



Shire of Dardanup

APPENDICES

BOOKLET 1

12.2.1 – 12.2.5

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 22nd of March 2023

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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APPENDICES

SUSTAINABLE DEVELOPMENT DIRECTORATE

DEVELOPMENT APPLICATION

Banksia Road Landfill
Leachate Reticulation System Application

Lot 2 Banksia Road
CROOKED BROOK





DOCUMENT CONTROL

Control Version	Date	Status	Distribution	Comment
A	07/12/2022	Draft	HD	For QA
B	14/12/2022	Final	Client	
C	19/12/2021	Final	Shire	

Prepared for: Cleanaway Solid Waste Pty Ltd
Prepared by: MK
Reviewed by: LB

Date: 19 December 2022
Job No: 22325
Version: C

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B	Site Plan
C	Banksia Road Landfill Leachate Reticulation System Licence Amendment Application Supporting Documentation



1 INTRODUCTION

This report forms the basis of the development application which reflects the operational works at Lot 2 Banksia Road, Crooked Brook ('the subject land'). Specifically, the development application relates to the siting of four incidental leachate reticulation systems on the surface of older waste cells. This application seeks permission for five locations on site, as the systems can be moved, however there will be a maximum of four systems on site at any one time.

The purpose of this report is to provide planning justification for the proposed incidental development in order to assist decision-makers to consider this application in detail, and allow the Shire of Dardanup to have a clear understanding of the proposal.

This proposal includes a detailed description of the site and the relevant town planning considerations applicable to the site. This report details the development proposal.

2 BACKGROUND AND SITE CONTEXT

2.1 SITE LOCATION

The subject site is located approximately 5.6km south east of the Dardanup town site, abutting the Dardanup Conservation Park along its eastern and southern boundaries. Lot 2 is located immediately south of other Rural zoned land, which is partially used as a waste processing site.



Figure 1 – Local Site Context (Lot 2 outlined in blue)

2.2 OWNERSHIP

The property details for Lot 2 Banksia Road, Crooked Brook are as follows:



LOT NUMBER:	DEPOSITED PLAN:	VOLUME/FOLIO:	LOT AREA:	REGISTERED PROPRIETOR:
2	65861	1670/568	121.5568ha	J&P Corporation Pty Ltd

A copy of the Certificate of Title is attached at **Appendix A** of this report.

2.3 LOT 2 DEVELOPMENT HISTORY

Lot 2 comprises of the Cleanaway landfill site, approved to operate as a waste disposal facility, pursuant to licence L8904/2015/1 (including 3 amendments) issued under the Environmental Protection Act 1986 (WA (EP Act) and pursuant to a number of development approvals, including the approval (PA 112/16) for the construction of landfill cells 6, 7 and 8. The licence allows for the disposal of 353,000 tonnes of liquid waste per annum and 350,000 tonnes of Class 2 or 3 putrescible landfill waste per annum. This licence will expire 2 August 2035.

Lot 2 also hosts an extractive industry at the western side of the site, operated initially under licence PA 38/16, with renewal approval DAP-F0269080 issued 28 February 2022. It is understood that the conditions of this consent are currently being fulfilled.

The Shire granted approval for the construction of a comprehensive stormwater management system at Lot 2 in 2016. Recent approval DAP-F0309575 from 31st October 2022 permits the modification of the existing stormwater network to allow for a basin of water to be stored on site for dust suppression and landscape watering purposes.



3 PROPOSED WORKS

3.1 DEVELOPMENT PROPOSAL

This development application seeks approval for the siting and operation of four 22,500L water tanks and associated piping at Lot 2 Banksia Road, Crooked Brook, to be used as leachate reticulation systems. These systems may be moved to achieve optimum conditions, and therefore this application seeks approval for five tank locations. The site plan attached at **Appendix B** provides more detail in terms of the location of four tanks associated with the leachate reticulation systems in the context of the older waste cells at Lot 2 Banksia Road.

Leachate Reticulation System

Leachate Reticulation Systems represent industry leading infrastructure which serves to increase the rate of decomposition of landfill waste by ensuring waste is kept at an optimal moisture level. Maintaining a suitable amount of moisture enables ideal conditions for microbial activity which improves waste degradation. Improved waste degradation is important, as Cleanaway has a network of pipes under the surface of the older landfill cells which capture landfill gas generated by waste degradation. Accelerating the waste degradation process means Cleanaway are able to capture the landfill gas within their infrastructure, which is then burnt in their existing flare. Capturing and burning this gas ensures it has lessened atmospheric impacts, and reduces the landfill gas outputs from the site over the decomposition time of the waste.

As landfill cells age, they lose moisture and therefore do not breakdown waste as efficiently. The proposed systems will be located on older, and therefore drier waste cells (>3 years old). If these cells were to be left to breakdown without intervention, they would continue to release landfill gas into the atmosphere after the landfill site is managed. Therefore, the proposed leachate reticulation system is expected to reduce the long-term emissions output from the landfill site.

Leachate reticulation systems comprise a 22,500L tank, with up to 12 distribution pipes (generally 12-24m in length) located on the ground around each tank. An image of Cleanaway's leachate reticulation system in the United Kingdom is shown in **Image 1**, below.



Image 1 – Leachate Reticulation System in operation in the UK. Image provided by Cleanaway.



This application seeks approval for the siting and use of four leachate reticulation systems. The systems work in the following manner:

1. Leachate is pumped from the existing leachate ponds into a 15kL water cart and transported to the 22,500L tanks. This will occur at a rate of 1.5-2.5 water carts per week per tank.
2. Leachate is pumped into the tank.
3. The tanks are each connected to 10-12 distribution pipes, which are of varying lengths (generally 12-24m long). These pipes are under the surface of the old landfill cells, and are located near the existing gas wells.
4. Leachate is fed into the face of the old landfill cell, and increases the moisture of the cell. This will accelerate microbial activity and promote waste degradation.
5. Gas produced through this process will be captured by the existing gas wells and burnt at the existing flare.

Further detail on the leachate reticulation systems can be found at **Appendix B**, which is the Leachate Reticulation System DWER licence amendment application prepared by Cleanaway and submitted to DWER. This application is currently being considered by DWER, and it is expected to be determined in early 2023.

3.2 ENVIRONMENTAL MANAGEMENT STRATEGIES

3.2.1 Dust Management

The proposed leachate reticulation systems will not increase dust outputs from the site. By regularly applying water to the older landfill faces, it is expected that dust outputs will be reduced from Lot 2 Banksia Road.

3.2.2 Operating Hours and Noise Management

The proposed leachate reticulation systems will not alter the existing operating hours or noise management.

Works associated with the siting of the required infrastructure will be undertaken between 7am and 5pm on weekdays, and are therefore compliant with Part 13 of the Environmental Protection (Noise) Regulations 1997.

3.2.3 Stormwater

The proposed incidental development will not alter the existing stormwater infrastructure located at the site.

3.2.4 Rehabilitation

Once the site has been finally closed, the proposed leachate reticulation systems will be removed from the site.



4 PLANNING FRAMEWORK

4.1 GREATER BUNBURY REGION SCHEME (GBRS)

The subject site is zoned ‘Rural’ under the GBRS.

The Dardanup Conservation Park is reserved for ‘Regional Open Space’ under the GBRS which abuts the subject site on its eastern and southern boundaries.

4.2 SHIRE OF DARDANUP TOWN PLANNING SCHEME NO. 3

The Shire of Dardanup’s Local Planning Scheme No. 3 (LPS 3) zones the subject site as ‘General Farming’ with a copy of the existing TPS 3 zoning is provided within **Figure 1** below.

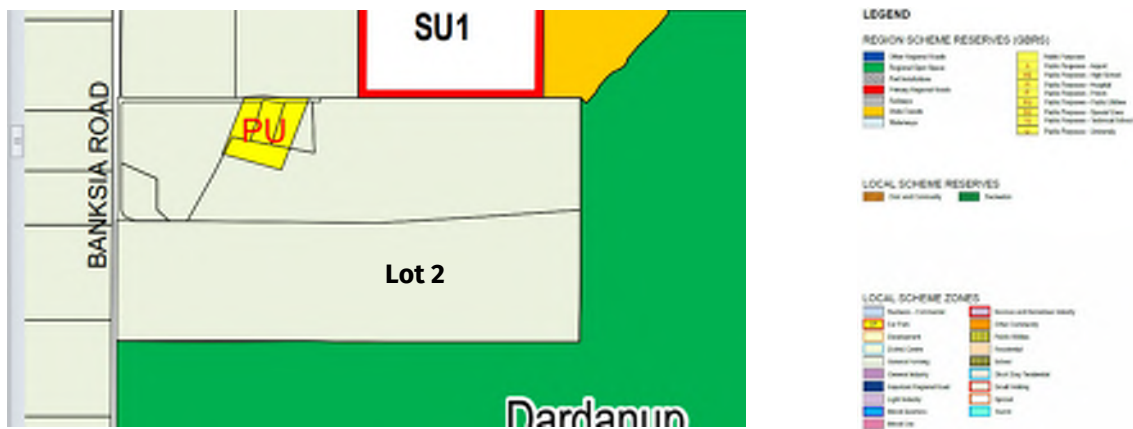


Figure 1 – Shire of Dardanup’s Local Planning Scheme No. 3

Operation of the existing landfill facility is undertaken as a ‘Use Not Listed’ under the Shire of Dardanup’s Local Planning Scheme. This proposal is seeking approval for the siting of four leachate reticulation systems at the site, which are considered incidental to the existing Use Not Listed landfill facility at the site. The Shire’s Local Planning Scheme defines ‘incidental use’ as follows:

Means a use of premises which is ancillary and subordinate to the predominant use.

The proposed leachate reticulation systems are consistent with this definition of incidental use, as they are ancillary to the predominant use of the site; being landfill facility.

Therefore, it is respectfully requested that approval for the proposed leachate reticulation systems is granted under Part 3.1.3 of the Shire of Dardanup’s Local Planning Scheme No. 3.

4.3 LOT 2 BANKSIA ROAD LANDFILL LOCAL DEVELOPMENT PLAN

The lot associated with the proposed overflow basins is controlled by the approved Lot 2 Banksia Road Landfill Local Development Plan (LDP). The proposed works relate to the improvement of existing infrastructure. The proposed incidental development is consistent with the requirements of the Local Development Plan.



4.4 STATE PLANNING POLICY 3.7 – PLANING IN BUSHFIRE PRONE AREAS

Lot 2 is partially designated to be bushfire prone by the Department of Fire and Emergency services commissioner.

The proposed leachate reticulations systems will not result in additional staff accessing the site, and will not result in intensification of the existing land use.

Therefore, under Part 2.6 of the Guidelines for Planning in Bushfire Prone Areas Version 1.4, decision makers are able to apply exemptions from the requirements of SPP 3.7. It is respectfully requested that exemption from bushfire reporting is applied to the proposed leachate reticulation systems.

5 CONCLUSION

Development approval is respectfully sought for siting and construction of four leachate reticulation systems at Lot 2 Banksia Road, as detailed in this report.

In summary, the proposed application is justified as follows:

- The leachate reticulation systems will improve emissions outputs from the site by accelerating the rate of waste degradation, so excess landfill gas is captured and burnt;
- The proposed leachate reticulation systems are associated with the continued operation of the Waste Disposal Facility, approved as a Use Not Listed and therefore may be considered as ancillary to the existing approved use onsite;
- This development application represents a genuine application for the appropriately managed operations to continue onsite.

On the basis of the description and rationale provided within this report, it is therefore respectfully requested that the Shire of Dardanup review this application and approve the proposed leachate reticulations systems at Lot 2 Banksia Road, Crooked Brook.



APPENDIX A | Certificate of Title

WESTERN



AUSTRALIA

REGISTER NUMBER 2/D65861	
DUPLICATE EDITION 4	DATE DUPLICATE ISSUED 21/6/2016

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1670** FOLIO **568**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 2 ON DIAGRAM 65861

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

J & P CORPORATION PTY LTD OF 10 SHORT STREET, PICTON

(AN L999766) REGISTERED 23/7/2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- 1. *K878714 CAVEAT BY TRANSPACIFIC WASTE MANAGEMENT PTY LTD LODGED 13/3/2009.
- 2. *M675551 MEMORIAL. CONTAMINATED SITES ACT 2003 REGISTERED 19/6/2014.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

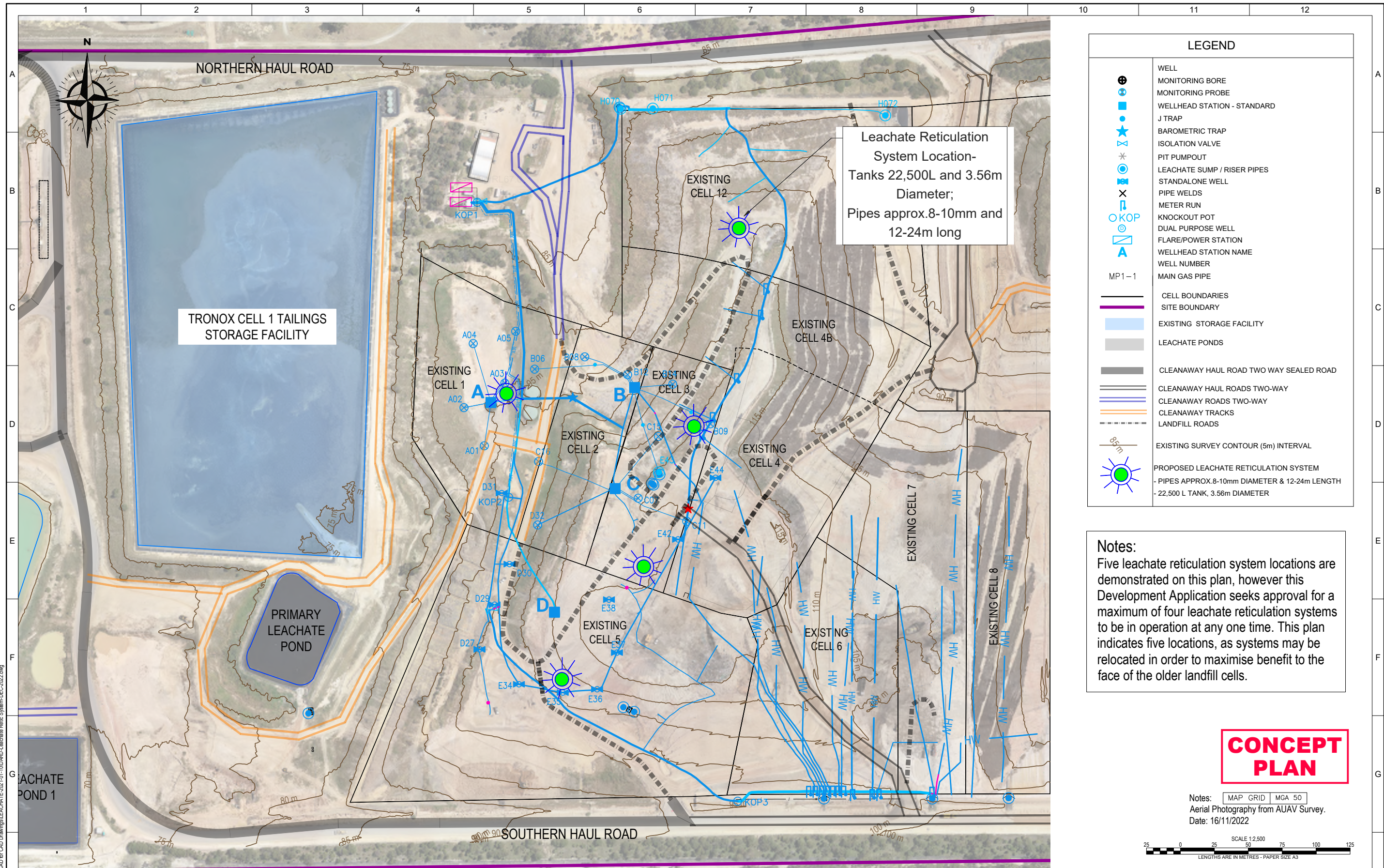
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1670-568 (2/D65861)
PREVIOUS TITLE: 1245-703
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF DARDANUP

NOTE 1: G682312 SECTION 138D TLA APPLIES TO CAVEAT G649330.



APPENDIX B | Site Plan



DATE: 14/12/2022 6:52:48 PM LOGIN NAME: FRANK LOCATION: I:\Cleanaway_\DARDANUP\CAD for CAD Drawings\LEACHATE\2021-01-10\DARD-LEACHATE-Retic-System-DEC-2022.dwg

REV	DATE	DRAWN	REV'D	APP'D	REVISION
0	12.12.22	F.A	S.C.	M.K.	CONCEPT LEACHATE SYSYTEM PLAN

DRAWING NUMBER	WML DWGS: 1288, 3083, 5242-5243
REFERENCE DRAWING TITLE	



Banksia Road Landfill
Dardanup WA
Lot 2 Banksia Road,
Dardanup WA 6236
Australia

PROJECT BANKSIA ROAD LANDFILL LEACHATE GENERAL ARRANGEMENT			
DRAWN F.ABATE	DRAWING CHECK SALLY CARLTON	REVIEWED M.KERWIN	APPROVED S.CARLTON
DESIGNED F.ABATE	DESIGN REVIEW SALLY CARLTON	DATE 13.12.22	DATE 14.12.22

TITLE PROPOSED INFRASTRUCTURE LOCATION LEACHATE RETICULATION SYSTEM GENERAL ARRANGEMENT PLAN			
SCALE AS SHOWN	DRAWING No DARD-LECH-GA03	REV 0	



APPENDIX C | Banksia Road Landfill Leachate Reticulation
System
DWER Licence Amendment Application Supporting
Documentation

BANKSIA ROAD LANDFILL, DARDANUP

LEACHATE RETICULATION SYSTEM

LICENCE AMENDMENT APPLICATION SUPPORTING
DOCUMENTATION

Prepared by
Sally Carlton / Mazdak Rasapoor
Cleanaway -Engineering Manager WA /Landfill Gas Manager

Mobile: 0401 222 508 / 0498 392 481

Revision: Final
Date of Issue: 12 Oct 2022

1.0 Introduction

Cleanaway Solid Waste Pty Ltd (the Proponent) operates an existing Class III landfill facility at Banksia Road, Dardanup.

The Landfill Facility is operated under Licence L8904/2015 issued by the Department of Water and Environmental Regulation (DWER). DWER has responsibilities under Part V of the *Environmental Protection Act 1986*. As part of the (DWER) Premises Licence L8904/2015 Cleanaway is required to ensure compliance with a number of licence conditions related to both leachate infrastructure integrity and leachate management on the site.

This proposal seeks DWER approval to install several Leachate Reticulation Systems which will act to support the management of putrescible leachate volume on the site, as additional putrescible leachate system infrastructure with secondary benefits of enhancing landfill gas generation.

For the addition of new leachate infrastructure, like the proposed 'Leachate Reticulation System', it is required that a Licence Amendment Application be submitted to the Department of Water and Environmental Regulation (DWER).

This document provides the supporting information for that Application.

Being an existing landfill that has been in operation since 2000, the Landfill Facility has numerous operational documents that cover various current and future activities on site. Where these documents are relevant to this Application, they are referenced and included as appendices to this Application Supporting Document.

2.0 The Proponent

The Proponent for this proposed development is Cleanaway Solid Waste Pty Ltd.

The Proponent is a well-regarded inter-state waste management company also operating in the WA waste industry. The Proponent operates numerous large putrescible landfills throughout Australia; hence, is well experienced to undertake the proposed works and has a demonstrated track record in the waste management field.

The Proponent's postal address is:

Cleanaway Solid Waste Pty Ltd

Head Office

Level 4, 441 St Kilda Road

MELBOURNE

Victoria 3004

3.0 Premises Location

Property Location:

Lot 2 Banksia Road

CROOKED BROOK

WA 6236

The site is an existing Class III landfill site, which have been operating since 2000.

Site Area:

Overall Lot 2 area is 211 ha.

The Prescribed boundary includes the full site area.

Land Use

In accordance with the Shire of Dardanup Town Planning Scheme, the landfill is within the General Farming zone.

Planning Approval has previously been granted for the existing landfill facility, including the putrescible leachate infrastructure.

4.0 Regulatory Framework

This proposal and all past development have not been assessed by the Environmental Protection Authority (EPA) under Part IV of the *Environmental Protection Act 1986*; consequently, there are no Ministerial Conditions associated with this development.

The landfill facility is operated under licence L8904/2015 issued by the DWER. DWER has responsibilities under Part V of the *Environmental Protection Act 1986*.

5.0 Local Government Authority

The development is within the Shire of Dardanup.

The land is zoned General Farming, with progressive Development Approvals being obtained by the Proponent as the site has developed over the years. As the Leachate Reticulation System involves tanks of greater than 5000 litres a Development Approval from the Shire of Dardanup is required.

The Proponent deals closely with the Shire in a range of waste management related planning approvals and is hence aware of the Shire requirements.

“Waste Disposal Facility” is an approved land use with respect to the site under the local planning scheme.

6.0 Current Putrescible Landfill Leachate Containment Infrastructure

As captured in Condition 12, Table 9 of the DWER Licence L8904/2015 Amendment 29th October 2021, the Putrescible Leachate Containment and Management Infrastructure on the site includes:

- Landfill cell synthetic base lining systems consisting of a Geosynthetic Clay Liner (GCL) and a 1.5 or 2.0 mm HDPE liner, the exception being Cell 1 (compacted clay liner) and Cell 2 (GCL);
- 300 mm coarse aggregate layer and leachate collection pipes in the base of each landfill cell, on top of the synthetic lining system. The exception being Cells 1 and 2, which have sand collection layers.
- In-cell Leachate Collection Sumps with base lining systems as per the cells.
- Leachate Sump Pumps (Airwell pumps).
- Four HDPE Lined Leachate Ponds (Primary Pond and Leachate Ponds 1,2, and 3).
- Forced evaporation sprinkler arrays in each of the leachate ponds.
- Sprinkler systems on the internal cell batter lined slopes where sufficient exposed batter is present e.g. Cell 8 Southern Batter.
- Leachate use as dust suppression on the landfill roads within the lined landfill area and the landfill active face surface.

Appendix 1: Leachate General Arrangement Drawing -DARD-LECH-GA01, Rev 2-30th March 2022 is a drawing of the current putrescible leachate infrastructure.

Tonkin, a specialist waste management consultant undertook a Leachate Water Balance Assessment utilising the Landfill Site Design Manual published by the Irish EPA (2000) and Hydrologic Evaluation of Landfill Performance (HELP) model assessment of the performance of the current putrescible leachate infrastructure with the most recent ‘Leachate Balance Assessment Report’ revision dated April 2022.

The ‘Leachate Balance Assessment Report’ predicted the volume of leachate generation over the life of the landfill facility and demonstrated that, based on the current stage of development, that the site leachate management system has sufficient current capacity to manage leachate generation volumes.

This assessment also provided insight into future leachate volumes over the full operational life of the landfill and hence enables the Proponent to plan accordingly for future leachate management infrastructure development.

The Tonkin 'Leachate Balance Assessment Report' concluded:

"The balance model predicted that leachate generation exceeds the disposal capacity of the existing infrastructure in all stages of the site's operation. The maximum excess leachate volume was predicted to occur during the Cell 8 operation, i.e. the current stage of site operation, and was estimated as almost 34,000 m³/annum. During the closure phase of the site, the balance model estimated that there is no excess of leachate.

The site data provided suggested that there was a balance between leachate generation and disposal being achieved for the time between November 2020 and February 2022, with leachate accumulating over winter and being disposed of during summer.

These observations were not in agreement with the annual excess leachate estimated using the HELP model and leachate balance model. This may be explained by the use of an uncalibrated model and the limitations of the modelling tools used. Model calibration can be achieved by longer-term recording of leachate generation and loss which will improve the accuracy of modelling over the longer term. The model is limited by the use of historical data to predict future conditions and the simplification of monthly data".

As per the Reference List – **Leachate Balance Assessment Report - 21 April 2022 – Tonkin Revision 6** provides the detail of the Tonkin leachate water balance assessment. This report has been supplied in full to DWER as part of the **Capping Stage 1,2 & 5 Licence Amendment Application Supporting Document – IW Projects**.

In March 2022 Golder developed a 'Leachate Plan' to address the requirements of Condition 52 in the updated DWER L8904/2015/1 amendment 28th October 2021. This Golder report reviewed all aspects of the Leachate Management onsite and proposed cell leachate monitoring head levels and an action plan to achieve them. They also proposed the consideration and selection of additional volume control measures for implementation, one of which was the 'spider' Leachate Reticulation System for compliant cells. See Appendix 4 for a Snip of '**Table 9 Pages 14 & 15 'Action plan should freeboard in leachate ponds be exceeded'**' of this plan that cites the Leachate Reticulation system as a possible volume control measure.

While the Tonkin Leachate Balance Assessment Report shows a balance on site between leachate generation and disposal, use of leachate for dust suppression within the landfill lined surfaces was a significant contributor to the balance and is predominantly required in the summer months. Having the additional volume control measure of the proposed 'Leachate Reticulation Systems' will increase the site capacity to respond effectively to any significant changes in the leachate volume management that may occur caused by unprecedented annual rainfall years or reductions in the active landfill areas to which dust suppression is required.

7.0 Proposal Description and Throughput

Leachate Reticulation Systems as per the proposed installation for the Banksia Road Landfill have been observed operating successfully in the United Kingdom in a landfill by Cleanaway Engineering Staff. The following are photo snips of an operating UK Leachate Reticulation System.



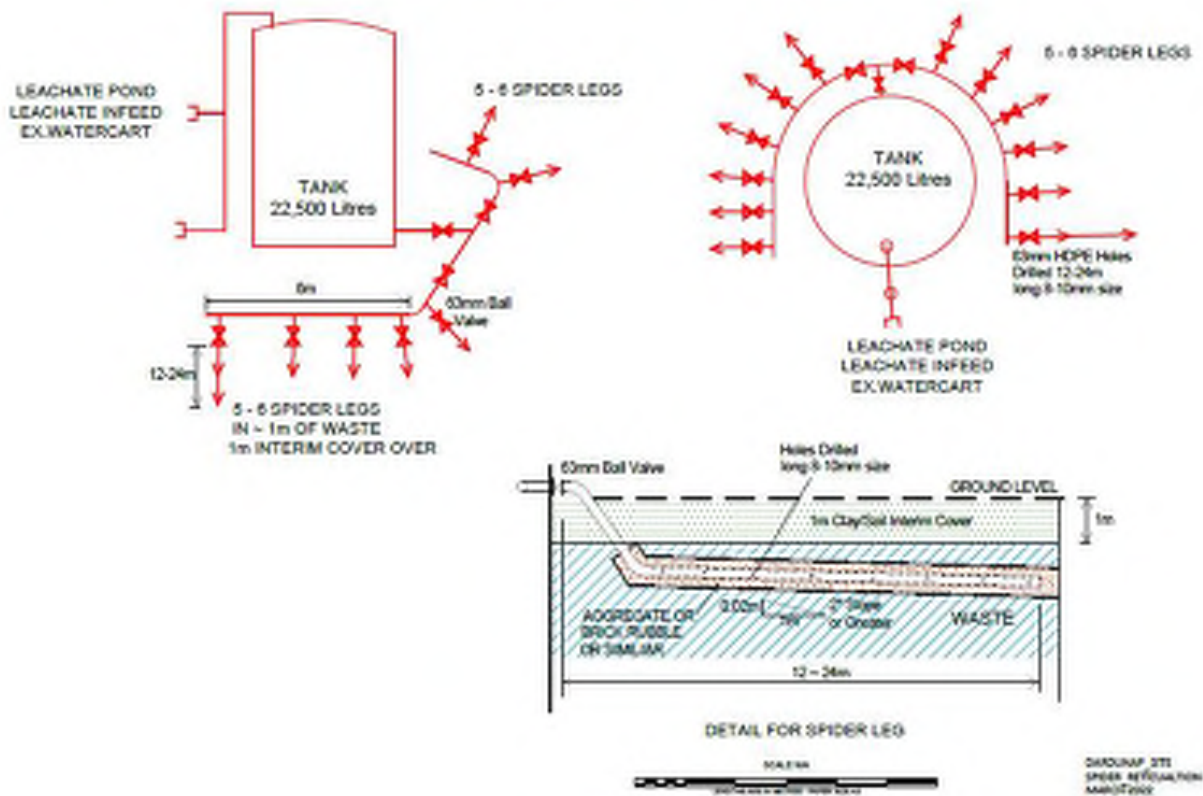
Operating UK Leachate Reticulation System



Operating UK Leachate Reticulation System showing the spray pattern.

The following is a drawing detailing a proposed Leachate Reticulation System for Banksia Road Landfill.

SPIDER LEG RETICULATION SYSTEM



[Appendix ORD: 12.2.1A]

A Moxy water cart transports Leachate ex Leachate Ponds to an approximately 22500 litre Tank which has a camlock connection so leachate can be pumped out of water cart into the tank.

The leachate is then dispersed slowly through buried distribution pipes into the waste body. Each of the buried distribution pipes is surrounded of ~ 300mm of chunky inert waste or aggregate, similar to Landfill Gas Horizontals, with both the pipes the surrounding chunky inert waste or aggregate all inside the waste layer.

It is planned that the 10-12 distribution pipes are 12-24 m long. The distribution pipes are expected to be fabricated of approximately 63-90 mm HDPE with an array of holes that are expected to be 8-10mm in diameter.

It is expected that 2-4 of these Leachate Reticulation Systems would be installed at Banksia Road Landfill in due course reticulating leachate into the waste mass of the older and hence drier Waste Cells (>3 years old). The plan is to install and commission one initially and monitor operation for 2-3 months before progressing to installation of the planned other 1-3.

Experience in the operation of Leachate Reticulation Systems in landfills in New Zealand by Cleanaway Engineering Staff suggest that for older waste (>3 years old) where MSW moisture content was found to have dropped to <25% w/w (Rasapoor,2020) the amount of leachate volume required to return the Waste to the desired waste moisture is likely to be in the range of 30-50 m³ /week i.e. 1.5-2.5 Moxy watercarts per week of leachate per reticulation system.

Moisture is an essential component required for the biodegradation of the organic fractions within the landfill. As the waste ages and biodegradation progresses the waste mass generally experience moisture loss, which is not replenished due largely to the impervious layers of surface interim cover, and the microbial activity diminishes. Leachate recirculation as per the proposed system allow replenishment of lost moisture stimulating the microbial activity and improving waste degradation (Rasapoor, Young & others, 2020 V216).

The next few paragraphs on moisture application and the moisture content of the Dardanup Waste have been written Friday 16th September by Mazdak Rasapoor.

Mazdak worked with B. Young, R. Brar and S. Baroutian researching and writing the Department of Chemical & Materials Engineering, Faculty of Engineering, The University of Auckland, Auckland, New Zealand academic paper ‘Enhancement of landfill gas generation from aged waste by a combination of moisture adjustment and various additives’ doing a field-scale study at Hampton Down Landfill in New Zealand. He is now the Cleanaway Landfill Gas Manager and with from his expert perspective he states:

“Moisture content is one of the critical parameters in the anaerobic digestion (AD) process. The lack of proper moisture content can stop or hinder digestion, according to many studies conducted worldwide.

USEPA has advised that the optimum moisture content during the AD process is 45%. Although the initial moisture content is in the optimum range in most cases during the compaction process and the heavy load of the waste layers, a significant portion of the liquid in the waste will be drained down toward leachate collection pipes quite quickly.

Leachate recirculation helps to adjust the moisture content and improve the digestibility of the degradable waste. This process helps capture the potential LFG in a shorter timeline and minimises the potential of landfill gas emissions after landfill closure.

The weather condition in WA is another trigger to affect the moisture and minimises the rate of digestion due to the high rate of evapotranspiration.

Several drilling campaigns’ results are proof of the dry status of the Dardanup Landfill landfilled waste. The following photos (Run Energy, March 2022) illustrate the dryness of the waste extracted. A total of 25 vertical landfill gas wells in different locations have been drilled, but most were bone dry.


For all the drilling campaigns, an experienced spotter has monitored the waste moisture conditions across gas wells’ drilling profiles. More than 90% of the records show that up to 25 m, the waste is not in an optimum condition to generate gas.

[Appendix ORD: 12.2.1A]

The moisture content has not been analysed in a laboratory. The photos can confirm that the moisture is below 30%. (It is confirmed by a researcher who has done research on waste moisture content).

Photographs from the Run Energy Banksia Road Construction Report – LFG System Installation (Phase 2)-May 2022. For further information Appendix 3 is Pages 131-139 of that report.

Vertical Well G063 – 13m Core Drill Photograph

Description	Image
G063	 A photograph showing a large pile of dark, fragmented waste material at the base of a drilling rig. The rig is a vertical core drill. The text "13m g063" is overlaid in the top right corner of the image. The background shows a clear blue sky and a flat, arid landscape.

Vertical Well G063 – 26m Core Drill Photograph

G063	 A photograph showing a large pile of dark, fragmented waste material at the base of a drilling rig. The rig is a vertical core drill. The text "26m g063" is overlaid in the top left corner of the image. The background shows a clear blue sky and a flat, arid landscape.
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Field capacity is a parameter that shows how much waste can absorb moisture without letting it be percolated down. The average Field Capacity for the waste stream is 45 to 50%, and it is a good indicator to calculate how much liquid can be added to the landfill.

According to the average compacted bulk density, Field Capacity, the current moisture content, and the planned target moisture content (38%), at least 70 L of leachate/ m³ of waste needs to be added to the refuse to increase the rate of LFG generation.

The proposed leachate addition volume is less than the calculation to be on the safe side. Also, the leachate addition will be gradual and will be monitored frequently “

As per the Golder March 22 Leachate Plan-Table 9 Action Plan “additional volume control measures under consideration” (Appendix 4) the Leachate Reticulation System is considered a practicable leachate volume control measure that can further enhance the options Dardanup Landfill has for Leachate Volume Management.

8.0 Landfill Gas Generation Enhancements Secondary Benefits

Leachate Reticulation Systems as per the proposed installation has been evidenced as “not only promotes MSW decomposition, it can increase landfill gas (LFG) generation” (M Rasapoor, 2020). This paper suggests the optimum range of moisture for LFG generation is 40-45% w/w and that the addition of leachate produced superior results with respect to LFG generation both volume and quality compared to stormwater. The concentration of methane within the LFG was enhanced with the methanogenic bacteria activity increase that the leachate moisture and leachate composition and microelements offered. The study also evidence that moisture addition increased the sphere of influence of LFG wells enabling improvement in the area of effective LFG extraction for each vertical well. The horizontal reticulation legs with their wider coverage area are expected to be superior than the vertical well application points of the Hampton Downs Landfill in increasing the sphere of influence of the LFG wells .

In summary Rasapoor, Young & Associates’ Study concluded “The results of this study indicate that moisture enhancement in landfill sites is critical for LFG management.”

9.0 Proposal Risk Assessment

The DWER Decision Report has an extensive risk assessment that is based on the Conceptual Site Model (CSM). This CSM includes consideration of the following site sources and activities:

- Stormwater management;
- Acceptance and disposal of both solid waste (including asbestos) and tailings;
- Vehicle movement;
- Site operating hours;
- Landfill management;
- Leachate management; and,
- Landfill gas management.

Considering the impacts of the proposed Leachate Reticulation Systems it is appropriate to comment on three of these items:

Stormwater Management:

The interim capping layer and, if present in an area, stormwater control swales will be replaced over the installed Leachate Reticulation System so that the integrity of the site Stormwater Management System will not be affected by the proposed Leachate Reticulation Systems.

Leachate Management:

The small volume of leachate planned to be added to the proposed Leachate Reticulation System trickle flow to provide moisture and microelements for bacterial activity are not expected to impact the leachate levels in the Landfill cell sumps which are subsequently pumped to the Leachate ponds. As per the *Golder 'Leachate Plan for Banksia Road Landfill Table 9 P14 & 15 (Golder, March 2022)*, See Appendix 4, leachate levels in the Landfill Cells with sumps will continue to be monitored weekly. If impacts are observed, then the **Leachate Reticulation System** trickle flow will be reduced.

Landfill Gas Management:

As described above the impacts on the Landfill Gas System of the proposed Leachate Reticulation System are expected to be all positive however again the normal landfill gas management regime will inform any changes. Each individual Vertical Well is monitored at a minimum monthly for gas composition and flow as per Table 19 of the DWER Licence L8904/2015 29th October amendment and when any Leachate Reticulation Systems are commissioned this will be even more frequent until steady state performance has been fully established.

10.0 References

Golder 2022 Golder Associates, *Leachate Plan for Banksia Road Landfill*, Report No.PS130251-003-R-Rev0, dated 30th March 2022.

Submitted to DWER in full as part of 'DWER Licence Amendment October 2021-Condition 52' Submitted 31st March 2022. Appendix 4 contains a Snip of Table 9 of this document.

Rasapoor 2020 Rasapoor M., Young B, Brar R., Baroutian S., Energy Conversion and Management Jan 2020 V216 pp 112947, *Enhancement of landfill gas generation from aged waste by a combination of moisture adjustment and application of biochar and neutral red additives: A field-scale study*, Department of Chemical & Materials Engineering, Faculty of Engineering, The University of Auckland, Auckland, New Zealand in conjunction with EnviroWaste Services Limited, Auckland, New Zealand. Available from US Department of Agriculture -PubAg website or also available in the FUEL 283 (2021) Journal, Elsevier publishing, [accessed online] at <https://www.sciencedirect.com/science/article/abs/pii/S0016236120319281>

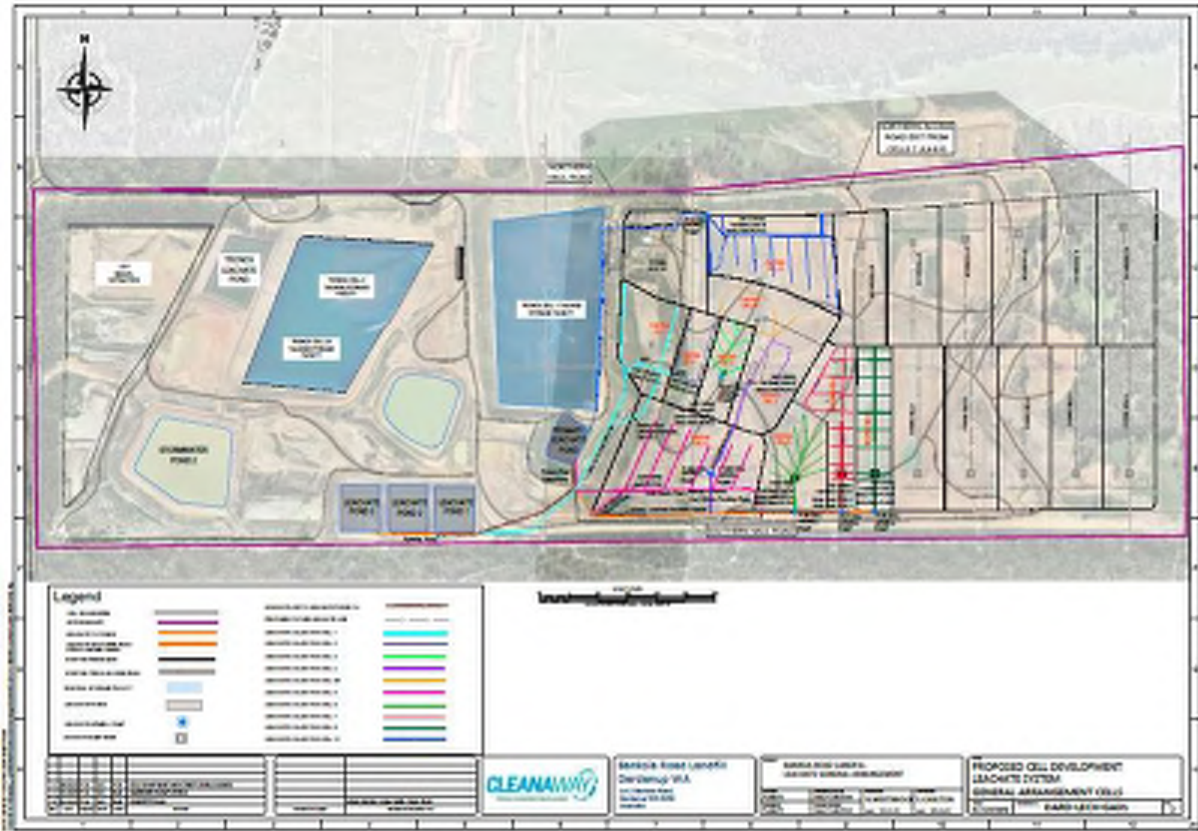
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Submitted to DWER in full as part of 'Banksia Road Landfill Capping Stage 1,2 & 5 DWER Licence Amendment Application Supporting Document – IW Projects' as Appendix 9 of that document.

Appendix 1

Leachate General Arrangement Drawing -DARD-LECH-GA01, Rev 2 30th March 2022



Appendix 2

FUEL Journal 283 (2021) 118932

Enhancement of landfill gas generation from aged waste by a combination of moisture adjustment and application of biochar and neutral red additives: A field-scale study,

Paper by Rasapoor M., Young B, Brar R., Baroutian S.

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See following pages



Full Length Article

Enhancement of landfill gas generation from aged waste by a combination of moisture adjustment and application of biochar and neutral red additives: A field-scale study

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ABSTRACT

Many landfills suffer from a sharp drop in landfill gas generation after an initial period of gas generation. A field-scale study was conducted to investigate the effects of moisture adjustment using stormwater and compost leachate, and additives (neutral red and biochar) on landfill gas quality and quantity. Five different gas wells and five vertical leachate-infiltration wells were drilled to implement moisture addition treatments. During 20 weeks of field study, addition of compost leachate resulted in a significant landfill settlement (24 cm). Mixture of leachate and biochar increased the rate of landfill gas generation at the start of the experiment and increased the total gas flow rate by more than 2.8 times. Neutral red diluted with compost leachate decreased the rate of landfill gas generation compared to pure leachate, but it resulted in more stable landfill gas generation at the end of the experiment. Application of neutral red and biochar additives maximised the methane content to 60.2% and 59.3% of the total landfill gas volume, respectively. However, O₂ reached zero for all the liquid-added wells and then increased at the end of the experiment. Temperature and CO content increased for all the liquid-added experiments due to the higher degradation rate compared to the control experiment. Moisture adjustment significantly increased the gas wells' radius of influence. The maximum radius of influence was 36 m for neutral red application. Biochar mixed with leachate showed the least impact on the radius of influence because of the insolubility of biochar in leachate.

1. Introduction

Landfilling is one of the main strategies for waste disposal and management globally due to the ease of operation and good economics [1]. However, although implementation of waste reduction, recycling, and transformation technologies have gained more attention, the disposal of municipal solid waste (MSW) in landfills is still one of the critical components of an integrated solid-waste-management strategy [2,3].

Conventional sanitary anaerobic landfills consist of components such as landfill cells, sealant materials to prevent leachate percolation, leachate collection and transfer pipes, gas vents, and intermediate and final cover to create and maintain anaerobic conditions in the landfill site. MSW stabilization in such conditions is not considered significant,

which can cause risks to human health and the environment [2,4]. Also, in anaerobic landfills, due to the application of impermeable layers as a final cover, moisture cannot percolate to the MSW layers, which is essential for biodegradation of organic fractions. Therefore, many landfills perform as a temporary storage site for limited degradation. As soon as the landfill cover and liners fail and allow moisture to enter, gas and leachate can start to generate and create adverse environmental impacts [5].

So far, many technologies have been proposed, developed, and examined to increase the stabilization of MSW in landfill sites. For instance, air injection and leachate recirculation are the two commonly used methods for accelerating waste stabilization via moisture enhancement and simulating microbial activity [6–8]. Leachate recirculation not only promotes MSW decomposition, it can increase

Abbreviations: AD, Anaerobic Digestion; COD, Chemical Oxygen Demand (mg/L); DIET, Direct Interspecies Electron Transfer; EC, Electrical conductivity (mS/m); LFG, Landfill Gas; MSW, Municipal Solid Waste; NR, Neutral Red; PVC, Polyvinyl chloride; US EPA, United States Environmental Protection Agency; VS, Volatile Solids (mg/L); *B*, Generated biogas after specific period of time (mL/g COD); *i*, Number of 1-year time increments up to *n* years; *j*, 0.1-year time increments; *k*, first-order decay-rate constant (day⁻¹); *l₀*, Methane potential-generation capacity (m³/tonne); *M_i*, MSW buried in the *i*th year (tonne)

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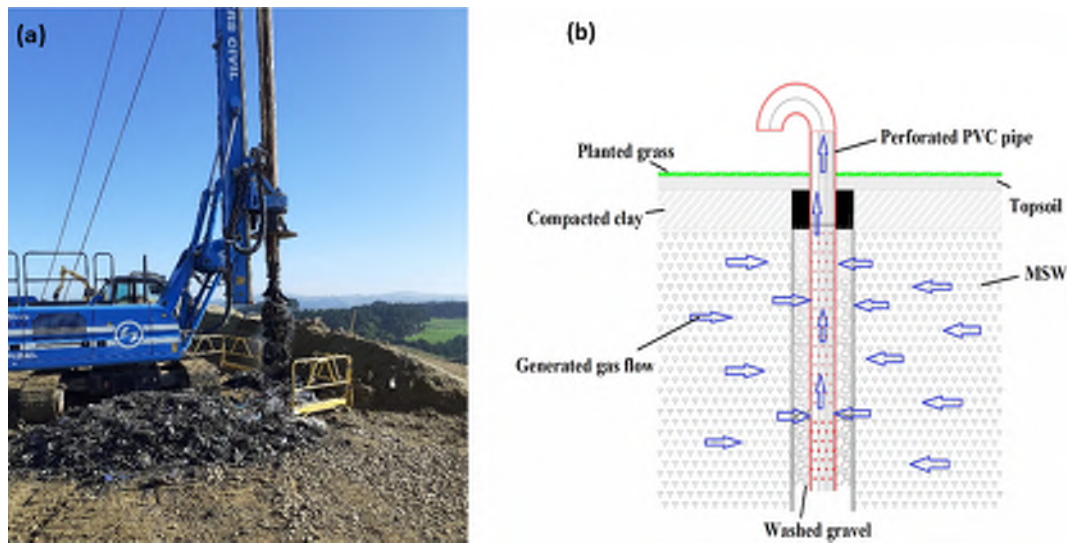


Fig. 1. Vertical gas well preparation before plugging it into the gas reticulation. (a) Drilling a gas well; (b) a schematic of a completed gas well.

landfill gas (LFG) generation, improve landfill settlement, and reduce landfill post-closure care [9,10]. Moisture is commonly added to landfills by landfill leachate recirculation, compost leachate, supplemental liquids including stormwater, gas condensate, and solidified liquid waste [10,11]. The effects of different moisture-addition strategies involving the amount, type, and frequency of addition have been analysed previously [11,12]. However, landfills are considered as a heterogeneous system with spatial and temporal changes in moisture content, MSW composition, and temperature. Therefore, LFG which can be captured from landfills can show temporal and spatial variability that reflect variability in moisture enhancement strategies [13,14].

