Les Brook advised that he does not see an issue of a shared facility and it should not be a problem to accommodate such needs as indoor bowls and kitchen space.

Mr L Brook advised that the Eaton Cricket Club have also shown an interim interest in involvement from a social perspective and may be another user group for the facility.

**ACTION 4 -18:**

**The Eaton Bowling Club and Eaton Senior Citizens to meet to discuss their operational and design needs and advise the Shire of the outcomes of this meeting.**

Chief Executive Officer , Mr Mark Chester advised that there are some further issues for resolution such as if the groups amalgamate what will be the name of the facility and what are each of the groups expectations. He suggested that the groups think clearly about ownership of the building and what will the agreements consist of, including such arrangements as the lease agreement?

Mr P Papalia advised that the idea of the project when it first started was that the facility would still be a Bowling Club and then the hub concept would grow from this.

Club Vice President, Mrs Anne Wyatt asked if a copy of the letter from the Senior Citizens to the Shire President could be circulated to the Working Group members.

**ACTION 4 -18:**

**Executive Governance Officer to forward a copy of the letter from the Eaton Senior Citizens to the President to Working Group members.**

## 6.2 Traffic Modelling Update

Reporting Officer: Mr James Reilly – Project Development Engineer

### Officer Comment

The requests for quotation were received on 23 July and the successful quoter will be advised. Work will commence shortly and is expected to be completed before the end of August. Once the assessment has been completed staff will be able to determine whether or not it's viable to proceed with the idea of closing Pratt Road.

### Discussion

Mr J Reilly advised that a consultant for the traffic modelling will be appointed as soon as possible. The traffic modelling will take approximately 6 weeks before a report is received.

Cr. C N Boyce asked if the idea of the traffic modelling is to close Pratt Road and Mr J Reilly confirmed that this would be the intent.

### 6.3 Building Design Discussion

Reporting Officer: Mr James Reilly – Project Development Engineer

#### Officer Comment

Shire staff visited the Eaton Softball Club Facility and provided the building plans to members of the Eaton Bowling Club. At this time the Eaton Bowling Club members suggested that they would visit the Football Club Facility to consider designs for the new facility.

It is recommended that discussions about the design commence at this time.

### Discussion

There was discussion about the design of the Softball Club Facility being different to the needs of the Bowling Club however some of the aspects would be considered such as the commercial kitchen and the bar area.

Mr J Reilly advised that he was able to do another tour of the Football Club and Softball Club for any Working Group members who are interested.

Mr Mark Chester asked if members had looked at any other Bowling Club facilities. Mr P Papalia commented that they had plans for the Mandurah Bowling Club and this was a good design however is too big for Eaton.

Cr. C N Boyce further commented that the Leschenault Sporting Pavilion is also a good facility to look at. It is a new facility and has a nice balcony outlook.

## **7. NEW BUSINESS OF AN URGENT NATURE**

### 7.1 Project Budget Discussion

Reporting Officer: Mr Phil Anastasakis – Director Corporate & Community Services



Officer Comment

*Director of Corporate and Community Services, Mr P Anastasakis advised that at the last meeting the budget for the project was considered. At this time it was estimated that a combined budget, including the State Government grant, would be approximately \$3 Million.*

*Mr P Anastasakis advised that Shire staff will be meeting with Lotteries West this Friday and the project would be raised at the meeting.*

Discussion

*Manager of Community Services, Mrs Lee Holben further informed that CSRFF funding would still be considered by the State Government however the Shire has been advised that the initial State Government funding of the \$2 million would also be taken into consideration. She advised that Lotteries West do not consider funding for commercial aspects such as bars and TAB but would consider community aspects of the project.*

*Shire President, Cr Mick Bennett advised that he has approached Hon. Mick Murray MLA and advised him that more funding may be required to ensure that a community hub can be achieved.*

*Mr L Brook agreed that if further funding is not available it would be very difficult to provide a shared facility with the design requirements as discussed.*

*Mr L Brook also advised that he has commenced discussion with Liquor Licencing pending considerations of the new facility.*

<b>8. CLOSURE OF MEETING.</b>
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The next Eaton Bowling Club Building Redevelopment Working Group meeting to be held Thursday 27 September 2018, commencing at 9.30am.

There being no further business the meeting was closed at 10.00am.