Moisture enhancement can help microbes to be more active in landfills, to generate extra LFG. However, employing other strategies combined with moisture addition can prepare all the favourable conditions for microorganisms to generate gas [15–17]. For example, enzymatic augmentation to degrade biopolymers, such as lignin-rich MSW to increase the amount of energy recovery from waste, has been reported [18,19]. However, using enzymes, especially in a bioreactor landfill, has not always been successful in terms of LFG generation [20]. Carbonaceous additives such as activated carbon and biochar have proven to be effective on biogas generation, not only by preparing the surface to attach microbes, but also it was shown that biochar can adsorb ammonia nitrogen in the anaerobic media [21]. Apart from carbonaceous additives, recently application of neutral red (NR) has shown positive effects on LFG-generation quantity and quality [15,22]. Neutral red promotes direct interspecies electron transfer (DIET) in the anaerobic digestion (AD) media between organic-oxidation bacteria or acetate-oxidation bacteria and methanogenic archaea without the interference of the main electron carriers such as hydrogen and formate [15]. Three types of DIET mechanisms have been identified such as conductive pili, electron transport via proteins and electron transfer via conductive materials. Direct interspecies electron transfer can occur through direct contact between the electron acceptor and protein on the outer-membrane surface [14]. NR addition to a media will impact fermenting organisms by changing the metabolic pathway. Methane production, by reducing carbon dioxide, may happen when NR introduces to the anaerobic media by facilitating linking between electron donors with a proton-translocating electron-transport chain [14]. An improvement in LFG quality by increasing methane generation happens via reducing CO_2 by linking electron donors with a proton-translocating electron-transport chain [23]. Beckmann et al. (2016) reported a 5–10-fold increase in biogas generation using NR in a coal mine. They suggested that NR capability to transfer electrons from organics to methanogens during the last phase of the AD process is the main reason for

boosting gas generation [22]. Previous study on the effect of NR on fresh organic MSW suggested that NR has significant potential to increase LFG generation in landfill sites. A low concentration of NR (70 mg/L) diluted in leachate can be easily used in landfills via leachate recirculation and the results of the study confirmed that it can be beneficial for landfill owners [15].

Although some of the previous studies indicated the importance of the moisture enhancement in landfill sites via leachate recirculation, the current study, aimed to implement the proposed approaches and analyse the results differently. 1- All the full-scale gas wells studied were evaluated from drilling, so MSW samples were collected and analysed in the laboratory in parallel to field study. 2- Two different additives (NR and biochar) were tested during the moisture enhancement programme to consider their effects on LFG-generation quality and quantity. 3- Two sources of liquids available in most of the landfill sites were used to evaluate the role of macro- and microelements and other chemical parameters on LFG generation.

2. Materials and methods

2.1. Materials

Samples of MSW for this research were collected from Hampton Downs landfill, which is one of the main landfill sites in New Zealand, located in the Waikato District. All the samples were obtained during the vertical gas-well-drilling programme to implement gas-collection wells. As the average depth of the gas wells is 20 m, MSW samples were chosen from four depths (5, 10, 15, and 20 m) to have a better understanding about the stage of digestion of the buried MSW. The average age of the MSW in this area of the landfill was 2 years old and the total time between drilling and filling the wells to connecting the wellheads to the gas-collection system took 2 weeks. Fig. 1 illustrates the implementation of one of the gas wells used for this study from the drilling to filling with washed gravel and PVC pipe before connecting to the central gas-collection system.

All the samples needed for laboratory analysis were collected from the drilling-rig auger, as shown in Fig. 1a, to make sure it had not been mixed with other materials and obtained from the mentioned depths. Then, MSW samples were transferred to the University of Auckland and kept in a freezer at $-18\text{ }^\circ\text{C}$ for anaerobic digestion analysis.

Additives such as NR and biochar had been successfully tested previously [15,21]. Neutral red (NR) is a synthetic phenazine composed of a tricyclic aromatic amine-containing double nitrogen atoms ($\text{C}_{15}\text{H}_{17}\text{ClN}_4$), with 288.78 g/mol formula weight and a pH between 6.8

Table 1
Electrical conductivity (EC) and surface characteristics of neutral red and biochar additives.

Additives	EC (mS/cm)	Specific surface area (m ² /g)	Pore Volume (cm ³ /g)
Neutral red	35 ± 0.8	0.37 ± 0.003	0.001 ± 0.0001
Biochar	0.14 ± 0.01	1.97 ± 0.009	0.006 ± 0.0001

Table 2
Chemical properties of stormwater and compost leachate.

Chemical analysis	Compost leachate	Stormwater
COD (mg/L)	2150 ± 170	210 ± 23
Ammonia nitrogen (mg/L)	190 ± 15	0.01 ± 0.008
pH	6.9 ± 0.07	5.1 ± 0.03
EC (mS/m)	810 ± 17	60.7 ± 8.6
Total phosphorus (mg/L)	22.3 ± 5.7	1.2 ± 0.1
Total nitrogen (mg/L)	220 ± 23	10.7 ± 1.3
Iron (mg/L)	9.3 ± 0.9	0.01 ± 0.002
Nickel (mg/L)	0.020 ± 0.05	< 0.0001

and 8. It was purchased from Sigma-Aldrich. The biochar additive used in this study was a commercial pine sawdust biochar produced by pyrolysis. The temperature during the pyrolysis is kept between 500 and 550 °C to maintain biochar's functional groups and improve the adsorption potential of the biochar [21]. Because biochar cannot be dissolved in water or leachate, we tried to use fine particles. A stainless 10- μ m-mesh sieve was used to separate the fine biochar for the treatment. Table 1 illustrates additives electrical conductivity and specific surface area.

Stormwater and compost leachate were used to adjust moisture content in the landfill. The chemical characteristics of the both liquids are presented in Table 2. The compost facility at Hampton Downs landfill site operates with green waste and source-separated food waste. Compost leachate and stormwater were collected from compost leachate and stormwater ponds close to the landfill trial area.

2.2. Trial area design

A part of the landfill was selected as a trial area for running the experiment. Five vertical gas wells were drilled (20 m depth and 70 m distance from each other) to minimize the interactive effects that might occur when applying vacuum during the operation. leachate-infiltration wells (6.5 m depth) were drilled within 10 m from each of the five selected gas wells as shown in Fig. 2.

The gas and leachate well layouts were chosen according to the physical and chemical analysis of the landfill MSW samples to minimize possible landfill slope failure. Injection of leachate can increase pore pressure inside landfills which may result in slope failure as reported previously in other landfills [24]. Two parameters in the design of leachate-infiltration wells are crucial to mitigate the leachate injection effects on slope failure: the horizontal distance between the leachate well and slope surface, and the distance between the leachate wells drilled in one area of a landfill [25]. The slope of the studied landfill was 1:3 and by considering the depth of the leachate wells, the horizontal distance between leachate wells and landfill slope was in the optimum range according to Feng et al.'s report [25]. Due to the dry conditions in the landfill at different depths, leachate and stormwater were delivered to the wells through gravity from the top of the landfill. Also, the horizontal distance between the leachate wells was more than 60 m which again reduced the impact of leachate outbreak [25].

2.3. Treatment trials

Due to the heterogeneous content of MSW in most of the landfill

site, it is difficult to make sure that moisture distributes uniformly in the landfill after adding liquid to the landfill site. Moisture content in the trial area was 30% (wt.%) on average for all the studied gas wells. It was attempted to increase the initial moisture content to up to 45% (wt.%) which is recommended by United States Environmental Protection Agency (US EPA) for more efficient LFG generation [26].

Fig. 3a shows the impact zone of leachate in vertical gas wells from the top to the bottom of a landfill when the percolated leachate is collected via leachate collection pipes at the base of the landfill. During moisture addition, liquid flows downward inside the landfill and spreads widely prior to reaching the leachate collection wells. The shape of the leachate impact zone is directly related to vertical and horizontal hydraulic conductivity and in most cases the pattern is similar to Fig. 3a [9,25]. Therefore, in this study, the maximum leachate radius of expansion is targeted at 8 m from the leachate-infiltration wells' centre and to 13 m depth, close to the total depth of the gas wells. Based on that, the moisture addition starts with 4 m³/day at the beginning of the experiment for two consecutive months. Fig. 3b shows the liquid-addition method using a filled 1 m³ bulk container.

Stormwater and compost leachate were used to enhance moisture content in the landfill. Five leachate-infiltration wells were drilled close to the new drilled gas wells as described in Fig. 2. A gas sampling port was installed for each leachate-infiltration well to monitor the pressure during the experiment. The first leachate-infiltration well and gas well were used as a control experiment. Thus, only gas pressure was monitored from the leachate well, but all LFG quantities and qualities were monitored during the study from the gas control well. The second leachate-infiltration well was used for adding stormwater. The third one was devoted to compost leachate. The fourth and fifth leachate-infiltration wells were designated to compost leachate, with NR and biochar mixed with compost leachate, respectively. The moisture content was almost the same for all the gas wells, and as a result, the liquid flow rates were the same for all leachate-infiltration wells. Neutral red (70 mg/L in compost leachate) and biochar additive (20 g/L in compost leachate) were added as suggested by previous works [15,21,27].

2.4. Anaerobic digestion

All the collected MSW samples from various drilled wells were digested in laboratory-scale anaerobic digesters fabricated for this study. All the specifications of the digesters have been previously explained [21,28]. At the laboratory scale, an attempt was made to simulate the landfill conditions to calculate the first-order decay rate for waste collected for each well. Stormwater and compost leachate collected from the landfill site were used to adjust the moisture content of MSW samples to 45% (wt.%). Biochar and NR, with the same concentrations as mentioned for the landfill study, were employed for the anaerobic digestion test. All the digesters were placed in an incubator for 30 days at 35 °C. The first-order decay model (Eq. (1)) was used to calculate the rate of organic degradation [24].

$$B = P \times (1 - \exp(-k \times t)) \quad (1)$$

2.5. LFG estimation

The U.S. EPA LandGem model was employed to estimate LFG generation in the landfill. In this model, the first-order decay rate (k) and potential of LFG generation (l_0) from MSW are crucial [29]. The LandGem model can estimate the LFG generation according to the Eq. (2).

$$Q = \sum_{i=1}^n \sum_{j=0.1}^1 kl_0 \frac{M_i}{10} \exp(-kt_{ij}) \quad (2)$$

Variables such as k and l_0 can be calculated via a first-order decay-rate model, as explained in Eq. (1) for all the experiments after the

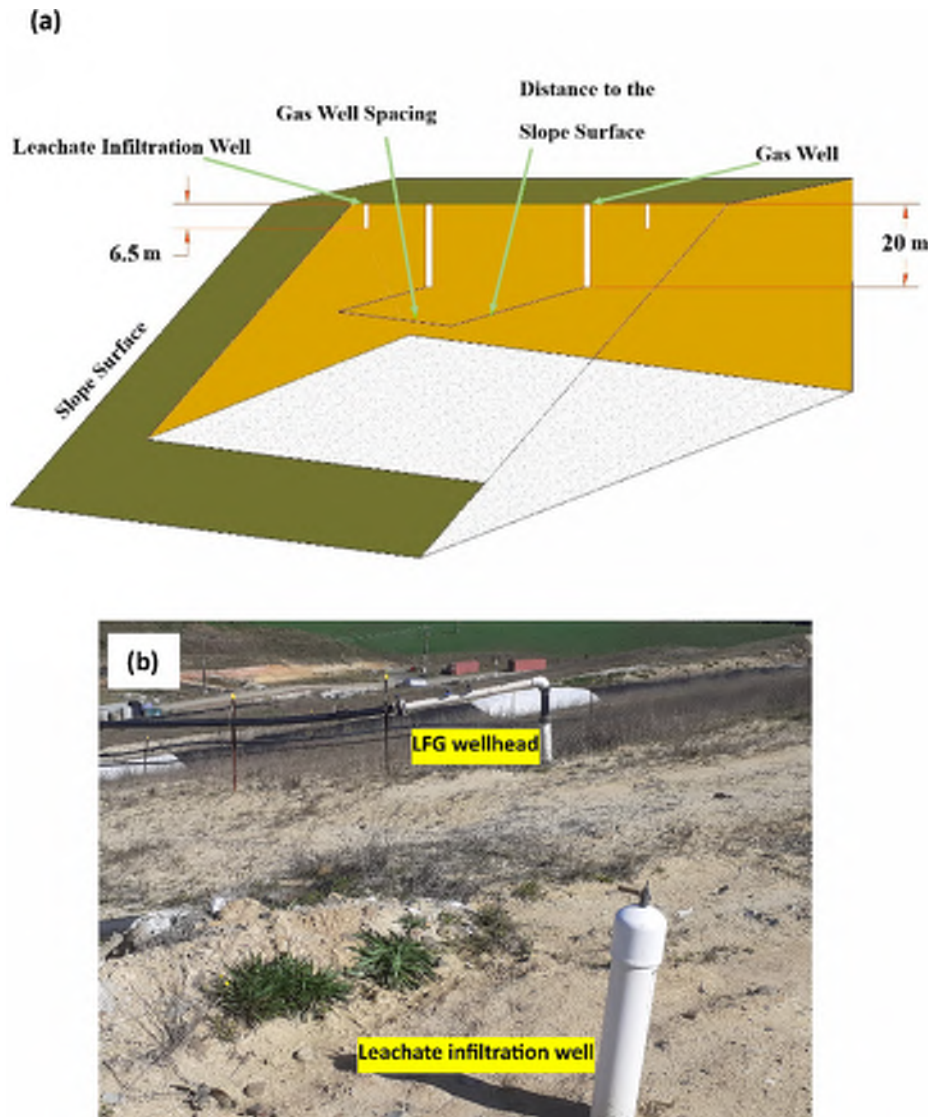


Fig. 2. Landfill trial area; gas and leachate well layouts. (a) a schematic of a trial area; (b) example of a leachate and LFG wellhead used in this study.

biogas-generation test. Then, these variables were substituted into Eq. (2) to calculate the LFG-generation potential for different gas wells. In LandGem model, k and l_0 were calculated according to MSW characteristics. Two separate MSW analyses were conducted each year on the site to make sure that LFG estimations are in agreement with the actual generation as much as possible. However, estimating the actual first-order decay numbers for each gas well depends on many physical and chemical parameters. As a result, all the k values were measured in the laboratory via the anaerobic digestion experiment to make sure the LFG estimations are much more accurate.

2.6. Radius of influence calculation

Many researchers have tried to measure the radius of influence based on numerical methods or by conducting a pumping test in the field [30–32]. Although both of these methods have proposed exciting results, which could be useful for landfill owners, many uncertainties still challenge the prediction of a certain radius of influence for landfill sites [33]. Parameters such as extraction vacuum, MSW gas permeability, landfill-cover thickness, and the extraction well depth can directly change the radius of influence in the field [34]. Thus, finding a method to calculate the radius of extraction based on the landfill-gas-collected data can mitigate the role of uncertainties with all the

mentioned parameters. Eq. (2) can calculate the potential of LFG generation for MSW. Therefore, by having the actual LFG captured and recorded from the landfill, and the data needed for the LandGem model to estimate LFG generation, the radius of influence was calculated. As proposed earlier, the influence of the extraction wells is assumed to be cylindrical around each gas well [35]. Thus, knowing the LFG generation, the model gives us the tonnage of the MSW affected by the gas well according to Eq. (2). The radius of influence can be calculated when the affected volume is assumed to be cylindrical and by knowing the depth and bulk density of the buried MSW in the landfill. Laboratory analysis was done immediately before running the experiment; thus, the results of the model were more accurate than just relying on the refuse data composition to calculate the first-order decay rate, according to previous study [21].

2.7. Landfill settlement measurement

Scale pegs were used to measure landfill settlement around each gas well. Two radii of 5 m and 10 m were considered to measure landfill settlement during the experiment. Within each radius, three pegs with the same distance apart were used, and finally, the average of changes was reported. Fig. 4 shows the layout of the pegs used to measure the settlements around the gas wells. Wooden pegs were implanted up to

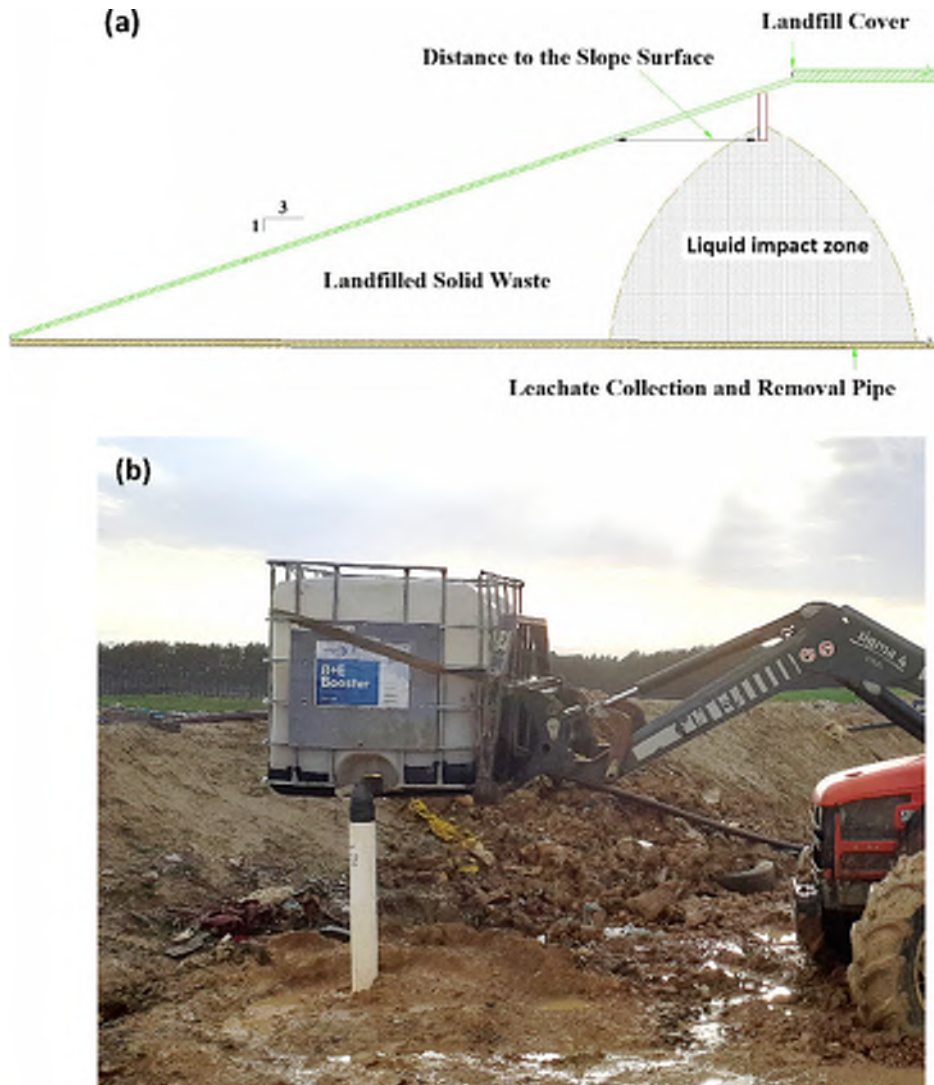


Fig. 3. Moisture addition to the leachate well; (a) pattern of leachate distribution, (b) method used to add liquid.

the half of the total length (50 cm), and then each week the changes in the surface settlement were recorded.

2.8. Analysis

Moisture content was measured by drying the samples at 105 °C in an oven for 24 h to determine the moisture loss. The difference between the weight of moisture loss and weight of moist MSW shows the moisture content [36]. Volatile solids were determined using method

number 1684 of the USEPA (2001) manual [37]. A dichromate digestion method was followed for COD analysis using HACH test kits, and a spectrophotometer (Hatch, DR 3900). Similarly, the ammonia–nitrogen content was analysed with a HACH test kit for high range ammonia–nitrogen content materials and then evaluated by a HACH DR 3900 [38].

All temperature ranges discussed in this study are gas temperatures measured from gas wellhead sampling ports via a thermometer equipped with a probe. The gas flow rate was measured via flow meter

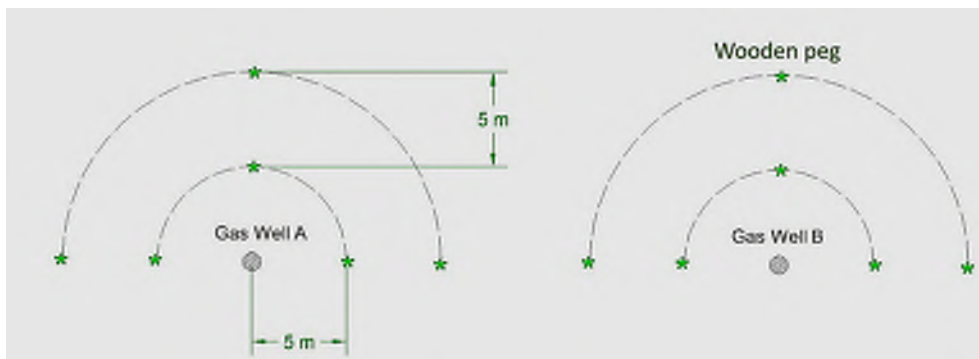


Fig. 4. Wooden pegs used to measure settlement around the gas wells.

(Mini air 2 Schiltknecht) by calculating the gas flow velocity and multiply that to the gas pipe conversion factor. Gas well pressure was checked with a digital manometer (Summit 635). And finally, gas-quality measurements were recorded at the gas port located on the wellhead, using a gas analyser (GEMTM 5000). With using gas analyser it was possible to check captured gas qualities such as CH₄, CO₂, CO, and O₂.

3. Results and discussions

3.1. Effects of treatments on LFG quantity

The actual LFG generation from the five gas wells was investigated for 5 months to evaluate the impact of different treatments on gas generation. All the gas wells were selected from the same area to minimize the differences in the physical and chemical parameters of MSW, which could affect LFG generation. For instance, the most critical setting for this study (initial moisture content) was 30 wt% on average across the depths for almost all gas wells according to the samples collected during the drilling programme. However, the VS contents were between 60 wt% and 65 wt% on average across the gas well depths.

After completing the gas-well drilling, installing the vertical pipes, capping with plastic and clay, and plugging into the system, all the gas wells were monitored daily. The primary purpose for daily monitoring was giving the gas wells time to reach a steady rate in terms of LFG generation. Fig. 5 shows changes in LFG generation for the five gas wells during 30 days monitoring based on 50 wt% methane content. For almost all gas wells, the generation rate increased to some extent and then levelled off. However, the final flow rate was different for all gas wells due to the heterogeneous nature of the landfilled MSW.

After a month of generation, the treatment experiment began by increasing the moisture content via different methods. Fig. 6a illustrates the gas generation trends for different treatments versus the control gas well, based on 50 wt% methane content. Pressure changes in leachate-infiltration pipes were monitored to control the changes in the gas generation more accurately (Fig. 6b). Prior to the experiment, all the gas wells had a negative pressure (vacuum). This vacuum was applied by the neighbouring gas well or the monitored gas wells. As is clear from Fig. 6b, all the leachate-infiltration wells experienced positive pressure except the control. Positive pressures were generated due to pressure build-up in the wells under the effect of LFG generation.

Therefore, monitoring this pressure could be very informative to evaluate the relationship between moisture content and LFG generation.

During the experiment, the control leachate-infiltration wells was used for pressure monitoring only, but changes in the LFG flow rate were monitored the same as for the other gas wells. As shown in Fig. 6 a, a significant reduction in the gas generation occurred over 5 months. Many other gas wells in the landfill site have had suffered the same fate due to the low moisture content. It is worth mentioning that the experiment started in October and continued until April. During these months, New Zealand usually experiences its highest temperatures and, consequently, its highest evaporation rates [39]. Also, field results from the landfill suggested that 3 years after landfilling, the moisture content can drop to < 25%. The sharp reduction in LFG generation is highly likely due to the low moisture content. The maximum amount of LFG is expected to be generated when the moisture content is between 40 wt% and 45 wt%, and by reducing the moisture content, the degradation process would be affected [40]. Pressure for the control infiltration pipe remained in a negative mode for the whole experiment. This is another indication that gas generation was very low near to the control gas well.

The effect of stormwater on gas generation was evaluated compared to the composting leachate. The results suggested that the rate of LFG generation was lower than all compost-leachate treatments but using stormwater resulted in the most consistency in gas generation even 3 months after terminating the addition of moisture. It took 7 weeks to observe the first positive pressure (indicating that excess gas starts to generate around the gas well) in the stormwater infiltration wells. This was the longest time compared to all composting-leachate treatments. The main reason for slow gas generation can be attributed to the low pH value of stormwater (Table 2). Other studies have reported similarly, that the AD process can be hindered at pH 5 [41,42]. An optimum range of pH for methanogenic reactions is 6.5–7.4 [42].

Compost leachate was the main liquid used in this study. It was selected for its optimum chemical properties. The high concentration of ammonia nitrogen in MSW leachate can be toxic for microbial activities and can completely inhibit the AD process [43]. However, an ammonia-nitrogen concentration ranging from 50 mg/L to 200 mg/L is critical for the improvement of the AD process [44]. Accordingly, using compost leachate had a significant effect on LFG flow rate. After a month delivering leachate to the compost-leachate-infiltration well, the LFG flow rate increased sharply. However, positive pressure was only observed after five weeks. Another positive relationship observed was between the pressure reading on the leachate well and excess gas generation.

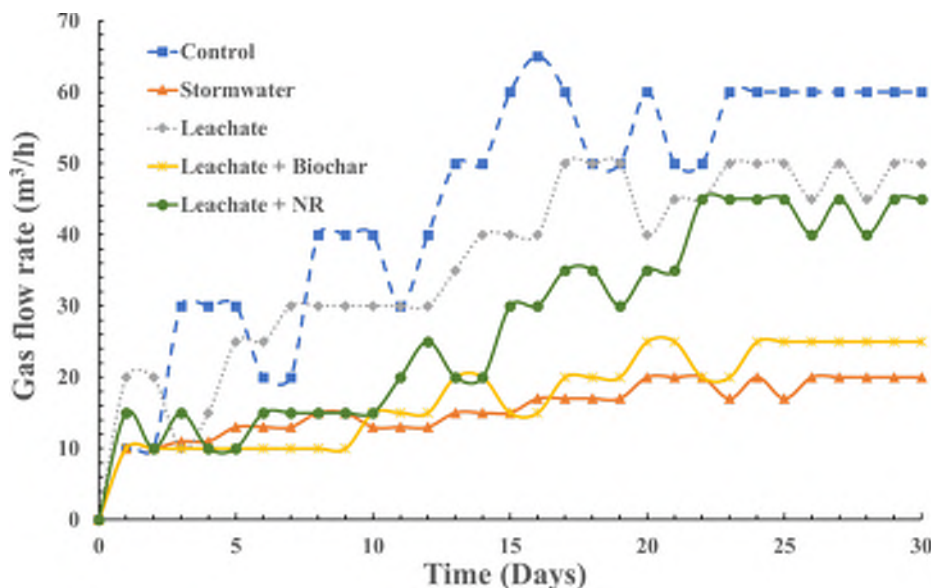


Fig. 5. Variations in gas flow rate during the 30 days stabilization period.

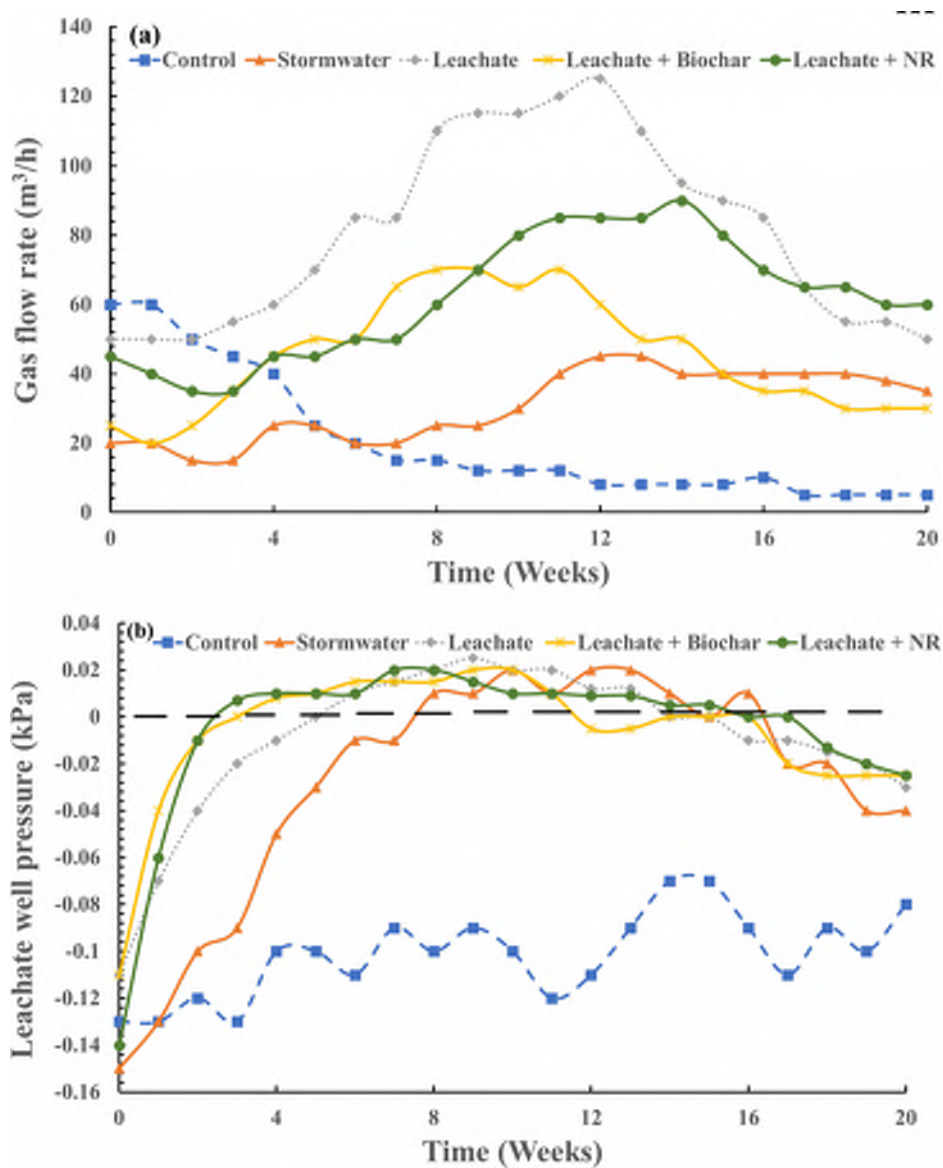


Fig. 6. LFG generation during the experiment; (a) Gas-flow rate, (b) leachate well-pressure changes.

Using compost leachate could probably help to adjust the balance of macro- and microelements in the landfill. Hussein et al. suggested that using a COD: N: P ratio of 100:1:0.1 can improve the AD process [45]. Iron and nickel are the most important microelements need for boosting microbial activities [15,46] and can be added to the landfill via compost-leachate recirculation.

Both additives used in this study showed promising results. Biochar can improve the rate of digestion in the landfill faster than other treatments in the first two months. According to previous work, 20 g/L pine-sawdust-derived biochar could increase the decomposition rate in the AD process [21]. The same effect was observed in the field-scale study. Amongst all the treatments, biochar-enhanced leachate was able to increase the rate of generation only 3 weeks after the first leachate addition to the well. The main reason for that is the high alkalinity of biochar which can mitigate the toxic impact of high organic-acid generation during the first step of digestion (hydrolysis process) [47,48]. Apart from biochar, adding dilute NR with compost leachate can be an effective strategy to improve LFG-generation efficiency. However, similar to the laboratory-scale experiment [15], NR had no effect on biogas-generation rates. Using NR resulted in the highest final-to-initial LFG flow-rate ratio at the end of the experiment compared to the other

leachate treatments. Three months after terminating the addition of leachate, LFG generation decreased for the NR-added trial but not as sharply as other leachate experiments. This can be justified by the DIET-promoting properties of NR in the media. Direct interspecies electron transfer (DIET) is more efficient than hydrogen and formate as a typical electron carriers in the AD process [49]. This result suggests that in a landfill with a temporary liquid-addition programme, NR can be a beneficial additive.

The Results of this experiment suggest that adding compost leachate or other liquids can increase the gas generation, and excess gas generation continued one month longer after stopping leachate addition to the leachate-infiltration pipes in most cases. Therefore, moisture adjustment should be continued up to the time that all the potential VS has turned into gas.

Fig. 7 shows the cost-benefit of each experiment for over 20 weeks. Cost estimation was determined by including all fixed and variable costs from drilling to operation and LFG collection. Total revenue for each gas well was calculated by considering the electricity generation and carbon emission tax reduction via capturing more LFG. Average LFG generation for each gas well was 35 m³/h at the beginning of the trial. By considering the average rise or drop in gas generation for each

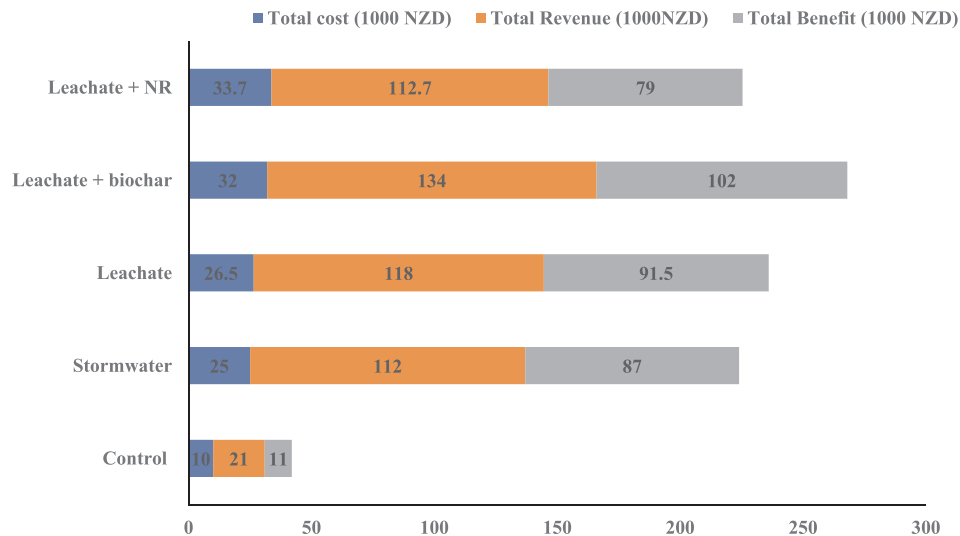


Fig. 7. Techno-economic analysis of implementing biochar and neutral red addition in landfill.

scenario, the total expected LFG was calculated.

As it is clear, employing liquid addition can make a significant difference in total benefits. However, among the liquids, biochar added leachate had the highest profits over five months of the experiment.

3.2. Effects of treatments on LFG quality

Apart from LFG quantity, a reliable gas composition is crucial for landfill sites as the quality of LFG indicates total gas-collection efficiency and dictates the maintenance costs of the gas-to-energy equipment in gas plants. In this study, the changes in methane, oxygen, carbon monoxide, and temperature have been analysed using different treatments.

The CH_4 content in LFG was monitored over five months after a steady-state condition had been achieved (Fig. 8a). For the control gas well, a significant reduction in CH_4 concentration was observed over the five-month period. This can indicate the importance of the optimum moisture content on CH_4 level. Methane production is closely connected with decomposition of the readily degradable fractions of MSW, and effective decomposition occurs when the optimum moisture content is achievable so microbes can efficiently decompose organic fractions [50]. It has been proven that low moisture content can reduce the activity of acetolactic methanogenic bacteria due to volatile-acid accumulation [51].

Increase in the landfill moisture content resulted in a complete change of the methane production trend. Five weeks after adding stormwater, the CH_4 concentration started to increase from its initial concentration and reached its maximum level after 13 weeks (57.3%). The main reason for that, apart from adjusting the volatile-solid accumulation, can be attributed to the reduction in ammonia-nitrogen-concentration under the effect of adding stormwater. For the studied landfill, the average ammonia-nitrogen content was more than 2500 mg/L which can inhibit the methanogen activity in a landfill [21]. Introducing stormwater could mitigate the toxic effect of high concentrations of ammonia nitrogen in favour of methane generation. Compost-leachate addition had the same effect as stormwater. However, the methane generation peaked at 57.9% in Week 11. This, again, can stem from adjusting the macro- and microelements in the landfill and introducing more microbes, as explained in the previous section.

Both additives showed promising results in methane-concentration peak values and the time that generation reached the highest point. Addition of neutral red diluted in compost leachate reached a peak of 60.2% of methane composition after seven weeks; however, the treatment with biochar added to compost-leachate caused methane

composition to hit a peak of 59.3% after 8 weeks. Both NR and biochar have a DIET-promoting effect which can improve the methane-generation efficiency in the AD process [15]. Neutral red addition to the anaerobic media would impact fermenting organisms via changing the metabolic pattern. It was reported that methane could be generated by reducing CO_2 when NR was added to the media [15]. This process can happen via linking electron donors with a proton-translocating electron-transport chain. The prior work suggested that in addition to DIET, using biochar could be influential for adsorbing ammonia nitrogen in a media to help methanogenesis bacteria to generate more CH_4 [21]. However, other carbonaceous additives such as activated carbon have more surface area than biochar but the non-polar surface of activated carbon, for instance, reduces its capacity to adsorb polar ammonia [52].

Fig. 8b illustrates O_2 concentration in the produced LFG under different treatments over the five month period. All the gas wells used for this study had the same covering design to make sure that the landfill is adequately sealed against O_2 intrusion. The main reason for a high oxygen concentration in LFG is an inadequate landfill cover in most landfills [53]. Before the steady-state condition, aerobic bacteria turn O_2 to CO_2 to prepare the media for anaerobic bacteria activity. As is clear from the trends, there is a considerable difference between the control gas well and the other gas wells in terms of oxygen content. The control well saw a mostly consistent increase in oxygen concentration; other wells experienced a drop off for weeks, and then oxygen increased to some extent. The presence of oxygen in the LFG can be attributed to air intrusion into the landfill due to a pressure difference [54]. A comparison between Figs. 6b and 8b shows the relationship between the pressure around the gas wells and the oxygen concentration. For all the liquid-treatment experiments, when the negative pressure changed to positive pressure, the oxygen trends decreased and reached zero. When the leachate and stormwater addition to the landfill was terminated, the oxygen concentration started to rise again.

One of the main concerns about implanting a bioreactor landfill is the potential for fire in the landfill due to the higher degradation of MSW compared to a conventional landfill [55]. Monitoring CO concentration in the LFG is a primary way to control possible fire [56]. Therefore, the changes in CO during the experiment were crucial. Concentrations exceeding 1,000 ppmv are indicative of surface combustion [56]. Fig. 8-c shows CO concentration for the experiments. The significant difference between the control gas well and others indicates the effect of moisture addition on CO concentration in the LFG. However, a study conducted by Bates concluded that bacteria do not commonly generate CO in landfills [57]. Generation of CO during CH_4 and CO_2 fermentation from acetate has been reported [58]. The results of

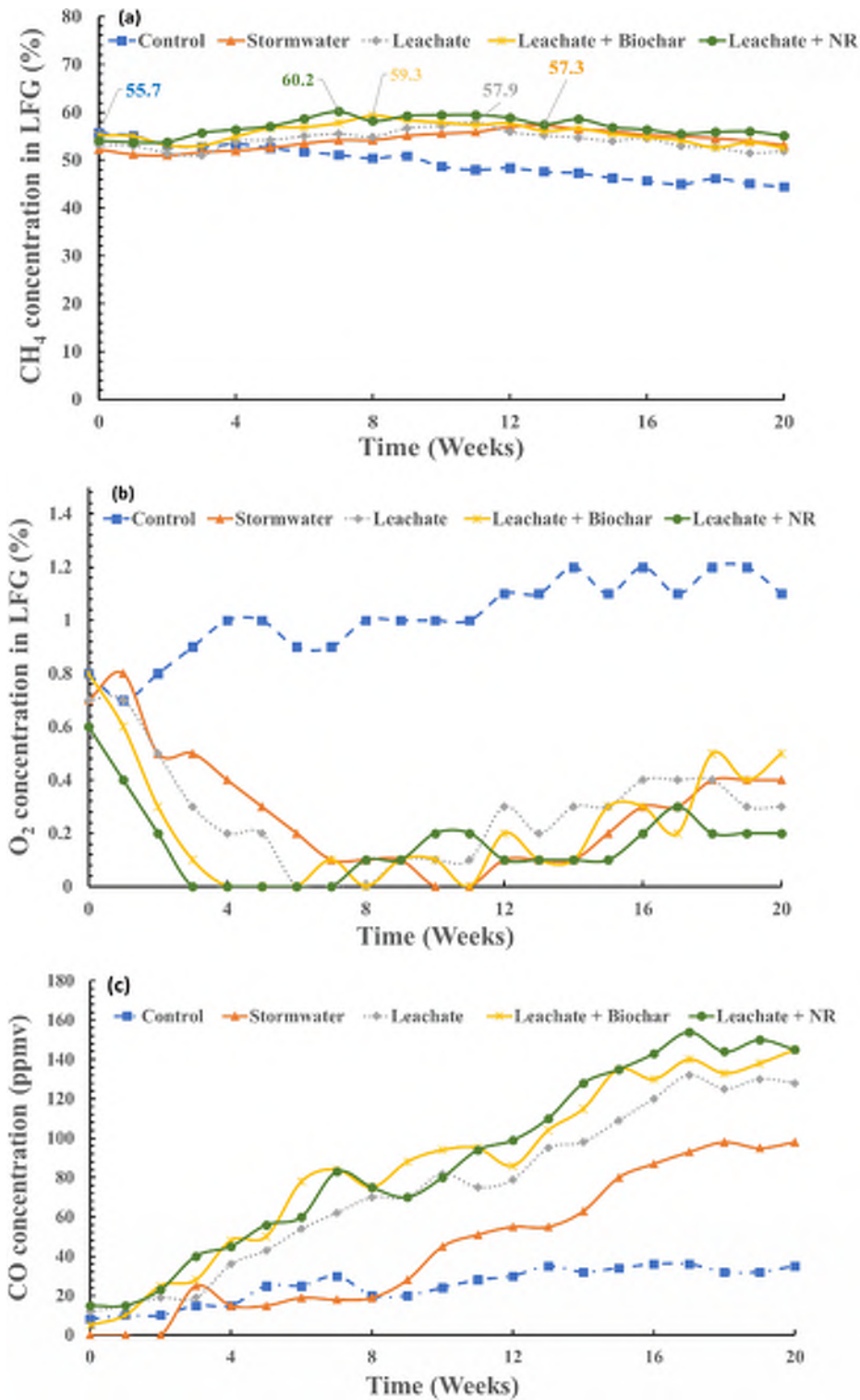


Fig. 8. Variations in LFG composition. (a) CH₄ content; (b) O₂ content; (c) CO content.

this study can confirm that biological degradation can increase the CO concentration in the LFG. For all treated gas wells, the CO concentrations increased significantly compared to the control well. Acetate-grown methanogenic bacteria play a vital role to produce CO in the AD process [59]. According to the LFG-generation trend, it is highly probable that the activities of the methanogenesis bacteria were higher in the treated wells compared to the control well. Therefore, more CO was produced in the treated gas wells during the experiment.

Another important finding was a higher rate of CO generation after

Week 13 for most of the treated gas wells compared to the control well. Two factors explain the elevated CO concentration in the landfill. Specific methanogenic archaea consume CO as a nutrient. Therefore, limiting the activity of these archaea can cause excess CO concentration in the media [60]. Other studies have shown the relationship between CH₄/CO₂ and CO levels, but for conventional landfills. They concluded that CH₄/CO₂ < 0.6 could trigger CO elevation [56,61]. A rapid increase in CO after Week 13 happened in this study for all the treated gas wells when the CH₄/CO₂ ratio dropped from 1.4 to 1.02 at the end of

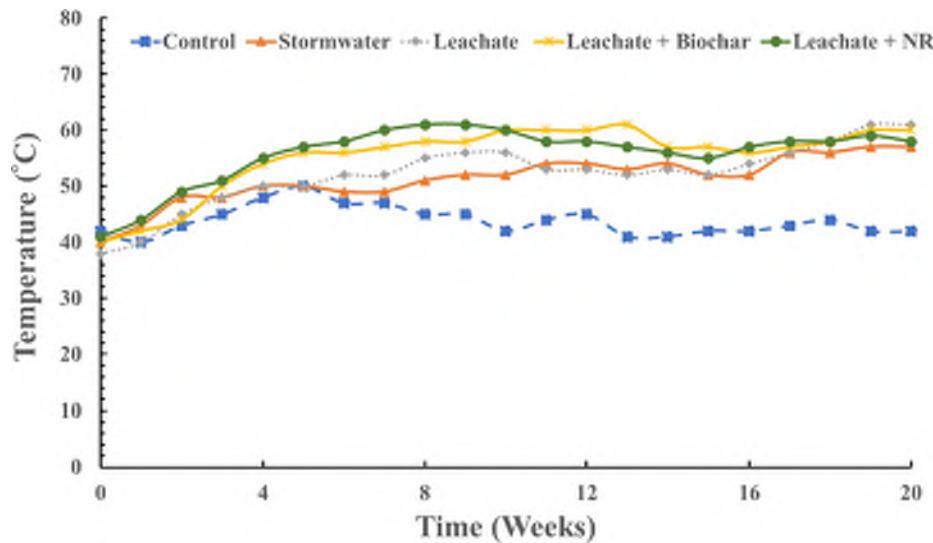


Fig. 9. Gas temperature changes during the experiments for all the treatments.

the experiment.

3.3. Effects of treatments on landfill temperature

The temperature inside a landfill can change due to biological activities and can also inhibit methanogenesis activities [62]. Therefore, it is essential to consistently monitor the landfill temperature and try to maintain it within an optimum range (35 °C to 55 °C) [63,64]. During the experiment, the ambient temperature at the landfill site was between 15 °C and 28 °C. However, ambient temperature has been proved to be ineffective on the bioreactor landfill temperature even in shallow depths [65]. Fig. 9 shows the gas temperature changes for all the treatments. Temperature profiles for the control and other treatments indicate four different stages from the initial to the final stage of the field monitoring.

In the first stage, the temperature increased sharply for almost all the treatment. During the first month, the increase in temperature can be related to the mixed aerobic and anaerobic degradation. This conclusion is based on both O₂ concentration and pressure around the gas wells. In the first month of the experiment, high oxygen in LFG composition and negative pressure of the leachate-infiltration wells showed that oxygen intrusion could happen. The sharp rise in temperature could be mostly attributed to aerobic reactions which can even reach more than 65 °C [66]. After a month, the temperature dropped for the control well and finally levelled off. This is due to the moisture-content reduction, which can affect both aerobic and anaerobic degradation. It means that even though the O₂ level was still high after the first month due to the low moisture content, neither aerobic microorganisms nor anaerobic microorganisms were active. For the liquid-added treatments, the story was entirely different. After a month of running the experiment, the increase in temperature continued but with a moderate rise compared to the first stage. The elevated temperature in this stage is due to the higher biological activities, as also shown in the gas-flow-rate figure. The optimum moisture content resulted in more degradation with a higher temperature range according to similar results reported earlier [65–67]. However, both additives raised the temperature higher compared to pure compost leachate and stormwater, confirming the fact that more degradation under the effects of additives caused higher levels of temperature in the landfill.

In the third stage for all treatments except the control (between Weeks 10 and 14), the landfill temperatures general trends started to decrease slightly. Considering the gas-generation trends, a drop in moisture content, after terminating the addition of leachate from Week 8, reduced the MSW degradation. As a result, the temperature profiles

dropped off. Interestingly, for all treated gas wells, the temperature again started to increase in a fourth stage. Oxygen rose for all gas wells, as shown in the Fig. 8b, and the increase in pressure differences, are most probably the reason for that [63]. As explained before, the higher pressure differences between the landfill and atmosphere can cause more potential air intrusion into the landfill if landfill cover was not well-sealed against air. The results can confirm the importance of landfill cover, which can cause an elevated temperature in landfills, and as a result, not only would reduce the potential of LFG capturing but make landfill fires inevitable [67].

3.4. Effects of treatment on landfill settlement

Solid-waste landfilling poses both short- and long-term settlement in the interaction of hydraulic, biodegradation, and mechanical phenomena [68]. Landfill settlement is an important marker of MSW stabilization. Short-term or preliminary settlement takes 1–3 months after MSW is put in place and results from the emission of pore water and gas, which cause deformation of the landfill skeleton [69]. Secondary or long-term settlement takes up to 10 years and mainly happens due to the biodegradation of MSW [69]. This study investigated secondary settlement under the effect of different treatments for 20 weeks.

Fig. 10 shows landfill settlement amounts and VS-reduction efficiency for different treatments. VS-reduction efficiency was calculated from samples collected across different depths during the gas-well-drilling programme on the landfill site.

Results of this study confirmed the positive correlation between the landfill settlement amounts and VS-reduction efficiency calculated based on the laboratory results. The control gas wells showed the least settlement in agreement with the lowest VS-reduction efficiency. Average moisture content for the control gas well was 30 wt% at the time of drilling and was expected to reduce more during the operation. However, for other gas wells, 45 wt% moisture content was targeted before running the experiment. Volatile solids (VS) at the start of experiment was 65% on average for almost all the five studied gas wells which is potentially high for biogas generation. According to Huang's study, 47% VS content for landfilled MSW is still high for LFG generation [70]. This could be an explanation for the very fast MSW settlements in this study compared to the other studies [69,70]. In addition, other authors' studies suggest that increasing the moisture content up to 45% can significantly ($p < 0.01$) increase the decomposition rate [40]. Using biochar as an additive showed a considerable increase in the decomposition rate for the collected MSW samples from the same landfill [21].

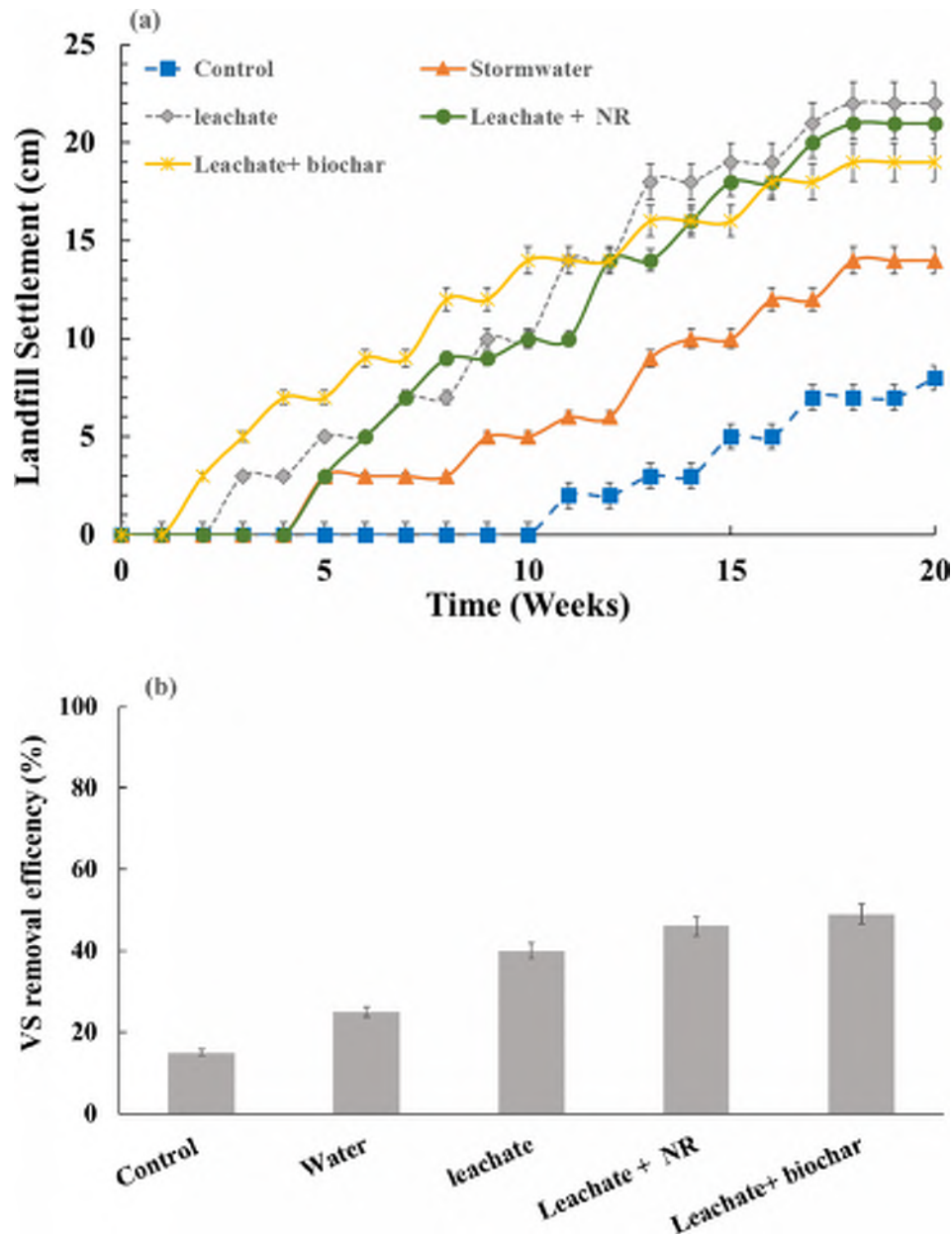


Fig. 10. MSW stabilisation in the landfill using different treatments; (a) Landfill settlement, (b) VS-removal efficiency (%).

Another finding from Fig. 10 is the difference in settlement results for water- and leachate-added locations. For all the leachate and leachate-mixed-with-additives treatments, the final results are in the same range. However, for the biochar-added treatment, the rate of settlement was higher in the first weeks of the experiment. This result is in agreement with the previous study which showed that 20 g/L pine-sawdust biochar additive can boost the decomposition rate [21]. For the water-added treatment, the settlement amount was significantly less than leachate-treatment experiments. This can be justified by higher microbial community and COD content (3000 mg/L) in compost-leachate samples which could be important for the AD process [70]. Also, using compost leachate can eliminate the negative impact of MSW leachate in terms of a high concentration of ammonia nitrogen and trigate microbes needed to generate more LFG [71].

3.5. Effects of treatments on radius of influence

One of the main factors which have a direct influence on LFG

capture from landfill sites is an efficient gas-collection design and implementation. In this part of the study, both laboratory and field data were used to calculate the radius of influence for every individual gas well used in this research. Many design parameters can affect LFG collection, but one of the most important design features is the radius of influence of every individual gas well. The radius of influence is an average radial distance in which a gas well can collect at least 90% of the generated LFG in a landfill site [30].

Fig. 11 a and b shows the cumulative flow rate for every individual gas well over 5 months and first-order decay rates across four depths measured in the laboratory, respectively. The first-order decay rate and potential of gas generation are the essential data needed for LFG estimation by the LandGem model.

The cumulative LFG generation and first-order decay rate data (Fig. 10) were used to calculate the radius of influence. The calculated radius of influence versus vacuum applied to each gas well is shown in Fig. 12. As is clear from the figure, the radius changes are shown in order from the least, 25 m for the control, to the maximum, 36 m for the

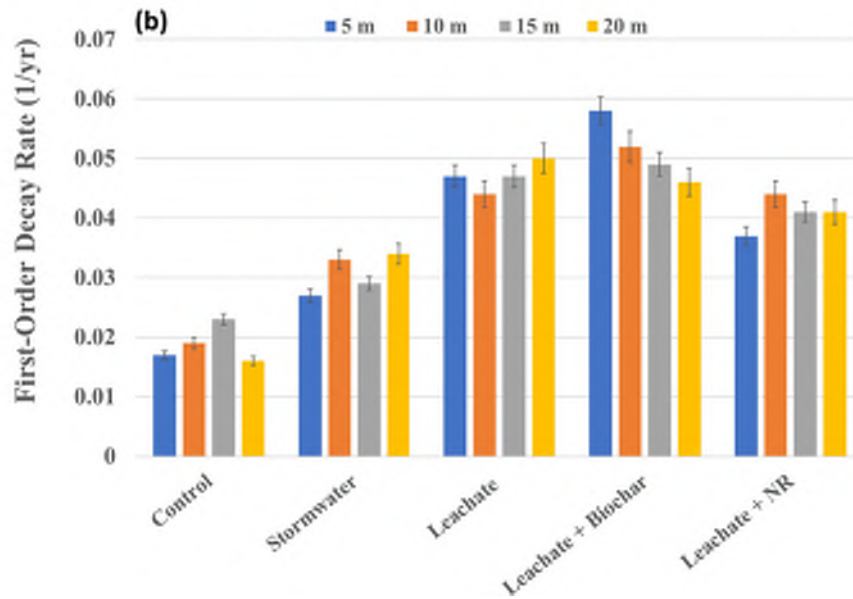
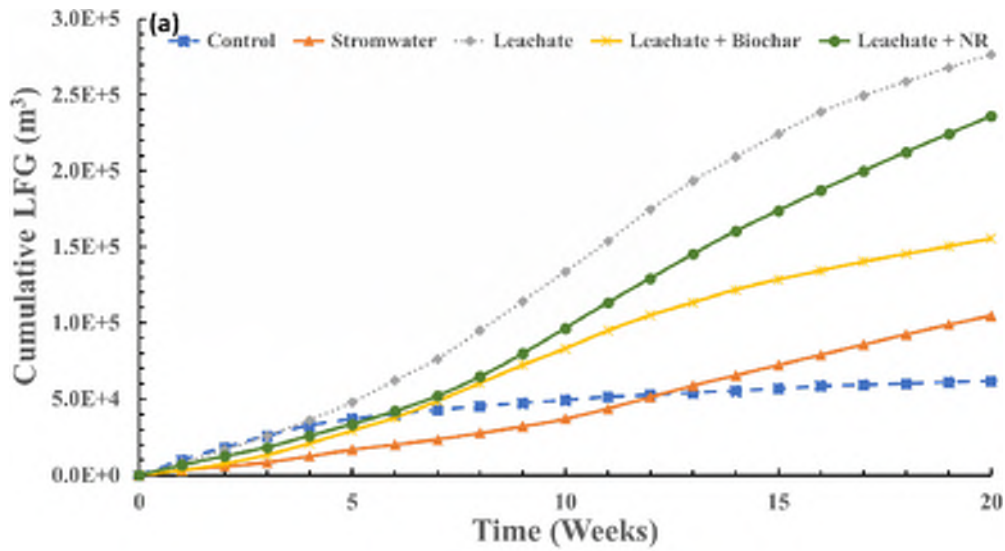


Fig. 11. Cumulative LFG generation (a) and average first-order decay-rate (b) for each gas well.

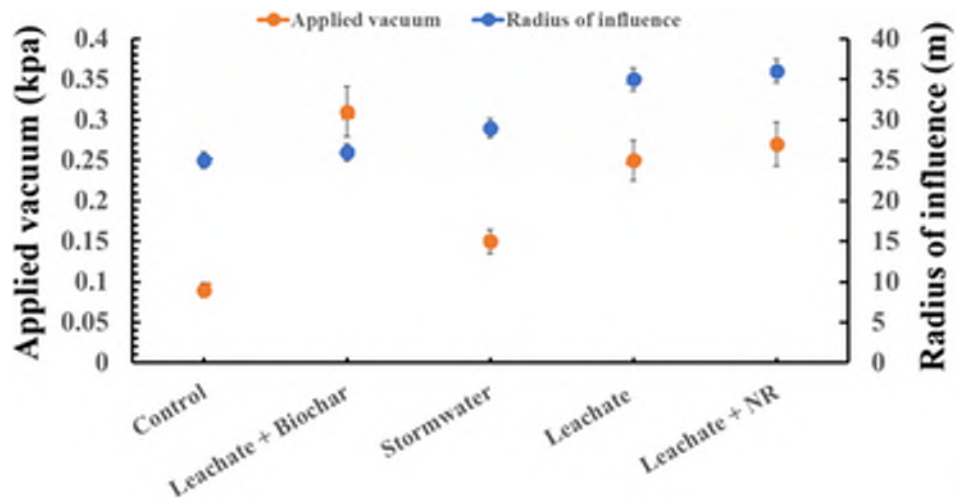


Fig. 12. Calculated radius of influence versus applied vacuum to each well from the gas plant.

NR diluted in leachate treatment. Using liquid was significantly effective in increasing the radius of influence ($p < 0.01$). Between all the parameters which are effective in expanding the radius of influence, applying the liquids could improve the permeability of LFG in the landfill similar to that reported before [34].

Another important finding was changing the vacuum applied to each gas well from the gas plant. It was expected that, by increasing the vacuum, the radius of influence would rise, which happened for all the treatments except for the biochar-added treatment. The effect of biochar added to leachate increased the LFG generation significantly, but its effect on the radius of influence was limited compared to the other liquid treatments. The most probable reason for that was biochar insolubility in leachate. Even with very fine particle size, it confined the radius of influence, despite its positive effect on LFG generation.

4. Conclusions

The results of this study indicate that moisture enhancement in landfill sites is critical for LFG management. Compost-leachate addition to the landfill shows a significant effect on VS reduction and landfill settlement, around 24 cm landfill settlement was recorded for treatment with biochar added to leachate. LFG generation was controlled by not only the gas wells but with changes in the vacuum pressure of the related leachate-infiltration wells. For all the treated gas wells, the vacuum pressure reached positive numbers due to the pressure build-up around the gas wells. Leachate compost, due to its chemical composition and microelements, generated more LFG than stormwater treatment regardless of additives. However, the rate of LFG generation at the start of the experiment was higher for biochar-added treatment, and NR-added treatment ended up with the least LFG drop after terminating leachate addition. Methane content peaked at 60.2% and 59.3% of total biogas generation when NR and biochar were used, respectively. For all the treated gas wells, O_2 dropped to zero during the peak of gas generation due to the pressure build-up, and again increased by reducing the LFG generation. Temperature changes fluctuated under the effect of both MSW degradation and O_2 content. Finally, the results of the study show that adding moisture to enhance moisture content could increase the radius of influence of gas wells, most probably because of the change in MSW particle size due to the degradation.

CRedit authorship contribution statement

M. Rasapoor: Methodology, Investigation, Validation, Writing - original draft. **B. Young:** Supervision, Writing - review & editing. **R. Brar:** Supervision, Resources. **S. Baroutian:** Conceptualization, Funding acquisition, Supervision, Writing - review & editing.

Declaration of Competing Interest

The authors declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in this paper.

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Appendix 3

Run Energy, *Banksia Road Construction Report – LFG System Installation*, Reference No. 54331.3./5310.2-12647, dated May 2022 a Snip of pages 131-139.

See following pages



Construction Daily Log

Customer	Cleanaway Waste Management Ltd
Job Location	Banksia Road Landfill
Site Address	Banksia Rd, Dardanup, Western Australia 6236 Australia
Team Lead	Phillip Coghill
Date	24-Mar-2022
Daily Log No	3530

Work Summary

Drill gas wells 63,62 and 61
Install Bentonite seal in gas wells 65, 64 and 63

Next Day Works Plan

Continue drilling gas wells

Installation

Item	Quantity/Length (no. or m) (tot)
No records found	

Out-of-Scope Works**Issues & Out-of-Scope Work**

Material Type	Item Description (lookup)	UOM (lookup)	Qty
No materials found			

Run Energy Personnel

Name	Vehicle #1 Reg No	Hours
Jordan McKay		11.50
TOT		11.50

Contractors

Company	Name	Hours
RAN Plumbing	Dennis Nash	11.50
RAN Plumbing	Russell Nash	11.50
RAN Plumbing	Dave Bongers	11.50
TOT		34.50

Equipment**Hire equipment**

Equipment Type	Equipment ID	Date On Hire	Date Off Hire
Lunch Room	BANK 126489	01-FEB-2022	28-APR-2022
Toilet	BANK 1050916	17-NOV-2021	28-APR-2022

Run Energy Equipment

Equipment Serial ID	Equipment Type	Equipment Model
No run locations found		

Photo

Description	Image
26-MAR-2022 (13 Photos)	
G063	
G063	

Description

Image

[Appendix ORD: 12.2.1A]

G063



G063



Description

Image

[Appendix ORD: 12.2.1A]

G063



G063



Description

Image

[Appendix ORD: 12.2.1A]

G063



G063



Description

Image

[Appendix ORD: 12.2.1A]

G062



G062



Description

Image

[Appendix ORD: 12.2.1A]

G062



G062



Description

Image

G062



[Appendix ORD: 12.2.1A]

Appendix 4

Golder Associates, *Leachate Plan for Banksia Road Landfill*, Report No.PS130251-003-R-Rev0, dated 30th March 2022 a snip of **Table 9 Pages 14 & 15** 'Action plan should freeboard in leachate ponds be **exceeded**' that cites weekly cell and pond leachate level review and the '*Leachate Reticulation System*' as an additional leachate control measure.

See below Table 9 from Page 14 & 15

Table 9: Action plan should freeboard levels in the leachate pond be exceeded

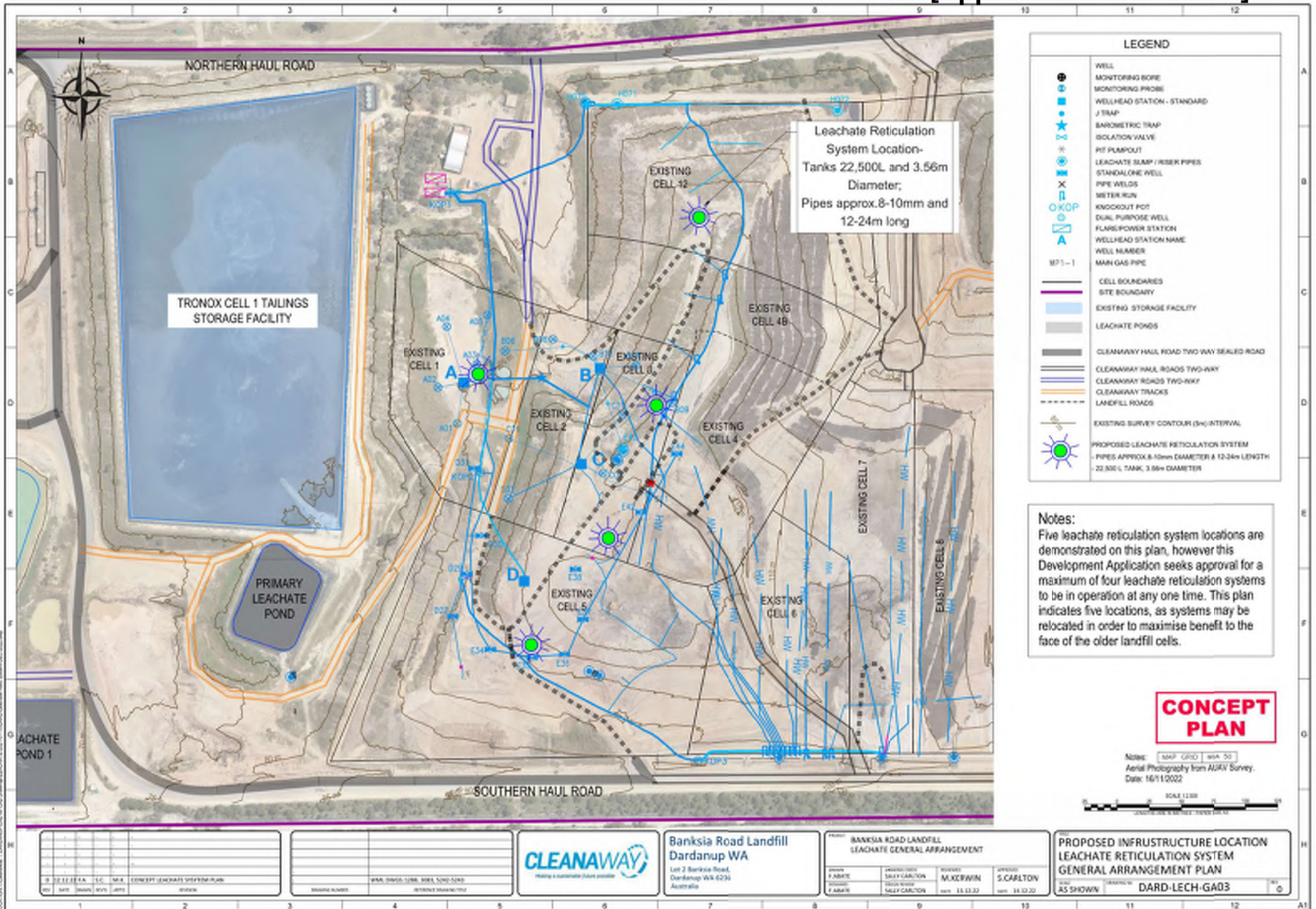
Leachate pond	Step	Description	Duration (until exceedance occurs in Week 0)
Primos Leachate Pond, Leachate Pond 1, 2 and 3	1	<p>Leachate reticulation from cells with exceedances to compliant cells using existing infrastructure (refer Table 2022a):</p> <ul style="list-style-type: none"> Use of sprinklers in all four leachate ponds to increase the volume of evaporation from these ponds. Leachate trucking to site for dust suppression in active cells and distribute leachate to improve the opportunity for dispersal via evaporation. 	4 Weeks (Week 1-4)

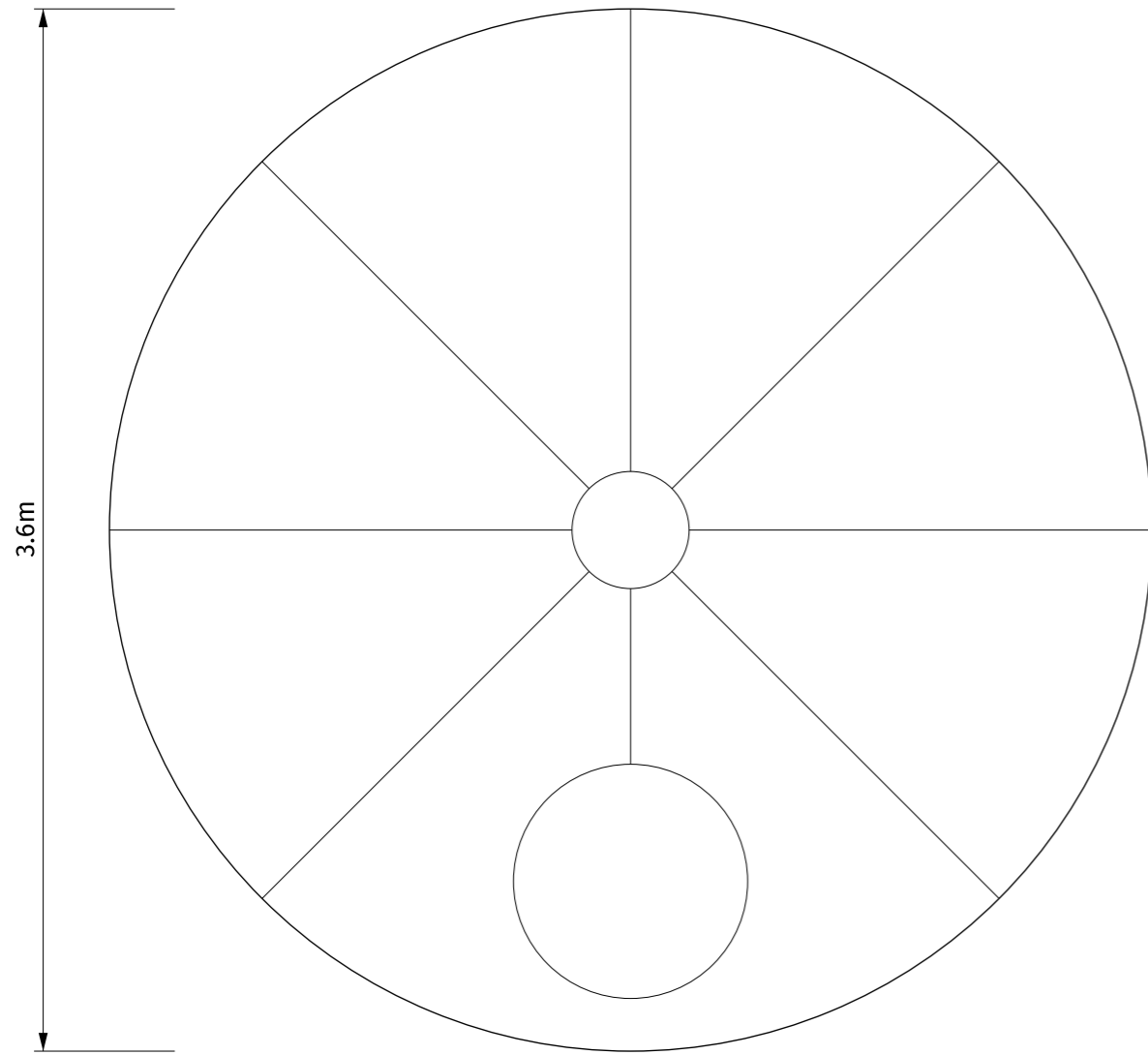


11 March 2022

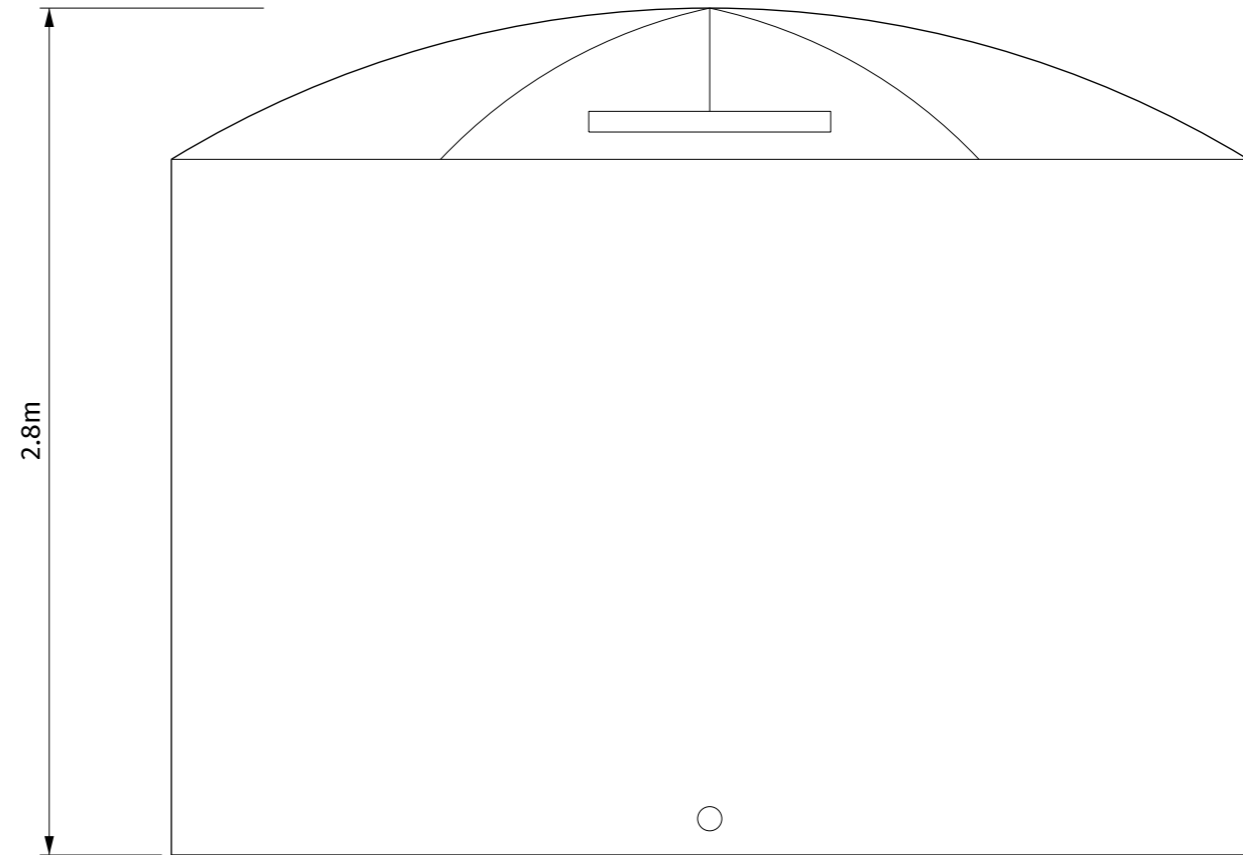
PS130251-003-R-Rev0

Leachate pond	Step	Description	Duration (until exceedance occurs in Week 0)
	2	<p>Consider and select additional leachate volume control measures for implementation. Potential measures under consideration include:</p> <ul style="list-style-type: none"> Installation of "Golder Discharge" leachate reticulation systems in compliant cells. Installation of (beneath) leachate evaporation system to enhance evaporation from leachate ponds. <p>Refer APPENDIX F for additional supporting information.</p>	Further 4 Weeks (Week 5-8) to select control measures
TDO Cell 2 Leachate Pond	1	<p>Leachate transfer from TDO cell with exceedances to compliant TDO cell or TDO Leachate Pond or increase removal rate of liquor by Tronox.</p>	4 Weeks (Week 1-4)





Top View



Side View

Notes:
 Volume: 22500L
 Height: 2.8m
 Diameter: 3.5m

All tanks are to be in muted colours to blend in with the surrounding landscape. No tanks will be constructed using reflective materials

LEACHATE RETICULATION TANK ELEVATION PLAN

Lot 2 Banksia Road, CROOKED BROOK

Plan No. | 22325-06
 Date | 10/01/23
 Drawn | NP
 Checked | MK
 Revision | A

BUNBURY OFFICE:
 21 Spencer Street,
 BUNBURY WA 6230
 T: 08 9792 6000
 E: bunbury@harleydykstra.com.au
 W: www.harleydykstra.com.au

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Scale | 1:25@A3



Harley Dykstra

PLANNING & SURVEY SOLUTIONS

From: Alice Pryse <Alice.Pryse@dph.wa.gov.au>
Sent: Wednesday, 18 January 2023 10:48 AM
To: Submissions Planning <Submissions@dardanup.wa.gov.au>
Cc: Ella Rafferty <Ella.Rafferty@dardanup.wa.gov.au>
Subject: RE: DA - Leachate Pond - Lot 2 Banksia Road

⚠ CAUTION: This email originated from outside the Shire of Dardanup. Do NOT click links or open attachments unless you recognize the sender and know the content is safe. Do NOT enter any username or passwords and report any suspicious content.

Dear Sir/Madam,

Thank you for your email in regards to an application for development approval for a Leachate Reticulation System at Lot 2 Banksia Road, Crooked Brook.

It is understood that the proposal is for the siting and operation of five 22,500L water tanks and associated piping, to be used as leachate reticulation systems.

The application has been assessed in accordance with the provisions of the Greater Bunbury Region Scheme (GBRS) with particular reference to the Notice of Resolution (RES2014/03) made under Clause 27.

DPLH does not have any objection to the proposed development in principle and would like to make the following comments:

Under the GBRS, the lot is zoned as Rural, and falls within the Strategic Minerals and Basic Raw Materials Resource Policy Area. The lot also abuts a Regional Open Space reserve. All of these conditions can require approval under the GBRS except in certain circumstances.

According to the Resolution made under clause 27 of the GBRS:

- Ancillary and incidental development on land abutting a Regional Open Space Reservation does not require approval provided it does not encroach onto the reservation and which in the opinion of the local government does not conflict with the purposes of the Regional Open Space Reservation stated in clause 10(a) of the GBRS (Schedule 1, Paragraph 2).
- Development in the Strategic Minerals and Basic Raw Materials Resource Policy Area that is compatible with mining or mineral extraction and would not adversely impact or be impacted by these activities does not require approval (Schedule 1, Paragraph 7).
- Development in the Rural Zone that is consistent with the purposes of the Rural Zone stated in clause 12(e) of the GBRS (Schedule 1, Paragraph 10).

As the proposal does not change any land use and is incidental to the predominant land use of Waste Disposal Facility under which the lot currently operates, a GBRS approval is not required under any of the above Paragraphs, unless the local government considers the proposed development is inconsistent with the purposes of the rural zone, strategic mineral resource policy area, and regional open space reservation, specified under Paragraphs 2, 7 and 10.

General Advice

The Greater Bunbury Region Scheme (GBRS), Resolution 2014/03 and Delegation 2014/01 detail the situations where a GBRS application will be required, and whether that decision is delegated to the local government. If after referral and assessment the local government believes a GBRS application is required to be determined by the Western Australian Planning Commission, or has any other queries relating to the GBRS, please contact the office to discuss on 9791 0577.

Kind regards,
Alice.

Alice Pryse
Planning Officer | Land Use Planning
Department of Planning, Lands and Heritage
140 William Street, Perth WA 6000



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Resource and Environmental Regulation

Your ref DAP-F0315923 ---- DAP-R1320777
Our ref A0084/202301
Enquiries Steven Batty — 9222 3104
Steven.BATTY@dmirs.wa.gov.au

Murray Connell
Executive Manager Development Services
Shire of Dandanup
Sent by Email — submissions@dandanup.wa.gov.au;
Murray.Connell@dandanup.wa.gov.au
PO Box 7016, EATON WA 6232

Dear Murray Connell

**SHIRE OF DANDANUP - APPLICATION FOR DEVELOPMENT APPROVAL -
LEACHATE RETICULATION SYSTEM - LOT 2 BANKSIA ROAD CROOKED BROOK**

Thank you for your letter dated 16 January 2023 inviting comment on the application for development approval for a Leachate Reticulation System at Lot 2 Banksia Road Crooked Brook in the Shire of Dandanup.

The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.

DMIRS lodges no objections to the above development application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S. Batty'.

Steven Batty
Senior Geologist
Mineral and Energy Resources Directorate
20 January 2023

Development Services 629 Newcastle Street Leederville WA 6007 PO Box 100 Leederville WA 6902 T (08) 9420 2099 F (08) 9420 3193



Your Ref: DAP-F0315923
Our Ref: DEV393016
Enquiries: Daniel Lawrence
Direct Tel: 9420 3257
Email: land.planning@watercorporation.com.au

03 February 2023

CEO
Shire Of Dardanup
1 Council Dr
EATON WA 6232

Re: Lot 2 Banksia Rd, Crooked Brook - Leachate Retic System

Thank you for your letter dated 16 January 2023

The proposed development does not appear to affect Water Corporation assets and therefore we have no objection to the proposal.

The information provided above is subject to review and may change. If the proposal has not proceeded within six months, it is recommended that the developer contacts us to confirm whether or not the above information is still valid.

Should you have any queries, please do not hesitate to contact the Enquiries Officer.

Daniel Lawrence
Senior Planner
DEVELOPMENT SERVICES

Murray Connell

From: Daniel Wong <daniel.wong@dwer.wa.gov.au>
Sent: Wednesday, 1 March 2023 11:35 AM
To: Murray Connell; Submissions Planning
Subject: Proposed Leachate Pond at Lot 2 Banksia Road Crooked Brook (DWER ref: PA 053815 , DWERVT10786~2 ; Shire ref: DAP-F0315923)

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: TARDIS

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1st March 2023

Our Reference: PA 053815 , DWERVT10786~2

To: Shire of Dardanup

Your ref: DAP-F0315923 , DAP-R1320777

From: Department of Water and Environmental Regulation

Attention: Murray Connell

RE: Proposed Leachate Pond at Lot 2 Banksia Road Crooked Brook

Dear Murray,

Thank you for providing the above Development Application (DA) for the Department of Water and Environmental Regulation (Department) to consider.

Prescribed premises

The proposal for a leachate reticulation system at Lot 2 Banksia Road is within the boundary of a Prescribed Premises, as per Schedule 1 of the *Environmental Protection Regulations 1987*.

The *Environmental Protection Act 1986* makes it an offence to undertake any work which causes a premises to become, or become capable of being, a Prescribed Premises unless the work is undertaken in accordance with a works approval.

It is also an offence under the EP Act to alter the nature and/or volume of any emissions, unless done so in accordance with a works approval or licence or a registration (for operation) is held for the premises.

The Department has received and is currently assessing a licence amendment for this proposal.

The Department has no objection to Development Approval.

Please contact Mr Steve Checker for on 97264198 for further inquiries regarding the licence amendment.

[Appendix ORD: 12.2.1C]

Contaminated Sites

As per the requirements under section 58(6)(b) of the *Contaminated Sites Act 2003* (CS Act), advice is required as to the suitability of the land for the proposed development.

The department understands that the development comprises a leachate reticulation system over an existing landfill cell footprint, with continuing land use of Lot 2 as a resource extraction area and landfill facility.

The department understands the objective of the leachate reticulation system is to enhance the biodegradation rate of landfill cell waste, comprising recirculation of leachate via the existing leachate collection system. It is also understood that the existing stormwater management system and landfill gas flaring provision will continue to be applied.

Land at Lot 2 on Diagram 65861 was classified under section 13 of the CS Act as '*possibly contaminated – investigation required*' on 28 May 2014 and a memorial (reference number M675551) was placed on the certificate of title.

The classification was based on groundwater monitoring results submitted by May 2014 which found that groundwater was potentially impacted by landfill leachate. The groundwater investigations were limited and were not intended to meet the standard required as outlined in the department's contaminated sites guidelines and the '*National Environment Protection (Assessment of Site Contamination) Measure 1999*'. Groundwater quality data is currently being monitored as per the Licensing provisions applied to Lot 2 under Part V of the *Environmental Protection Act 1986*.

Based on available information, and consistent with historical advice from the department, the site is considered suitable for the proposed leachate reticulation system development. Therefore, the department has no objection to the proposed development of the site and recommends that the approval should not include a contamination condition.

The site is located within an area of 'moderate to low risk' of acid sulfate soils which may have been disturbed during construction of the landfill (and previous prospecting and quarrying activity). As the proposed development of a leachate reticulation system is unlikely to disturb acid sulfate soils, the department advises that **an acid sulfate soils condition is not considered necessary in this instance.**

If you have any queries in relation to the above contaminated sites matters, please contact Environmental Officer, Sharon Gray, on 6364 7197.

General

Where the Department has a statutory role, planning applications should be considered prior to the Department issuing any relevant permits, licenses and/or approvals.

In the event that the applicant determines that a works approval or licence application is required under Part V of the *Environmental Protection Act 1986* (EP Act), the advice provided in this communication does not prejudice and must not be considered to infer the outcome of the EP Act licence and works approval process.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Thank you.

Yours sincerely,

Daniel Wong

Environmental Officer

Department of Water and Environmental Regulation

E-MAILED
24/2/2023



Department of Biodiversity,
Conservation and Attractions



Your ref: DAP-F0315923
Our ref: 50023 2019/000800
Enquiries: Tracy Teede
Phone: 9725 4300
Email: swianduseplanning@dbca.wa.gov.au

SHIRE OF DARDANUP
RECEIVED

2 MAR 2023

Name: _____

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

LEACHATE RETICULATION SYSTEM — EASTERN PORTION OF LOT - LOT 2 BANKSIA ROAD CROOKED BROOK

I refer to your letter dated 16 January 2023 seeking the Department of Biodiversity, Conservation and Attractions' (DBCA) Parks and Wildlife Service's comments on an development application for Lot 2 Banksia Road Crooked Brook.

Parks and Wildlife Service's South West Region provides the following advice.

Advice to Shire

The Dardanup Conservation Park (DCP) adjoins the Lot 2 southern and eastern boundaries and is managed by DBCA to maintain and restore the natural environment and to protect native flora and fauna. There should be no impacts from the proposed leachate reticulation system on the biodiversity values and management of the DCP.

The Lot 2 Banksia Road landfill site is subject to an agreement with DBCA for adequate drainage management along the southern boundary. This agreement formed part of an earlier Shire of Dardanup development application.

DBCA notes the proposed Leachate Reticulation System (LRS) will assist in increasing the rate of decomposition of the landfill waste by ensuring optimal moisture levels are maintained.

The proposed LRS consists of four 22,500 litre tanks and associated spider-leg reticulation piping, within the eastern portion of Lot 2. The application proposes five LRS locations, however only four systems will operate any one time. DBCA notes that the LRS will eventually be removed from the site.

Section 6.0 refers to the Lot 2 landfill cell base-lining systems, with some cells having a Geosynthetic Clay Liner (GCL) and some having a compacted clay liner. Cells 1 and 2 have sand collection layers. DBCA assumes all Lot 2 landfill cells are lined and operating to meet Department of Water and Environmental Regulation license requirements.

There should be no impacts from the proposed LRS on the biodiversity values and management of the adjacent DCP. Any development should be designed to ensure stormwater, contaminated water and other leachates do not flow offsite and are wholly captured and managed within Lot 2.

DBCA recommends monitoring bores are adequately located between the LRS and the Lot 2 southern boundary, to detect any potential contaminated hydrological flows leaching southwards to the DCP.

Suitable and frequent monitoring should be undertaken to alert for the possibility of any contaminated leachates impacting the adjacent DCP.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the Parks and Wildlife Service South West Region office on 9725 4300 if you have any queries regarding this advice.

Yours sincerely



Aminya Ennis
Acting Regional Manager
Parks and Wildlife Service

24 February 2023

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT:		Leachate Reticulation System – Lot 2 Banksia Road, Crooked Brook						
RISK THEME PROFILE:		3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)						
RISK ASSESSMENT CONTEXT:		Operational						
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Should Council refuse the application, and the proponent seek a review of that decision, there is likely to be a financial impact through the State Administrative Tribunal process.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.



Item 12.2.2

**e-Appendix 12.2.2A
Dardanup Place Plan**

**e-Appendix 12.2.2B
Eaton Place Plan**

Only available digitally

[Appendix ORD: 12.2.2C]

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT:		Dardanup and Eaton Draft Masterplans and Place Plans						
RISK THEME PROFILE:								
RISK ASSESSMENT CONTEXT:		Project						
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Delivering the project in line with Community expectations.	Minor (2)	Possible (3)	Moderate (5 - 11)	Negative perception of the Shire if projects are not programmed to meet Community needs.	Minor (2)	Unlikely (2)	Low (1 - 4)
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

MakerSpace (Make It Space) Service Models Report

PROJECT NAME:	<i>Shire of Dardanup Makerspace (Make It Space) Concept</i>
RESPONSIBLE DIRECTORATE:	<i>Sustainable Development</i>
DOCUMENT PREPARED BY:	<i>Kelly Bedford-Johnson</i>
DATE:	<i>17 January 2023</i>
VERSION:	<i>1.2</i>
TARDIS LINK:	<i>PRJ-R1330116</i>



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1. Executive Summary

This Makerspace Business Report will outline potential community benefits received through the development of a flexible makerspace in the new Shire of Dardanup (Shire) building.

This Report, developed by the Community Development Team, is in response to the Business Case that, as a part of the Eaton Civic and Community Centre Business Case, Naja Business Consulting Services developed, on behalf of the Shire. Naja Business Consulting Services conducted a review of a number of makerspace designs as a part of the bigger Business Case for the Shire of Dardanup.

Projects of this nature need to be fully justified both on a financial level and a community benefits level. Although increasingly more local governments and libraries are interested in creating a makerspace, many factors need to be considered including sustainability, staffing, funding, ongoing maintenance of the technology and hardware, operational model and future directions of the space. The success of a library makerspace is not just about providing technologies such as 3D printers but about building a great community that embraces the maker movement and advocates for learning by making or doing.

2. Background

The Shire of Dardanup is seeking to create a landmark and flexible, yet functional building, the Shire of Dardanup Civic and Community Centre (CCC), that demonstrates and celebrates sustainable building practices and technology in a multi-storey commercial building. It is to be an exemplar Administration, Library and Community Building with innovative and cutting-edge technology.

The overarching aim of this project is to anchor the Activity Centre or central business area of Eaton to realise the community-driven vision of a hub that serves Shire of Dardanup and the surrounding community through shared sport and community spaces, commercial activity, public services, and better pedestrian access.

The current Council-endorsed concept design provides growth for the Shire's administration for at least the next 20 years and fulfils the need for a centrally located community library. It will also provide community meeting spaces; training and workshop facilities; and arts, culture and technology production spaces.

The four major areas identified in this project were:

- Library relocation
- Community spaces/meeting rooms
- Shire administration relocation
- Dardanup Shire promotion/liveability/employment

The CCC has been developed and planned, aligning with several key development and strategic plans at a Federal, State, Regional, Local and community level. These include, among others:

- Make it Happen – The Australian Government’s Modern Manufacturing Strategy; Department of Industry, Science, Energy and Resources
- The Australian Government’s Regional University Centres promotion
- Western Australian Government STEM Skills Strategy
- Western Australia Public Libraries Strategy
- An Age-friendly WA: The Seniors Strategic Planning Framework 2012-2017
- Western Australian Science and Innovation Framework

3. Report Outline

This Report outlines a number of benefits and challenges which have been identified with the introduction of makerspaces in public libraries and buildings plus structural models to consider; with estimates of initial outlay costs, potential membership fee structure and ongoing considerations.

The MakerSpace (Make It Space) will be designed to promote innovation and manufacturing by individuals or small groups at all levels of expertise. A wide range of activities can be promoted that will appeal to all ages and demographics. At one level, technology and installed equipment will allow for experimentation and initial designs that can provide a launch pad for projects that lead to employment and business ventures in the Shire. For example, this equipment can include personal computers, specialised software, and 3D printers, where the beginnings of small manufacturing concepts can be created and prepared, ready for presenting to prospective commercial interests.

Other computers and 2D printing can provide access to software such as technical drawing, 3D art and design, software creation, and other endeavours in the IT-based skills that again can serve as a driver for setting up careers and job opportunities in the wider community. Electronics servicing, and encouraging skills in IT hardware development, manufacturing, and robotics can be supported by equipment such as soldering irons, dedicated workspaces, and specialised hand tools.



A different side of the Makerspace spectrum will be to provide for more crafts-orientated pursuits and offer opportunities for local artists to engage in collaborative projects where extra space and equipment are needed. With this in mind, tools such as professional overlockers, sewing machines, tools for creating canvas framing, and large workbench areas can cater for artistic tasks that are otherwise difficult in the home and, importantly, allow members of the community to come together and work in groups.

The Makerspace will offer a facility not currently available in the Shire – one with hard working surfaces, flooring resistant to chemical spills, excellent lighting and good ventilation. It will be a place where people enjoy creativity and cooperation, and access to semi-professional equipment.



Circuit hacking days at [Noisebridge](#)

4. Project Outcomes

Makerspaces serve as gathering points where communities of new and experienced makers connect. The Shire of Dardanup Civic and Community Centre Makerspace will:-

- Provide facilities enabled with cutting edge technology and tools which foster a community culture of multi-disciplinary innovation.
- Provide access to a flexible and responsive space for local collaborative maker networks to meet and share ideas, insights and best practices.
- Enable equity of access to specialised, state-of-the-art equipment and technologies to community groups and residents.
- Create opportunities for social engagement, participation and volunteerism.
- Capture economic opportunities which emerge through the provision of next generation digitally enabled technologies.
- Enable collaborative partnerships with internal and external stakeholders to contribute to the future-proofing of our local library services.

5. Recommendations

That the Working Group:

1. Receives the Makerspace Report.
2. Request that a report be presented to the February OCM to:
 - a. Endorse a change of name from “Makerspace” to “Make IT “ Space
 - b. Endorse three “Make It” streams – Mechatronics Engineering (coding, robotics, electrical circuitry) Arts/Crafts/Textiles and Media (podcasting, digital music production, film/photography).
 - c. Endorse a 5 year plan to transition from Model 1 to Model 2 subject to available financial and staffing resources.
 - d. Endorse the establishment of a Governance Group/Steering Committee to support the implementation and long term sustainability of the Make It Space.
 - e. Note that a suitable funding sources and fee structures are identified and developed to ensure a viable and sustainable service model.

6. Models of Makerspaces

As technology evolves and consumer groups needs change, so does the role of the Makerspace. In Australia, makerspaces are becoming more prevalent, however, to date there are few programs hosted by Australian public libraries as compared to overseas counterparts, with the majority occurring in the community sector outside the public-library domain.

Model One – Concept: Connect & Collaborate	
	<p>Focus is on creating a publicly-accessible programmable space in which community members can connect, design and create. Simplest of models, the space offers working surfaces such as tables, counters, or desks and a limited organic collection of tools that reflect the interests of the individuals and community groups who use the space and the projects they develop.</p> <p>The flexibility of space and its primary maker-stream (for example: mechatronics, textile arts/crafts, media etc.) become more refined as the space is used and a shared sense of agency and community ownership is developed.</p> <p>Storage of items is limited to the makerspace tool collection, with users having to supply their own consumable resources, specialised tools and equipment for each visit to the makerspace.</p> <p>Space is managed with “leave no trace” philosophy, with a minimal or no fee attached to the use of the space.</p>
	<p>Organisational Impact:</p> <ul style="list-style-type: none"> • No additional support required to provide access to specialist technicians. • No additional support required as patrons access own equipment and consumables. • Initial fit-out of space approximately: \$36,280.94 (see appendix 1: Resources required for Model 1) • Initial expenditure for tool collection: \$10 000.00 • Limited, zero ongoing costs. <p>Considerations:</p> <p>Workforce Impact:</p> <ul style="list-style-type: none"> • Development and ongoing management of an online booking system • Development of a Shire usage policy • Additional responsibility to manage the space and tool collection, which is not collocated within the library precinct • Cleaning of space after patron usage

Model One – Concept: Connect & Collaborate	
	<ul style="list-style-type: none"> • On-going communication strategy to notify community of space availability • Responsibility to develop programs or workshops to draw activity and build interest • Current capacity of staff to support the Makerspace concept <p>Insurance considerations:</p> <ul style="list-style-type: none"> • 24/7 access: <ul style="list-style-type: none"> Safety management Monitoring space usage Responsibility for call outs to address issues that may arise • Theft of tools from tool collection • Inappropriate and potentially hazardous use of materials used in the space. • Damage to fixtures • Lighting and parking access • Loss of access cards/keys <p>Ongoing costs:</p> <ul style="list-style-type: none"> • Utilities cost (water, power, rubbish) • Heating and cooling costs • Tool replacement and repair costs • Rubbish removal • General cleaning schedule • Delivery costs for workshops developed by Shire staff (resources, consumables and program development time)
<p>Recommendation</p> <p><i>Initial foundation Model</i></p>	<p>Identified as an initial interim model until the building construction, management, operations and long term available resourcing and ongoing viability is more certain.</p> <p>Initial outlay of approximately \$38 000.00 would be achievable and see the space opened as a flexible programmable space for the Shire and a suitable meeting space for community groups.</p> <p>It is recommended that during this initial stage that the focus of the Governance Group/Steering Committee is to drive the development of programs and specialist interest workshops to draw activity, source local champions and build a local sustainable culture that encourages connection, collaboration and creation.</p>

Model Two – Concept: Connect, Centralise and Develop	
	<p>Focused on providing the public access to a variety of craft/STEAM streams with supporting equipment infrastructure the founding principle (based on the <i>FabLab</i> model and similar to <i>Canning Libraries MakerSpace</i>) is to enhance the work and abilities of the home hobbyist.</p> <p>This model provides access to a core set of tools (including basic electronics equipment, a lasercutter, a vinyl cutter, a CNC router, a CNC milling machine, overlockers, etc.) which allow novice makers to make almost anything on a small scale, given a brief introduction to engineering and design development.</p> <p>Offering public access to standard manufacturing equipment and initial training to use the equipment, this model relies on patron’s access to experience volunteers and paid technicians to provide assistance as needed. Conditions of access to use the space (when experienced volunteers or paid technicians are unavailable) are usual with this model; with patrons required to be aged 16+.</p> <p>Model Two sees individuals and groups given access to hardware, reusable tools and limited consumables plus storage facilities- such as lockers, in exchange for set (often monthly) membership fee, or hourly machinery fee and detailed Terms of Use agreement.</p> <p>Model Two relies heavily on external funding sources for its initial set up. The sustainability of the space is supported by affordable membership fees plus regularly community workshops to provide an income. Additionally costs of individual project consumables lies with patrons.</p>
	<p>Organisational Impact:</p> <ul style="list-style-type: none"> • Ongoing support required to provide access to specialist technicians and/or experienced volunteers. • Ongoing support required as patrons access Makerspace equipment and general consumables. • Initial fit-out of space approximately: \$114,129.05 <i>although this could be scaled down to two maker streams (electronics & textiles) rather than three maker streams (electronic, textiles and media)</i> (see Resources outlined on pages 18-22 required for Model 2- three maker streams) • Initial expenditure for tool collection and basic consumables \$15 000.00 (see Reusable Tool List page 23 and Consumable Materials List pages 23-24 as a reference point)

Model Two – Concept: Connect, Centralise and Develop

- Moderate ongoing costs, however a sliding scale membership/usage policy could offset some costs.
- Potential to off-set costs further by running well designed workshops for wider community groups/ ratepayers/youth groups and school holiday programs

Considerations:

Workforce Impact:

- Development and ongoing management of an online booking system
- Development of a Shire usage policy – including WHS, copyright, 24/7 access, liability, etc.
- Coordination of ongoing training/induction for new patrons
- Additional recordkeeping to record training/inductions/usage, etc.
- Additional responsibility to manage the space, tool collection and specialist equipment which is not co-located within the library precinct
- Initial and ongoing staff training to trouble shoot equipment issues and daily maintenance requirements
- Ongoing management of consumables
- Cleaning of space after patron usage
- On-going communication strategy to notify community of space availability
- Responsibility to develop programs or workshops to draw activity and build interest
- Current capacity (time, knowledge, interest and skills) of staff to support the Makerspace concept, and deliver interest/specialist skills workshops
- Management of gallery/display space
- Additional time required to source ongoing funding streams
- Additional time to manage extension of MakerSpace (Make It Space) streams (from 2 – 3 or 3-4, etc.)
- Management of storage spaces and co-ordinating patron storage.
- Management of IT including dedicated laptops to run machine software and internet access.

Insurance considerations:

- 24/7 access:
Safety management of patrons (potentially unskilled) and use of specialist equipment
Monitoring space usage by untrained patrons or non-registered patrons

Model Two – Concept: Connect, Centralise and Develop	
	<p>Responsibility for call outs to address issues that may arise outside of work hours</p> <ul style="list-style-type: none"> • Theft of tools and or equipment • Damage to fixtures • Damage to equipment through misuse • Inappropriate and potentially hazardous use of materials used in the space. • Lighting and parking access • Loss of access cards/keys <p>Ongoing costs:</p> <ul style="list-style-type: none"> • Utilities cost (water, power, rubbish) • Heating and cooling costs • Tool replacement and repair costs • Rubbish removal: including recycling and possible hazardous materials • General cleaning schedule • Delivery costs for workshops developed by Shire staff (resources, consumables, program development time, sourcing specialist facilitators) • Ongoing communication strategy • Internet connectivity
<p>Recommendation <i>Ideal aspirational target</i></p>	<p>A transitional, carefully staged approach to this model would be prudent as the initial investment would require an additional \$80 000.00 (approx.) on top of the Model 1 start-up outlay.</p> <p>Ideally a 5 year plan to transition from Model 1 to Model 2 would enable the Governance Group/Steering Committee to establish the required policies and processes required (as highlighted in Appendix 5).</p> <p>The recommended timeline also allows for the emergence of community trends and preferred Maker Streams; which may not align to the maker streams identified in this Report (Mechatronics Engineering (coding, robotics, electrical circuitry) Arts/Crafts/Textiles and Media (podcasting, digital music production, film/photography).</p> <p>Sustainable HR and resourcing models will need to be established for this model to experience long term success.</p>

Model Three – Concept: Entrepreneurial Incubators	
	<p>The focus of Model Three is to enable as many creative maker-streams as possible within the space (see <i>UQ Innovate</i> makerspace model).</p> <p>“Streams” are represented through well-considered workshop layouts, significant manufacturing infrastructure such as high-voltage electricity and ventilation, lots of supporting tools dedicated to each maker stream, and appropriate tooling to accomplish a variety of projects. Each area could be used both by hobbyists, students and semi-professional craftsmen alike, and the ability to access multiple types of maker-streams in the same space is a magnetic attractor to individuals and community groups alike.</p> <p>Due to the significant expense and energy involved in maintaining multiple types of semi-professional-grade maker areas, training new members to use the tools responsibly and overall resource management, Model Three is structured along the lines of traditional business /training spaces to ensure its sustainability and ensure ongoing costs are covered.</p> <p>Access to the space is generally prohibited to:</p> <ol style="list-style-type: none"> 1. Anyone under the age of 16 years 2. Anyone who hasn’t undertaken the training, or 3. Is not under direct supervision of experienced, trained staff. <p>This model combines fee for service for access to specialist workshops, set user fees (daily or monthly rates), access to purchase consumable resources on site and detailed Terms of Use agreements.</p>
	<p>Organisational Impact:</p> <ul style="list-style-type: none"> • Development of a Makerspace Business Model that aligns to the Shire of Dardanup – Council Plan 2022-2032 plus Strategic Community Plan 2020-2030 requires time for staff to develop a Business Case plus a sustainable Business Model. • Additional funding support required to provide access to specialist technicians and/or experienced volunteers. • Additional support required as patrons access Makerspace equipment and general consumables. • Initial fit-out of space approximately: \$114,129.05 although this could be scaled down to two maker streams (Mechatronics Engineering & Arts/Craft/Textiles) rather than three maker streams (Mechatronics Engineering , Arts/Craft/Textiles and Media) (see Resources outlined in Appendix 2 required for Model 2-three maker streams)

Model Three – Concept: Entrepreneurial Incubators

- Initial expenditure for tool collection and basic consumables \$10 000.00 (see Appendix 3 Reusable Tool List and Consumable Materials List as a reference point)
- Considerable ongoing costs, however the model requires on sliding scales for membership to accommodate community access.
- There is potential to offset running costs by establishing a user pay system where patrons pay per hour access to specialist machines (eg laser cutter) to buy machine compatible consumables plus payment to access to specialist/high interest skills workshops and youth holiday programs.

Considerations:

Workforce Impact:

- Development and ongoing management of an online booking system
- Development of a Shire usage policy – including WHS, copyright, 24/7 access, liability etc
- Coordination of ongoing training/induction for new patrons
- Additional recordkeeping to record training/inductions/usage etc
- Additional responsibility to manage the space, tool collection and specialist equipment which is not co-located within the library precinct
- Initial and ongoing staff training to trouble shoot equipment issues and daily maintenance requirements
- Ongoing management of consumables
- Cleaning of space after patron usage
- On-going communication strategy to notify community of space availability
- Responsibility to develop programs or workshops to draw activity and build interest
- Current capacity (time, knowledge, interest and skills) of staff to support the Makerspace concept, and deliver interest/specialist skills workshops
- Management of gallery/display space
- Additional time required to source ongoing funding streams
- Additional time to manage extension of MakerSpace (Make It Space) streams (from 2 – 3 or 3-4 etc)
- Management of storage spaces and co-ordinating patron storage.
- Management of IT including dedicated laptops to run machine software and internet access.
- Requires additional support through access to specialist technicians.

Model Three – Concept: Entrepreneurial Incubators

- Requires consideration of HR for position number and additional funding (which may or may not be additional to the projected additional FTE outline in the 2020-2050 plan)

Insurance considerations:

- 24/7 access:
Safety management of patrons (potentially unskilled) and use of specialist equipment
Monitoring space usage
Responsibility for call outs to address issues that may arise
- Theft of tools and or equipment
- Damage to fixtures
- Inappropriate and potentially hazardous use of materials used in the space.
 - Damage to equipment through misuse
 - Lighting and parking access
 - Loss of access cards/keys

Ongoing costs:

- Utilities cost (water, power, rubbish)
- Heating and cooling costs
- Tool replacement and repair costs
- Rubbish removal: including recycling and possible hazardous materials
- General cleaning schedule
- Delivery costs for workshops developed by Shire staff (resources, consumables and program development time)
- Communication strategy
- Internet connectivity
- Requires additional support through access to consumables that are hardware compatible

Space:

- The size allocated in the new precinct has not been designed to support co-located multi maker streams, it is simply too small.
- Generally speaking a well-designed 500 to 1000m2 community workshop is required to easily support educational programs, multi maker streams, membership access to shared tools/workspaces/semi-professional machinery, storage facilities, kitchen facilities, co-creation spaces/labs plus studio rental space and recording booths, with the focus and capacity to grow start-up ecosystems that enable economic benefits for the community.

Model Three – Concept: Entrepreneurial Incubators

Recommendation:
Not a viable model

Critical factors such as:

- the size of floor space allocated
- limited breakout creation zones and space for “start-ups”
- Limited storage space for equipment and projects
- ongoing cost of resourcing
- limited access to technical expertise required to manage a multi-streamed MakerSpace (Make It Space)
- limited resourcing to pay competitive wages to attract specialist staff
- ongoing training requirements of Shire staff
- population size and socio-economic impacts which limit community members and residents ability to high fees for service

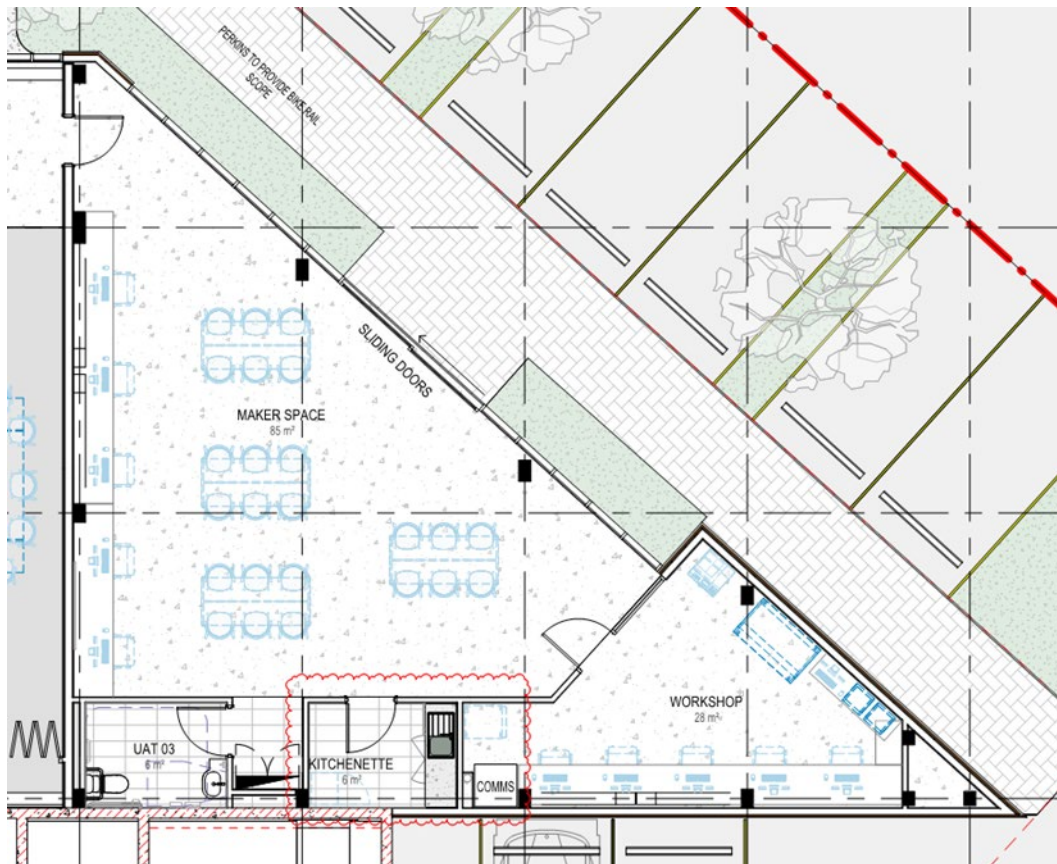
contribute to this not being a viable model.

Model Four - MakerSpace (Make It Space) Franchise (Tech Shop, Makers Hub, Maker Media)	
	<p>While there is a range of commercial platforms which offers education programs for people interested in learning how to use the tools, many of these are based off shore (predominately USA, Canada and China).</p> <p>To buy a Makerspace franchise, such as MakerKids, interested parties need to have at least liquid capital of \$100,000 and a minimum net worth of \$1,000,000. Franchisees are expected to make a total investment of \$150,000 - \$550,000.</p> <p>The primary advantage of this model is that the Shire does not have to bear the development cost and risks of opening a new venture on its own, as the franchisee is typically responsible for those costs and risks, putting the onus on them to build a profitable operation as quickly as possible. Franchised makerspaces are general co-located with a retail space where customers can buy drone kits, welding rods, t-shirts, and maker books.</p> <p>The primary risk is that Makerspaces are generally not profit making and there is a growing trend of insolvency, here and overseas (Techshop, MakerPlace, Vocademy).</p>
<p>Recommendation: <i>Not a viable model</i></p>	<p>Critical factors such as:</p> <ul style="list-style-type: none"> • the size of floor space allocated • limited breakout creation zones and space for “start-ups” • limited storage space for equipment and projects • ongoing cost of resourcing • population size and socio- economic impacts which limit community members and residents ability to high fees for service • off shore franchises (no local support) • a growing trend of insolvency, here and overseas • level of capital required to buy a franchise and establish the space <p>contribute to a high level of risk for the Shire and this not being a viable model.</p>

It is important to note that in the research completed to develop this report, it was evident that each model of makerspace has seen successes and failures, and no single set of best practices has yet emerged from the global movement.

7. Proposed Floorplan

Proposed Floorplan = 113 sq metres



8. Space and Fixture Considerations

Further additions to the space for consideration:

Workshop fixtures:

- A recommendation would be to increase the size of the personnel door into the workshop to ensure machinery can be moved in and out with ease – a one and a half size door with a viewing panel would improve access and safety aspects.
- Access to water is required in the workshop, particularly if soldering stations are being installed. Water is a requirement for keeping a cleaning sponge wet during the soldering process and for washing hands after using cleaning solvents etc. Using the kitchenette sink would not be appropriate as it could lead to cross contamination of food and food utensils and potentially toxic by-products from activities such as soldering, textile dyeing, etc.



- Additionally an eyewash fixture should be included as a part of the water trough (see as example) as solder can “spit”. With it included into the water trough, no additional space for fittings are required: although additional costs will need to be factored in.



- Individual tip extraction fans should be installed at each soldering station to ensure that the fumes generated from the soldering flux are removed quickly. Exposure to rosin (an ingredient in solder) can cause eye, throat and lung irritation, nose bleeds and headaches.

Repeated exposure can cause respiratory and skin sensitisation, causing and aggravating asthma.

- Extraction and ventilation is highly important. Engineering and fabrication equipment such as the 3D printers, CNC router and laser cutter can create excessive airborne dust or toxic vapours when in use. Exhaust systems must be installed properly, be ducted to the outside of the building and meet all manufacturer specifications. Appropriate ducting is a core requirement if Mechatronics Engineering is going to be a maker stream offered in the space.

- A water trough should also be considered in the main makerspace. There has been no provision for a wet space in either the library or makerspace. This will inhibit the flexibility to run craft/arts activities in any of these zones. These types of activities (painting, gluing, textile dyeing, acrylic pouring and resin crafts) are popular during the school holiday program and would be used by community craft groups using the makerspace. Consideration to include a tap fitting with a flexible pull-out hose to improve use. Again using the kitchenette sink is not an appropriate solution.



- Data points and IT connectivity is critical if the maker stream supported is STEM focused. Each specialist machine requires individual software. Machines (both production machines (3D printer, laser cutter and CNC router, etc.) and computers will need power sources (depending on the model, a medium sized laser cutter may require 3 phase power)

- Security Cameras will be required to enhance specified building access control as established elsewhere in the main building project and this will allow management to the door level. CCTV in the makers spaces itself has not been included as yet and is highly recommended to be included in the broader buildings CCTV install. This will be a critical inclusion required if the space is to be opened 24/7.
- Location of the Makerspace, next to Council Chambers, will require additional consideration for sound proofing or panelling to be installed. Most of the identified machines for the Mechatronics Engineering stream will create a level of noise pollution that will impact collaboration and discussion within the space and potentially create acoustic issues in that end of the building.

Important to note that these additional requirements have not been costed as a part of the Report or in the original scope of the building project and funds will need to be secured to enable a variation to be submitted if any of the above considerations are adopted.

9. Considerations

Current ICT Hardware and Software Costs

All models will require consideration of both hardware and specialist software costs to be factored. Using the Asset Management Plan, the cost under the current strategy for hardware is insufficient.

It is important to note that in a five year time span, it would be safe to predict there will be new 3D printers developments capable of going way beyond the current technology and replacement costs would drop.

Each specialist machine will require a designated laptop to run the specialist software.

Consideration of wireless vs direct cabling needs to be factored into the project as connectivity is critical.



10. Cost Analysis

The calculation used in this Report is based on a number of factors. These include:-

1. This cost of initial outlay for hobbyist/semi-professional standard hardware to ensure longevity of equipment;
2. The cost of general fit out of furnishings that enable flexible use of space and purpose;
3. Staffing;
4. Consumables.

The calculation is based on a five year lifecycle and an inflation rate of 3%. For the purposes of this exercise, it does not include an allowance for the time value of money.

Technology is moving at a fast pace. Accelerating change is seen not just in the evolution of computers but in the improvement of all technology, including access to affordable industrial equipment. The demand for access to technology is ever-growing. This demand is at the consumer level, where patrons to the Makerspace will want the equipment and tools maintained at an appropriate technological level. The hardware replacement schedule should reflect a timeline that is responsive to this.

11. Project Funding

IT infrastructure and software licensing/replacement is funded from a dedicated IT Asset Management Reserve and annually through Council's Municipal fund.

Hardware replacement will need to be considered and funded from a dedicated Asset Management Reserve through Council's Municipal fund and will be an additional cost to previous budget allocations. Depending on the maker model selected this could see a considerable increase in funding allocation.

Appendix 2 provides an estimated equipment list and approximate cost for initial start-up of three potential maker streams – Mechatronics Engineering, Arts/Craft/Textiles and Media. Each area can be scaled down as required or "parked" for further consideration when expansion of the maker concept and take up is evident.

Addition to the above, there is a need to provide access to additional reusable tools and consumable items which need to be factored into the scope of the project. This would see an additional \$10 000.00 factored into both models. (See appendix 3).

Model	Maker Streams	Start-up estimates for initial set-up only
1	<p>Concept: Connect & Collaborate No provision of Maker streams. Individuals and community groups are limited to the limited makerspace tool collection, with users having to supply their own consumable resources, specialised tools and equipment for each visit to the makerspace. No storage for community groups.</p>	<p>\$32 731.94 for furniture (<i>not including freight or installation costs</i>) Plus \$5 000.00 approx. required for reusable (makerspace tool collection) tools</p>
Total		\$37 731.94
2	<p>Concept: Connect, Centralise and Develop Provision for individuals and community groups to access hardware, reusable tools and limited consumables equipment for 3 Maker streams – Mechatronics Engineering, Arts/Craft/Textiles & Media. Model Two sees individuals and groups given access to limited storage facilities- such as lockers, in exchange for set membership fee, or hourly machinery fee and detailed Terms of Use agreement.</p>	<p>\$110,580.05 for furniture and maker stream equipment (<i>not including freight or installation costs</i>) Plus \$10 000.00 approx. required for reusable (makerspace tool collection) tools plus consumable items.</p>
Total		\$120 580.05

It is important to note the amounts listed are estimated costs which are subject to price increases, do not include freight or installation costs, training costs for specialist equipment or future consumable costs or equipment losses. Additionally costs for changes to the building scope, which may occur with the additional fixture requirements, has not been costed or included in this Report.

12. Risks and Issues

The recent movement of creating makerspaces in libraries or public buildings presents new challenges and considerations. Therefore, it's important to consider the potential long term organisational impact which may occur when creating a makerspace.

By nature makerspaces are an evolving concept. The risks highlighted below need extensive consideration (in conjunction with the potential model of Makerspace) prior to "doors opening" at the Shire of Dardanup Civic and Community Centre.

Implementing any new program has risks that need to be mitigated.

12.1 Project Costs Overruns

The risk of any project cost increases is high, particularly in today's market. This risk is best mitigated by ensuring that the agreement of what is in scope is clearly defined and understood by all stakeholders. This starts with a clearly defined initial model, which has provision for any future developments as Makerspaces are highly evolving spaces, which reflect the interests of the maker community in which they are based. Once a model is selected, due diligence has to be undertaken to ensure all risks to the Council/Shire are considered and responses developed.

Of all the three models presented, Model One has the least potential to suffer project cost overrun as it has no outlay for specialist machinery and could open the doors with a minimum investment of \$50,000.00. Model Two and Model Three have an estimated start-up requirement of \$125,000.00 excluding staffing, training, freight and installation of equipment.

12.2 Project Delays

Project delays occur due to lack of resources to complete the tasks, lack of commitment within the organisation to deliver the project and vendors inability to provide equipment within expected timeframes. The mitigation strategy will need to ensure that a realistic timeline is established after taking into account the model identified by Council, success of grant applications and availability of resources.

The executive, management and procurement team will need to assist the project team to ensure resources, or alternative products, are available when needed. This will be mitigated by sourcing suitable suppliers, placing orders and identifying suitable storage arrangements for goods purchased prior to the space being completed. This will ensure that a suitable lead in time is clearly managed and clearly communicated to all involved to enable cataloguing of assets, fit out of the Makerspace, suitable training on machinery and policies and processes established.



12.3 Poor User Adoption

Although some of the expected outcomes of the Makerspace are:

- Establishing a regional, purpose built space for the varied makers community of the south west
- Enabling grassroots economic growth
- Supporting meaningful community programming
- Extending educational opportunities to reconnect disaffected youth
- Extending community access to a wide range of semi-professional specialist equipment

There is a risk of poor adoption from the community if staff and community engagement in the co-creation of multiple maker streams is not established from the beginning. Five factors that will influence the positive uptake of using the Makerspace are:

- Underutilising community communication platforms and social media strategies to promote the space and generate interest in the Maker community
- Failure to source/identify/engage a community or shire staff champion to promote and develop the new space and targeted programs
- Adopting a rigid fee structure that prices community groups or individuals out of accessing the space
- Inability to access or use specialist equipment due to lack of training, machinery breakdowns, technical support and/or over subscription to the space or equipment.
- Inadequate workshop design which limits the flexibility of developing multiple maker streams within the space.

These points will need to be explored further when the Business Case is developed and a full risk assessment completed.

12.4 Scope Creep

Scope creep is a risk that can be a major issue if not mitigated correctly as it will impact on the resource and financial positions. Scope creep can be mitigated through clearly defining what is being delivered to the community/ Maker Model. Once the decision about what Model has been chosen of Makerspace, it needs to be clearly communicated to the organisation, the project team and community. This is the responsibility of the project manager. Any requests for change or additions to what has been agreed should be documented. This document then can be used as systems enhancements post the implementation.

12.5 Lack of Resources

The current climate with its shortages of skilled people and funding is a major risk to the success of the Makerspace. The mitigation of this risk is to identify key community groups, expert volunteers and Shire staff to create a governance group or specialist team to manage the space and develop creative solutions to ongoing funding sources. Locking in of resources that support the Makerspace model chosen, well in advance of the larger Shire of Dardanup Civic and Community Centre project will create a level of certainty for the executive, management and procurement team.

12.6 Inadequate Long Term Financial Support

Long term financial costs from original equipment purchases, staff training, replacement and maintenance expenditures as well as future development funding, form a significant aspect to the planning and final implementation of Makerspaces; particularly those hosted by libraries and not-for-profit organisations. Careful consideration of pricing structures will need to consider a range of additional expenditures not previously covered by the Shire (equipment replacement schedules, additional insurances, employment of additional staff, etc.)

12.7 Staffing Considerations

Makerspaces add new demands onto staff, over and above their regular work load responsibilities. For example, a library makerspace may require staff to test out new equipment, source out and purchase new products, or design new projects, programmes or classes. Making connections with community members, other makers and technical experts is another necessary makerspace task that takes time and commitment. Makerspaces have the potential to be time-consuming ventures with added planning, preparation, training, maintenance and purchasing responsibilities for library staff.

The following staffing considerations are directly impacted by the Makerspace Model selected by Council:

- Identification of staff who have the capacity and/or interest in managing the daily operational aspects of the Makerspace
- Successional planning to ensure minimal impact to the daily operations of the Makerspace occurs as a result of staff turnover
- Potential increase in FTE required to manage the Makerspace and budget implications to increasing Shire FTE

- Additional costs of accessing technical support staff who specialise in the maker streams that are catered for
- Additional programming costs and relief cover for staff to attend training opportunities to ensure that staff can use the equipment properly and safely and can offer support to patrons using the equipment.

Additional workload of library staff to be factored into staff workload and responsibilities includes:

- Managing booking systems of the space and/or booking of individual resources
- Checking equipment and coordinate maintenance schedules, organise machinery repairs, fix technical problems and provide assistance to patrons using the space
- Developing community workshops and educational programs to ensure maximum utilisation of the space and resources
- Coordinating daily maintenance and cleaning schedules
- Following up on potential theft and damage of resources
- Leading patron training which requires time for planning and consistency to ensure that the space and equipment are well used.
- Managing patron training records for safety requirements
- Developing annual budget requests and reports to Council
- Developing, maintaining and implementing policies (WHS, copyright, etc.) related to each maker stream
- Maintaining safety data sheets as per Safe Work Australia requirements
- Maintaining and reporting any injuries that occur in the Makerspace

These realities (of which the list above is not exhausted in all tasks that may arise) then beg the question: who becomes responsible for the upkeep of the space, ensuring order, tidiness and damage control.

12.8 Sustainability and the role of a Governance Group /Steering Committee

The belief that “If you build it, they will come” is not true and will not happen. Concepts such as Makerspaces are successful when resources and space is coupled with champions who have the ability to mobilise the community. Unfortunately this factor alone can have a long term impact on the sustainability of a program. We have all seen the challenges faced when key staff leave, creating a structural hole in the organisation.

The consideration of a Makerspace Governance/Advisory group is an attempt to minimise the impact of staff/champion turn over. The question of how the Shire of Dardanup Civic and Community Centre Makerspace is governed is important because this will steer and guide what factors motivate the space and its future development.

Existing research highlights the tensions and absences in relation to policy and planning for creative precincts, including makerspaces. As a generalisation each Makerspace develops a governance structure that is unique to its context and

community needs. A proportion of the governance models reflect a “Do-ocracy” which is a governing model that assumes that the decision making power is in the hands of those who ‘do’ versus those who ‘don’t’. In creating a governance/advisory group, it will be critical that it includes representatives from a variety of sectors, both local government and non-government and has a clear scope of its purpose.

12.9 Establishment of Makerspace Policies and Processes

Patron safety becomes a primary consideration when makerspaces provide potentially hazardous equipment that could cause harm when used incorrectly or without proper supervision. Many of the current Makerspaces have adopted access policies which generally prohibits access to the space to:

1. Anyone under the age of 16 years
2. Anyone who hasn’t undertaken the required safety training, or
3. Is not under direct supervision of experienced, trained staff.

Other areas that will need a policy guide to be establish include:

1. Fee structure for use of space
2. Policies that outline general expectations of what should be made within the space. All spaces have guidelines which prohibit the creation of items that could be perceived as weapons, or used commercially.
3. Safety protocols – including evacuation plans, safety data sheets and injury reporting.
4. Guidelines addressing copyright infringement, liability and intellectual property. General practice is to place the onus on the patron to ensure that he/she is respecting copyright law when creating products in the makerspace.
5. Governance of the Makerspace
6. Budget guidelines and funding streams

13. Risk Assessment

A full risk management plan will be delivered on the recommendation of Makerspace Model prior to the implementation of the project.

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

RISK ACCEPTANCE CRITERIA

Risk Rank	Description	Criteria	Responsibility	Entered on Risk Register
LOW (1 – 4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Staff Member / Supervisor	No
MODERATE (5 – 11)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Supervisor / Manager	No
HIGH (12 – 19)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Manager / Director / EMT	Yes
EXTREME (20 – 25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	EMT / CEO / Council	Yes

Appendix 1 – Resource List for Model 1
Resources required for Model 1:

FURNITURE		UNIT PRICE	NO REQUIRED	TOTAL
Interactive Screen <i>(instead of data projector)</i>	SmartBoard 86" Interactive Screen w/iQ & Learning Suite <i>(not including installation)</i>	\$11,250.00	1	\$11,250.00
Mobile Meeting Table	Axis Mobile Meeting Table 1800x600	\$585.00	8	\$4,680.00
Heavy Duty Steel Industrial Mobile Work Bench	Industrial mobile work bench 2.4m length steel top	\$1,998.97	2	\$3,997.94
Lab Stool	Lab Gas Lift Drafting Stool Ergonomic Chemical Resistant Industrial Seating <i>(consideration for back support required)</i>	\$367.00	8	\$2,936.00
Office Chair	Office Chair Veer Drafting Stool Mesh Chairs Flip Up Armrest Black <i>(more suitable for craft streams)</i>	\$193.00	8	\$1,544.00
Noticeboard Display Case	Weather Resistant Display Case <i>(notice board with cover to ensure notices are protected from random removal)</i>	\$499.00	1	\$499.00
Porcelain Whiteboard (Wall mounted)	LX8 Slim Edge Magnetic Porcelain Whiteboard <i>(not including installation)</i>	\$727.00	1	\$727.00
Storage	MAXIM 12 Piece Garage Storage System & Mounting Kit - Stainless Top Workbench, Tall Upright Storage Cabinet, Rolling Cabinets	\$3,549.00	2	\$7,098.00
TOTAL (approx.) Expenditure for furniture	<i>(not including installation or freight costs or cost for basic tool collection)</i>	\$22,105.92		\$32,731.94

Appendix 2 – Resource List for Model 2 (Three Make It Space Streams)
Resources required for Model 2 (Three Make It Streams):

GROUP	ITEM	APPROXIMATE COST PER SINGLE UNIT PRICE	UNITS REQUIRED	APPROXIMATE TOTAL
STEAM Machinery				
3D Printers	Makerbot Replicator +	\$3,999.00	2	\$7,998.00
3D Scanner	Makerbot Digitizer Scanner	\$1,523.50	1	\$1,523.50
Laser Cutter	Epilog Zing 24-40W Laser cutter	\$15,000.00	1	\$15,000.00
CNC Router	Pocket NC V2-10	\$11,563.00 <i>(not including shipping from USA)</i>	1	\$11,563.00
Bench drill	Bosch DIY 710W Bench Drill	\$429.00	1	\$429.00
Soldering	60W ESD Safe Lead-Free Soldering Station	\$159.99	2	\$319.98
Soldering	ESD Safe Solder/Desolder Rework Station	\$249.00	2	\$498.00
Dremel	Dremel 4000 Rotary Tool 175 W, Rotary Multi Tool Kit with 6 Attachments 128 Accessories Variable Speed 5000-35000 rpm	\$333.30	2	\$666.60
Sewing Machine	Elna HD1000 (manual machine = not computerised)	\$599.00	2	\$1,198.00
Overlocker	Janome 8004D Overlocker Machine	\$599.00	2	\$1,198.00
Portable Dust/fume Collector	Fanmaster Portable Fume Collector	\$5,000 <i>(Installation of a permanent extraction system would remove need for this)</i>	1	\$5,000.00
Cricut Machine	Cricut Maker 3 Machine	\$628.00	2	\$1,256.00
TOTAL (approx.)		\$40,082.79		\$46,650.08

GROUP	ITEM	APPROXIMATE COST PER SINGLE UNIT PRICE	UNITS REQUIRED	APPROXIMATE TOTAL
Expenditure for Machinery		<i>(excluding freight and technical support/initial training)</i>		
IT EQUIPMENT				
Desktop PCs	Desktop PCs with adaptable hdmi monitors for raspberri pi + better graphics cards for 3D rendering <i>(Need to consider higher specification machines for more intensive applications, ie: graphics, sounds, modelling, rendering etc)</i>	\$3,500.00	2	\$7,000.00
Interactive Screen <i>(instead of data projector)</i>	SmartBoard 86" Interactive Screen w/iQ & Learning Suite	\$11,250.00	1	\$11,250.00
Mac Studio	Apple Mac Studio (2022) M1 Max/32GB SSD	\$3,099.00	1	\$3,099.00
	Apple Studio Display = tilt & height adjustable stand	\$3,099.00	1	\$3,099.00
Top of Form	Punch! ViaCAD 2D/3D v9	\$331.00	(2) to be confirmed by IT	\$662.00
Raspberry Pi	Raspberry Pi Starter Kit - 8GB	\$284.96	3	\$569.92
TOTAL (approx.) Expenditure for IT Equipment		\$21,563.96		\$25,679.92

GROUP	ITEM	APPROXIMATE COST PER SINGLE UNIT PRICE	UNITS REQUIRED	APPROXIMATE TOTAL
Media Equipment				
Video Camera	Panasonic HC X2000	\$2,889.15	2	\$5,778.30
Video Camera Tripod	Professional Benro A3573FS6 Video Tripod	\$495.00	2	\$990.00
Audio Mixer-USB	Yamaha MG12XU	\$560.00	2	\$1,120.00
Microphone	Rode NT-USB Studio Condenser USB Microphone	\$200.00	2	\$400.00
Teleprompter	DESVIEW T12 Teleprompter for Smartphone/Tablet/DSLR with Remote Controller	\$390.00	1	\$390.00
LED Video Light with Adjustable Tripod Stand	Dimmable USB LED Video Light with Adjustable Tripod Stand for Tabletop/Low-Angle Shooting	\$50.00	1	\$50.00
Studio lighting Kit	Studio lighting Kit Bi-Color Dimmable 2x 85W Softbox Continuous Lighting Background Support System Black ,White & Green Backdrop Cloth with Stand For Portrait Product Photography Video Shooting	\$200.00	1	\$200.00
Photo and Movie Editing Software	Elements 2023 or alternatively Adobe CS be appropriate here which would allow manipulation and creation of photos, illustrations, film, graphic design, animation, etc.? <i>Approx. \$960 annual subscription</i>	\$219.99		\$219.99
Movie, Green screen, Multi track Audio recording and more	Director Suite 365	\$120 <i>(annual prescription cost)</i>	1	\$120.00

GROUP	ITEM	APPROXIMATE COST PER SINGLE UNIT PRICE	UNITS REQUIRED	APPROXIMATE TOTAL
TOTAL (approx.) Expenditure for Media Works		\$5,124.14 <i>(excluding software costs and desktop computer listed in IT equipment)</i>		\$9,267.30
ELECTRONICS				
Power Supply	Regulated Variable Laboratory Power Supply	\$209.00	(2) to be confirmed by IT	\$418.00
Power Supply for Soldering Stations	Clipsal Pneumatic Time Delay Switch W/Proof, 250V 10amp 319HP White	\$131.94 <i>(excluding installation by electrician)</i>	2	\$263.88
Test Equipment	Oscilloscope	\$549.00	1	\$549.00
TOTAL (approx.) Expenditure for Electronics		\$889.94 <i>(excluding installation by electrician)</i>		\$1,230.88
FURNITURE				
Mobile Meeting Table	Axis Mobile Meeting Table 1800x600	\$585.00	8	\$4,680.00
5 Drawer Tool Trolley	Craftright 5 Drawer Tool Trolley	\$198.00	4	\$792.00
Heavy Duty Steel Industrial Mobile Work Bench	Industrial mobile work bench 2.4m length steel top	\$1,998.97	2	\$3,997.94
Lab Stool	Lab Gas Lift Drafting Stool Ergonomic Chemical	\$367.00	8	\$2,936.00

GROUP	ITEM	APPROXIMATE COST PER SINGLE UNIT PRICE	UNITS REQUIRED	APPROXIMATE TOTAL
	Resistant Industrial Seating <i>(consideration for back support required)</i>			
Office Chair	Office Chair Veer Drafting Stool Mesh Chairs Flip Up Armrest Black <i>(more suitable for craft streams)</i>	\$193.00	8	\$1,544.00
Noticeboard Display Case	Weather Resistant Display Case <i>(notice board with cover to ensure notices are protected from random removal)</i>	\$499.00	1	\$499.00
Display Case	1800mm Aluminium Framed Glass Display Cabinet	\$2,738.95	2	\$5,477.90
Porcelain Whiteboard (Wall mounted)	LX8 Slim Edge Magnetic Porcelain Whiteboard <i>(not including installation)</i>	\$727.00	1	\$727.00
Storage	MAXIM 12 Piece Garage Storage System & Mounting Kit - Stainless Top Workbench, Tall Upright Storage Cabinet, Rolling Cabinets <i>(this would remove the need for the 5 Drawer Tool Trolley)</i>	\$3,549.00	2	\$7,098.00
TOTAL (approx.) Expenditure for furniture		\$10,855.92		\$27,751.84
Grand TOTAL				\$110,580.05

Appendix 3 – Reusable Tools List & Consumables List

<h2 style="text-align: center;">Reusable Tools List</h2>	<h3 style="text-align: center;">JOINING</h3> <ul style="list-style-type: none"> • staple gun • hot glue gun • hot glue gun • pop riveter • box rivets • big sewing needles • paint brushes (1" and 3") • straight pins • splice set • tap and die (SAE + Metric) 	<h3 style="text-align: center;">MECHANICAL</h3> <ul style="list-style-type: none"> • screwdriver set (precision) • screwdriver set (big) • allen (SAE + metric) • claw hammer • mallet • combination wrench • ratchet set • joint pliers (channel locks) • miter box • PVC pipe cutter • socket set • driver bits • hollow-shaft nut drivers 	
<h3 style="text-align: center;">CUTTING</h3> <ul style="list-style-type: none"> • hole saw • metal file(s) • file card • chisel/rasp set • tin snips • box knives • X-acto knife • scissors • drill bits • sanding block • hacksaw • wood-saw • block plane • deburring tool • countersink • awl • cutting mat • hand-crank (rotary) craft drill 	<h3 style="text-align: center;">FIXTURING</h3> <ul style="list-style-type: none"> • vise • C-clamps • bar clamps • needlenose • locking pliers • adjustable wrench • binder clips • locking pliers 	<h3 style="text-align: center;">BATTERIES / POWER</h3> <ul style="list-style-type: none"> • AA NiMH and charger • AA NiMH • 9V battery clip • 4 AA battery holder • 3 AA battery holder • 2 AA battery holder • alligator clips 	<h3 style="text-align: center;">TEXTILE/SOFT CIRCUIT</h3> <ul style="list-style-type: none"> • Fabric scissors • pinking shears • seam ripper • cloth tape measure • sewing needles • iron • embroidery needles • needle threader • snap setter • Serger
<h2 style="text-align: center;">Consumable Materials List</h2> <h3 style="text-align: center;">ELECTRONICS</h3> <ul style="list-style-type: none"> • conductive thread 2ply • conductive thread 4ply • breadboarding pins • batteries AA • batteries 9V • 9V battery snaps • battery holders • heat shrink tubing • breadboards • resistors • switches • buzzers • motors • photoresistors • jumper wires • wire • crimps • beeswax • LEDs • batteries 	<h3 style="text-align: center;">ADHESIVES</h3> <ul style="list-style-type: none"> • wood glue • white glue • epoxy • hot glue sticks • super glue (CA) medium + debond • CA glue thin • spray adhesive • PVC cement <h3 style="text-align: center;">WOOD</h3> <ul style="list-style-type: none"> • 2"x4"x96" wood • 4"x8' 1/4" plywood • balsa wood <h3 style="text-align: center;">FLUIDS</h3> <ul style="list-style-type: none"> • small plastic syringe • plastic tubing • Luer connectors • 1-way valve • T-connector 	<h3 style="text-align: center;">TAPE</h3> <ul style="list-style-type: none"> • packing tape • paper Kraft tape 2" • electrical tape • duct tape • masking tape • scotch tape • blue painter's tape <h3 style="text-align: center;">HARDWARE</h3> <ul style="list-style-type: none"> • hack saw blades • jig saw blades • jewelers' saw blades + lubricant • X-acto and utility knife blades • lubricant • acid brushes • popsicle sticks • paper mixing cups (Solo) • plastic mixing cups (medicine) • toothpicks • caliper battery 	
<h3 style="text-align: center;">ABRASIVES</h3> <ul style="list-style-type: none"> • sandpaper (80/200/400/600) • sandpaper (80/200/400/600) <h3 style="text-align: center;">FASTENERS</h3> <ul style="list-style-type: none"> • fasteners (screws, nails, etc.) • staple gun staples • pop rivets • Mr. McGroovy's Box Rivets • zip tie assortment • binder clips 	<h3 style="text-align: center;">TEXTILES</h3> <ul style="list-style-type: none"> • thread • adhesive tape • sewing machine needles • felt • fabric • sewable battery holder • snaps • bobbins • metal beads • plastic beads 	<h3 style="text-align: center;">FIRST AID KIT</h3> <ul style="list-style-type: none"> • gloves • dust masks • safety glasses <h3 style="text-align: center;">MISC</h3> <ul style="list-style-type: none"> • Shapelock (or Instamorph) • Nichrome wire • string • rope 	

Appendix 4 – Examples of current pricing models (Australian spaces) :

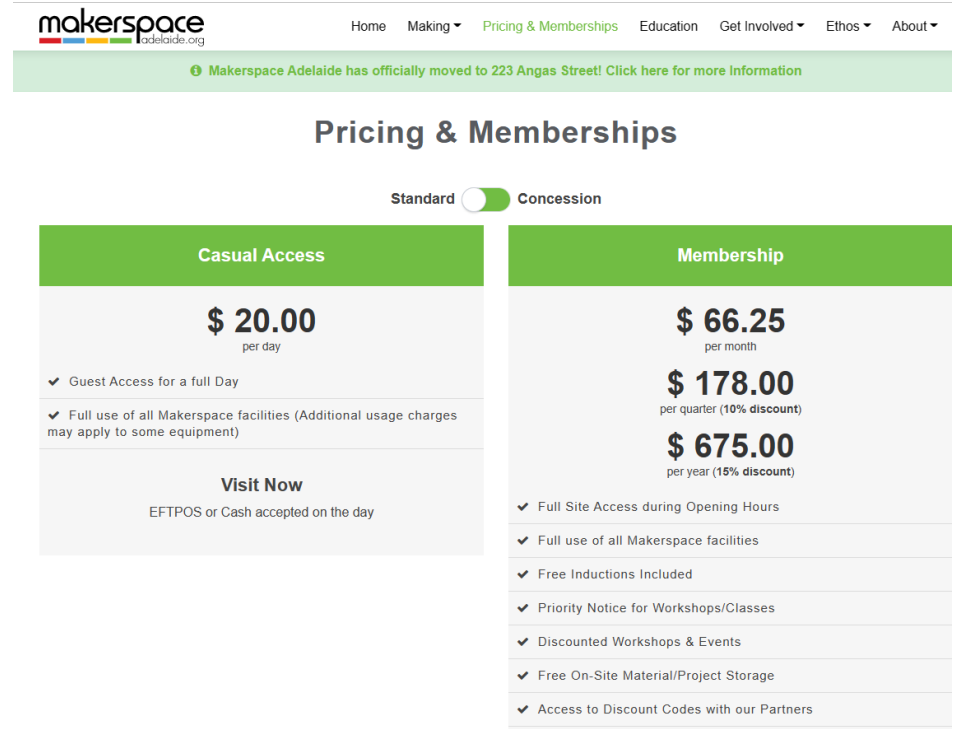
<p>Current Pricing Models</p>	<p>Examples for pricing currently being applied to similar spaces to Model Two and Model Three :</p> <p><i>Artifactory Perth:</i> https://artifactory.org.au/</p> <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <table style="width: 100%; text-align: center; background-color: #333; color: white;"> <tr> <td style="width: 25%; padding: 5px;"> <p>🕒</p> <p>Day Pass</p> <p>\$15/day</p> <p>Use of Artifactory tools Pay by EFTPOS on the day Kitchen facilities Free WiFi</p> </td> <td style="width: 25%; padding: 5px;"> <p>🔑</p> <p>Concession</p> <p>\$45/mo</p> <p>24/7 Access (with bond) Personal storage locker Discounted tool usage fees Free access to events</p> </td> <td style="width: 25%; padding: 5px;"> <p>🔑</p> <p>Full</p> <p>\$75/mo</p> <p>24/7 Access (with bond) Personal storage locker Discounted tool usage fees Free access to events</p> </td> <td style="width: 25%; padding: 5px;"> <p>🎵</p> <p>Band</p> <p>\$100/mo</p> <p>Rehearsal room access Weekly rehearsal slots PA and limited backline 24/7 Access (with bond)</p> </td> </tr> </table> </div> <p><i>Hackerspace Brisbane:</i> https://hsbne.org/join</p> <p>Membership at HSBNE</p> <p>Benefits</p> <ul style="list-style-type: none"> A warm fuzzy feeling and the opportunity to support a unique community focused organisation 24/7 access to the HSBNE campus via an RFID access card Voting rights in the group One 55L storage tub in member storage (if required) Discounted classes <p>Fee Structure</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid #ccc; padding: 5px;">Standard Member</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> \$100 per month. Rates can be reduced to \$60 per month by becoming a 'Volunteer Member.' </td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Volunteer Member</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> \$60 per month. To be on this rate you must become a volunteer by signing an agreement. Each month you fulfill your agreement we will discount your membership fees to this level. Don't be shy! There's always plenty to do. </td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Concessional Volunteer Member</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> \$30 per month, no further discounts To be on this rate you must become a volunteer by signing an agreement. Each month you fulfill your agreement we will discount your membership fees to this level. The volunteer workload for this rate is higher than for the 'Volunteer Member' rate. You can fulfill these expectations by attending the monthly working bee. To be eligible for this rate you must be genuinely unable to afford the standard tier. Being a student or unemployed generally makes you eligible. Proof of eligibility will be required during the sign-up process. </td> </tr> <tr> <td style="padding: 5px;">Lifetime Member</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> \$0 per month, for life Available to those who have been a member for at least 10 years as a thank you for supporting and volunteering for HSBNE since the beginning. </td> </tr> </table> <p><i>Hobart Hackerspace :</i> Hobart Hackerspace TidyHQ</p>	<p>🕒</p> <p>Day Pass</p> <p>\$15/day</p> <p>Use of Artifactory tools Pay by EFTPOS on the day Kitchen facilities Free WiFi</p>	<p>🔑</p> <p>Concession</p> <p>\$45/mo</p> <p>24/7 Access (with bond) Personal storage locker Discounted tool usage fees Free access to events</p>	<p>🔑</p> <p>Full</p> <p>\$75/mo</p> <p>24/7 Access (with bond) Personal storage locker Discounted tool usage fees Free access to events</p>	<p>🎵</p> <p>Band</p> <p>\$100/mo</p> <p>Rehearsal room access Weekly rehearsal slots PA and limited backline 24/7 Access (with bond)</p>	Standard Member	<ul style="list-style-type: none"> \$100 per month. 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Duration	Price								
1 Month 19-12-2022 - 18-01-2023	\$20.00								
<p>Standard - Annual</p> <table border="1"> <thead> <tr> <th>Duration</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1 Year 19-12-2022 - 18-12-2023</td> <td>\$275.00</td> </tr> </tbody> </table>	Duration	Price	1 Year 19-12-2022 - 18-12-2023	\$275.00	<p>Concession - Annual</p> <table border="1"> <thead> <tr> <th>Duration</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1 Year 19-12-2022 - 18-12-2023</td> <td>\$220.00</td> </tr> </tbody> </table>	Duration	Price	1 Year 19-12-2022 - 18-12-2023	\$220.00
Duration	Price								
1 Year 19-12-2022 - 18-12-2023	\$275.00								
Duration	Price								
1 Year 19-12-2022 - 18-12-2023	\$220.00								

Basic facilities, 24 hour access

Supported by a successful crowd funding campaign and workshop site provided by the Tasmanian Department of Health and Human Services, the Hobart Hackerspace is governed as a not-for –profit association.

Makerspace Adelaide:



The screenshot shows the 'Pricing & Memberships' page for Makerspace Adelaide. It features a navigation bar with links for Home, Making, Pricing & Memberships, Education, Get Involved, Ethos, and About. A green banner below the navigation bar states: 'Makerspace Adelaide has officially moved to 223 Angas Street! Click here for more Information'. The main heading is 'Pricing & Memberships'. Below this, there are two toggle buttons: 'Standard' (selected) and 'Concession'. The page is divided into two columns: 'Casual Access' and 'Membership'. The 'Casual Access' column shows a price of \$20.00 per day, with a 'Visit Now' button and a note that EFTPOS or Cash is accepted on the day. The 'Membership' column shows three options: \$66.25 per month, \$178.00 per quarter (10% discount), and \$675.00 per year (15% discount). A list of benefits for the membership is provided, including full site access, free inductions, priority notice for workshops, discounted workshops, free on-site material storage, and access to discount codes with partners.

Brisbane Makerspace: [Pricing - Brisbane Makerspace](#)

Access our amazing facilities with a membership!

Become a member to join our inclusive & diverse community, and access amazing tools.

All plans come with 24/7 access and unlimited high speed internet.

MAKER LITE	MAKER PLUS	COWORKER LITE	COWORKER PLUS
\$ 39 / month	\$ 59 / month	\$ 199 / month	\$ 299 / Month
SIGN UP	SIGN UP	SIGN UP	SIGN UP
<ul style="list-style-type: none"> ✓ Access to 3D printers, laser cutter, electronics tools and more* ✓ No commercial use or paid projects permitted ✓ Mentoring and assistance from our head maker ✓ 3 month minimum term (cancel anytime after that) ✓ Up to 8 visits per month ✓ No meeting room use 	<ul style="list-style-type: none"> ✓ Access to 3D printers, laser cutter, electronics tools and more* ✓ Limited commercial use as per our Pay Use Policy ✓ Mentoring and assistance from our head maker ✓ 3 month minimum term (cancel anytime after that) ✓ Up to 8 visits per month ✓ No meeting room use 	<ul style="list-style-type: none"> ✓ A hot-desk anytime you need it ✓ Access to 3D printers, laser cutter, electronics tools and more* ✓ Mentoring and assistance from our head maker ✓ Commercial use as per our Pay Use Policy ✓ 3 month minimum term, pay by invoice available ✓ Unlimited visits ✓ Free meeting room use 	<ul style="list-style-type: none"> ✓ Your own dedicated desk and lockable storage cabinet ✓ Access to 3D printers, laser cutter, electronics tools and more* ✓ Mentoring and assistance from our head maker ✓ Commercial use as per our Pay Use Policy ✓ 3 month minimum term, pay by invoice available ✓ Unlimited visits ✓ Free meeting room use

Appendix 5 - Example of Make It Space Action Plan Required

ACTION	DELEGATED AREA OF RESPONSIBILITY	NOT STARTED	ON TRACK	COMPLETED	DATE DUE
Development of Project Plan					
Working Party to identify Make It Model					
Development of Business Case					
Business Case presented to Shire Council					
Identification of Department responsible for the Make It Space : Bookings Program development and delivery Maintenance & repairs etc Community technical support and trouble shooting Safety planning and evacuation plans IT – connectivity and hardware Communication Strategy Budget and funding sources Program analysis, reports and updates					
Establishment of Steering Committee/Governance Group					
Identify members (Shire staff, Councillors, Industry, Community Groups)					
Establishment of Steering Committee/Governance Group Terms of Reference					
Review Business Case					
Establishing key deliverables of Governance Group					
Establishing key deliverables of the Make It Space					
Identify additional key stakeholders which can be co-opted to support funding, Make It Space development etc					
Review Implementation Plan					
Identify and establish operational policies required for Make It Space					
Communication					
Development of communication plan for Make It Space					
Agreed key messages for the space					
Webpage for Make It Space					
FB posts – who is responsible & how will this be managed					
Develop a Program of Use for the Make It Space (see example Appendix ^^^^)					

ACTION	DELEGATED AREA OF RESPONSIBILITY	NOT STARTED	ON TRACK	COMPLETED	DATE DUE
Communication of Program					
Policies and Processes					
Develop a preliminary assessment of the space for code compliance and existing infrastructure support for the proposed equipment uses. <i>(exclusion areas etc)</i>					
Risk Assessment of Operational Plan					
Development of Budget					
Development of Operational Plan					
Development of Sustainability Plan					
Development of Asset Management Plan					
Development of Safety Plans <i>(including but not limited to: evacuation plan, after hours emergency contacts, safety data sheets etc)</i>					
Copyright					
Security					
Responsible Use of Space & Equipment Agreement					
Fees and service structures					
Liability					
Maintenance and replacement schedules					
Booking policies					
Identification of monitoring and reporting processes					
Development of evaluation strategy which enables feedback mechanisms and set success measures to inform Steering Committee/Governance Group, key stakeholders, sponsors, users and residents.					
HR Requirements					
Recruitment of additional Community Development Officer/Librarian					
Development and oversight of Training Program:					
Shire Induction					
Payroll Process					
Financial Systems Induction					
Library Systems					
Safety Plans					
Speciality Equipment					
Identification and recruitment of community volunteers and community members with specialist skills					
Development of a policy stance for reciprocal benefits for volunteers which could be					

ACTION	DELEGATED AREA OF RESPONSIBILITY	NOT STARTED	ON TRACK	COMPLETED	DATE DUE
rewarded with to support sustainable participation.					
Roster of staff to the Make It Space <i>(including out of hours support if open 24/7)</i>					
Budget					
Separate Asset Management Plan for the Makerspace established					
Development of Budget					
Identification of long term funding sources – grants and sponsorship					
Shire of Dardanup Budget commitment					
Identification and application for seed funding					
Grant writing & acquittals					
Development of fee structures for:					
Use of space only					
Equipment access					
Specialist workshops and/or holiday programs					
Community groups v Individual access					
Consumable use (3D printer filament etc)					
Training Budget for staff					
Procurement					
Asset Management Plan					
Identification of equipment required					
Purchasing of equipment					
Management of equipment <i>(daily maintenance checks, booking, maintenance schedules, repairs, replacement etc)</i>					



Appendix 6 - Example of Make It Space Implementation Strategy: (requires review and editing)

Transition from Model 1 to Model 2:

Year 1 2023		Year 2 2024		Year 3 2025		Year 4 2026		Year 5 2027	
Jan- June	July - Dec	Jan- June	July - Dec	Jan- June	July - Dec	Jan- June	July - Dec	Jan- June	July - Dec
Work stream group to review Report – edit and refine as required for presentation to Working Party	Governance Group/steering committee established (regular meetings established)	New Shire of Dardanup Civic and Community Centre building completed	Model 1 Booking sheet open	Review of first 6 months of operations	Review of first 12 months of operations		New maker streams come on line	Model 2 Booking sheet open	Review of first 6 months of multi maker stream operations
Working Party to review recommendations and ratify an aspirational target model	Funding to be sourced for approved model – including potential sponsorship or industry/higher education partnerships identified	Furniture purchased for delivery to align with building completion		Funding for transition into Model two to be sourced and secured	Expansion of MakerSpace (Make It Space) reusable tools as a response to community maker feedback	New equipment purchased as funding is secured	Training for library/maker space staff on new machines and equipment to support implementation of Model 2 (multi maker streams)	NEW programmed community workshops established in Make It Space to utilise new maker stream technologies	Maker stream public exhibition to highlight the work created and generate further community interest
Working Party to present recommendations to Council	Identification MakerSpace (Make It Space) project led	Workshop facilitators sourced to develop programs ready for July-Dec delivery	Christmas holidays programs developed	School holiday programs established in Make It Space (April holidays, June/July holidays)		Workshop facilitators sourced to develop new programs ready for new equipment and maker streams	Change expected in fee structure to reflect access to increasingly more technologies.	NEW School holiday programs established in Make It Space to utilise new maker stream technologies	Planning to host a Make It Space regional/state conference to show case the work completed by the Shire in developing the space
Business Case developed	Communication plan established to ensure interest and excitement is generated in the community	Policies and processes developed	Programs promoted and published			Review of policies and processes to reflect the transition from model 1 (flexible space) to model 2 (multi maker streams)			Celebration of new “start-ups” grown from the MakerSpace (Make It Space) programs



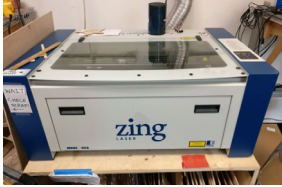

Appendix 7 - Example of Weekly Schedule for a Programmable Make It Space

(4 x 10 week cycles aligning with school terms, plus 3x 2 week holiday programs- not illustrated)


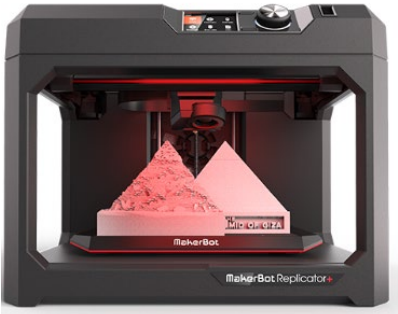
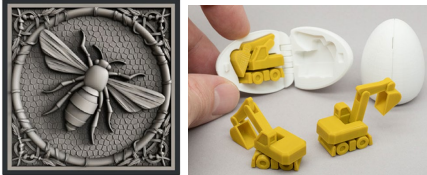
<i>times</i>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9	<i>Closed for maintenance and daily start-up</i>	<i>Closed for maintenance and daily start-up</i>	<i>Closed for maintenance and daily start-up</i>	<i>Closed for maintenance and daily start-up</i>	<i>Closed for maintenance and daily start-up</i>	<i>Closed for maintenance and daily start-up</i>	<i>Closed for maintenance and daily start-up</i>
9-11	Make, Create & Connect <i>Arts/Craft activities for community Ages: 18-88</i>	Little Learners <i>STEM activities for Tots Ages: 2-4</i>	Tea & Tech. <i>Connect through a cup of tea and improve your technology skills. Ages: 18-88</i>	Little Learners <i>STEM activities for Tots Ages: 2-4</i>	Tech Savvy Seniors <i>Tech based activities for interested seniors. Ages: 18-88</i>	<i>Available for individual bookings or community group bookings</i>	<i>Available for individual bookings or community group bookings</i>
11-12	<i>Closed for clean up</i>	<i>Closed for clean up</i>	<i>Closed for clean up</i>	<i>Closed for clean up</i>	<i>Closed for clean up</i>		
1-3	<i>Safety Training and Equipment Training for new Make It members and/or key community groups</i>	Tech Savvy Seniors <i>Tech based activities for interested seniors Ages: 18-88</i>	Make, Create & Connect <i>Arts/Craft activities for community Ages: 18-88</i>	Tea & Tech. <i>Connect through a cup of tea and improve your technology skills. Ages: 18-88</i>	Make, Create & Connect <i>Arts/Craft activities for community. Ages: 18-88</i>	E-Sports <i>Ages:13-17 Eaton Community College Team & Individuals</i>	
3- 4	<i>Closed for clean-up & afternoon set up</i>	<i>Closed for clean-up & afternoon set up</i>	<i>Closed for clean-up & afternoon set up</i>	<i>Closed for clean-up & afternoon set up</i>	<i>Closed for clean-up & afternoon set up</i>	<i>Available for individual bookings or community group bookings</i>	
4-5.30	Junior Tech Club (Lego League) <i>Ages: 7-12</i>	Art Explorers <i>Ages: 7-12</i>	Instructables STEM Tech Club <i>Ages: 7-12</i>	Art Explorers <i>Ages: 7-12</i>	Media Stars <i>Ages: 7-12</i>		
6.00-8.30	<i>Available for individual bookings or community group bookings</i>	Connect & Create Arts/Craft Club <i>Ages: 13-18</i>	Instructables STEM Tech Club <i>Ages: 13-18</i>	<i>Available for individual bookings or community group bookings</i>	Media Acts <i>Social media, podcasts, film production & digital audio production. Ages: 13-18</i>		<i>Closed for maintenance and deep cleaning</i>



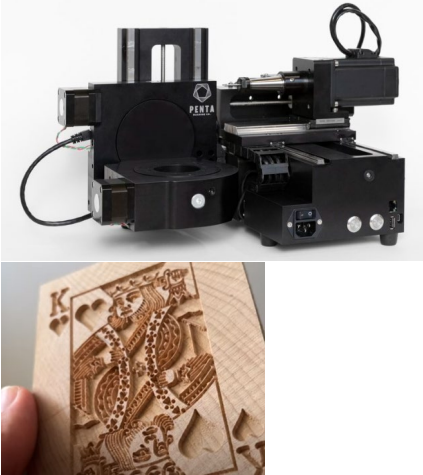

Appendix 8 - Illustration of Proposed Equipment and Potential Applications

MAKERSPACE STREAM	ITEM OF EQUIPMENT	PRACTICAL USES	ADDITIONAL INFORMATION
Mechatronics Engineering	Laser Cutter	<p>Laser cutters can cut and engrave a wide variety of materials – anything from paper, wood, cork, acrylic and foam to different types of metals. Still, there are some materials that should never be cut using a laser cutter. Cutting material such as polyvinyl chloride, polycarbonate and polystyrene results in the emission of acids and toxic fumes. These are harmful to both the operator of the machine but also the laser cutter itself as they can be a source of corrosion.</p> <p>Examples of laser cutting projects can be viewed on YouTube: This New CNC laser is amazing! - The cost effective LONGER RAYS 10W - New!August 2022 - YouTube 3D Laser Cut Cardboard Art - YouTube</p>	 <p>Standard example of a laser cutter. Generally bench mounted and requires fume extraction and ventilation systems.</p>  <p>Example of the potential projects that can be enabled with a laser cutter.</p>


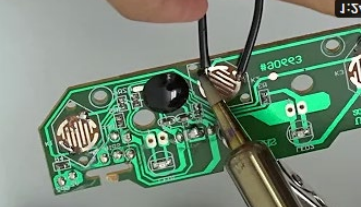



MAKERSPACE STREAM	ITEM OF EQUIPMENT	PRACTICAL USES	ADDITIONAL INFORMATION
Mechatronics Engineering	3D Scanner	<p>3D scanners help preserve history by capturing delicate artifacts and objects into 3D digital form. Non-contact 3D scanners, such as structured-light systems, are especially great for this type of application because they capture the object without causing any disturbance to the original.</p>	 <p>Example of 3D scanner.</p>
Mechatronics Engineering	3D Printers	<p>As their name suggests, 3D printers can build three-dimensional objects, out of a variety of materials. 3D printing is a manufacturing process in which material is laid down, layer by layer, to form a three-dimensional object. The most commonly known is fused deposition modeling (FDM), also known as fused filament fabrication (FFF). In it, a filament—composed of acrylonitrile butadiene styrene (ABS), polylactic acid (PLA), or another thermoplastic—is melted and deposited through a heated extrusion nozzle in layers.</p> <p>The Ultimate Beginner's Guide to 3D Printing - Part 1 - YouTube</p> <p>What Is 3D Printing and How Does It Work? Mashable Explains - YouTube</p>	 <p>Example of 3D printer</p>  <p>Example of 3D projects</p>



MAKERSPACE STREAM	ITEM OF EQUIPMENT	PRACTICAL USES	ADDITIONAL INFORMATION
Mechatronics Engineering	CNC Router	<p>CNC routers are often used for to precisely cut out intricate shapes from cardboard, foam, and plywood.</p> <p>A CNC router is a computer-operated cutting tool that acts as a combination panel saw, spindle moulder, and boring machine, carving complex shapes out of materials like wood, metals, plastics, and glass.</p> <p>CNC stands for “computer numerical control”—a fancy way of saying the device operates using programmable automation, similar to 3D printing, allowing builders to design complex parts that can be cut cleanly, quickly, and on a massive scale.</p> <p>70 woodworking projects with CNC Router - YouTube</p>	 <p>Example of CNC router projects.</p>
Mechatronics Engineering	Bench drill	<p>The bench drill is used for drilling holes through materials including a range of woods, plastics and metals. It is normally bolted to a bench so that it cannot be pushed over.</p> <p>Unlike handheld drills which rely on arm strength and the steadiness of the operator to drill an accurate, clean hole, drill presses are precise by design.</p>	



MAKERSPACE STREAM	ITEM OF EQUIPMENT	PRACTICAL USES	ADDITIONAL INFORMATION
Mechatronics Engineering	Soldering	<p>A soldering iron is a hand tool used to heat solder, usually from an electrical supply at high temperatures above the melting point of the metal alloy. This allows for the solder to flow between the work pieces needing to be joined.</p> <p>Soldering irons are most often used for installation, repairs, and limited production work in electronics assembly. High-volume production lines use other soldering methods. Large irons may be used for soldering joints in sheet metal objects.</p> <p>Basic Soldering Technique - YouTube</p>	 <p>Example of soldering station</p> 
Mechatronics Engineering	Dremel	<p>Developed for creative makers, this range opens a world of possibilities for your next DIY project. It includes extensive tools and attachments, perfect for both professional and personal use. Dremel tools can be used for a variety of applications – carving, cleaning and polishing, cutting, engraving, drilling and sanding.</p> <p>A tool for precision work and cleaning up projects.</p> <p>Power Carving a Wooden Bear with a Dremel - YouTube</p> <p>Carving a small Owl with Foredom and Dremel - YouTube</p>	 <p>Dremel set</p>



MAKERSPACE STREAM	ITEM OF EQUIPMENT	PRACTICAL USES	ADDITIONAL INFORMATION
			 <p>Examples of use.</p>
Arts/Craft/Textiles	Cricut Machine	<p>A Cricut is an electronic cutting machine that can cut all sorts of designs from materials like paper, vinyl, card stock, and iron-on transfers. Some Cricut machines can even cut leather and wood!</p> <p>Cricut Australia & New Zealand Personalise almost anything</p> <p>New to Cricut? Try these EASY Beginner-Friendly Cricut Explore + Maker Decor DIYs! Whiskey & Whit - YouTube</p> <p>How To Make Custom Stickers w/ Cricut Teacher Holiday Gift - YouTube</p>	 <p>Cricut machine</p>



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<https://curiositycommons.wordpress.com/makerspaces-the-challenges/>

[Emerging Health and Safety Issues in Makerspaces](#)

<https://ijamm.pubpub.org/pub/07vlibe4/release/2>

[Makerspaces: Space and Design Considerations - Digital Pedagogy - A Guide for Librarians, Faculty, and Students - Research guides at University of Toronto \(utoronto.ca\)](#)

[Making Makerspaces: Creating a Business Model \(makezine.com\)](#)

CNC Router : [Air-Cooled or Water-Cooled ... Which Is Better? | American Machinist](#)

[Safety data sheets | Safe Work Australia](#)

[MakerSpace Program | Australian Army Research Centre \(AARC\)](#)

[Building a Makerspace Facilitation Team | Australian Army Research Centre \(AARC\)](#)

[Who Makes a Makerspace? Makerspace Governance in Toronto, Ontario, and London, Ontario](#)

[Top Do's & Dont's of Makerspaces in Libraries | by Jane Cowell | Medium](#)

[Appendix ORD: 12.2.3B]

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT:		New Shire of Dardanup Library, Administration and Community Building Maker Space Model						
RISK THEME PROFILE:		6 - Engagement Practices 10 - Management of Facilities, Venues and Events						
RISK ASSESSMENT CONTEXT:		Strategic						
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Risk if financial impact is not added to financial plan and budgets. Skilled officer to oversee Makerspace will require higher FTE allocation. Skills will depend on space and model.	Moderate (3)	Possible (3)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	If not scheduled well, fit out could interfere with library service and operations for a brief time.	Moderate (3)	Possible (3)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Failure to properly resource makerspace could lead to injury and legal implications.	Major (4)	Possible (3)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	By not supplying fit out to main community designated area of the new building the project may seem incomplete and not fit for purpose.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Minor (2)	Possible (3)	Low (1 - 4)

[Appendix ORD: 12.2.4A]

Proposed Date for Ferguson Valley Marketing Inc to Trade at Gnomesville 2023

April Sat/Sun 1 & 2 Fri 7 April- Sun 23 April ANZAC Day 25 Sat/Sun 30 & May 1	May Sat/Sun 6 & 7 Sat/Sun 13 & 15 Sat/Sun 19 & 20 Sat/Sun 27 & 28
June Sat/Sun 3 & 4 WA Day 5 Sat/Sun 10 & 11 Sat/Sun 17 & 18 Sat/Sun 24 & 25	July Sat 1 July- Sun 16 July Sat/Sun 22 & 23 Sat/Sun 29 & 30
August Sat/Sun 5 & 6 Sat/Sun 12 & 13 Sat/Sun 19 & 20 Sat/Sun 26 & 27	September Sat/Sun 2 & 3 Sat/Sun 9 & 10 Sat/Sun 15 & 16 Sat 23 Sept- Sun 8 Oct
October Sat/Sun 7 & 8 Sat/Sun 14 & 15 Sat/Sun 21 & 22 Sat/Sun 28 & 29	November Sat/Sun 4 & 5 Sat/Sun 11 & 12 Sat/Sun 18 & 19 Sat/Sun 25 & 26
December Sat/Sun 2 & 3 Sat/Sun 9 & 10 Fri 15 Dec- Tue 30 Jan	

[Appendix ORD: 12.2.4B]

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT:		Application for Trader’s Permit – Gnomesville						
RISK THEME PROFILE:		2 - Business and Community Disruption 7 - Environment Management 10 - Management of Facilities, Venues and Events						
RISK ASSESSMENT CONTEXT:		Operational						
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	Food safety risks	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	If Ferguson Valley Marketing Inc. do not maintain their financial viability there is a risk that visitor services will no longer be available.	Major (4)	Possible (3)	High (12 - 19)	Approving a pop up visitor centre at Gnomesville will raise the profile of the services available in the region and provide an additional revenue stream.	Insignificant (1)	Rare (1)	Low (1 - 4)
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Perception that the Shire is not supportive of local tourism initiatives.	Minor (2)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	Increase in litter.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.



POLICY NO:-

SDev CP044 – COMMUNITY & EVENT GRANTS POLICY**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM:	Res:	Synopsis:
1	DEV10	OCM: 10/05/12	Res:	Policy created.
Version:		OCM:	Res:	Synopsis:
2	CP044	SCM 26/07/18	Res: 251-18	Reviewed Policy Adopted
3	CP044	OCM: 14/08/19	Res: 243-19	Reviewed and Adopted by Council
4	CP044	OCM: 29/07/20	Res: 208-20	Reviewed and Adopted by Council
5	SDev CP044	OCM: 30/09/20	Res: 270-20	Amended and adopted by Council
6	SDev CP044	OCM: 28/09/22	Res: 243-22	Reviewed and Adopted by Council
7	SDev CP044	OCM 25/01/23	Res: 04-23	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide financial support to not-for-profit community groups and organisations for projects and events that benefit the Shire of Dardanup community.

3. POLICY

The policy sets out the criteria for each category of financial support available. There are three (3) categories:

- Community Grants
- Community Event Grants
- Regional Event Grants

3.1 Community Grants

The Shire of Dardanup will make an annual allocation of funds in its budget to provide financial assistance to not-for-profit community groups and organisations that can demonstrate an association with the Shire.

Community grants are available for projects and activities within the Shire of Dardanup that;

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;
- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community;
- Empower groups to be proactive in the community.

Funding falls into three levels: -

Level 1: Quick Response Community Grants (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total project cost is available to incorporated not-for-profit community groups and organisations.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total project cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Grants (\$1,001 - \$5,000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total project cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or donations from other sources. Level 3 grants will be open for application twice per year.

3.2 Community Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups and organisations who can demonstrate the capacity to run quality, well-organised events within the Shire of Dardanup.

Community event grants are available for free-to-attend events held within the Shire of Dardanup that benefit the community and activate places.

Funding falls into three levels: -

Level 1: Quick Response Minor Community Events (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total event cost is available to incorporated not-for-profit community groups and organisations.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Event Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total event cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Event Grants (\$1,001 - \$5,000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total event cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Level 3 grants will be open for application twice per year.

3.3 Regional Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and businesses who can demonstrate the capacity to run quality, well-organised events with a regional attraction. Events should be held within the Shire of Dardanup and/or raise the profile of the Shire of Dardanup.

Regional Event Grants are available for events that;

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

Funding will be available of up to \$10,000 per application and a maximum 50% of the total event cost. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Regional Events Grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

4. ELIGIBILITY

To be eligible to receive a grant from the Shire of Dardanup, the applicant must:

- Meet the criteria as detailed in items 3.1, 3.2, and 3.3 of this policy.
- Be based within the Shire of Dardanup, or the majority of members of the application organisation are residents of the Shire of Dardanup, or the application organisation provides a benefit to residents and/or business owners within the Shire of Dardanup.
- Submit an application through the prescribed forms and within the timelines specified. No late applications will be accepted.
- Submit documented estimates of expenditure as part of the application.
- Have all appropriate insurances.
- Carry out the activity within 12 months of approval of funding; or for Regional Event Grants within 18 months from approval of funding.
- Receive prior approval for any substantial changes to an application.
- Each project will be eligible to receive up to \$5000 amount value and/or a maximum of two (2) applications for same project - irrespective of financial year.
- Maximum one application per group/organisation in same funding round.
- Successful applicants will be asked to submit photographic evidence and testimonial after completion of project for use on the Shire's promotional platforms to advise community of benefit and outcomes of the Shire's Grants Scheme.

The following are eligible for funding:

- Promotion and advertising;
- Event or conference sponsorship, and award ceremonies;
- Traffic management;
- Waste management;
- Security;
- Entertainment, artist and/or talent fees;
- Facilitator fees;
- Professional fees for services required for one-off events and activities, such as consultant fees;
- Venue hire;
- Catering;
- First aid;
- Portable toilets, public use only;
- Equipment hire;
- The purchase of capital equipment and minor assets;
- Materials and resources;
- Repairs and maintenance to facilities and assets;
- Insurances, licenses and permits required for one-off events and activities (excluding liquor licensing);
- Shire of Dardanup in-kind services on application. Any in-kind funding requested must be discussed with a council officer and is subject to availability and approval by the Chief Executive Officer.

Funding will not be available for the following:

- Ongoing operational costs including salaries and wages;
- Ongoing operational expenses;
- Retrospective funding or items already ordered;
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- State or Commonwealth Government Departments or Agencies, or profit-based business enterprises;
- Events that are not open for attendance by the general public;
- Team uniforms;
- Personal travel;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;
- Applications that conflict with the Shire of Dardanup Strategic Community Plan.
- Organisations who have outstanding, overdue grant acquittals or any unspent funds owing to the Shire will not be considered for new grant applications until such time as outstanding funds and reports are resolved.

If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

5. PROCEDURE/ASSESSMENT

5.1 Application Assessment Procedure

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding. Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Grants (Level 1) and Community Events (Level 1) will be assessed by the Manager Community Development and Director Special Projects & Community and referred to the Chief Executive Officer for determination under the delegation of Council. Decision on applications will be made within 6 weeks of receiving application.
- Applications for Community Grants (Levels 2 & 3) and Community Events (Levels 2 & 3) will be assessed by the Manager Community Development and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- Applications for Regional Event Grants will be assessed by the Manager Community Development and referred to Council for determination. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of the total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

5.2 Events Not Requiring Application

The following events will be funded annually through the Regional Event Grants category and will not be considered as part of the competitive funds:

- Bull and Barrel Festival
- Eaton Foreshore Festival
- Dardanup Art Spectacular

[Appendix ORD: 12.2.5B]

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Community and Event Grants Round 2

RISK THEME PROFILE: 6 - Engagement Practices

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.	Minor (2)	Unlikely (2)	Low (1-4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

RECOMMENDATIONS TO COUNCIL

COMMUNITY GRANTS ROUND 2 2022-2023

Level 2: Community Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total project cost will be available to not-for-profit incorporated community groups and organisations. Level 2 grants will be open for application twice per year.

Level 3: Community Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total project cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or donations from other sources. Level 3 grants will be open for application twice per year.

List of Applications – COMMUNITY GRANTS LEVEL 2:

#CL2-01	Bunbury Regional Toy Library
# CL2-02	Burekup & Districts Country Club
# CL2-03	Coastal Rowing Club
# CL2-04	CWA River Valley Belles
# CL2-05	CWA Eaton
# CL2-06	Eaton Senior Citizens
# CL2-07	Lions Club of Eaton

List of Applications – EVENT GRANTS LEVEL 3:

# CL3-01	Bethanie Esprit Retirement Village
# CL3-02	Bethanie Fields Retirement Village

COMMUNITY GRANTS – LEVEL 2		Application # CL2-01																									
Applicant	Bunbury Regional Toy Library																										
Shire of Dardanup based	Yes																										
Incorporated	Yes																										
Funding request \$	\$1,000.00																										
Project details	Purchase Items for Toy Library Purchase items for toy library resources.																										
Benefits to the community (as per application)	<i>By supporting parents and our early education facilities in investing in our children, we are ensuring the next generation will be high contributing members of society. Just over 30% of our current members reside in the Shire of Dardanup, so there will be a direct benefit to the families within the Shire. We are currently doing a membership drive, and as we are based in Dardanup Shire, expect the number of local families to increase steadily over the next few months.</i>																										
Shire of Dardanup Council Plan Relevancy	COMMUNITY Outcome 2 – A healthy and active community Outcome 4 – A compassionate and inclusive community																										
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2022-2023</td> <td>\$944.00</td> <td>Yes</td> <td>2 x iPads</td> </tr> <tr> <td>2022-2023</td> <td>\$500.00</td> <td>Yes</td> <td>QR Grant – toy items for event</td> </tr> <tr> <td>2020-2021</td> <td>\$842.51</td> <td>Yes</td> <td>Purchase toy items for library and advertising</td> </tr> <tr> <td>2019-2020</td> <td>\$1,000.00</td> <td>Yes</td> <td>Purchase toy items for library</td> </tr> <tr> <td>2016-2017</td> <td>\$1,000.00</td> <td>Yes</td> <td>Purchase toy items for library and shelving</td> </tr> </tbody> </table>			Year	Amount Funded	Acquitted	Comments	2022-2023	\$944.00	Yes	2 x iPads	2022-2023	\$500.00	Yes	QR Grant – toy items for event	2020-2021	\$842.51	Yes	Purchase toy items for library and advertising	2019-2020	\$1,000.00	Yes	Purchase toy items for library	2016-2017	\$1,000.00	Yes	Purchase toy items for library and shelving
Year	Amount Funded	Acquitted	Comments																								
2022-2023	\$944.00	Yes	2 x iPads																								
2022-2023	\$500.00	Yes	QR Grant – toy items for event																								
2020-2021	\$842.51	Yes	Purchase toy items for library and advertising																								
2019-2020	\$1,000.00	Yes	Purchase toy items for library																								
2016-2017	\$1,000.00	Yes	Purchase toy items for library and shelving																								
Officer comments	<p>The applicant is not eligible to apply for funding as per the Policy SDEV CP044.</p> <p>25/01/2023 Council adopted the below criteria to the policy: <i>Each project will be eligible to receive up to \$5,000 amount value and/or a maximum of two (2) applications for same project – irrespective of financial year.</i></p> <p>Previous funding awarded to the applicant has been for items for the toy library.</p>																										
Recommend approval	No																										



Appendix ORD: 12.2.5C]

**APPLICATION FOR
COMMUNITY GRANT – LEVEL 2
\$0 - \$1,000**

FORM 115 (B)

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

Part 1 Applicant Details

Applicant/Organisation Name

Bunbury Regional Toy Library

Postal Address

C/O Eaton Family Centre, Lot 10 Charterhouse Street, Eaton, WA, 6232

Name of Contact Person

Nicole Gustiawan

Email

bunburyregionaltoylibrary@outlook.com

Phone

Mobile

0477 040 264

Are you incorporated?

NO – Can you approach an Incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

The Bunbury Regional Toy Library is a 100% volunteer run, not for profit organisation providing toys and learning resources to our members who are residents of Bunbury, Eaton, Australind and all surrounding areas. We aim to provide a well rounded range of educational resources to families, for a yearly fee. Yearly fees are provided at low cost affordable prices to create accessibility for all families and encourage involvement of volunteering in the community. We are helping families reduce their environmental impact by providing one toy to be borrowed year after year by many children, rather than that same toy being disposed of to landfill after one families usage. We provide education for parents, showing different ways of engaging their children through play, to promote early childhood literacy and numeracy skills, and then further support their children's learning well into Primary School.

[Appendix ORD: 12.2.5C]

Provide list of committee members and contact details

Jodie Savage (Chairperson), Jenny Berger (Secretary), Ashleigh Ewing (Treasurer), Nicole Gustiawan (Roster Coordinator), Hayley Pullen, Matilda Van Dyke, Samantha Gibbs (General Committee Members)

All committee members use the same email address: bunburyregionaltoylibrary@outlook.com

Next AGM Meeting

August 2023

Have you previously received funding from the Shire of Dardanup Community Grants Scheme?

NO

YES; please provide details below:

What Year?

2022

Amount approved \$

\$944

Have you successfully acquitted the funds?

NO

YES

Part 3 Grant Application Details

What are the proposed funds being used for? (Be specific how you will be using the funds and give as much detail as possible)

The latest Australian Early Development Census has shown that in some of our surrounding communities, the Language and Cognitive skills and Communication skill levels in some cases have dropped from previous years. We would like to focus on this and increase our range of early childhood and lower primary resources to help support parents bring these skills back up in their children. Focusing on Fine Motor skills, early literacy and numeracy skills, story telling and imaginative play will help children in their school preparation and also support those already going to school solidify their learnings. By providing these resources through the toy library, we can support those families who wouldn't be able to afford these products, and those who simply don't know how to support their children's learning and give those children the same learning opportunities as everyone else. Learning through play is such an important part of every child's education.

Provide address / project location (if applicable)

Eaton Family Centre, Lot 10 Charterhouse Street, Eaton, WA, 6232

Expected Start Date:

01/04/2023

Expected Completion Date:

30/06/2023

How will the funds benefit the Shire of Dardanup community? (Be specific and give as much detail as possible)

By supporting parents and our early education facilities in investing in our children, we are ensuring the next generation will be high contributing members of society. Just over 30% of our current members reside in the Shire of Dardanup, so there will be a direct benefit to the families within the Shire. We are currently doing a membership drive, and as we are based in Dardanup Shire, expect the number of local families to increase steadily over the next few months.

Amount Requested

\$1000

Part 4 Budget

TOTAL PROJECT COST

\$1027.49

GRANT REQUEST AMOUNT

Council Contribution (grant funds requested in this application, up to \$1,000 + GST) (page 3 of 4)

[Appendix ORD: 12.2.5C]

\$1000

TOTAL \$1000

Part 5 Expenditure – please detail each item

Item	Amount
Stories Re-imagined – Story and Play Small World Kits	\$162.95
The Playful Collective – Fine Motor activities, small world imaginative play kits, number and letter tracing boards	\$419.45
The Creative Toy Shop – Word Games, Miniland Sequencing, Math Activity Set	\$163.63
The Little Learners Corner – Word game, Math game, Cognitive Puzzle Game	\$137.00
Amazon – Word Activity Set, Fine Motor Activity, Math Scale game	\$144.46
**Final purchases may differ slightly depending on availability and pricing	
TOTAL EXPENDITURE	\$1027.49

Part 6 Checklist

- All boxes filled in with as much detail as possible
- Budget complete
- Quotes attached
- I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup. *Please contact Shire of Dardanup Grants officer to discuss prior to returning funds.*
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced / completed. *No retrospective funding will be provided in any circumstances.*
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed.
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month.

Part 8 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

Bunbury Regional Toy Library

Contact Person (if not Applicant)

Nicole Gustiawan

Position

Roster Coordinator

Signature

Nicole Gustiawan

Date

20/02/2023

Part 9 Return form to

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

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



Shire of Dardanup



FAQS

ABOUT US

CONTACT

TRACK MY ORDER

MAGAZINE



The Little Learners Corner

SHOPPING CART



WOODEN ROTATION
CVC BLOCK LETTERS
TEACHING TOY

\$86 ~~\$43~~

— 1 + Remove x

Total (incl. tax) \$137

Shipping **FREE**



BALANCE MATH GAME
WITH PET FIGURINES

Style: Monkey

\$118 ~~\$59~~

— 1 + Remove x



GEOMETRIC SHAPE
COGNITIVE TETRIS
PUZZLE GAME

\$70 \$35

— 1 + Remove x

YOU MAY ALSO BE INTERESTED IN

MINI
PHOTOGRAPHER
DIGITAL
CAMERA
\$178 \$89

INTERACTIVE
TWO-PLAYER
TABLE
HOCKEY
\$58 \$29

STRESS
RELIEF PUSH
POP
BRACELET (5
PIECES)
\$15

MINI TOWN
EARLY
EDUCATION
BLOCK SET
\$128 \$64







GLOW IN THE
DARK SPORTS
BALLS
\$88 \$44

WELCOME TO OUR STORE



Your cart

[Continue shopping](#)

PRODUCT	TOTAL QUANTITY	TOTAL
 Fairies Deluxe \$50.00	\$50.00 <input type="text" value="1"/>	 \$50.00
 Dinosaurs Deluxe \$50.00	\$50.00 <input type="text" value="1"/>	 \$50.00
 Bugs Deluxe \$50.00	\$50.00 <input type="text" value="1"/>	 \$50.00

Subtotal \$150.00 AUD

Taxes and shipping calculated at checkout

Stories Reimagined

 Show order summary 

\$162.95

[Cart](#) > [Information](#) > **[Shipping](#)** > [Payment](#)

Contact

[Change](#)

noodles_6233@hotmail.com

Ship to

[Change](#)

25 Supanova Lane, Australind WA 6233, Australia

Shipping method



Standard

\$12.95

Estimated delivery Monday, 27 Feb–Tuesday, 7 Mar

[Return to information](#)

[Return to information](#)

\$14 FLAT RATE SHIPPING | FREE FOR ORDERS OVER \$250 (exclusions apply) | LOCAL PICKUP + DELIVERY AVAILABLE



[Continue shopping](#)

PRODUCT	TOTAL QUANTITY	TOTAL
 LEARNING RESOURCES LEARNING RESOURCES WRIGGLEWORMS! FINE MOTOR ACTIVITY SET	- 1 + 	\$49.95 \$49
 QTOYS NATURAL COUNTING BOARD	- 1 + 	\$49.90 \$49
 LEARN & GROW TOYS LEARN & GROW METAL RIMMED COUNTING CHIPS	- 1 + 	\$22.90 \$22
 LEARN & GROW TOYS LEARN & GROW MAGNETIC WAND Color: Orange	- 1 + 	\$6.90 \$6.90
 LEARN & GROW TOYS LEARN & GROW MAGNETIC WAND Color: Green	- 1 + 	\$6.90 \$6.90
 QTOYS LOWER CASE LETTER TRACING BOARD	- 1 + 	\$39.95 \$39.95
 EXPLORE NOOK EXPLORE NOOK SMALL WORLD - DIVERSE WOODEN FIGURINE SET	- 1 + 	\$39.95 \$39.95

VIP REWARDS PROGRAM

PRODUCT	TOTAL QUANTITY	TOTAL
 TARA TREASURES LARGE FARM FELT PLAY MAT PLAYSCAPE	- 1 + 	\$95.00
 TARA TREASURES DUCK POND WITH 6 DUCKS PLAY MAT PLAYSCAPE	- 1 + 	\$59.00
 TARA TREASURES FARM FELT PLAY MAT PLAYSCAPE	- 1 + 	\$49.00

Order special instructions

VIP REWARDS PROGRAM

Subtotal \$419.45 AUD

Tax included. Shipping calculated at checkout.

Check out

• Pay



 Show order summary 

\$419.45

Cart > Information > **Shipping** > Payment

Contact

Change

noodles_6233@hotmail.com

Ship to

Change

25 Supanova Lane, Australind WA 6233, Australia

Shipping method

Standard
2 to 8 business days

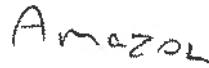
Free

Express
1 to 4 business days

\$23.95

[Change your account](#)

[Return to information](#)



Hello

All Search Amazon.com.au

3

Stream Movies and TV Shows with Prime

Shopping Cart

Part of your order qualifies for FREE Delivery. Choose this option at checkout. See details

Price



Learning Resources Fox in The Box Position Word Activity Set, Phonics

\$59.57

In stock
Shipped from and sold by Amazon US
Eligible for FREE International delivery
Gift options not available. Learn more
Size: One Size

Qty: 1 Delete Save for later

Share

Subtotal (3 items): \$144.46

This order contains a gift

Proceed to Checkout



Learning Resources LER5554 Birds in a Nest Sorting Set, Fine Motor

\$39.95

In stock
Eligible for FREE Shipping
 This will be a gift Learn more

Qty: 1 Delete Save for later

Share



Spark Cards Jr Sequencing Cards for...
162

\$64.49

Add to Cart



Learning Resources LER5553 Veggie Farm...
1,036

\$54.67

Add to Cart



Hape Monster Math Scale Toy (E0511)

\$44.94

In stock
Eligible for FREE Shipping
 This will be a gift Learn more

Qty: 1 Delete Save for later

Share



Learning Resources Big Feelings Pineapple...
3,231

\$33.82

Usually dispatched within...

Add to Cart



What Are They Doing...
> Molly McIntyre
497

Paperback

\$13.64

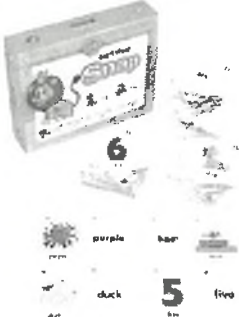

Add to Cart

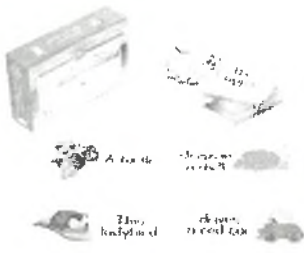
Subtotal (3 items): \$144.46

The price and availability of items at Amazon.com.au are subject to change. The Shopping Cart is a temporary place to store a list of your items and reflects each item's most recent price. Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

Customers who bought Learning Resources Fox in The Box Position Word Ac... also bought these items from other categories:

Shopping Cart

Product	Price	Quantity	Total
	Sight Word Snap \$20.00 AUD	1 + X Remove	\$20.00 AUD
	QToys CVC Word Learning Kit \$49.90 AUD	1 + X Remove	\$42.41 AUD



Making
Funny
Stories -
Giant
Dominoes

\$19.90 AUD

1 +

\$19.90 AUD

X Remove



Miniland -
Learning
Sequences
Little
Stories 1

\$29.90 AUD

1 +

\$25.42 AUD

X Remove



Learning
Resources
- Mini
Muffin
Match Up
Math
Activity
Set

\$44.95 AUD

1 +

\$44.95 AUD

X Remove

Shipping & taxes calculated at checkout

Subtotal:

\$152.68 AUD

**You're saving \$11.97
AUD**

[Add instructions for seller](#)

For \$4.00 AUD per item, please gift wrap the products in this order.

 Show order summary \$163.63

[Cart](#) > [Information](#) > [Shipping](#) > [Payment](#)

Contact Change
noodles_6233@hotmail.com

Ship to Change
25 Supanova Lane, Australind WA 6233, Australia

Shipping method

Fiat Rate Standard Shipping \$10.95

Express Post + Priority Dispatch \$26.13

[← Return to information](#)

COMMUNITY GRANTS – LEVEL 2

Application # CL2-02

Applicant	Bunbury & Districts Country Club																			
Shire of Dardanup based	Yes																			
Incorporated	Yes																			
Funding request \$	\$1,000.00																			
Project details	<p>Purchase outdoor lighting to beautify outdoor area</p> <p>Purchase outdoor lighting to attract and encourage visitors to utilise the garden area throughout the warmer months</p>																			
Benefits to the community (as per application)	<p><i>On the third weekend of each month from September to March, we have live background music in our beer garden area from 5pm until 10pm which attracts people from surrounding community areas within the Shire, not just Burekup. The Shire of Dardanup community will benefit from this project as it will enable us to create a better atmosphere in our beer garden area which will be more attractive to community members and guests. The objectives are to make our facility more attractive to encourage members and non-members to attend and enjoy these already very popular evenings. As food and liquid are sold at these events, this will increase our turnover. This additional income will be put straight back into the BDCC and enable us to continue making improvements to our facilities and provide events that promote community involvement.</i></p>																			
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY Outcome 2 – A healthy and active community Outcome 4 – A compassionate and inclusive community</p> <p>AMENITY Outcome 9 – Vibrant, attractive and welcoming towns and community spaces</p>																			
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2020-2021	\$5,000.00	Yes	Outdoor storage shed and undercover stage area																	
2021	\$420.00	Yes	QR Grant – community connection event																	
2019-2020	\$2,200.00	Yes	Replace carpet in bar area																	
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy <i>SDEV CP044</i>.</p> <p>The Burekup Country Club volunteer committee is very proactive in trying to attract new members to the club. The volunteers work extremely hard to keep the family friendly venue up to date and are committed to improve the venue.</p>																			
Recommend approval	Yes																			



APPLICATION FOR
COMMUNITY GRANT – LEVEL 2
\$0 - \$1,000
FORM 115 (B)

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

Part 1 Applicant Details

Applicant/Organisation Name

~~Burekup & Districts Country Club Inc.~~ **Burekup & Districts Country Club Inc.**

Postal Address

~~Cl- Post Office, Burekup WA 6227~~ **Cl- Post office, Burekup WA 6227**

Name of Contact Person

~~Clive Sargent~~ **Clive Sargent**

Email

~~burekupcountryclub@gmail.com (copy to: sargent@bigpond.com)~~

Phone

Mobile

0408959775

Are you incorporated?

NO – Can you approach an Incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

The Burekup Country Club (BDCC) is a family friendly member based club. The club is open to members and guests Friday evenings & Sundays afternoons. We also hire out our facilities to local organisations, not-for-profit groups and for private functions. The BDCC provides & maintains the Burekup hall, bar area, beer garden and adjacent sporting amenities area to support and encourage social & recreational activities for persons living in the Burekup and surrounding communities.

[Appendix ORD: 12.2.5C]

Provide list of committee members and contact details

Mark Dyer (President) Mob. 0419197937 rimshot79@bigpond.com // Clive Sargent (Vice Pres.) Mob. 0408959775 natalea.sargent@bigpond.com // Tenille Morrison (Secretary) Mob. 0428822231 tenillemorrison@live.com.au // Shirley Conner (Treasurer) Mob. 0412179982 smconner@mail.com // Committee Members - Daniel Fry 0409105388, Kahlia Murray 0413831800, Julie Rose 0428537906, Janette McLean 0419914899, Chris Kirk 0407233805, Julie Rose 0428537906.

Have you previously received funding from the Shire of Dardanup Community Grants Scheme?

 NO

 YES; please provide details below:

What Year?

2020

Amount approved \$

2500.00

Have you successfully acquitted the funds?

 NO

 YES

Part 3 Grant Application Details

What are the proposed funds being used for? (Be specific how you will be using the funds and give as much detail as possible)

To purchase 50 metres of smart strip Lighting and 9 easily removed Poles in order to erect strip lights in the Beer Garden Area of the Club grounds.

Provide address / project location (if applicable)

Russell Road, Burekup

Expected Start Date:

28-Feb-2023

Expected Completion Date:

31-Mar-2023

How will the funds benefit the Shire of Dardanup community? (Be specific and give as much detail as possible)

On the third weekend of each month from September to March, we have live background music in our beer garden area from 5pm until 10pm which attracts people from surrounding community areas within the Shire, not just Burekup. The Shire of Dardanup community will benefit from this project as it will enable us to create a better atmosphere in our beer garden area which will be more attractive to community members and guests.

The objectives are to make our facility more attractive to encourage members and non-members to attend and enjoy these already very popular evenings. As food and liquid are sold at these events, this will increase our turnover. This additional income will be put straight back into the BDCC and enable us to continue making improvements to our facilities and provide events that promote community involvement.

\$ 1,000.00

Part 4 Budget

TOTAL PROJECT COST

\$ 1,023.00

GRANT REQUEST AMOUNT

Council Contribution (grant funds requested in this application, up to \$1,000 + GST if registered)

\$ 1,000.00

TOTAL \$ 1023.00

Part 5 Expenditure please detail each item

Item	Amount
9 x Poles @ \$45.99 each	413.91
10 x 5 metres (50 metres) smart strip lighting @ \$60.91 each	609.10
EXPENDITURE	\$ 1023.01

Part 6 Checklist

- All boxes filled in with as much detail as possible
- Budget complete
- Quotes attached
- I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.

Part 7 Undertakings and Conditions

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup. *Please contact Shire of Dardanup Grants officer to discuss prior to returning funds.*
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced / completed. *No retrospective funding will be provided in any circumstances.*
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed.
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month.

Part 8 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

Burekup and District Country Club Inc.

Contact Person (if not Applicant)

Clive Sargent

Position

Vice President

Signature

C. H. Sargent

Date

15-Feb-2023

Part 9 Return form to

SUBMIT FORM

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

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



BURELUP + DISTRICTS COUNTRY CLUB

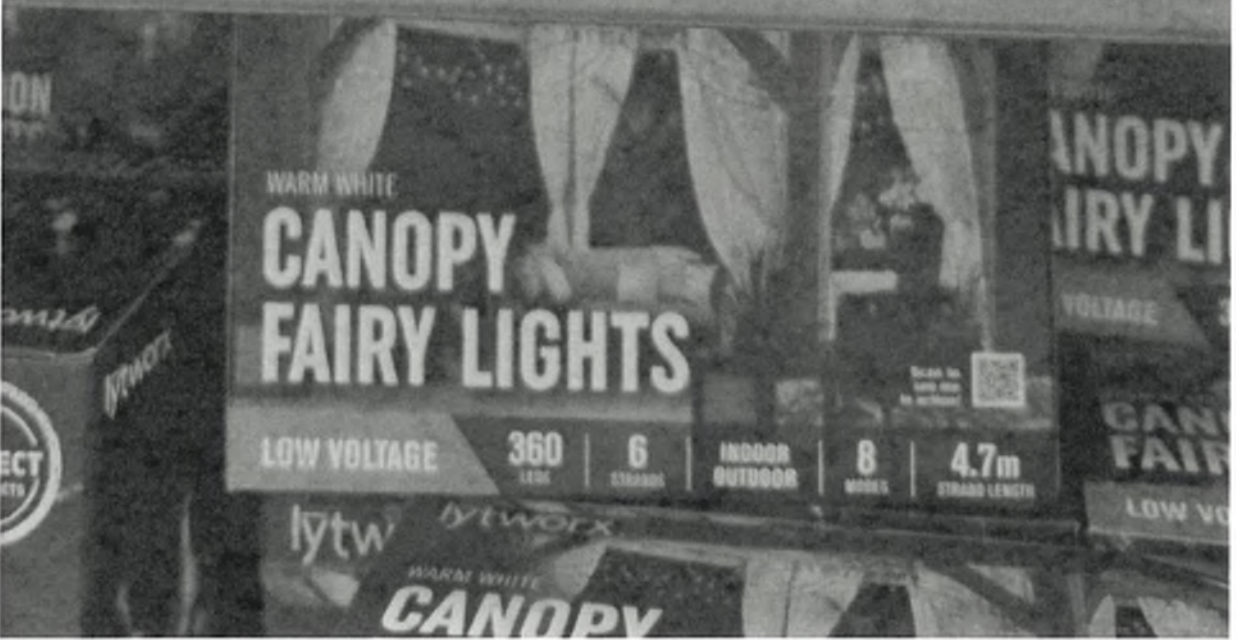



STRIP LIGHT LYTWORX
5M 150L SMRT STYLE 64662

V 24/11/22
I/PN 0312442
9311152646628

\$60.91

EACH





Total price: \$106.52
Add all three to Cart

i These items are shipped from and sold by different sellers. [Show details](#)

- This item: LOPANNY String Light Poles - 2 Pack 9.8FT Light Poles for Outside String Lights Hanging - Backyard, Gar... \$45.99
- addlon 48 FT Outdoor String Lights Commercial Grade Weatherproof Strand, 18 Edison Vintage Bulbs(3 Spare), 15 ... \$39.99 (\$0.83/F
- TREATLIFE Smart Dimmer Plug Outdoor Smart Plug Works with Alexa and Google Home, Light Dimmer APP Remot... \$20.55

Special offers and product promotions

- [Create your FREE Amazon Business account](#) to save up to 10% with Business-only prices and free shipping [Register today](#)

Looking for specific info?

Q Search in reviews, Q&A...

Customer questions & answers

COMMUNITY GRANTS – LEVEL 2		Application # CL2-03													
Applicant	Coastal Rowing WA														
Shire of Dardanup based	Yes														
Incorporated	Yes														
Funding request \$	\$979.19														
Project details	<p>Purchase and install industrial grade shelving Shelving required to reduce risk of trip hazard of equipment remaining on floor.</p>														
Benefits to the community (as per application)	<p><i>One of the Shire's strategic objectives is to activate the space at Eaton Foreshore. We have been a part of that activation when the Council approved locating a seas container for our activities. Since then we have held a number of events, operate almost daily from the location, and have made many friends. We welcome community members and have regular interactions with a wide range of users at the park. We believe we add to the growing positive ambience at Eaton Foreshore, recognising that the Shire has done a considerable amount to make that happen.</i></p> <p><i>We are bringing in additional boats to the container and will have run out of space by January. Storage of equipment, which has been a problem, has now reached a critical state. This request for racks will allow us to maintain a professional facility that encourages new members to join us. The racks are also designed to be easily moved to a permanent storage facility towards which we are working.</i></p>														
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY Outcome 2 – A healthy and active community Outcome 4 – A compassionate and inclusive community</p> <p>AMENITY Outcome 9 – Vibrant, attractive and welcoming towns and community spaces</p>														
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Year	Amount Funded	Acquitted	Comments												
2021-2022	\$290.00	Yes	QR Grant												
2021-2022	\$419.80	Yes	QR Grant												
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy SDEV CP044.</p> <p>The Coastal Rowing group are an inclusive club with volunteers who are passionate about providing a safe and welcome community space at the Eaton Foreshore.</p>														
Recommend approval	Yes														



APPLICATION FOR
COMMUNITY GRANT – LEVEL 2
\$0 - \$1,000
FORM 115 (B)

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

Part 1 Applicant Details

Applicant/Organisation Name

Coastal Rowing WA Inc Coastal Rowing WA Inc.

Postal Address

PO Box 1006 PO Box 1006

Bunbury WA 6231 Bunbury WA 6231

Name of Contact Person

Nancy Churchill Nancy Churchill

Email

njc@gwini.net, coastalrowingwa@gmail.com njc@gwi.net / coastalrowingclub@gmail.com

Phone

Mobile

0428960173

Are you incorporated?

NO – Can you approach an incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

We are a sporting organisation and provide an opportunity for community members to participate in coastal rowing and other water sports, such as kayaking and flat water rowing.

Provide list of committee members and contact details

Nancy Churchill, Chairman, njc@gwi.net
 Diane Stewart, Deputy Chair, dianeinshepton@gmail.com
 Liz Warrand, Secretary, warrand.p.e@bigpond.com
 Myra Allen, Treasurer, kiwifit46@gmail.com
 Lynette Sleight, Rowing Safety Advisor, lynettesleight@gmail.com

Have you previously received funding from the Shire of Dardanup Community Grants Scheme?

NO

YES; please provide details below:

What Year?

2022, 2021

Amount approved \$

\$500 each

Have you successfully acquitted the funds?

NO

YES

Part 3 Grant Application Details

What are the proposed funds being used for? (Be specific how you will be using the funds and give as much detail as possible)

The proposed funds are for industrial grade shelving for the inside of the container. Presently, we have equipment on the floor which is a trip hazard. One member has donated the funds to have a special rack welded and installed that will allow us to hang our riggers on the floor. Other items, such as a kayak trolleys and gear, need to be on shelving as well.

Provide address / project location (if applicable)

Apex Park, Eaton Foreshore, Sea Container, 5 Pratt Road, Eaton WA

Expected Start Date:

30-Jan-2023

Expected Completion Date:

15-Feb-2023

How will the funds benefit the Shire of Dardanup community? (Be specific and give as much detail as possible)

One of the Shire's strategic objectives is to activate the space at Eaton Foreshore. We have been a part of that activation...

\$ 979.19

Part 4 Budget

TOTAL PROJECT COST

\$ 979.19

GRANT REQUEST AMOUNT

Council Contribution (grant funds requested in this application, up to \$1,000 + GST if registered)

\$ 979.19

TOTAL \$ 979.19

PART 3

NOTE: The autofill form did not appear to format out text as expected. The text for our response to Part 3 is below.

One of the Shire's strategic objectives is to activate the space at Eaton Foreshore. We have been a part of that activation when the Council approved locating a seas container for our activities. Since then we have held a number of events, operate almost daily from the location, and have made many friends. We welcome community members and have regular interactions with a wide range of users at the park. We believe we add to the growing positive ambience at Eaton Foreshore, recognising that the Shire has done a considerable amount to make that happen.

We are bringing in additional boats to the container and will have run out of space by January. Storage of equipment, which has been a problem, has now reached a critical state. This request for racks will allow us to maintain a professional facility that encourages new members to join us. The racks are also designed to be easily moved to a permanent storage facility towards which we are working.

Part 5 Expenditure please detail each item

Item	Amount
Uprights	108.81
Beams	562.80
Brace	96.60
MDF Shelving	126.28
Single Hook	9.84
Double Hook	8.05
Hook plate and pins	66.81
EXPENDITURE	\$ 979.19

Part 6 Checklist

- All boxes filled in with as much detail as possible
- Budget complete
- Quotes attached
- I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.

Part 7 Undertakings and Conditions

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup. *Please contact Shire of Dardanup Grants officer to discuss prior to returning funds.*
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced / completed. *No retrospective funding will be provided in any circumstances.*
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed.
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month.

Part 8 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

Coastal Rowing WA inc

Contact Person (if not Applicant)

Nancy Churchill

Position

Chairperson

Signature

Date

Part 9 Return form to

SUBMIT FORM

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

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



Shire of Dardanup

COMMUNITY GRANTS – LEVEL 2		Application # CL2-04																	
Applicant	CWA River Valley Belles																		
Shire of Dardanup based	Yes																		
Incorporated	Yes																		
Funding request \$	\$991.53																		
Project details	<p>Purchase outdoor garden items, gazebo and esky for transporting catering</p> <p>Items for outdoor area to activate and beautify the exterior of the building. Esky is to assist in transporting catering food items.</p>																		
Benefits to the community (as per application)	<p>1. The funds are to enhance the look of the exterior of the building aesthetically by placing Plant pots outside providing colour and to encourage people into the building. With this the purchase of tap and hose to maintain the plants.</p> <p>2. We would like also to provide a gazebo for outside events with attachable walls and an esky to transport food safely and hygienically to sale events with food safe requirements in mind.</p>																		
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY Outcome 2 – A healthy and active community Outcome 4 – A compassionate and inclusive community</p> <p>AMENITY Outcome 9 – Vibrant, attractive and welcoming towns and community spaces</p>																		
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2021-2022	\$500.00	Yes	QR Event Grant																
2020-2021	\$314.05	Yes	QR Grant																
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy SDEV CP044.</p> <p>The River Valley Belles have had a few committee changes of late and are trying to increase their presence in Burekup.</p>																		
Recommend approval	Yes																		



**APPLICATION [Appendix ORD: 12.2.5C]
COMMUNITY GRANT – LEVEL 2
\$0 - \$1,000
FORM 115 (B)**

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

Part 1 Applicant Details

Applicant/Organisation Name

CWA River Valley Belles

Postal Address

29, Russell Road

Burekup WA 6226

Name of Contact Person

Rosemary Pittard

Email

rpittard!@bigpond.com

Phone

Mobile

0404226850

Are you incorporated?

NO – Can you approach an incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organization?

To Promote a safe environment for women to get together to support and enrich the local Community as well as each other. To learn skills and
Make new friends and to make a difference. To empower and support women in our community.

[Appendix ORD: 12.2.5C]

Provide list of committee members and contact details

Janet Bradby (Branch President) 0409 100 094

Rosemary Pittard (Branch Secretary) 0404226850

Melanie Williams (Branch Treasurer) 0452 225 774

Next AGM Meeting

07/03/2023

Have you previously received funding from the Shire of Dardanup Community Grants Scheme?

NO

YES; please provide details below:

What Year?

Amount approved \$

Have you successfully acquitted the funds?

NO

YES

Part 3 Grant Application Details

What are the proposed funds being used for? (Be specific how you will be using the funds and give as much detail as possible)

1. The funds are to enhance the look of the exterior of the building aesthetically by placing Plant pots outside providing colour and to encourage people into the building. With this the purchase of tap and hose to maintain the plants
2. We would like also to provide a gazebo for outside events with attachable walls and a an esky to transport food safely and hygienically to sale events with food safe requirements in mind

Provide address / project location (if applicable)

Expected Start Date:

07/03/2023

Expected Completion Date:

07/06/2023

How will the funds benefit the Shire of Dardanup community? (Be specific and give as much detail as possible)

1. The aesthetics of the building are important as an invitation to the hall. At the moment it is looking tired and uninviting. The aim is to encourage people to come as a community to encourage inclusion and friendship.
2. The purchase of the Gazebo and esky is so that food stuff can be transported safely according to food safe standards when asked to Attend events we will have the right tools to serve the community wherever possible

Amount Requested

\$996.95

Part 4 Budget

TOTAL PROJECT COST

\$ 996.95

GRANT REQUEST AMOUNT

Council Contribution (grant funds requested in this application, up to \$1,000 + GST if registered)

\$

TOTAL

\$\$996.*5

Part 5 Expenditure – please detail each item

[Appendix ORD: 12.2.5C]

Item	Amount
Lockable tap	\$41.00
Padlock for tap	\$9.65
Holman retractable hose 20 meter with housing.	\$99.00
3 x Flowerpots terrazzo 54ltrs @ \$49	\$ 147.00
3x plants (succulents) @ 13.40	\$40.20
Gazebo 3mtr x 3mtr Coleman	\$169
Weighted feet	\$49.98
3 x Removable walls for gazebo @ 28.90	\$86.70
ESKY 120 Ltr Cooler hard	\$349.00
TOTAL EXPENDITURE	\$991.53

Part 5 Checklist

- All boxes filled in with as much detail as possible
- Budget complete
- Quotes attached
- I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
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Part 8 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

CWA Burekup Belles

Contact Person (if not Applicant)

Rosemary Pittard

Position

Branch Secretary

Signature

R Pittard

Date

16.03.2023

Part 9 Return form to

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

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



Shire of Dardanup

Quotes for WA River Valley Belles Community Grant Application – Level 2



Hera Planter |
 White Terrazzo,
 Medium
\$49.00



Master Lock
 \$9.65
 EACH



Esky 120L Arctic
 Pro Pugged With
 Fitted Accessory
 Pack
 ★★★★★ (12)
Esky
\$349



Oztrail Base Pods
 Gazebo Weights Kit
 - 4 Pack
 ★★★★★ (26)
Oztrail
\$49.98



Hoiman Grey
 Retractable Hose Re...
 3.3 ★★★★★ (134)
\$99.00
 Bunnings Warehouse
 \$14.00 delivery
 Trusted store

Compare



Coleman
 Coleman 3 x 3m Gazebo Sun-wall
 Side Panel Accessory
 ★★★★★ (5)
\$29.98



Coleman
 Coleman 3 x 3m Instant Up All Night
 Gazebo
 \$169
 Select your preferred purchase method:
 In-Store Click & Collect Delivery
Amazon
 In stock
 First in store. Please speed to a store nearest to you to see the item location.
 View map
 Choose another store

COMMUNITY GRANTS – LEVEL 2		Application # CL2-05																	
Applicant	Eaton CWA																		
Shire of Dardanup based	Yes																		
Incorporated	Yes																		
Funding request \$	\$380.00																		
Project details	<p>Garden top up & purchase items to protect vegetation from car park damage</p> <p>Garden beds have been created with a new limestone wall and they require a top up of soil. The neighbors are parking on the garden area at the building, tree surrounds are required to be purchased to stop damage being caused.</p>																		
Benefits to the community (as per application)	<i>Service to the community and providing a space that is function friendly both within the building and on the grounds.</i>																		
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY Outcome 2 – A healthy and active community Outcome 4 – A compassionate and inclusive community</p> <p>AMENITY Outcome 9 – Vibrant, attractive and welcoming towns and community spaces</p>																		
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2022-2023</td> <td>\$1,000.00</td> <td>Yes</td> <td>R1 Limestone garden beds</td> </tr> <tr> <td>2021-2022</td> <td>\$1,000.00</td> <td>Yes</td> <td>Reticulation to the grounds</td> </tr> <tr> <td>2020-2021</td> <td>\$464.00</td> <td>Yes</td> <td>Replace back pavers (trip issue)</td> </tr> </tbody> </table>			Year	Amount Funded	Acquitted	Comments	2022-2023	\$1,000.00	Yes	R1 Limestone garden beds	2021-2022	\$1,000.00	Yes	Reticulation to the grounds	2020-2021	\$464.00	Yes	Replace back pavers (trip issue)
Year	Amount Funded	Acquitted	Comments																
2022-2023	\$1,000.00	Yes	R1 Limestone garden beds																
2021-2022	\$1,000.00	Yes	Reticulation to the grounds																
2020-2021	\$464.00	Yes	Replace back pavers (trip issue)																
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy <i>SDEV CP044</i>.</p> <p>Eaton CWA are a smaller CWA group who work tirelessly to improve the facility and create a welcoming public space.</p>																		
Recommend approval	Yes																		



APPLICATION FOR
COMMUNITY GRANT – LEVEL 2
\$0 - \$1,000
FORM 115 (B)

RECEIVED
23 FEB 2022
Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

Part 1 Applicant Details

Applicant/Organisation Name

EATON C.W.A.

Postal Address

27 Hamilton Rd

EATON

Name of Contact Person

DOT JARVIS

Email

bill-dot@bigpond.com

Phone

Mobile

0412 763 418

Are you incorporated?

NO – Can you approach an Incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

Service to the Community for non profit.
Organisation that unites women in the community
through friendship & education.

Provide list of committee members and contact details

Haggie Donaldson	President	0409 205 907
Marlean Kean	Secretary	0409 802 640
Dot Jarvis	Treasurer	0412 763 418

Next AGM Meeting

27th Feb 2023

Have you previously received funding from the Shire of Dardanup Community Grants Scheme?

NO

YES; please provide details below:

What Year?

2022

Amount approved \$

\$1,000.00

Have you successfully acquitted the funds?

NO

YES

Part 3 Grant Application Details

What are the proposed funds being used for? (Be specific how you will be using the funds and give as much detail as possible)

To finish off our limestone retaining wall with good dirt.
 Paving blocks for to finish off tree surround
 Replace Pine Pole at front.

Provide address / project location (if applicable)

27 Hamleton Rd Easton

Expected Start Date:

A.S.A.P

Expected Completion Date:

—

How will the funds benefit the Shire of Dardanup community? (Be specific and give as much detail as possible)

Service to the Community and providing a space that is function friendly both within the building and on the grounds.

Amount Requested

\$ 380-

Part 4 Budget

TOTAL PROJECT COST

\$ 380-

GRANT REQUEST AMOUNT

Council Contribution (grant funds requested in this application, up to \$1,000 + GST if registered)

\$ 380-

TOTAL

\$ 380.00

[Appendix ORD: 12.2.5C]

Part 5 Expenditure – please detail each item

Item	Amount
Garden soil 2 x \$112 Trailer load	224
Pine logs for front fence 2 x \$24 (BUNNING)	+ 48
3 Tree surround. \$36 x 3	108.
TOTAL EXPENDITURE	\$ 380 -

Part 6 Checklist

- All boxes filled in with as much detail as possible
- Budget complete
- Quotes attached
- I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.

Part 7 Undertakings and Conditions

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup. Please contact Shire of Dardanup Grants officer to discuss prior to returning funds.
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced / completed. No retrospective funding will be provided in any circumstances.
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed.
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month.

Part 8 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

Eaton C.W.A.

Contact Person (if not Applicant)

Dot Jarvis

Position

Treasurer

Signature

[Handwritten Signature]

Date

[Blank Date Field]


Part 9 Return form to

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

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



08 9325 4148



BUNBURY
LANDSCAPING SUPPLIES
Friendly Helpful Service

EMAIL: INFO@BUNBURYLANDSCAPINGSUPPLIES.COM.AU

x2 M/COMP \$224
x3 T/KING \$108.

OPEN 7 DAYS A WEEK

- Soils • Mulches • Woodchips • Mushroom Compost • Pig Manure •
- Lawn Mix • Chicken Manure • Sheep Manure • White Sand •
- Yellow Sand • Blue Metal • Riverstone • Bricks/Plastering Sand •
- Marble Stone • Pea Gravel • Gravel • Limestone Chip • Pavers •
- Letter Boxes • Statues • Limestone Blocks • Recycled Bricks •
- Kerbing • Sleepers • Firewood • Cement •

LOT 3 ESTUARY DRIVE, BUNBURY 6230

COMMUNITY GRANTS – LEVEL 2		Application # CL2-06									
Applicant	Eaton Senior Citizens Assoc										
Shire of Dardanup based	Yes										
Incorporated	Yes										
Funding request \$	\$826.66										
Project details	Purchase and install directional signage 3 x directional signs to be purchased and installed to assist people trying to locate the club.										
Benefits to the community (as per application)	<i>Eaton Senior Citizens provides a means for public over 50 to socialise communicate and stimulate their minds.</i>										
Shire of Dardanup Council Plan Relevancy	COMMUNITY Outcome 2 – A healthy and active community Outcome 4 – A compassionate and inclusive community AMENITY Outcome 9 – Vibrant, attractive and welcoming towns and community spaces										
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2019–Current</td> <td>\$10,706.50</td> <td>Yes</td> <td>Successful grants paid to Eaton Snr Citizens</td> </tr> </tbody> </table>			Year	Amount Funded	Acquitted	Comments	2019–Current	\$10,706.50	Yes	Successful grants paid to Eaton Snr Citizens
Year	Amount Funded	Acquitted	Comments								
2019–Current	\$10,706.50	Yes	Successful grants paid to Eaton Snr Citizens								
Officer comments	The applicant meets all eligibility criteria as per the Policy <i>SDEV CP044</i> . Directional signage are helpful to assist those trying to locate the Eaton Senior Citizens.										
Recommend approval	Yes										



APPLICATION FOR
COMMUNITY GRANT – LEVEL 2
\$0 - \$1,000

FORM 115 (B)

SHIRE OF DARDANUP
RECEIVED

13 FEB 2023

Name: TD

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

Part 1 Applicant Details

Applicant/Organisation Name

EATON SENIOR CITIZENS ASSOCIATION INCORPORATED

Postal Address

PRATT RD

EATON WA 6233

Name of Contact Person

MR MENNO DE VRIES

Email

no1chem @ bigpond.com.

Phone

0411027454

Mobile

Are you incorporated?

NO – Can you approach an Incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

APPLYING THREE STREET SIGNS TO
EATON AREA TO ADVERTISE THE WEARABOUTS
OF THE EATON SENIORS SENIOR CITIZENS

ATTN: MELANIE
RING
FROM MENNO



Provide list of committee members and contact details

Empty box for committee members and contact details.

Next AGM Meeting

FEBRUARY 24TH, 2023

Have you previously received funding from the Shire of Dardanup Community Grants Scheme?

NO

YES; please provide details below:

What Year?

2021

Amount approved \$

2 \$2000.00

Have you successfully acquitted the funds?

NO

YES

Part 3 Grant Application Details

What are the proposed funds being used for? (Be specific how you will be using the funds and give as much detail as possible)

THE GRANT FUNDS WILL BE USED TO PURCHASE AND ERECT STREET SIGNS TO ADVERTISE THE WEARABOUTS OF THE EATON SENIOR CITIZENS TO PROVIDE A SOURCE FOR THE PUBLIC ENGAGEMENT

Provide address / project location (if applicable)

PRATT RD + OTHER EATON AREAS

Expected Start Date:

MARCH 2023

Expected Completion Date:

2023

How will the funds benefit the Shire of Dardanup community? (Be specific and give as much detail as possible)

EATON SENIOR CITIZENS PROVIDES A MEANS FOR PUBLIC OVER 50 TO SOCIALIZE, COMMUNICATE AND STIMULATE THEIR MINDS.

Amount Requested

\$

Part 4 Budget

TOTAL PROJECT COST

\$ 826.66

GRANT REQUEST AMOUNT

Council Contribution (grant funds requested in this application, up to \$1,000 + GST if registered)

\$ 826.66

TOTAL \$ 826.66

Part 5 Expenditure – please detail each Item

Item	Amount
Supply & installation of 3 directional street signs	\$826.66
TOTAL EXPENDITURE	\$ 826.66

Part 6 Checklist

- All boxes filled in with as much detail as possible
- Budget complete
- Quotes attached
- I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.

Part 7 Undertakings and Conditions

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup. *Please contact Shire of Dardanup Grants officer to discuss prior to returning funds.*
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced / completed. *No retrospective funding will be provided in any circumstances.*
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed.
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month.

Part 8 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

EATON SENIOR CITIZENS' ASSOCIATION INCORPORATED

Contact Person (if not Applicant)

MR MENNO DE VRIES

Position

PRESIDENT

Signature

[Handwritten Signature]

Date

9/2/23

Part 9 Return form to

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

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





Tue 14/02/2023 11:12 AM

Liam Yates

RE: Quote for Eaton Senior Cit signs

To: Melanie Ring

Retention Policy: Default Retention Policy (7 years)

Hi Mel,

I've confirmed with the sign supplier that the prices we were quoted are still valid.

They are looking at **\$826.66 inc GST** for the supply and installation of three directional street signs. If they want to go ahead with the job they

Let me know if there is anything else you need ☺

Liam Yates

Assets Officer



A: 1 Council Drive | PO Box 7016 | Eaton WA 6232
T: 08 9724 0361 | E: Liam.Yates@dardanup.wa.gov.au
W: www.dardanup.wa.gov.au



COMMUNITY GRANTS – LEVEL 2		Application # CL2-07									
Applicant	Lions Club of Eaton										
Shire of Dardanup based	Yes										
Incorporated	Yes										
Funding request \$	\$704.00										
Project details	Purchase shelving Purchase shelving to store gazebos and other equipment.										
Benefits to the community (as per application)	<i>The Eaton Lions attend many events and fundraisers throughout the Shire. The Lions are regularly asked to assist at Shire events and also the Very popular Eaton Foreshore Festival. As of 2021, the Eaton Lions have been able to provide a storage space for event equipment (such as Bunting, ballards, gazebos and sanitizing stations) that other community groups are able to access for their own events free of charge. The funds will provide a safer storage area for gazebos used by the Lions for their various community and fundraising events.</i>										
Shire of Dardanup Council Plan Relevancy	COMMUNITY Outcome 2 – A healthy and active community Outcome 4 – A compassionate and inclusive community										
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2019--Current</td> <td>\$6,560.70</td> <td>Yes</td> <td>Successful grants paid to Eaton Lions</td> </tr> </tbody> </table>			Year	Amount Funded	Acquitted	Comments	2019--Current	\$6,560.70	Yes	Successful grants paid to Eaton Lions
Year	Amount Funded	Acquitted	Comments								
2019--Current	\$6,560.70	Yes	Successful grants paid to Eaton Lions								
Officer comments	The applicant meets all eligibility criteria as per the Policy SDEV CP044. Additional shelving is required (even though previously funded through a prior round of grants) as the Lions Club store additional gazebos that other community groups are able to utilise for events. The gazebos have been paid for through National Australia Day Council Grant Funding. Safety of volunteers stacking and removing gazebos and other equipment is paramount.										
Recommend approval	Yes										



[Appendix ORD: 12.2.5C]

**APPLICATION FOR
COMMUNITY GRANT – LEVEL 2
\$0 - \$1,000**

FORM 115 (B)

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- xBuild the skills and capacity of the community
 - Leave a lasting positive impact on the community
- xPromote accessibility and inclusivity for all members of the community
- xEmpower groups to be proactive in the community

Part 1 Applicant Details

Applicant/Organisation Name

Lions Club of Eaton Inc.

Postal Address

38 Bobin Street

Eaton WA 6232

Name of Contact Person

Paul Sanderson

Email

shaniandpaul@mysticatz.com.au

Phone

0897971170

Mobile

0407985796

Are you incorporated?

NO – Can you approach an incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

The Eaton Lions Club is a part of local community life and is affiliated with Lions Australia and Lions International Association. Lions clubs are comprised of civic-minded people who are joined by a common desire to improve our communities. Every Lions club is different with its own mix of activities but we all adhere to our International Motto of "We Serve". Our main activities include hosting the Australia Day Breakfast on the Eaton Foreshore, Eaton Foreshore Festival parking; BBQ's for and sponsorship of Camp Quality; maintaining preparedness of our Emergency Catering Trailer and supporting Lions Institutions such as the Lions Eye Institute.

We have provided community resources for the Eaton Foreshore (BBQ's and Shelters) and support locals in need Through our Xmas Hamper project, by doing odd jobs for the aged and infirm and supporting local schools.

[Appendix ORD: 12.2.5C]

Provide list of committee members and contact details

President: Wai Van Nierop, email - waiwannierop01@gmail.com

Secretary: Edward David Whitney, email – eaton.wa@lions.org.au

Treasurer: Michael Macpherson, email – mfmkmac@gmail.com

Next AGM Meeting

October 2023

Have you previously received funding from the Shire of Dardanup Community Grants Scheme?

NO

YES; please provide details below:

What Year?

Round 1 2022-2023

Amount approved \$

\$747.86

Have you successfully acquitted the funds?

NO

YES

Part 3 Grant Application Details

What are the proposed funds being used for? (Be specific how you will be using the funds and give as much detail as possible)

.The funds will be used to purchase shelving to securely store the Gazebos that are used at Australia day and other events that the Eaton lions are involved with.

.The proposed unit is a self-supporting single bay unit that provides very good access to safely store and retrieve the gazebos.

Provide address / project location (if applicable)

38 Bobin Street Eaton WA 6232

Expected Start Date:

April 2023

Expected Completion Date:

May 2023

How will the funds benefit the Shire of Dardanup community? (Be specific and give as much detail as possible)

The Eaton Lions attend many events and fundraisers throughout the Shire. The Lions are regularly asked to assist at Shire events and also the Very popular Eaton Foreshore Festival. As of 2021, the Eaton Lions have been able to provide a storage space for event equipment (such as Bunting, bollards, gazebos and sanitizing stations) that other community groups are able to access for their own events free of charge. The funds will provide a safer storage area for gazebos used by the Lions for their various community and fundraising events.

Amount Requested

\$704.00

Part 4 Budget

TOTAL PROJECT COST

[Appendix ORD: ^{\$704.00}12:2.5C]

GRANT REQUEST AMOUNT

Council Contribution (grant funds requested in this application, up to \$1,000 + GST if registered)

\$704.00

TOTAL \$704.00

Part 5 Expenditure – please detail each item

Item	Amount
2 only Long Span Shelving Rack – 2.4 m height x 0.9 m deep x 2.4 m long with 4 shelves.	\$704.00
TOTAL EXPENDITURE	\$704.00

Part 6 Checklist

- All boxes filled in with as much detail as possible
- Budget complete
- Quotes attached
- I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup. *Please contact Shire of Dardanup Grants officer to discuss prior to returning funds.*
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced / completed. *No retrospective funding will be provided in any circumstances.*
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed.
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month.

Part 8 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

Lions Club of Eaton Inc.

Contact Person (if not Applicant)

Paul Sanderson

Position

Club Member

Signature



Date

16/02/2023

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

[Appendix ORD: 12.2.5C]

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



LIONS CLUB OF EATON

PALLET RACKING PLACE
New & 2nd Hand Pallet Racking & Shelving Solutions

250 South Western Highway Picton WA 6229

admin@pallettrackingplace.com.au

08 97 26 28 94
0419 193 790

ABN : 27 536 851 309

Quote To

Eaton Lions
Paul Sanderson 0407 985 796
38 Robin St
Eaton WA 6232

Comment:

Please find attached quote, product is in stock & delivery available. Let me know if you have any queries

Kind Regards

Dan
Pallet Racking Place, Picton

Quote

Quote no. 2632
Date 15/02/2023
Expiration date 29/03/2023
Sales rep Wil

Purchase Order


QTY	Description	RATE	TAX	AMOUNT
	To supply new long span shelving: 1 x single bay 2.4m high x 900 deep x 2.4m long (2.53m long overall) with 4 x boarded levels Includes: 2 x end frames 2.4m high x 900 deep with footplates 8 x beams 2400 long 4 x 18mm boards 2400 x 900 cut to suit 16 x front to back supports 900 long 16 x safety beam pins			
	Price =		GST	640.00

PAYMENT METHODS

If Paying online, Please send bank remit and use invoice # as the Reference.

Payment Methods:
Direct Credit:
A/c Number: 1014 8703
BSB: 066-517
A/c Name: Pallet Racking Place

Subtotal	640.00
Discount	
Gst	64.00
Freight	
Total	A\$704.00
Deposit	

COMMUNITY GRANTS – LEVEL 3		Application # CL3-01
Applicant	Bethanie Esprit Retirement Village (Illawarra Drive, Eaton)	
Shire of Dardanup based	Yes	
Incorporated	Yes	
Funding request \$	\$5,000.00 Total project cost \$17,600	
Project details	<p>Purchase and install commercial shade sail for place activation</p> <p>We have the opportunity to develop an outdoor open space area to host regular outdoor events where outside speakers come in to talk on many topics, a place to host sundowners, outdoor fitness classes, art classes, we want ongoing opportunities to invite the neighbourhood in to join in on the fun.</p> 	
Benefits to the community (as per application)	<p><i>Objective is to activate:</i></p> <p><i>A sun safe public space for events.</i></p> <p><i>An area that feels safe to enable time for contemplation as well as schedule community events.</i></p> <p><i>A place where community members can relax and connect.</i></p> <p><i>And promote accessibility and inclusivity.</i></p> <p><i>And Empower people to be proactive in the community.</i></p>	<p><i>Benefits:</i></p> <p><i>Creating a collaborative environment for both the Shire of Dardanup and Bethanie to promote.</i></p> <p><i>Connection with community.</i></p>
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY</p> <p>Outcome 2 – A healthy and active community</p> <p>Outcome 4 – A compassionate and inclusive community</p> <p>AMENITY</p> <p>Outcome 9 – Vibrant, attractive and welcoming towns and community spaces</p>	
Funding previously received from SoD	Not applicable.	
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy SDEV CP044.</p> <p>Bethanie applicant has indicated that this application is not the preferred application – despite being 2 separate projects.</p> <p>The preferred application is the Native Garden Gazebo – due to public accessibility, ease of parking etc.</p>	
Recommend approval	No	



**APPLICATION FOR
COMMUNITY GRANT – LEVEL 3
\$1,001 to \$5,000
FORM 115 (C)**

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- X Foster the distinctiveness of places through the personalisation of community areas
- X Activate public spaces
- X Build the skills and capacity of the community
- X Leave a lasting positive impact on the community
- X Promote accessibility and inclusivity for all members of the community
- X Empower groups to be proactive in the community

Part 1 Applicant Details (to be completed by ALL applicants)

Applicant/Organisation Name

The Bethanie Group – Bethanie Esprit Retirement Village

Postal Address

97 Illawarra, Eaton WA 6232

Name of Contact Person

KATE STAGG

Email

KATE.STAGG@BETHANIE.COM.AU

Phone

Mobile

0401 431 585

Are you incorporated?

NO – Can you approach an Incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

For over 65 years The Bethanie Group Inc (BGI) has been warmly welcoming Western Australian seniors into a unique and caring, social and engaging environment. We are proud of our history and equally proud of our trusted reputation as Western Australia’s leading not-for-profit aged care, person-centred provider.

Everyone we care for across our 34 facilities in locations throughout metropolitan Perth and regional Western Australia is looked after in the way we would want to be cared for ourselves.

We understand the importance of having options when making important life decisions. At Bethanie, we provide the full continuum of aged care services including Aged Care Homes, Serviced Apartments, Retirement Villages, Home Care, Living Well Centres and Affordable Housing. Serviced by an experienced Bethanie team of ‘local people supporting local people’, our team comprises 1,800 committed and passionate staff and more than 550 volunteers, all of whom share and practice the belief that at Bethanie, you’re among friends.

We are committed to the continuous improvement of quality aged care services, to improve not only the quality of life and care of our seniors but to meet the changing needs and expectations of future generations.

In South Bunbury, Bethanie Esprit Retirement Village offers independent living with a modern feel for the over 55's. With a focus on person-centered care, you'll find Bethanie a genuinely caring, safe, social and engaging place, with services and activities centered on your needs, interests and choices.

Provide list of committee members and contact details

CHAIRPERSON: Glenys McDonald 0408 949 794
 SECRETARY: Stephen Thompson 0409 882 686
 TREASURER: Anne Philip 0499 968 250
 COMMITTEE: Rosa Tognela 0419 945 211
 Kay Boucher 9725 2808
 Don Butler 0408 253 992
 Wendy Fincher 0418 942 042
 Ron Craigie 9725 2723
 Patricia Hollier 0412 588 912

Next AGM Meeting

November 2023

Please indicate membership numbers for the past 3 years (including current year):

Current Year Previous Year Third Year

Have you applied to any other funding body for additional funds for this project?

NO; are you planning to apply to other funding bodies?

YES

NO

YES: please provide information below:

Which Organisation?

What Year?

Was it Successful?

Grant approved \$

Part 3 Project Details

Name of Project (if applicable)

Bethanie Esprit Shade Space

Overview of Project Details (give details of your project)

A relatively new village at only 9 years old, Bethanie Esprit offers a modern mix of properties for over 55's. Ranging from our popular Villas to our modern high ceiling cottages, Esprit has accommodation options suited to everyone's needs.

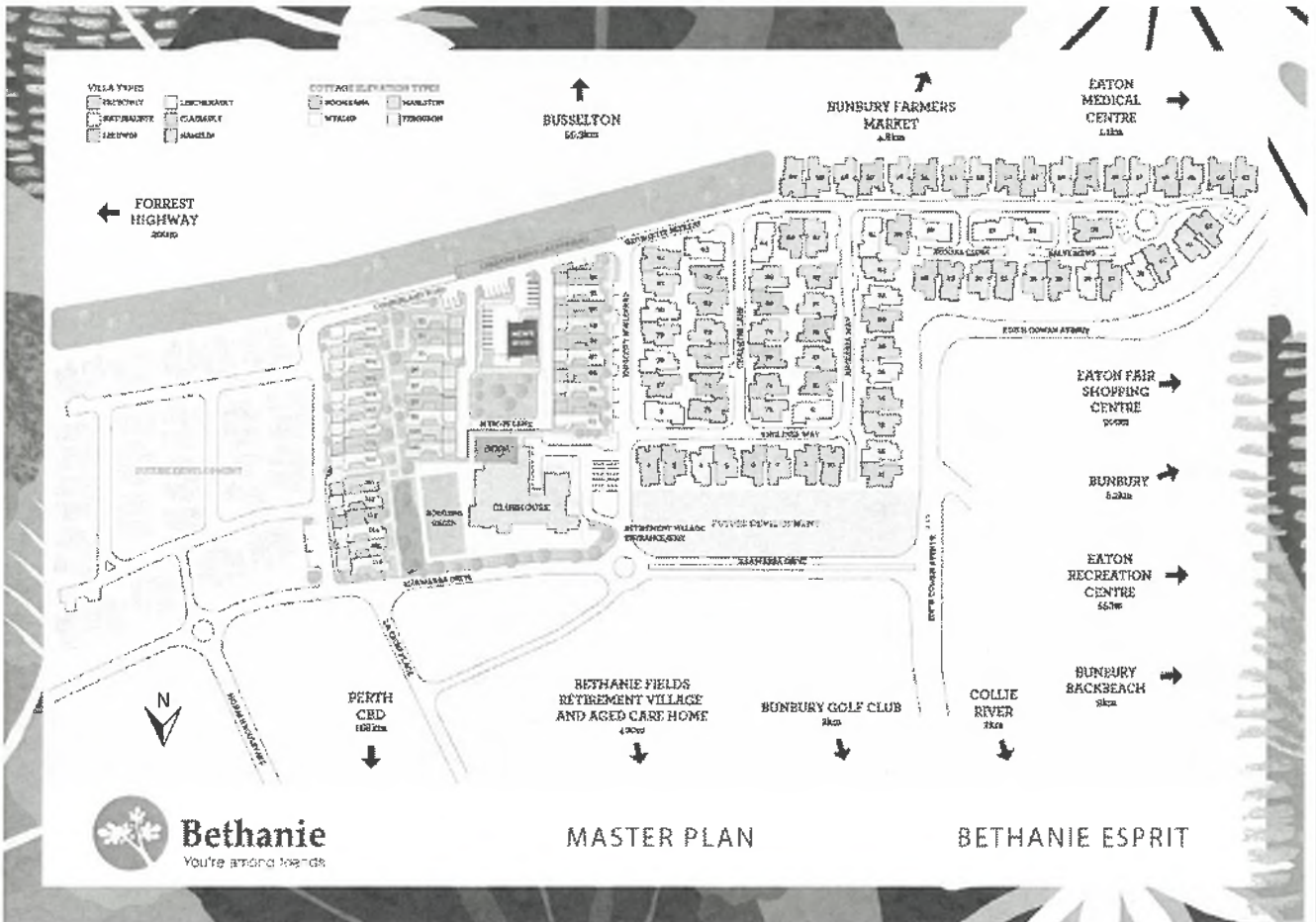
We have the opportunity to develop an outdoor open space area to host regular outdoor events where outside speakers come in to talk on many topics, a place to host sundowners, outdoor fitness classes, art classes, we want ongoing opportunities to invite the neighbourhood in to join in on the fun.

Throughout the Covid-19 epidemic we have seen just how isolation can impact the elderly in our community. Confinement to their homes, with limited visits from family has seen the Bethanie Esprit community forge friendships and come together to look after each other but they need opportunities to connect with communities and breakdown the stigma that comes from residing in a retirement village. But the small scale of the outdoor areas in the village, means residents need a community space to offer connection with community, to connect in groups.

Along with Bethanie Fields Retirement Village, we look to create a yearly schedule of events to accommodate our communities needs to include Anzac Day Service, Community Fates, Seasonal themed activities at Easter and Christmas, but we will also look to re-engage with community speakers to run regular talks and host days such as R U OK Day. This project will be built out to offer an ongoing schedule of events to benefit not only residents but the community. We will look to cross promote events with Bethanie Fields Retirement Village and Shire of Dardanup to gain interest not only via Shire of Dardanup socials but by with enhanced support from the Bethanie marketing team with printed marketing material.

We look to partner with the Shire of Dardanup to enhance the area with the installation of commercial shade sails. Multiple quotes have been sought and Shade West has provided a great price at \$17,600.00.

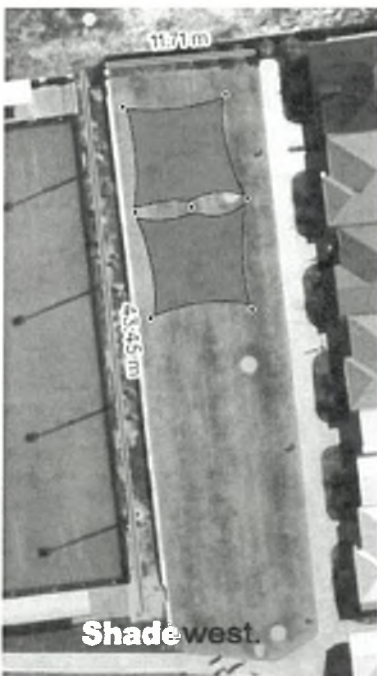
We seek a grant of \$5,000.00 from the Shire of Dardanup as well as waiver of the Shire Approval fee due to it being on Shire of Dardanup land. Any remaining cost to be covered by Bethanie.



Job Description:

Design, supply and install two sail set 8.0 x 7.2m - total size 8.0 x 14.4m

PLAN VIEW -



Seven columns CHS 125x4 X4.5mm HDG with concrete footings 450dia x 1400mm deep.

Sail fixing heights 3200 and 4200mm

Sails to be Comshede 330GSM 55% shedefector fabric - (colours T&C) with marine grade 316 stainless steel fittings M12 eyebolts, M8 shackles.

Sails are close fitting with a 5mm stainless steel perimeter cable to tension each sail with one M10 ester tensioner point.

PTFE threads used for all sewing. These threads are super tough and are claimed to outlast the shadecloth fabric.

Sails are designed and built to go up and stay up with regular seasonal inspection.

**Total cost two sail set
Inclusive of GST . . . \$17600**

Peter Seiby

Peter Seiby 23/11/2022
Quote valid for two months from issue

[Appendix ORD: 12.2.5C]

Expected Start Date

01/04/2023

Expected Finish Date

ONGOING

If this project is expected to extend over several years? Please explain why, and what is the expected end date?

This project will be built out to offer an ongoing schedule of events to benefit not only residents but the greater surrounding community.

What benefits to the Shire of Dardanup Community will your project offer?

Throughout the Covid-19 epidemic we have seen just how isolation can impact the elderly in our community. Confinement to their homes, with limited visits from family has seen the Bethanie Esprit community forge friendships and come together to look after each other but they need opportunities to connect with communities and breakdown the stigma that comes from residing in a retirement village. But the small scale of the outdoor areas in the village, means residents need a community space to offer connection with community, to connect in groups.

This feeling of confinement is not just an issue within Retirement Villages, our retirees in the community have felt it far and wide. We understand entering into a retirement village isn't an option for all but building on an area to provide connection to community is key. Our collaborative approach to supporting all retirees in and around our village, sees this area as an attractive engaging space, accessible to all.

We would like to partner with the Shire of Dardanup for activities for Seniors, Connected Events, Cross Generation focused events and activations in this space.

What are the objectives and expected benefits of your project?

Our objective is to activate:

- A sun safe public space for events.
- An area that feels safe to enable time for contemplation as well as schedule community events.
- A place where community members can relax and connect.
- And promote accessibility and inclusivity.
- And Empower people to be proactive in the community.

Benefits would involve:

- Creating a collaborative environment for both the Shire of Dardanup and Bethanie to promote.
- Connection with community.

Any other details or supporting information?

We seek a grant of \$5,000.00 from the Shire of Dardanup as well as waiver of the Shire Approval fee due to it being on Shire of Dardanup land. Any remaining cost to be covered by Bethanie.

Part 4 Budget (if insufficient space is provided, please attach additional pages)

INCOME	Net Income
Council Contribution (grant funds requested in this application)	\$5,000.00
Other Council Contribution (e.g.: site works)	\$
(A) Total Council Contribution Requested – If Registered for GST please gross up	\$5,000.00
Other Grant Funding (please specify)	\$
	\$
	\$
	\$

[Appendix ORD: 12.2.5C]

(B) Total Other Grant Funding \$0

Donations (external contributions)	\$
Organisation Cash Contribution	\$12,600.00
Organisation in Kind Contribution (max 1/3 of total cost)	\$
(C) Total Organisation Contribution Requested	\$

TOTAL INCOME A, B & C \$17,600.00

I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy

Part 5 Expenditure – please detail each item

Item	In Kind	Cash	Total
Shadesails x 2		17,600.00	17,600.00
TOTAL EXPENDITURE	\$	\$17,600.00	\$17,600.00

Part 6 Undertakings and Conditions

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup.
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced/completed.
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month

Part 7 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

The Betharie Group Incorporated

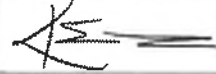
Contact Person (if not Applicant)

KATE STAGG

Position

REGIONAL MANAGER

Signature



Date

30/01/2023

Part 8 Return form to

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

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



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SHADE QUOTATION:

Contact: Kate Stagg
Regional Manager (South West) Villages
Bethanie Esprit Retirement Village

ABN: 87 662 352 601 PH: 08 9728 1210
Dardanup WA 6236 | PO Box 11

M 0401 431 585
T 131 151

email: Kate.Stagg@bethanie.com.au

Job Description:

Design, supply and install two sail set 8.0 x 7.2m - total size 8.0 x 14.4m

Supply and install seven Orrcon Allgal columns CHS 125nb – 132od x 4.5 mm. sail fixing points at 3.2 and 4.5m. Column pier footings approximately sized at: 450 dia. x 1400 - 1500mm deep. Bethanie to undertake or provide reliable information for underground services check.

Note. . . sail configurations may vary due to below ground level services.

Sails to be Rainbowshade E32 96% shadefactor shadeknit colours TBA with marine grade 316 stainless steel fittings and a continuous 5mm perimeter cable to tension each sail – each sail has one tensioning point – more sail more shade neater finish. Sails shackles directly to the column, no turnbuckles required. Sails features double hemmed perimeter pockets reinforced corners and PTFE threads used for all sewing. These threads will outlast the shadecloth fabric.

Scope of work on site – what needs to be done

- Work on site undertaken when area clear of residents – restricted access.
- Underground services check . . . Bethanie to access own records or pay for survey
- Footings hand dug where possible. . . soil from footings removed from site to adjoining vacant block
- Make up and install 125nb columns with footing pins, m12 stainless eyebolts and knock on metal caps
- Concrete delivery – Holcim Premix Bunbury 32/20 mix
- Neatly finish and bevel concrete collars to columns above grass level
- Clean up site.
- Makeup and install Shadewest sails.

These sails are designed and fitted out to go up and stay up with an annual pre winter maintenance check.

The design and detail on this quotation is the property of Shadewest and is not to be copied or distributed without our permission



ABN: 87 662 352 601 PH: 08 9728 1210
Dardanup WA 6236 | PO Box 11

SHADE QUOTATION:

Contact: Kate Stagg
Regional Manager (South West) Villages
Bethanie Esprit Retirement Village

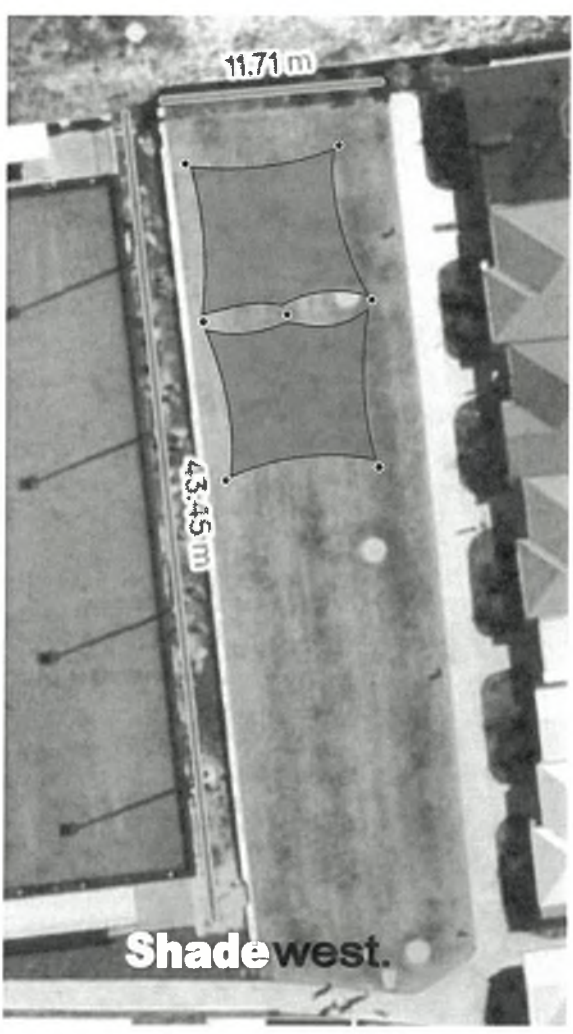
M 0401 431 585
T 131 151

email: Kate.Stagg@bethanie.com.au

Job Description:

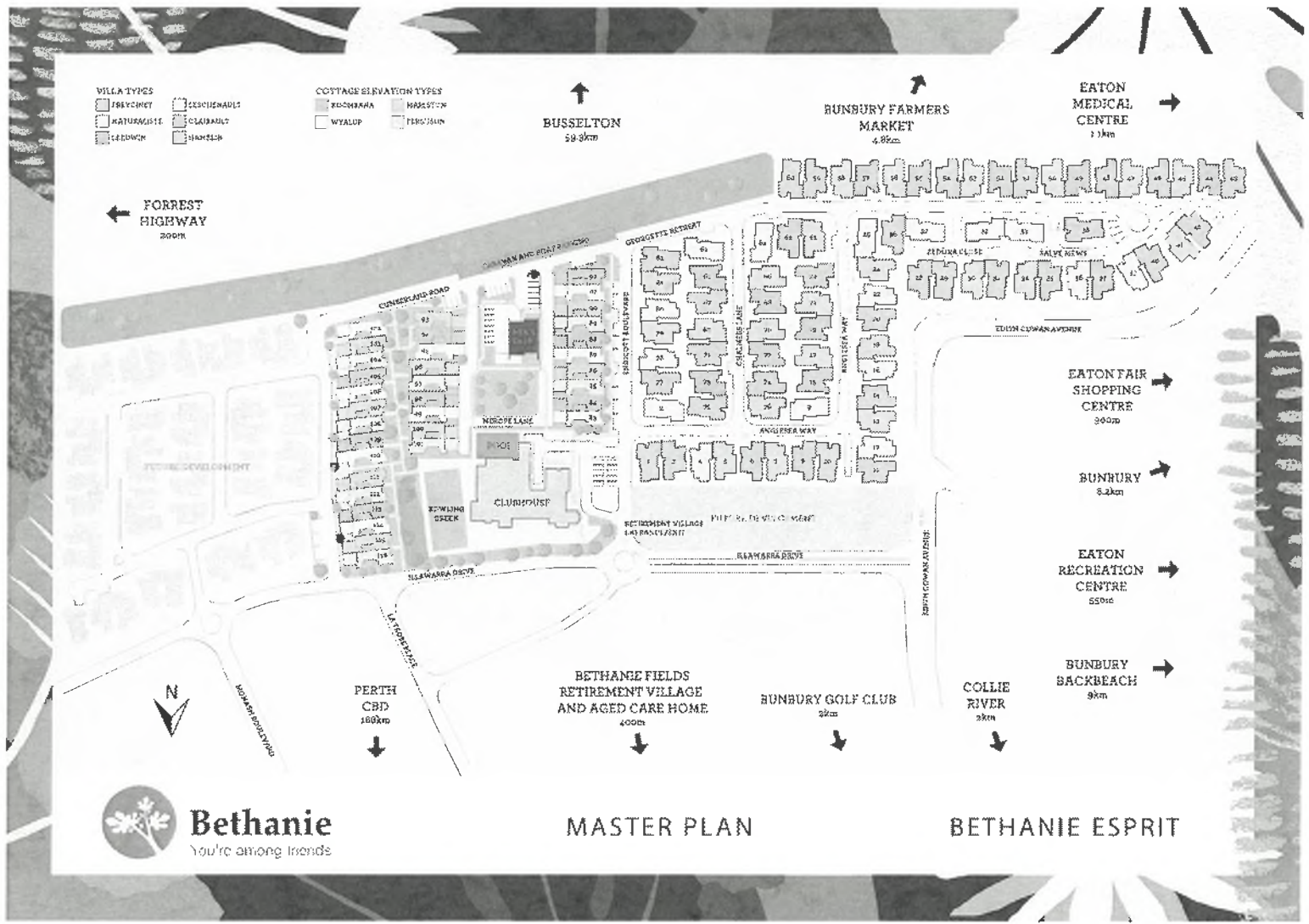
Design, supply and install two sail set 8.0 x 7.2m - total size 8.0 x 14.4m

PLAN VIEW –




Seven columns CHS 125nb X4.5mm HDG with concrete footings 450dia x 1400mm deep.
Sail fixing heights 3200 and 4200mm
Sails to be Comshade 330GSM 96% shadefactor fabric – (colours TBC) with marine grade 316 stainless steel fittings M12 eyebolts, M8 shackles.
Sails are close fitting with a 5mm stainless steel perimeter cable to tension each sail with one M10 corner tensioner point.
PTFE threads used for all sewing. These threads are super tough and are claimed to outlast the shade cloth fabric.
Sails are designed and built to go up and stay up with regular seasonal inspection.

**Total cost two sail set
Inclusive of GST \$17600**
Peter Selby
Peter Selby 23/11/2022
Quote valid for two months from issue



COMMUNITY GRANTS – LEVEL 3	Application # CL3-02
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Applicant	Bethanie Fields Retirement Village (Eaton Drive, Eaton)	
Shire of Dardanup based	Yes	
Incorporated	Yes	
Funding request \$	\$5,000.00 Total project cost \$17,770	
Project details	<p>Native Garden Development – purchase and install gazebo for place activation</p> <p>The ‘Native Garden’, adjacent to the lake, has been an area, long loved by residents at Bethanie Fields. However, the lack of a maintenance plan, as well as the non-supervised planting of non-native plants has seen the area overgrow. This overgrowth has hindered the development for use of the space due to safety concerns of it being enclosed and hidden. Therefore Bethanie recently created a plan to clean up the area to look to replant and build on the Native Garden space as a safe area for our residents and community to use.</p> 	
Benefits to the community (as per application)	<p><i>Objective is to activate:</i></p> <p><i>A sun safe public space for events.</i></p> <p><i>An area that feels safe to enable time for contemplation as well as schedule community events.</i></p> <p><i>A place where community members can relax and connect.</i></p> <p><i>And promote accessibility and inclusivity.</i></p> <p><i>And Empower people to be proactive in the community.</i></p>	<p><i>Benefits:</i></p> <p><i>Creating a collaborative environment for both the Shire of Dardanup and Bethanie to promote.</i></p> <p><i>Connection with community.</i></p>
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY</p> <p>Outcome 2 – A healthy and active community</p> <p>Outcome 4 – A compassionate and inclusive community</p> <p>AMENITY</p> <p>Outcome 9 – Vibrant, attractive and welcoming towns and community spaces</p>	
Funding previously received from SoD	Not applicable.	
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy <i>SDEV CP044</i>.</p> <p>Due to budget restrictions in Round Two of funding, only one project is able to be recommended for approval.</p> <p>Applicant wishes for this application to be favoured rather than the Bethanie Esprit application as they believe this area to be more accessible to the public, there will be no issue for public to access the space, parking is available in Bethanie etc.</p> <p>The proposed location of the gazebo is on land owned by the Shire. Should the gazebo installation proceed with or without a financial contribution</p>	

from the Shire, all associated ongoing costs relevant to the gazebo, including lodging the relevant permits/certificates/payable fees and ongoing maintenance are to be the sole responsibility of Bethanie Fields.



The relevant permits/applications are required to be submitted prior to any installation of the gazebo:

- A Certified Application for Building Permit (BA1) inclusive of a Certificate of Design Compliance (BA3) and referenced documents is required to be lodged with the Shire and subsequent Building Permit issued prior to the building work.
- The BA3 must be issued by a registered Building Surveyor who is independent of the Shire.
- The Shire fee is exempted, however the Building Services Levy fee (under \$100) must be paid at the time of the BA1 being lodged. This cost is to be covered by Bethanie Fields.

Recommend approval

Yes – as per applicant’s comments.



**APPLICATION FOR
COMMUNITY GRANT – LEVEL 3
\$1,001 to \$5,000
FORM 115 (C)**

Date stamp

Please indicate which of the following objectives your project or activity will achieve:

- X Foster the distinctiveness of places through the personalisation of community areas
- X Activate public spaces
- X Build the skills and capacity of the community
- X Leave a lasting positive impact on the community
- X Promote accessibility and inclusivity for all members of the community
- X Empower groups to be proactive in the community

Part 1 Applicant Details (to be completed by ALL applicants)

Applicant/Organisation Name

The Bethanie Group – Bethanie Fields Retirement Village

Postal Address

111 Eaton Drive, Eaton WA 6232

Name of Contact Person

KATE STAGG

Email

KATE.STAGG@BETHANIE.COM.AU

Phone

Mobile

0401 431 585

Are you incorporated?

NO – Can you approach an incorporated group to action your request?

YES

Part 2 Information about your Organisation

What are the main services and/or activities of your organisation?

For over 65 years The Bethanie Group Inc (BGI) has been warmly welcoming Western Australian seniors into a unique and caring, social and engaging environment. We are proud of our history and equally proud of our trusted reputation as one of Western Australia’s leading not-for-profit aged care, person-centred provider.

Everyone we care for across our 34 facilities in locations throughout metropolitan Perth and regional Western Australia is looked after in the way we would want to be cared for ourselves.

We understand the importance of having options when making important life decisions. At Bethanie, we provide the full continuum of aged care services including Aged Care Homes, Retirement Villages, Home Care, Living Well Centres and Affordable Housing. Serviced by an experienced Bethanie team of ‘local people supporting local people’, our team comprises 1,800 committed and passionate staff and more than 550 volunteers, all of whom share and practice the belief that at Bethanie, you’re among friends.

We are committed to the continuous improvement of quality aged care services, to improve not only the quality of life and care of our seniors but to meet the changing needs and expectations of future generations.

[Appendix ORD: 12.2.5C]

In South Bunbury, Bethanie Fields is a co located site offering an aged care facility and retirement village. With a focus on person-centered care, you'll find Bethanie a genuinely caring, safe, social and engaging place, with services and activities centered on your needs, interests and choices.

Provide list of committee members and contact details

Ray Pegg 0408 972 551, Jo Holland 0474 190 494, Margaret Fusco 0407 996 104, Sue Waters 9724 4851, Dot Rowley 9724 4967, Margaret Thompson 9724 4959, Gayle Raffan

Next AGM Meeting

December 2023

Please indicate membership numbers for the past 3 years (including current year):

7

Current Year

8

Previous Year

8

Third Year

Have you applied to any other funding body for additional funds for this project?

NO; are you planning to apply to other funding bodies?

YES

NO

YES; please provide information below:

Which Organisation?

What Year?

Was it Successful?

Grant approved \$

Part 3 Project Details

Name of Project (if applicable)

Bethanie Fields Native Garden Development

Overview of Project Details (give details of your project)

The 'Native Garden', adjacent to the lake, has been an area, long loved by residents at Bethanie Fields. However, the lack of a maintenance plan, as well as the non-supervised planting of non-native plants has seen the area overgrow. This overgrowth has hindered the development for use of the space due to safety concerns of it being enclosed and hidden. Therefore Bethanie recently created a plan to clean up the area to look to replant and build on the Native Garden space as a safe area for our residents and community to use.

The next phase of the project has seen us undertake a retic audit to ensure it is all in good order for us to look to create an undercover area for both our residents and the community. The focus is to have an area that can be used regularly, in the summer, to hold outdoor events where outside speakers come in to talk on many topics, a place to host sundowners, art classes, we want ongoing opportunities to invite the neighbourhood in to join in on the fun.

Throughout the Covid-19 epidemic we have seen just how isolation can impact the elderly in our community. Confinement to their homes, with limited visits from family has seen the Bethanie Fields community forge friendships and come together to look after each other. But the small scale of the outdoor areas of their homes, means they need a community space to offer connection with community, to connect in groups.

Named 'The Native Garden', a yearly schedule of events will be put together to accommodate our communities needs to include Anzac Day Service, Community Fetes, embroidery, cards, and book club, but we will also look to re-engage with community speakers to run regular talks and host days such as R U OK Day. This project will be built out to offer an ongoing schedule of events to benefit not only residents but the community.

We look to partner with the Shire of Dardanup to enhance the area with the installation of a standalone Gable patio. A pre-existing hard standing is already in place to accommodate a 6.44m x 10m structure. Multiple quotes have been sought and Outdoor World Bunbury has provided a great price at \$17,770.00.



We seek a grant of \$5,000.00 from the Shire of Dardanup as well as waiver of the Shire Approval fee due to it being on Shire of Dardanup land. We would also welcome the Shire of Dardanup's gardening team to assist with either providing advice on the replanting of native plants and/or dedicated team to help replant the area. Any remaining cost to be covered by Bethanie Fields Retirement Village.

Expected Start Date

01/04/2023

Expected Finish Date

ONGOING

If this project is expected to extend over several years? Please explain why, and what is the expected end date?

This project will be built out to offer an ongoing schedule of events to benefit not only residents but the greater surrounding community.

What benefits to the Shire of Dardanup Community will your project offer?

Throughout the Covid-19 epidemic we have seen just how isolation can impact the elderly in our community. Confinement to their homes, with limited visits from family has seen the Bethanie Fields community forge friendships and come together to look after each other. But the small scale of the outdoor areas of their homes, means they need a community space to offer connection with community, to connect in groups.

This feeling of confinement is not just an issue within Retirement Villages, our retirees in the community have felt it far and wide. We understand entering into a retirement village isn't an option for all, but building on an area to provide connection to community is key. Our collaborative approach to supporting all retirees in and around our village, sees this area as an attractive engaging space, accessible to all.

What are the objectives and expected benefits of your project?

Our objective is to activate:

- A sun safe public space to sit and enjoy the lake.
- An area that feels safe to enable time for contemplation as well as schedule community events.
- A place where community members can relax and connect.
- And promote accessibility and inclusivity
- And Empower people to be proactive in the community

Benefits would involve:

- Creating a collaborative environment for both the Shire of Dardanup and Bethanie to promote.
- Connection with community.

Any other details or supporting information?

Empty text box for additional details or supporting information.

[Appendix ORD: 12.2.5C]

We seek a grant of \$5,000.00 from the Shire of Dardanup as well as waiver of the Shire Approval fee due to it being on Shire of Dardanup land. We would also welcome the Shire of Dardanup's gardening team to assist with either providing advice on the replanting of native plants and/or dedicated team to help replant the area. Any remaining cost to be covered by Bethanie Fields Retirement Village.

Part 4 Budget (If insufficient space is provided, please attach additional pages)

INCOME	Net Income
Council Contribution (grant funds requested in this application)	\$5,000.00
Other Council Contribution (e.g.: site works)	\$
(A) Total Council Contribution Requested – If Registered for GST please gross up	\$5,000.00
Other Grant Funding (please specify)	\$
	\$
	\$
	\$
(B) Total Other Grant Funding	\$
Donations (external contributions)	\$
Organisation Cash Contribution	\$12,770.00
Organisation in Kind Contribution (max 1/3 of total cost)	\$
(C) Total Organisation Contribution Requested	\$
TOTAL INCOME A, B & C	\$17,770.00

I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy

Part 5 Expenditure – please detail each item

Item	In Kind	Cash	Total
Gable Roof Freestanding Patio		17,770.00	17,770.00
TOTAL EXPENDITURE	\$	\$17,770.00	\$17,770.00

Part 6 Undertakings and Conditions

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup.
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced/completed.
6. Any special conditions that are attached to the grant must be met.
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9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
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Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month.

Part 7 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

The Bethanie Group Incorporated

Contact Person (if not Applicant)

KATE STAGG

Position

REGIONAL MANAGER

Signature

Date

30/01/2023

Part 8 Return form to

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

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





Bunbury
Outdoor World Bunbury & Collier ABN 34601154303
5 Sylvan Way, Davenport, 6230
Telephone - 08 9725 6166 Facsimile -
Email - Accounts@outdoorworldbunbury.com.au

DATE 23/01/2023

QUOTATION No: SGBFPN01

CLIENT Bethanie Fields Home Phone _____ Mobile _____
BILL ADDRESS _____
EMAIL ADDRESS _____
JOB ADDRESS Bethanie Fields

Fax _____
Work phone 0429058153
Salesman Stephen Gafati
Council / Shire Dardanup
Terrain Cat: 2.5

WE HAVE PLEASURE IN SUBMITTING OUR QUOTATION AS DETAILED:

Patio Type:	Gable roof	N/A	N/A	N/A	All quoted prices include GST	
Width(Projection)	6.44				Total Base Price 17,770.00	
Length	10.00					
Parallel Orientation?	yes					
Roof Material?	Corrugated C/B					
Coloured Frame?	Powdercoat					
Coloured Trim?	c/bond					
# Skylights						
Skylight Profile	N/A					
# Infills	2					
Infill material	P/Carb Infill					
Lin m Hips (Approx)						
Lin M Box gutter?						
Eaves Height	2.4					
Gable Pitch	20					
House side gutter	no					
Post Type	90*90*2 ptd					
Installation Required?	yes					
Freestanding?	yes					
Raised Brackets (#)						
Boundary Extensions						
Edge Beam material	150*50*2 ptd					
Edge Beam metres	20					
Colours:						
Roof						
C/bond colour over or under?						
Frame						
Gutters						
Downpipes						
Barge						
P/carb roof and Skylights						
Pcarb infill Colour						
					Contract Total 17770.00	
					Deposit Required On Sign up 5,331.00	
					Progress Payment Required Before Order 8,885.00	
					Balance on completion 3,554.00	

Inclusions:

- Gable Patio Design
- Freestanding Patio Design
- 45 Bracing On Posts
- 6x 60x60mm Posts + Footings
- Gutter & Downpipes Included
- Corrugated Roof Cladding
- Gable End Infills Included
- 150x50mm Outside Beams
- Installation Included
- Building License Included
- Planning License Included

Excludes Any Plumbing Hook Up

This quotation is valid for 14 days from the date hereon.

* All patio structures require Shire approval and Outdoor World will obtain and pay for this approval

WARNING

Due to the salt environment, we strongly recommend that customers wash down all steel surfaces with fresh water every month. This will assist to prolong the life of the product. Do not hose down any electrical items or where damage to other items may result

CUSTOMERS PLEASE NOTE:

A majority of the products sold by the Company include a Colorbond or paint process. While the Company undertakes to supply all materials in the best possible condition, through handling some scratching may occur. The Company reserves the right to repaint the damaged areas without recourse.

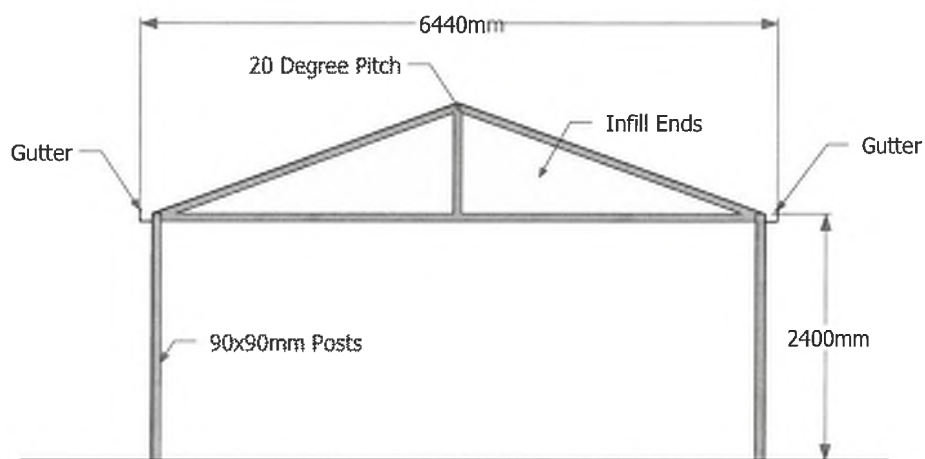
A patio structure cannot be classified as a habitable room, therefore the Company does not guarantee the walls of a screened enclosure to be either watertight or airtight.

Purchaser Signature _____

Date _____

Signed _____
On Behalf of Outdoor World Bunbury & Collier

Date _____



RECOMMENDATIONS TO COUNCIL

EVENT GRANTS ROUND 2 2022-2023

Level 2: Community Event Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total event cost will be available to not-for-profit incorporated community groups and organisations. Level 2 grants will be open for application twice per year.

Level 3: Community Event Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total event cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources. Level 3 grants will be open for application twice per year.

List of Applications – EVENT GRANTS LEVEL 2:

# EL2-01	Dardanup Heritage Collective
#EL2-02	Dardanup & Districts Residents Association
#EL2-03	Eaton Family Centre
#EL2-04	Probus Club of Eaton

List of Applications – EVENT GRANTS LEVEL 3:

#EL3-01	Dardanup Horse & Pony Club
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EVENT GRANTS – LEVEL 2		Application # EL2- 01									
Applicant	Dardanup Heritage Collective										
Shire of Dardanup based	Yes										
Incorporated	Yes										
Funding request \$	\$1,000.00										
Project details	Printing of books for the Dardanup Heritage Forum Printing of two booklets 'Women of Charlotte Street & Beyond' and 'Adventures on the Ferguson'										
Benefits to the community (as per application)	<ul style="list-style-type: none"> • <i>Display and communicate the history and heritage of the Shire of Dardanup</i> • <i>Inform residents and visitors about the history and heritage of the Shire of Dardanup through the displays, speaker program and web site</i> • <i>Contribute to building civic pride in the community</i> • <i>Provide an attraction for travelers and tourists</i> 										
Shire of Dardanup Council Plan Relevancy	COMMUNITY Outcome 2 – A healthy and active community Outcome 3 – Art and culture are valued and celebrated Outcome 4 – A compassionate and inclusive community PROSPERITY Outcome 12 – A destination of choice for visitors										
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2021–Current</td> <td>\$5,358.92</td> <td>Yes</td> <td>Successful grants paid to DHC</td> </tr> </tbody> </table>			Year	Amount Funded	Acquitted	Comments	2021–Current	\$5,358.92	Yes	Successful grants paid to DHC
Year	Amount Funded	Acquitted	Comments								
2021–Current	\$5,358.92	Yes	Successful grants paid to DHC								
Officer comments	The applicant meets all eligibility criteria as per the Policy <i>SDEV CP044</i> . The DHC contribute many volunteer hours (in-kind) towards every project they are involved in. They work tirelessly to preserve and record the history within Dardanup and its surrounds.										
Recommend approval	Yes										

 Shire of Dardanup	<p>APPLICATION FOR COMMUNITY EVENT GRANT LEVEL 2 \$0 - \$1,000</p> <p>FORM 220B</p>	Date stamp
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Please indicate which of the following objectives your event will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The Application Form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

[Appendix ORD: 12.2.5C]

To avoid delays please ensure <u>all</u> questions are completed and the information provided is correct.			
1. APPLICANT DETAILS			
Event contact person name:	Jill Cross		
Company/organisation/position: <i>(if applicable)</i>	Dardanup Heritage Collective, Inc.		
Postal address:	PO BOX 204, Dardanup	Post Code:	6236
Mobile:	0418 281 201	Home Phone:	0418 281 201
Email:	dardanupheritagecollective@gmail.com		
What are the main services and/or activities of your organisation?			
<p>The Dardanup Heritage Collective aims to:</p> <ul style="list-style-type: none"> Collect, document, research, preserve on a permanent basis, and exhibit items that show where and how people lived and worked in Dardanup and surrounding districts from the first human inhabitation until the present day. Document and promote places and buildings that are considered by the community to have heritage value. Promote collected items for use as a reference source Foster historical interest, and Communicate heritage knowledge to the local and wider communities. 			
2. EVENT DETAILS			
Official name of event:	2023 Dardanup Heritage Forum		
Event date/s:	TBA – 19 or 26 November to align with Ferguson Valley Visitors' Centre Christmas Market		
Event Location/s:	Thomas Little Hall		
Event Summary:			
<ul style="list-style-type: none"> 10.00 am – 3.00 pm Launch of two booklets: "Women of Charlotte St & Beyond" and "Adventures on the Ferguson" All day displays including <ul style="list-style-type: none"> 4-5 Display Boards covering history and photos of Dardanup – may also include some of previous "Women of Charlotte St boards Slide show of photos collected by the Dardanup Heritage Collective Costume display Speaker Program – 2 – 3 speakers of 30 – 40 minutes each covering history/heritage topics to be decided 			
Funding Requested (ex GST):	\$1,000.00		
Total Event Cost (ex GST):	\$1,176.00 for printing + \$1,700 in-kind labour by Collective to set up/remove displays, prepare slide show, bump-in and out, arrange speakers, administer event (see breakdown below).		
Number of total expected attendees at event:	300-400		
Number of expected attendees at event at any one time:	20-50		
Who is your target audience:	Dardanup and districts residents, Bunbury residents, travellers and tourists		
Has this event been held in the past?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Will this event be held again?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
If you are planning to hold this event again please describe the frequency (monthly, annually, bi-annually etc):			
Annually			
Who is involved – communities, participants, stakeholders, population groups etc:			
Dardanup Heritage Collective, Ferguson Valley Visitors' Centre, Dardanup and districts residents, Bunbury and districts residents, travellers and tourists.			
What benefits to the Shire of Dardanup community will your event offer:			
<ul style="list-style-type: none"> Display and communicate the history and heritage of the Shire of Dardanup Inform residents and visitors about the history and heritage of the Shire of Dardanup through the displays, speaker program and web site Contribute to building civic pride in the community Provide an attraction for travellers and tourists 			
How does the event align with the Shire of Dardanup <i>Strategic Community Plan</i> (available on website www.dardanup.wa.gov.au):			

[Appendix ORD: 12.2.5C]

The event intersects with the Shire of Dardanup Strategic Community Plan 2020 – 2030 for the following objectives and outcomes:

Objective 2: To achieve a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity.

Outcome 2.4 Heritage buildings and places that are utilised, preserved and maintained.

2.4.1 Encourage the preservation of significant heritage properties and precincts.

Objective 3: To create a safe, healthy and vibrant community which is inclusive and welcoming for all ages and interests.

Outcome 3.1 A creative community that fosters cultural and artistic activity and diversity

3.1.1 To foster Creativity in the community through our public spaces and urban environment.

3.1.3 Foster and recognise Aboriginal culture and heritage in the region.

Outcome 3.2 An inclusive community that promotes active involvement in community life and a strong sense of Community pride.

3.2.1 Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community

Objective 4: To promote and facilitate a diverse and resilient economy that supports a range of local employment opportunities.

Outcome 4.2 A destination of choice for visitors.

4.2.1 Develop the local tourism sector to become a choice destination for tourists, visitors and our own residents.

4.2.3 Foster and promote the Ferguson valley as a tourist destination.

Is entry to the event open to the general public:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there an event entry/participation fee:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes provide ticket/entry fee details:		

[Appendix ORD: 12.2.5C]

How are you promoting the event:		
<ul style="list-style-type: none"> Facebook: Dardanup Locals, Memories of Bunbury Dardanup Times Promotional posters in Dardanup and at nearby districts community groups Greater Bunbury History Network – consists of history groups in Bunbury and surrounds 		
How will you determine if your event was successful:		
<ul style="list-style-type: none"> Numbers attending Feedback from participants 		
Has the Shire of Dardanup provided a donation towards this event in the past?		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes:	Year: 2021 and 2022	Amount: \$500 each year
3. BUDGET		
<p>Outline the budget details of your event using the Income and Expenses table below. All budget details must be completed using the table below. Budgets submitted as separate items attached, will not be assessed.</p> <p>Itemised written quotes from the supplier/s providing the goods or services must accompany this application.</p> <p><u>Income</u> 'In-kind' contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and/or evaluation of the event.</p>		
	Amount \$ (excluding GST)	
Shire of Dardanup contribution (This is your \$ request for funding from the Shire of Dardanup)	\$1,000	
Your contribution (This is your organisations \$ contribution to the event)	<p>The Dardanup Heritage Collective will contribute \$176.00 for printing as well as in-kind labour of \$1,700 which consists of:</p> <ul style="list-style-type: none"> Creation of slide show consisting of photographs and text for display to be held in Thomas Little Hall Contacting, confirming, and liaising with speakers for the speaker program on the day Bump-in and bump-out of displays and audio-visual on the day of the event Conducting all necessary administration for the event 	
Other contributions (This is other \$ income streams for the event – sponsorship, funding, ticket sales, vendor fees, other)	Sponsorship: N/A	
	Funding: N/A	
	Ticket sales (if applicable): N/A	
	Vendor fees: N/A	

[Appendix ORD: 12.2.5C]

	Other income: N/A

Total \$ of all contributions (Total of Shire of Dardanup contribution, your contribution and other contributions)	\$1,176.00
Total of 'In-Kind' contributions (Total 4 value of any In-Kind support from you or other organisations to deliver the event – estimated \$ value)	\$1,700.00 <ul style="list-style-type: none"> o \$500.00 – prepare slide show (10 hrs @ \$50/hr) o \$400.00 – (4 people @ 2 hours @ \$50.00, Bump-in and bump out o \$800.00 – (2 people @ 8 hours @ \$50.00, arrange speaker program and administer event

EXPENSES

Please outline your projects' total expenses using the table below.

Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
Printing of "Women of Charlotte St & Beyond" booklet – 100 copies	\$588.00	\$500.00	0	\$88.00
Printing of "Adventures on the Ferguson" booklet – 100 copies	\$588.00	\$500.00	0	\$88.00
TOTAL	\$1,176.00	\$1,000.00	0	\$176

4. ACKNOWLEDGEMENTS

As the event organiser, applying for a Community Event Grant acknowledge that the information in my application is true and correct.

I have attached a true & accurate quote/s from the supplier/s providing the goods or services: Yes

I have submitted an Events Application Form to the Shire for the event in which the grant funding is for: Yes

The grant funding will be used for the purpose for which it was given. Yes

I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support. Yes

I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy. Yes

Name: Jill Cross

Signature : *J Cross*

Date: 16 February, 2023

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

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





The Print Shop
 16B Plaza Street (Head Office)
 Bunbury
 WA
 Australia
 6230
 Tel: 1300 577 468
 Email: hello@theprintshoponline.com.au

YOUR ADDRESS

Janice Calcei
 Janice Calcei
 Address tbc
 Eaton
 WA
 Australia
 6232
Your customer code is BUJANI26

ABOUT THIS QUOTE

Our ref: 56542
Date: 18/01/2023
Your ref: Fundraising Booklet
Prepared by: Jeff
Telephone: 1300 577 468
Email: hello@theprintshoponline.com.au

YOUR QUOTE - REFERENCE 56542

Thanks for requesting a quote. We've put together everything you asked for into one place.

Item	Description	Quantity	Price
Item 1	Fundraising booklet	1000	\$2,298.00
NA07MISC	We call them... 56pp A5 Portrait Booklet	Other options: 100	\$588.00
	210 x 148mm A5 Portrait finished size	200	\$918.00
	56 printed pages including cover		
	Cover: 300 gsm gloss card - Full colour print both sides		
	Internals: 130 gsm gloss art paper - Black print only throughout		
	Full colour print throughout		
	Saddle Stitched (spine stapled) on the left long edge		
Turnaround * :	Ready in approximately 3 to 5 working days from artwork approval.		
Please note:	* See 100, 200 & 1000 booklets quoted *		
All quantities quoted are subject to 10% GST.			
Unless noted otherwise, prices are based on the provision of print ready artwork			
			Total Price (Ex. GST)
			\$2,298.00
			GST @ 10.000000%
			\$229.80
			Total Price (Inc. GST) *
			\$2,527.80

TERMS & CONDITIONS

This quote is valid for 30 days and is based on collection from the store.
 * Unless specified otherwise this quote assumes collection in store, other delivery options can include additional cost and turnaround
 The Print Shop is independently owned and operated under licence, The Print Shop Bunbury.
 Registered Address: 16B Plaza Street, South Bunbury, 6230, GST Registration No.: ABN 96 353 477 182

EVENT GRANTS – LEVEL 2		Application # EL2- 02									
Applicant	Dardanup Residents Association										
Shire of Dardanup based	Yes										
Incorporated	Yes										
Funding request \$	\$1,000.00										
Project details	Historical Display for the Dardanup Centenary Event Printing of historical displays to be showcased to the public at the Centenary Celebration Event in Dardanup.										
Benefits to the community (as per application)	<ul style="list-style-type: none"> • <i>Display and communicate the history and heritage of the Shire of Dardanup</i> • <i>Inform residents and visitors about the history and heritage of the Shire of Dardanup through the displays, speaker program and web site</i> • <i>Contribute to building civic pride in the community</i> • <i>Provide an attraction for travelers and tourists</i> 										
Shire of Dardanup Council Plan Relevancy	COMMUNITY Outcome 2 – A healthy and active community Outcome 3 – Art and culture are valued and celebrated Outcome 4 – A compassionate and inclusive community PROSPERITY Outcome 12 – A destination of choice for visitors										
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Year	Amount Funded	Acquitted	Comments								
2020–Current	\$2,290.50	Yes	Successful grants paid to DRA								
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy <i>SDEV CP044</i>.</p> <p>The group has received funding of \$10,000 from the Shire towards the Dardanup Centenary event. Whilst this application is for history items for the Centenary event, the items will be utilised for future history related events across the Shire. Items can be on display in the Library, Dardanup Hall, Dardanup Office etc.</p> <p>The Dardanup Residents Association contribute many volunteer hours (in-kind) towards every project they are involved in. They work tirelessly to preserve and record the history within Dardanup and its surrounds. The group has graciously offered to organise the Centenary event with the help of local volunteers.</p>										
Recommend approval	Yes										



**APPLICATION FOR
COMMUNITY EVENT GRANT
LEVEL 2
\$0 - \$1,000**

FORM 220B

Date stamp

Please indicate which of the following objectives your event will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The Application Form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

To avoid delays please ensure all questions are completed and the information provided is correct

1. APPLICANT DETAILS

Event contact person name:		Jill Cross	
Company/organisation/position: <i>(if applicable)</i>		Dardanup Residents' Association	
Postal address:		P.O. Dardanup	Post Code: 6236
Mobile:	0418 281 201	Home Phone:	0418 281 201
Email:	Jill.cross@bigpond.com		

What are the main services and/or activities of your organisation?

The Dardanup and Districts Residents Assoc aims to:

- (a) To further the interests and prosperity of the District in all its phases.
- (b) To maintain, preserve and improve citizens living standards and quality of life; and to protect these standards by liaison with Local, State and Federal representatives and other authorities, if deemed necessary.
- (c) To protect and conserve aspects of our natural environment.
- (d) To promote cultural activities within the district.
- (e) To provide a forum for interested community groups and individuals to present their views on matters of concern.
- (f) To organise and conduct any entertainment or social function which shall from time to time be decided upon by the members.
- (g) To inform residents regarding local activities

2. EVENT DETAILS

Official name of event:	100 Years Celebration of Dardanup Townsite – historical display
Event date/s:	13 May 2023
Event Location/s:	Dardanup Lesser Hall

Event Summary:

The Event is the Historical display inside the Dardanup Shire Lesser Hall which is part of the 100 year celebration of the Dardanup townsite. The historical display will feature display boards used to communicate Dardanup's 100 year history and a TV screen used to show historical photos and maps of Dardanup as a slide show presentation. The historical display will be open from 11.00am – 2.00pm

Funding Requested (ex GST):	\$1000.00
Total Event Cost (ex GST):	\$1160.00
Number of total expected attendees at event:	1000
Number of expected attendees at event at any one time:	20-50
Who is your target audience:	Dardanup and districts residents, Bunbury residents, travellers and tourists
Has this event been held in the past?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this event be held again?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

If you are planning to hold this event again please describe the frequency (monthly, annually, bi-annually etc):

One off event- though the Display boards will be used at the Dardanup Heritage Forum in November 2023 and at any public gathering that may request their usage such as the Dardanup Shire library and Bunbury Museum.

Who is involved – communities, participants, stakeholders, population groups etc:

Dardanup and districts residents, Dardanup Community and Sporting Groups, Bunbury and districts residents, Dardanup Heritage Collective, Ferguson Valley Visitors' Centre, Dardanup Lions Club, Dardanup schools, Dardanup tourism businesses.

What benefits to the Shire of Dardanup community will your event offer:

- Display and communicate the history and heritage of the Shire of Dardanup
- Dardanups history is readily available in an easy to read manner
- Inform residents and visitors about the history and heritage of the Shire of Dardanup through the displays and slide show
- Contribute to building civic pride in the community

- Provide an attraction for travellers and tourists

[Appendix ORD: 12.2.5C]

How does the event align with the Shire of Dardanup *Strategic Community Plan* (available on website www.dardanup.wa.gov.au):

The event intersects with the Shire of Dardanup Strategic Community Plan 2020 – 2030 for the following objectives and outcomes:

Objective 2: To achieve a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity.

Outcome 2.4 Heritage buildings and places that are utilised, preserved and maintained.

2.4.1 Encourage the preservation of significant heritage properties and precincts.

Objective 3: To create a safe, healthy and vibrant community which is inclusive and welcoming for all ages and interests.

Outcome 3.1 A creative community that fosters cultural and artistic activity and diversity

3.1.1 To foster Creativity in the community through our public spaces and urban environment.

3.1.3 Foster and recognise Aboriginal culture and heritage in the region.

Outcome 3.2 An inclusive community that promotes active involvement in community life and a strong sense of Community pride.

3.2.1 Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community

Objective 4: To promote and facilitate a diverse and resilient economy that supports a range of local employment opportunities.

Outcome 4.2 A destination of choice for visitors.

4.2.1 Develop the local tourism sector to become a choice destination for tourists, visitors and our own residents.

4.2.3 Foster and promote the Ferguson valley as a tourist destination.

Is entry to the event open to the general public:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there an event entry/participation fee:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes provide ticket/entry fee details:		

How are you promoting the event:

- Facebook: Dardanup Locals
- Dardanup Times
- Bunbury Community Radio
- Promotional posters in Dardanup and at nearby districts community groups
- Greater Bunbury History Network – consists of history groups in Bunbury and surrounds

How will you determine if your event was successful:

- Numbers attending
- Feedback from participants

Has the Shire of Dardanup provided a donation towards this event in the past?

* Yes No

If yes: Year: 2023 Amount: \$10,000.00

3. BUDGET

Outline the budget details of your event using the Income and Expenses table below. All budget details must be completed using the table below. Budgets submitted as separate items attached, will not be assessed.

Itemised written quotes from the supplier/s providing the goods or services must accompany this application.

Income
 'in-kind' contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and/or evaluation of the event.

	Amount \$ (excluding GST)
Shire of Dardanup contribution (This is your \$ request for funding from the Shire of Dardanup)	\$1000.00
Your contribution (This is your organisations \$ contribution to the event)	\$160.00
Other contributions (This is other \$ income streams for the event – sponsorship, funding, ticket sales, vendor fees, other)	Sponsorship: N/A
	Funding: N/A
	Ticket sales (if applicable): N/A
	Vendor fees: N/A
	Other income: N/A

[Appendix ORD: 12.2.5C]

Total \$ of all contributions (Total of Shire of Dardanup contribution, your contribution and other contributions)	1160.00
Total of 'In-Kind' contributions (Total 4 value of any In-Kind support from you or other organisations to deliver the event – estimated \$ value)	\$ 500.00- set up display and grant application work

EXPENSES Please outline your projects' total expenses using the table below.				
Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
Television Screen hire for slideshow	\$445.00	\$445.00	0	0
Design of Display Boards	\$215.00	\$215.00	0	0
Part funding Printing of 5 Display Boards	\$500.00	\$340.00	0	0
Part funding printing of 5 display boards	\$500.00			160.00
TOTAL		\$1000.00		160.00

4. ACKNOWLEDGEMENTS

As the event organiser, applying for a Community Event Grant acknowledge that the information in my application is true and correct.

I have attached a true & accurate quote/s from the supplier/s providing the goods or services:	Yes <input checked="" type="checkbox"/>
I have submitted an Events Application Form to the Shire for the event in which the grant funding is for:	Yes <input checked="" type="checkbox"/>
The grant funding will be used for the purpose for which it was given.	Yes <input checked="" type="checkbox"/>
I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support.	Yes <input checked="" type="checkbox"/>
I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy.	Yes <input checked="" type="checkbox"/>

Name:	Jill Cross
Signature :	<i>J Cross</i>
Date:	20/02/2023

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

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





Dardanup Heritage Collective <dardanupheritagecollective@gmail.com>

Re: More display boards

1 message

Samantha Wright <samantha@thefifteenthcreative.com>

Thu, Feb 9, 2023 at 3:22 PM

To: Dardanup Heritage Collective <dardanupheritagecollective@gmail.com>

Hi Janice,

Lovely to hear from you! I trust you had a wonderful Christmas and New Year.

Price would be \$215 +GST for 5 posters. So glad to hear the other turned out so well!

Thanks,
Sam x

On Thu, Feb 9, 2023 at 12:34 PM Dardanup Heritage Collective <dardanupheritagecollective@gmail.com> wrote:

Hi Sam, Happy New Year. I hope you are well.

The Dardanup Heritage Collective is going to prepare a further 4-5 display boards for a Dardanup Shire celebration in May this year.

The boards would have a similar format to the "Women" boards you designed for the Dardanup Heritage Forum in late 2022.

Could you provide a quote for me so that I can submit a grant application? The design layout would be much the same but using different border colours. As before, I would provide all the information and the photos.

We ended up printing through On2it Print in Bunbury. They did an amazing job. The boards are an aluminium composite, probably a bit like real estate signs. They looked fantastic on the day and should be pretty durable.

Cheers, Janice

the fifteenth creative

Samantha Wright
0488 051 189
thefifteenthcreative.com
83 Victoria Street, Bunbury
Mon - Fri: 9am - 4pm AWST



Dardanup Heritage Collective <dardanupheritagecollective@gmail.com>

Re: Printing for Dardanup Heritage Collective

1 message

Paul Walliss <paul@on2it.graphics>

Mon, Feb 13, 2023 at 3:40 PM

To: Dardanup Heritage Collective <dardanupheritagecollective@gmail.com>

Hey Janice

Yes that would definitely cover it:)

Many thanks

Paul



On 13/02/2023 3:21 pm, Dardanup Heritage Collective wrote:

Thanks Paul. If number of boards turns out to be 5, it looks like \$100 each? Could be 4 or 5.

Janice

Janice

Sent from my iPhone

On 13 Feb 2023, at 2:39 pm, Paul Walliss <paul@on2it.graphics> wrote:

Hey Janice,

Sure no problem,

To supply x4 A1 size satin laminated digital prints with supplied artwork mounted on a/cp we quote \$400+gst,

Many thanks

Paul

<email logox5.jpg>

On 9/02/2023 12:42 pm, Dardanup Heritage Collective wrote:

Hi Paul,

The Dardanup Heritage Collective is preparing to do another 4 signs for a Shire of Dardanup celebration in May this year. They would be identical in size and format as the ones you printed for us in November 2022.

The group was extremely happy with those.

Could you do a quote to print a further four boards?

Also, do you print booklets? I have two booklets, A5 size, ready to print in PDF book format.

- 44 internal pages + 4 pages of cover
- 52 internal pages + 4 pages of cover

I'd probably prefer them perfect bound but the cost may be prohibitive so stapled in the centre is also fine.

If you print booklets, could you give me a price for 100, 500 and 1000?

Kind regards, Janice
Dardanup Heritage Collective
PH: 0402 783 019 - please call if that's easier.

On Tue, Nov 15, 2022 at 12:42 PM Paul Walliss <paul@on2it.graphics> wrote:

Hi Janice

So glad you are happy:)

Hi Mel

Please see attached completed form and I will send the invoice from xero accounting.

Many thanks

Paul

<email logosx5.jpg>

On 15/11/2022 10:59 am, Dardanup Heritage Collective wrote:

Hi Paul

Thanks so much for the posters that I picked up yesterday. We are delighted with the outcome. Particularly as they seem so sturdy.

Contrary to what I said yesterday, could you please raise the invoice to the Shire of Dardanup and forward it to Melanie Ring at the Whire (email above) with me cc'd in so I know it has been sent.

I've attached the Shire's Form 14 for New Creditor. Please complete sections 2,3,4, and 5 and return to Mel with the invoice.

Kind regards, Janice

--



Quote Details

	Days	Qty	Unit Cost	Amount
Samsung MD65C 65' 450Nit Full HD LED Screen	1	1	250.00	250.00
Big City Plasma Stand	1	1	45.00	45.00
			Total:	295.00

TOTALS

Equipment Total:	\$ 295.00
Labour Total:	\$ 0.00
Rental Discount:	\$ 0.00
Sales Discount:	\$ 0.00
Transport:	\$ 150.00
Total Less GST:	\$ 445.00
GST @ 10%:	\$ 44.50
Total Inc GST:	\$ 489.50

EVENT GRANTS – LEVEL 2		Application # EL2- 03									
Applicant	Eaton Family Centre										
Shire of Dardanup based	Yes										
Incorporated	Yes										
Funding request \$	\$1,000.00										
Project details	<p>Event: Perinatal Well-being Community Awareness Expo</p> <p>Centre will welcome community members to drop in to find out about services and groups that provide support for women who are planning pregnancy, expecting a baby or have a baby. The signs and symptoms of perinatal mental health conditions include depression, anxiety, psychotic and bipolar disorders.</p>										
Benefits to the community (as per application)	<p><i>Dardanup residents – and other women, men, parents and families who are planning pregnancy, expecting a baby or have a baby will become more aware of self-care strategies for the prevention of mental health conditions and how they can focus on maintaining well-being through these stages of their lives.</i></p> <p><i>They will gain an understanding of the early signs and symptoms of perinatal mental health conditions that could develop into depression, anxiety, psychotic or bipolar disorders.</i></p> <p><i>Importantly they will become aware of local organisations and services that are able to help them if and when needed. They will also become aware of websites, apps and telephone support lines. They will have the opportunity to connect with others in similar circumstances and will know of local groups of mothers they may like to join for support ad friendship.</i></p>										
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY</p> <p>Outcome 2 – A healthy and active community</p> <p>Outcome 4 – A compassionate and inclusive community</p>										
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2019–Current</td> <td>\$4,467.39</td> <td>Yes</td> <td>Successful grants paid to EFC</td> </tr> </tbody> </table>			Year	Amount Funded	Acquitted	Comments	2019–Current	\$4,467.39	Yes	Successful grants paid to EFC
Year	Amount Funded	Acquitted	Comments								
2019–Current	\$4,467.39	Yes	Successful grants paid to EFC								
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy <i>SDEV CP044</i>.</p> <p>The Eaton Family Centre offer local opportunities for the families within the Shire and neighboring communities. The expo will allow access to services in one location at one time.</p>										
Recommend approval	Yes										



**APPLICATION FOR
COMMUNITY EVENT GRANT
LEVEL 2
\$0 - \$1,000**

FORM 220B

Date stamp

Please indicate which of the following objectives your event will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- ✓ Build the skills and capacity of the community
- ✓ Leave a lasting positive impact on the community
- ✓ Promote accessibility and inclusivity for all members of the community
- ✓ Empower groups to be proactive in the community

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The Application Form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

[Appendix ORD: 12.2.5C]

To avoid delays please ensure all questions are completed and the information provided is correct.

1. APPLICANT DETAILS

Event contact person name:		Jan Pedersen	
Company/organisation/position: <i>(if applicable)</i>		Eaton Family Centre	
Postal address:		PO Box 7010 Eaton WA	Post Code: 6232
Mobile:	0493 618 184	Home Phone:	0448 259 882
Email:	eatonfamilycentre@gmail.com		

What are the main services and/or activities of your organisation?

Eaton Family Centre's philosophy and focus underpins and embraces the needs of both families and individuals within our community, placing an important balance on the delivery of children's programs and community needs.
 Children's educational/developmental activities: Pre Kindy Classes (4 per week), Parent and Child Playgroups (5 per week), Toy Library (2 per week), Dance & Movement Classes (3 per week), Physie Dance (3 per week), Therapy Groups (2 per week), Parenting Classes, Your Move Duel School, Fun-Tastic Learning (2)
 And Community interest groups: Bonsai, Ladies Craft, Meditation, Yoga, Tai Chi, Meditation, Indian Cultural Dance, Home First Aid, Narcotics Anonymous, Church Fellowship Groups (2), Tamil Group,
 And Casual Hall and Meeting Room Bookings: Birthday Parties, Meetings, Classes.

2. EVENT DETAILS

Official name of event:	Perinatal Well-being Community Awareness Expo
Event date/s:	Wednesday 3 rd May 2023
Event Location/s:	Eaton Family Centre

Event Summary:

We will welcome community members to drop in to find out about services and groups that provide support for women who are planning pregnancy, expecting a baby or have a baby. *(The signs and symptoms of perinatal mental health conditions include depression, anxiety, psychotic and bipolar disorders)*

EFC would be part of a cooperative project group staging similar events in Bunbury, Margaret River, Busselton and Collie marking Perinatal Maternal Mental Health Awareness Day in May, with the lead agency being SW Women's Health and Information Centre (SWWHIC)– Bunbury.

We will:

- i) invite local organisations concerned with the aspect of perinatal mental health to attend to provide information and offer a referral or ongoing support;
- ii) promote the services of the Eaton Child Health Clinic Nurses who specialise in supporting women and families in all aspects of perinatal mental health (Child Health Clinic is part of the EFC complex);
- iii) encourage interested women to chat with Health Educator and Social Worker working as part of the SW Women's Health and Information Centre – the lead agency- Dragonfly Coffee Van.
- iv) Encourage women to join any young Mums or similar groups for friendship, sharing concerns, learning about self-care and receiving ongoing support.

Funding Requested (ex GST):	\$1,000
Total Event Cost (ex GST):	\$1,000
Number of total expected attendees at event:	35
Number of expected attendees at event at any one time:	20+
Who is your target audience:	Women who are planning, expecting a baby or have a baby and their husbands/partners and family supporters will be encouraged to attend
Has this event been held in the past?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this event be held again?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

[Appendix ORD: 12.2.5C]

If you are planning to hold this event again please describe the frequency (monthly, annually, bi-annually etc):	
If a need is evident or requested, we would arrange the event at 6 monthly intervals or as the need is indicated	
Who is involved – communities, participants, stakeholders, population groups etc:	
SW Women's Health and Information Centre (SWWHIC) as lead agency has invited Eaton Family Centre to partner with them in bringing this important wellness information to Shire of Dardanup residents and Australind (Shire of Harvey) residents together with similar not for profit/family centres in Margaret River, Collie, Busselton and Bunbury.	
Local residents will be invited to drop in, buy a coffee from the SWWHIC's Dragonfly Coffee Van (optional) and chat informally with service providers who are staffing Expo style Info tables within the Centre.	
Activities will be provided to engender relaxation and friendliness. People will be encouraged to join in existing Mum's groups or new groups will be formed if advantageous.	
What benefits to the Shire of Dardanup community will your event offer:	
Dardanup residents – and other women, men, parents and families who are planning pregnancy, expecting a baby or have a baby will become more aware of self-care strategies for the prevention of mental health conditions and how they can focus on maintaining well-being through these stages of their lives.	
They will gain an understanding of the early signs and symptoms of perinatal mental health conditions that could develop into depression, anxiety, psychotic or bipolar disorders.	
Importantly they will become aware of local organisations and services that are able to help them if and when needed. They will also become aware of websites, apps and telephone support lines. They will have the opportunity to connect with others in similar circumstances and will know of local groups of mothers they may like to join for support and friendship.	
How does the event align with the Shire of Dardanup <i>Strategic Community Plan</i> (available on website www.dardanup.wa.gov.au):	
This project fits with the Shire's Priorities:- COMMUNITY: OUTCOME 2: A healthy and active community - 2.1.4 Advocate with organisations to provide information to our community OUTCOME 4: A compassionate and inclusive community – 4.2.1 Support vulnerable groups	
Is entry to the event open to the general public:	Yes <input checked="" type="checkbox"/>
Is there an event entry/participation fee:	<input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes provide ticket/entry fee details:	N/A

[Appendix ORD: 12.2.5C]

How are you promoting the event:

Via our current members attending Pre-Kindy Classes (64 parents), Playgroups (80 parents), Toy Library (20 families), other parents and families who regularly attend interest groups Eaton Family Centre activities (in eh hundreds);
via our Facebook, Newsletters and Website.
Via Council's event and community news.

Posters and flyers to Eaton Library and Eaton Recreation Centre and Eaton Bowling Club – Senior Citizens Club – targeting grandparents and any other appropriate organisation.

Via the Eaton Health Clinic Nurses – rooms within the Eaton Family Centre complex.

Via the South West Agencies in Partnership (SWAP network – over 1,000 online subscribers) and through combined promotions of each of the partner organisations throughout the region staging concurrent projects.

Free-to-air radio promotions via Community radio and commercial stations will be asked to air promotional advice.

How will you determine if your event was successful:

Exhibitors will be asked to complete a simple feedback information form which will indicate the need for the activity to be repeated.

Participants will be interviewed informally or may be asked to leave their comments about the event and what else they would like to see made available in a similar vein.

Eaton Family Centre will not only make use of the gathered information but will also share this with the other partners staging similar events.

Has the Shire of Dardanup provided a donation towards this event in the past? Yes No

If yes: _____ Year: _____ Amount: _____

3. BUDGET

Outline the budget details of your event using the Income and Expenses table below. All budget details must be completed using the table below. Budgets submitted as separate items attached, will not be assessed.

Itemised written quotes from the supplier/s providing the goods or services must accompany this application.

Income
'In-kind' contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and/or evaluation of the event.

	Amount \$ (excluding GST)
Shire of Dardanup contribution (This is your \$ request for funding from the Shire of Dardanup)	1,000
Your contribution (This is your organisations \$ contribution to the event)	In kind – venue and Expo equipment Promotion, volunteer and staff involvement Service/ Information providers
Other contributions (This is other \$ income streams for the event – sponsorship, funding, ticket sales, vendor fees, other)	Sponsorship: Nil
	Funding: Nil
	Ticket sales (if applicable): Nil
	Vendor fees: Nil
	Other income: In-kind contribution by 6+ local organisations and Eaton Health Clinic Nurses. Nil – this is not a profit-making venture but an event promoting health and mental wellness and empowerment.
Total \$ of all contributions	1,000

[Appendix ORD: 12.2.5C]

(Total of Shire of Dardanup contribution, your contribution and other contributions)	
Total of 'In-Kind' contributions (Total 4 value of any In-Kind support from you or other organisations to deliver the event – estimated \$ value)	3,000+ estimated

EXPENSES Please outline your projects' total expenses using the table below.				
Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
Involvement of SWWHIC Dagonfly Coffee Van- as a drawcard, its operation and equipment	\$ 400	\$ 400	\$ 0 all in-kind	\$0 all in-kind
Expo bags with resource information and Act Belong Commit materials	\$ 200	\$ 200	In-kind	In-kind
Activity leaders to engage families, mothers and children to engender communication and relaxation	\$ 400	\$ 400	In-kind	In-kind
TOTAL	\$ 1,000	\$ 1,000	Donated in-kind	Donated in-kind

4. ACKNOWLEDGEMENTS

As the event organiser, applying for a Community Event Grant acknowledge that the information in my application is true and correct.

I have attached a true & accurate quote/s from the supplier/s providing the goods or services: Yes

I have submitted an Events Application Form to the Shire for the event in which the grant funding is for: N/A

The grant funding will be used for the purpose for which it was given. Yes

I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support. Yes

I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy. Yes

Name: M Jeanette (Jan) Pedersen

Signature : *M Jeanette Pedersen*

Date: 20/02/2023

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

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





South West Women's Health and Information Centre Incorporated
Number 1604997, 7th November 1995
Charitable Institution : Endorsed as a Deductible
Gift Recipient from 1 March 2011
ABN: 49 071 740 433
Donations of \$2 or more are tax deductible

Quote for the Eaton Family Centre's application to the Shire of Dardanup

Perinatal mental wellbeing week activity and services

Supply of coffee van, its operation and equipment	\$400
Resources for information and act belong commit material	\$200
Activity to engage families, mothers and children that promotes Communication and relaxation	\$400
Health educator and social worker in attendance at no charge	

Provided by Lesley Jackes 16th Feb 2023

EVENT GRANTS – LEVEL 2

Application # EL2- 04

Applicant	Probus Club of Eaton											
Shire of Dardanup based	Yes											
Incorporated	Yes											
Funding request \$	\$1,000.00											
Project details	<p>Event: Meet & Greet for Probus Club Members of the South West</p> <p>The aim of the event is to bring together members of nineteen Probus clubs from the Southwest Region to share a valuable experience of learning and discussing new ideas, sharing of information, creating new relationships across different Probus club and a chance for those visiting to explore our Shire. To expand the delegate's knowledge of what the Eaton Shire and the greater Bunbury Region has to offer visitors.</p> <p>The day will have 3 different activities on offer to all who attend. A range of local opportunities are available include a cruise up the Collie River and an opportunity to see the new facility of the Eaton Bowling Club.</p> <p>The funding will greatly assist the Eaton Probus Club host the event to a high and professional standard. Including guest speakers and other dignitaries. Such as: Guest Speakers, including Peter Olney the president of PAWA, Graeme Brown PSPL WA Board Member national body for the South Pacific region), Nola Marino MP and Glenys McDonald JP.</p>											
Benefits to the community (as per application)	<p><i>The event is an opportunity for the Probus Club members from Eaton to remain up to date with the happenings within the community and neighbouring communities. The event will have guest speakers providing information on a range of subjects and allowing those attending to collaborate, forge new friendships and stay active within their community and beyond.</i></p> <p><i>The event is also entirely run by volunteers within the community. The event is a showcase of their ability to organise an event at a high calibre and also support local businesses such as the Eaton Bowling Club and the Eaton Bowling Club catering team.</i></p>											
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY</p> <p>Outcome 2 – A healthy and active community</p> <p>Outcome 4 – A compassionate and inclusive community</p>											
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2018--Current</td> <td>\$2,000.00</td> <td>Yes</td> <td>Successful grants paid to Probus Club Eaton</td> </tr> </tbody> </table>				Year	Amount Funded	Acquitted	Comments	2018--Current	\$2,000.00	Yes	Successful grants paid to Probus Club Eaton
Year	Amount Funded	Acquitted	Comments									
2018--Current	\$2,000.00	Yes	Successful grants paid to Probus Club Eaton									
Officer comments	<p>The applicant meets all eligibility criteria as per the Policy SDEV CP044.</p> <p>The Probus Club Eaton are proactive and are wanting to expand their knowledge and skills by inviting other members to the meet & greet.</p>											
Recommend approval	Yes											



**APPLICATION FOR
COMMUNITY EVENT GRANT
LEVEL 2
\$0 - \$1,000**

FORM 220B

Date stamp

Please indicate which of the following objectives your event will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The Application Form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

[Appendix ORD: 12.2.5C]

To avoid delays please ensure <u>all</u> questions are completed and the information provided is correct.			
1. APPLICANT DETAILS			
Event contact person name:		Les Bail	
Company/organisation/position: <i>(if applicable)</i>		The Probus Club of Eaton Inc.	
Postal address:		C/- Eaton Bowling Club, Eaton	Post Code: 6232
Mobile:	0419 935 273	Home Phone:	9792 4210
Email:	baileez2@iinet.net.au		
What are the main services and/or activities of your organisation?			
Probus brings active retirees together for Fun, Fellowship, and fun. Promoting a healthy and active lifestyle.			
2. EVENT DETAILS			
Official name of event:		Meet & Greet for Probus Club Members of the South West	
Event date/s:		Monday 2 October	
Event Location/s:		Eaton Bowling Club	
Event Summary:			
<p>The aim of the event is to bring together members of nineteen Probus clubs from the Southwest Region to share a valuable experience of learning and discussing new ideas, sharing of information, creating new relationships across different Probus club and a chance for those visiting to explore our Shire.</p> <p>To expand the delegate's knowledge of what the Eaton Shire and the greater Bunbury Region has to offer visitors.</p> <p>The day will have 3 different activities on offer to all who attend. A range of local opportunities are available include a cruise up the Collie River and an opportunity to see the new facility of the Eaton Bowling Club.</p> <p>The funding will greatly assist the Eaton Probus Club host the event to a high and professional standard. Including guest speakers and other dignitaries. Such as: Guest Speakers, including Peter Olney the president of PAWA, Graeme Brown PSPL WA Board Member national body for the South Pacific region), Nola Marino MP and Glenys McDonald JP.</p>			
Funding Requested (ex GST):		\$1,000.00	
Total Event Cost (ex GST):		\$11,239.00	
Number of total expected attendees at event:		150	
Number of expected attendees at event at any one time:		150	
Who is your target audience:		Probus Clubs Members from across the South West	
Has this event been held in the past?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Will this event be held again?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If you are planning to hold this event again please describe the frequency (monthly, annually, bi-annually etc):			
Hoping this event will become an annual event for the Eaton Probus Club and the surrounding areas.			
Who is involved – communities, participants, stakeholders, population groups etc:			
Community members who are involved with their Probus Club (19 clubs in total).			
What benefits to the Shire of Dardanup community will your event offer:			
<p>The event is an opportunity for the Probus Club members from Eaton to remain up to date with the happenings within the community and neighbouring communities. The event will have guest speakers providing information on a range of subjects and allowing those attending to collaborate, forge new friendships and stay active within their community and beyond.</p> <p>The event is also entirely run by volunteers within the community. The event is a showcase of their ability to organise an event at a high calibre and also support local businesses such as the Eaton Bowling Club and the Eaton Bowling Club catering team.</p>			
How does the event align with the Shire of Dardanup <i>Strategic Community Plan</i> (available on website www.dardanup.wa.gov.au):			
As per Council Plan 2022-2032:			
<i>Outcome # 1:</i> A healthy and active community.		<i>Outcome # 4:</i> A compassionate and inclusive community.	
<i>Outcome # 9:</i> Vibrant, attractive and welcoming towns and community spaces.		<i>Outcome # 12:</i> A destination of choice for visitors.	

[Appendix ORD: 12.2.5C]

Is entry to the event open to the general public:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is there an event entry/participation fee:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes provide ticket/entry fee details:	There is a registration fee for the Probus Club Members to participate in the event. The event is run entirely by volunteers.	
How are you promoting the event:		
Yes, the event invites have been sent out to the 19 Probus Clubs who have been invited to the event and the guest speakers have been locked in.		
How will you determine if your event was successful:		
The amount of registrations for the event and the turn out on the event day which be a reflection of the level of success of the event. We anticipate to have feedback forms available too which we will be encouraging all attendees to complete. This will allow us to assess this year's event and any amendments or changes that need to be made moving forward.		
Has the Shire of Dardanup provided a donation towards this event in the past?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes:	Year:	Amount:

3. BUDGET

Outline the budget details of your event using the Income and Expenses table below. All budget details must be completed using the table below. Budgets submitted as separate items attached, will not be assessed.

Itemised written quotes from the supplier/s providing the goods or services must accompany this application.

Income
 'In-kind' contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and/or evaluation of the event.

	Amount \$ (excluding GST)
Shire of Dardanup contribution (This is your \$ request for funding from the Shire of Dardanup)	\$1,000.00
Your contribution (This is your organisations \$ contribution to the event)	\$489.00 The Eaton Probus Club will also be providing in-kind labour of \$1,000 (2 people x 10hrs @ \$50p/hr) which consists of administration tasks associate with the event, such as: - Correspondence with all 19 Probus Clubs - Registrations - Liaising with guest speakers and arranging speaking points etc - Printing and combining of packs for those attending the event - Organising of catering - Activities for event: organising attendance registrations, times, transport etc.
Other contributions (This is other \$ income streams for the event – sponsorship, funding, ticket sales, vendor fees, other)	Sponsorship: Funding: Ticket sales: \$9,750.00 (Cost = \$65 pp) Vendor fees: Other income:
Total \$ of all contributions (Total of Shire of Dardanup contribution, your contribution and other contributions)	\$11,239.00
Total of 'In-Kind' contributions (Total 4 value of any In-Kind support from you or other organisations to deliver the event – estimated \$ value)	\$1,000.00

EXPENSES
 Please outline your projects' total expenses using the table below.

Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
Administration sundries (printing items, laminating etc)	\$ 1,957.00	-	-	\$ 1,957.00
Catering morning tea & lunch (150pp@ approx \$32 pp)	\$ 4,800.00	-	-	\$ 4,800.00
3 Waters Charter	\$ 2,625.00	\$ 1,000.00	-	\$ 1,625.00
Thrifty Vehicle Hire	\$ 512.00	-	-	\$ 512.00
Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
Featured Wood Gallery	\$ 125.00	-	-	\$ 125.00
FOC & Sponsors	\$ 450.00	-	-	\$ 450.00
Lily's Garden	\$ 250.00	-	-	\$ 250.00
Worthington's Expenses	\$ 20.00	-	-	\$ 20.00

[Appendix ORD: 12.2.5C]

TOTAL	\$11,239.00	\$1,000.00	\$ 0.00	\$10,239.00 This includes ticket sales covering the cost of purchases
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4. ACKNOWLEDGEMENTS

As the event organiser, applying for a Community Event Grant acknowledge that the information in my application is true and correct.

I have attached a true & accurate quote/s from the supplier/s providing the goods or services: Yes

I have submitted an Events Application Form to the Shire for the event in which the grant funding is for: N/A

The grant funding will be used for the purpose for which it was given. Yes

I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support. Yes

I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy. Yes

Name: LES BAIL

Signature :



Date: 18.02.2023

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

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


Shire of Dardanup

Three Water Cruises Pty Ltd

Michael and Joanne Dowson
 P.O Box 7136
 Eaton
 W.A 6232

Quote

A.B.N.

71 111 188 320

Invoice No.: 00001138

Date: 10/02/2023

Ship Via:



Bill To:

Eaton Probus Club
 c/o: Les Bail
 e: bailee22@iinet.net.au
 Ph: 0419 935 273

DESCRIPTION	AMOUNT	CODE
Cruise: Morning Tea River Cruise (1 hr) Date: Monday 2nd October 2023 Time: 10am - 11am (1 hour cruise) Departs>Returns: Eaton Foreshore, Pratt Rd, Eaton Catering: Tea, Coffee and cake (white mud cake) Cost: \$52.00 (incl GST) p/p (10 - 19 people) \$48.50 (incl GST) p/p (20+ people)		GST
OPTION 2: Cruise: Morning River Cruise (1.5 hr) Date: Monday 2nd October 2023 Time: 10am - 11:30am (1.5 hour cruise) Departs>Returns: Eaton Foreshore, Pratt Rd, Eaton Catering: - Cost: \$50.50 (incl GST) p/p (10 - 19 people) \$47.50 (incl GST) p/p (20+ people)		

Your Order No:	Customer ABN:	GST																		
Shipping Date:	Terms: Net 7																			
	<table border="1"> <thead> <tr> <th>Code</th> <th>Rate</th> <th>GST</th> <th>Sale Amount</th> </tr> </thead> <tbody> <tr> <td>GST</td> <td>10%</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>	Code	Rate	GST	Sale Amount	GST	10%	\$0.00	\$0.00	<table> <tr> <td>Freight:</td> <td>\$0.00</td> </tr> <tr> <td>GST:</td> <td>\$0.00</td> </tr> <tr> <td>Total Inc GST:</td> <td>\$0.00</td> </tr> <tr> <td>Amount Applied:</td> <td>\$0.00</td> </tr> <tr> <td>Balance Due:</td> <td>\$0.00</td> </tr> </table>	Freight:	\$0.00	GST:	\$0.00	Total Inc GST:	\$0.00	Amount Applied:	\$0.00	Balance Due:	\$0.00
Code	Rate	GST	Sale Amount																	
GST	10%	\$0.00	\$0.00																	
Freight:	\$0.00																			
GST:	\$0.00																			
Total Inc GST:	\$0.00																			
Amount Applied:	\$0.00																			
Balance Due:	\$0.00																			

Comment: **EFT PAYMENT DETAILS**

Please pay to: Bank: NAB
 BSB: 086 554
 Acnt: 889 395 563

* Please use your INVOICE number as your reference note.
 Thankyou :)

* Visa and MasterCard facilities available, please contact us :)

CANCELLATION POLICY, TERMS AND CONDITIONS:

All bookings made with TWC are required to pay the quoted passenger prices relative to the tour date numbers. TWC reserves the right to amend, vary or cancel a tour where it is in the best judgement of seas, climate, political or other circumstances deemed to be necessary. It is at TWC discretion a trip may not proceed if there are less than booked minimum numbers on tour day. TWC can not guarantee the exact arrival and departure times and is not liable for any failure by you to make connection with any other service or carrier. TWC recommends you take out comprehensive travel insurance. You understand and accept that the tour may require physical exertion. You understand that the tour may operated in remote areas. You agree to observe the safety and other instructions that the tour guide provides for the duration of the tour. At TWC discretion, 100% refund is available for cancellations made 7 days prior to the commencement of the tour. No refunds will be made available for cancellations there after. Any legal disputes, which may arise, shall be resolved in the jurisdiction of Western Australia.

EVENT GRANTS – LEVEL 3

Application # EL3- 01

Applicant	Dardanup Horse & Pony Club																						
Shire of Dardanup based	Yes																						
Incorporated	Yes																						
Funding request \$	\$5,000.00																						
Project details	<p>Event: Dardanup Horse & Pony Club One Day Event</p> <p>The major event for each year is the One Day Event (ODE), which ironically, is held over 2 days. This includes competing across disciplines (dressage, cross country and show jumping). Riders/competitors come from across Western Australia to compete at this event due to the high standard and challenging nature of the Cross-Country jumping course.</p>																						
Benefits to the community (as per application)	<p><i>The riders pay entry fees, which some of this goes back to the Dardanup Equestrian Centre to manage the upkeep of the grounds for the relevant clubs and the Shire of Dardanup. It is a free event for spectators and support people to attend. The visiting attendees regularly camp at the grounds and eat at local establishments, buy fuel and food locally. The club also runs a canteen and aims to support as many local providers/businesses as possible with purchasing of items for this event. We also have professional photographers taking photos, promoting all of our contributors/sponsors. In addition our sponsors and contributors are promoted through our event programme and other various related social media pages.</i></p>																						
Shire of Dardanup Council Plan Relevancy	<p>COMMUNITY</p> <p>Outcome 2 – A healthy and active community</p> <p>Outcome 4 – A compassionate and inclusive community</p>																						
Funding previously received from SoD	<table border="1"> <thead> <tr> <th>Year</th> <th>Amount Funded</th> <th>Acquitted</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>\$3,000</td> <td>Yes</td> <td>Regional Tourism Event Grant for One Day Event</td> </tr> <tr> <td>2020-2021</td> <td>\$4,000</td> <td>Yes</td> <td>Course upgrade to jumps</td> </tr> <tr> <td>2021-2022</td> <td>\$5,000</td> <td>Yes</td> <td>Community Event Grant for One Day Event</td> </tr> <tr> <td>Total</td> <td>\$12,000</td> <td></td> <td></td> </tr> </tbody> </table>			Year	Amount Funded	Acquitted	Comments	2020-2021	\$3,000	Yes	Regional Tourism Event Grant for One Day Event	2020-2021	\$4,000	Yes	Course upgrade to jumps	2021-2022	\$5,000	Yes	Community Event Grant for One Day Event	Total	\$12,000		
Year	Amount Funded	Acquitted	Comments																				
2020-2021	\$3,000	Yes	Regional Tourism Event Grant for One Day Event																				
2020-2021	\$4,000	Yes	Course upgrade to jumps																				
2021-2022	\$5,000	Yes	Community Event Grant for One Day Event																				
Total	\$12,000																						
Officer comments	<p>The applicant is not eligible to apply for funding as per the Policy <i>SDEV CP044</i>.</p> <p>25/01/2023 Council adopted the below criteria to the policy: <i>Each project will be eligible to receive up to \$5,000 amount value and/or a maximum of two (2) applications for same project ~ irrespective of financial year.</i></p> <p>Previous funding awarded to the applicant has been for the same event over different years.</p>																						
Recommend approval	No																						



**APPLICATION FOR
COMMUNITY EVENT GRANT
LEVEL 3
\$1,001 - \$5,000**

FORM 220C

Date stamp

Please indicate which of the following objectives your event will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The Application Form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

[Appendix ORD: 12.2.5C]

To avoid delays please ensure all questions are completed and the information provided is correct.

1. APPLICANT DETAILS

Event contact person name:		Brendan Dorricott	
Company/organisation/position: (if applicable)		Dardanup Horse & Pony Club (DHPC)	
Postal address:		PO Box 170 Dardanup WA	Post Code: 6236
Mobile:	0439 698 705	Home Phone:	
Email:	bpdorricott@gmail.com		

What are the main services and/or activities of your organisation?

The DHPC provides a structured learning and development environment for children and young adults to learn how to look after safely and sustainably, ride and compete with their horses, which is fully aligned with the Pony Club WA organisation. The club provides the following services to children and youth in the Dardanup Region and beyond: Sporting activities, animal welfare awareness and practical application, leadership skills, benefits of volunteering, fundraising, competition, community service hours, and a sense of team and community. The DHPC also encourages and supports members to compete at state, national and international levels, and steps towards a career in the industry.

2. EVENT DETAILS

Official name of event:	Dardanup Horse & Pony Club One Day Event
Event date/s:	29 to 30 April 2023
Event Location/s:	Dardanup Equestrian Centre
Event Summary:	

The major event for each year is the One Day Event (ODE), which ironically, is held over 2 days. This includes competing across disciplines (dressage, cross country and show jumping). Riders/competitors come from across Western Australia to compete at this event due to the high standard and challenging nature of the Cross-Country jumping course.

Funding Requested (ex GST):	\$5,000
Total Event Cost (ex GST):	Approx \$20k
Number of total expected attendees at event:	Approx 150 rider with average of 1-2 support people (i.e 300 – 400)
Number of expected attendees at event at any one time:	Fluctuates dependent on the number of riders, guardians/supporters and spectators attending the event..Approx 300
Who is your target audience:	All ages
Has this event been held in the past?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will this event be held again?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

If you are planning to hold this event again please describe the frequency (monthly, annually, bi-annually etc):

Annually

Who is involved – communities, participants, stakeholders, population groups etc:

Volunteers, committee members, DHPC members, families, local businesses, pony club members across the state, people of all ages

What benefits to the Shire of Dardanup community will your event offer:

The riders pay entry fees, which some of this goes back to the Dardanup Equestrian Centre to manage the upkeep of the grounds for the relevant clubs and the shire of Dardanup

It is a free event for spectators and support people to attend. The visiting attendees regularly camp at the grounds and eat at local establishments, buy fuel and food locally. The club also runs a canteen and aims to support as many local providers/businesses as possible with purchasing of items for this event.

We also have professional photographers taking photos, promoting all of our contributors/sponsors. In addition our sponsors and contributors are promoted through our event programme and other various related social media pages.

Who does the event align with the Shire of Dardanup Strategic Community Plan (available on website www.dardanup.wa.gov.au):

The event aligns with the Community, Amenity and Leadership pillars of the Dardanup Strategic Plan 2022-2032.

[Appendix ORD: 12.2.5C]

The **Community** component is addressed through the DHPC club being an active and high performing sporting group in the community for >25 years. These events are key to maintaining and growing the size and influence of the club in the community of years to come.

The **Amenity** component is addressed through the significant amount of care and maintenance of the Cross Country course (the majority area of the DEC) to keep it looking nice, presentable and safe for use and for visual appeal in the central Dardanup area.

The **Leadership** component is addressed through the DHPC members and committee organising and running the event, guided by previous leaders who have run the events in previous years.

Is entry to the event open to the general public:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is there an event entry/participation fee:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	** for riders/competitors only
If yes provide ticket/entry fee details:			

How are you promoting the event:

The event will be promoted through social media, posters, on the DHPC Club website and other various equestrian related social media pages.

How will you determine if your event was successful:

The number of entries and feedback received from the competitors and the public are a way to gauge the overall success of the event. Obviously the profitability of the event as the main event for the year is a key metric. The cross-country course is an ongoing challenge, as it has had numerous upgrades over recent years and more are required for elite riders for the higher jumping heights. The feedback around the cross-country course is always positive and appreciated – especially for the tireless volunteers who work above and beyond to ensure it's a great event.

Has the Shire of Dardanup provided a donation towards this event in the past?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes:	Year: 2020-2021 Community Grant to assist with repairs \$4000 2020-2021 Regional Tourism Event Grant \$3000 2021-2022 Community Event Grant Level 3 \$5000	Amount:

3. BUDGET

Outline the budget details of your event using the Income and Expenses table below. All budget details must be completed using the table below. Budgets submitted as separate items attached, will not be assessed.

Itemised written quotes from the supplier/s providing the goods or services must accompany this application.

Income

'In-kind' contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and/or evaluation of the event.

	Amount \$ (excluding GST)
Shire of Dardanup contribution (This is your \$ request for funding from the Shire of Dardanup)	\$5,000
Your contribution (This is your organisations \$ contribution to the event)	DHPC will pay the balance of the costs after donations, sponsorship and the Shire contributions
Other contributions (This is other \$ income streams for the event – sponsorship, funding, ticket sales, vendor fees, other)	Sponsorship: \$2,000
*** please note, unfortunately we do not have quotes available for some of these services (in the budget) at the time of submitting before the closing date. The amounts provided are based on estimates from previous year's events. Quotes will be obtained prior to award and when possible discounts, donations and sponsorships will be investigated to minimise costs	Funding:
	Ticket sales (if applicable): Competitor entries est. \$12,300

[Appendix ORD: 12.2.5C]

	Vendor fees:
	Other income: Raffles \$500 Canteen \$3,900
Total \$ of all contributions (Total of Shire of Dardanup contribution, your contribution and other contributions)	\$24,500
Total of 'In-Kind' contributions (Total 4 value of any In-Kind support from you or other organisations to deliver the event – estimated \$ value)	


EXPENSES				
Please outline your projects' total expenses using the table below.				
Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
Skip, WC & Coolroom hire	\$1,500			
Canteen	\$2,700			
Judges, Accommodation, Scoring	\$1,500			
General & Prizes	\$1,500			
Cross Country Course Design, preparation & upgrades	\$10,000			
Vet, Paramedics	\$2,800			
TOTAL	\$20,000	\$5,000		Balance owing after sponsorship, Shire contribution and donations

[Appendix ORD: 12.2.5C]

4. ACKNOWLEDGEMENTS

As the event organiser, applying for a Community Event Grant acknowledge that the information in my application is true and correct.

I have attached a true & accurate quote/s from the supplier/s providing the goods or services:	Yes ✓
I have submitted an Events Application Form to the Shire for the event in which the grant funding is for:	Yes ✓
The grant funding will be used for the purpose for which it was given.	Yes ✓
I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support.	Yes ✓
I meet the eligibility criteria detailed in SDev CP044 Community & Events Grant Policy.	Yes ✓

Name:	Brendan Dorricott
Signature :	
Date:	8/2/2023

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

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

