



Shire of Dardanup

Sustainable Development

Directorate

APPENDICES

Item 12.2.1 – 12.2.3

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 28th August 2024

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

- ~ Large Print
- ~ Electronic Format [disk or emailed]
Upon request.



CSRFF July Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2025

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Brendan McNally Date: 21/07/2024 Office: Peel/South West

Applicant's Details:

Organisation Name:	Bunbury & Districts Softball Association				
Postal Address:	PO Box 7035				
Suburb:	EATON	State:	WA	Postcode:	6232
Street Address:	1 Council Drive				
Suburb:	EATON	State:	WA	Postcode:	6232

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Belinda Lefroy		Title:	Mrs
Position Held:	Secretary			
Business Phone:	0419 198 179	Facsimile:		
Mobile Phone:	0419 198 179	Email:	Secretary.badsa@outlook.com	

Organisation Business Details:

Does your organisation have an ABN?	Yes	No	ABN:	66 951 583 866	
Is your organisation registered for GST?	Yes	No	Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt		
Is your organisation not-for-profit?	Yes	No			
Is your organisation incorporated?	Yes	No	Incorporation #:		
Bank details:	Bank:	ANZ Bank	BSB:	██████	A/c: ██████

Local Government Authority Details:

LGA:	Shire of Dardanup				
Contact:	Melanie Ring		Title:	Dr Mr Mrs Ms	
Position Held:	Manager Community Development				
Business Phone:	08 9724 0354	Facsimile:			
Mobile Phone:		Email:	Melanie.Ring@dardanup.wa.gov.au		

PROJECT DETAILS

Project Title (brief and specific): Safety Area/Softball Protection Structure		
Project Description: Construct a Permanent Structure between Diamond 1 & Diamond 2 at Bunbury & Districts Softball Association to allow further protection for our volunteers from Projectile Game Balls going over the boundary fences from the diamonds.		
How did you establish a need for your project? Due to multiple incidents and near misses of projectile foul balls entering the spectator area and causing injury and harm to adults and children. With the ongoing improvement with the games equipment and training the incidents are becoming more frequent. Current use of portable structures are a continual cost upgrade on replacement and the softball pose a risk of going through the material roof on these. A secondary reason is the further shade that this will provide for players and spectators alike.		
What alternatives were considered and why were they rejected (eg cost, suitability, feasibility)? The materials and structure we are proposing to build is Self Sustainable as it is a Hardstand and Include Civil Works. Other materials and options were considered but due to elements of the weather, nature and destruction of property the cost to continually repair and replace would overtime exceed the cost of the proposed structure. The proposed structure will attract further volunteers to the facility as it shows the improvement and consideration of safety of our volunteers, members and visitors.		
How will your project increase physical activity? More protection for our members and volunteers to encourage more commitment to our Sport. This will also provide a protection to complete training drills rather than cancel should the weather affect the ground conditions.		
Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created? If applicable, has child safeguarding been considered in the facility design? Materials used on the structure are all self sustainable and minimal maintenance will be required.		
Project location:	Bunbury & Districts Softball Association 1 Council Drive, EATON WA 6232	
Land ownership:	Who owns the land on which your facility will be located? Shire of Dardanup Lease Expiry (if applicable): 31/12/2027	
Planning approvals		If no, provide the date it will be applied for:
Where applicable, has planning permission been granted? (LGA)	Yes No	___/___/___
Aboriginal Heritage Act?	Yes No	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes No	___/___/___

(Appendix ORD: 12.2.1A)

Native Vegetation Clearing Permit?	Yes No	___/___/___
Please list any other approvals that are required?	Yes No	___/___/___
Do you share your facility with other groups? Yes No If so, who:		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal) which must total 100%.

Sport/community organisation	% use of the facility	Hours per week
Bunbury & Districts Softball Association	100	38
TOTAL	100%	

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2021/22	432	2022/23	448	2023/24	477
----------------	-----	----------------	-----	----------------	-----

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Softball WA	
Have you discussed your project with your State Sporting Association?	Yes No
Contact Name: Rick Wolters	Date of contact: 02/08/2024

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	31/12/2024
Preparation of tender/quotes for the major works contract	Received
Issuing of tender for major works	30/09/2024
Signing of major works contract	15/10/2025
Site works commence	01/05/2025
Construction of project starts	07/05/2025
Project 50% complete	14/05/2025
Project Completed	31/05/2025
Project hand over and acquittal	07/06/2025

Are there any operational constraints that would impact the construction phase of your project?

The Sporting Season which takes affect from 01/10/2024 Until 30/04/2024

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

/

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Belinda Lefroy

Position Held: Secretary

Signature: *Belinda Lefroy*

Date: 29/07/2024

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off time and date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council meeting.

The following documentation **must** be included with your application. Applicants may wish to supply additional RELEVANT information.

X	Application form.
x	Incorporation Certificate.
X	Confirmation of Public Liability Insurance cover to \$10 million
X	Two written quotes. Quantity Surveyor costings will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs. (Only 1 written quote supplied we have contacted other suppliers to provide quotes with no success)
X	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
X	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
X	Income and expenditure statements for the current year and budget for the next financial year. (LGAs exempted).
X	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
N/A	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
X	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
N/A	For projects involving floodlighting, a lighting design plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	Regional/remote location Growth local government	
Co-location	New Existing	
Sustainability initiative	Water saving Energy reduction Other	
Increased participation	New participants Existing participants – higher level Special interest Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. **PLEASE ITEMISE BY COMPONENT** (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Structure Construction including Civil Works	59,056	64,961.60	Building & Construction Southwest
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total			
Cost escalation			Please explain amount used
a) Total project expenditure			

- At least **two written quotes or QS estimate** required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash	29,091	32,000	Organisation's cash	Y	Attached Bank Statement and Budget Plan
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request	30,000	33,000	Up to ½ project cost but capped at \$200,000	N	
b) Total project funding	59,091	65,000	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

As per Provided Bank Statement and Budget Plan Bunbury & Districts Softball Association would be able to sustain any extra funds required.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note, depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project endorsement/approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:

(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification			
Planned approach			
Community input			
Management planning			
Access and opportunity			
Design			
Financial viability			
Co-ordination			
Potential to increase Physical activity			
Sustainability			

Section B

Priority ranking of applications received	of applications received
Is this project consistent with the	Local Plan Regional Plan
Have all planning and building approvals been given for this project?	Yes No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

Please complete the following questions. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

(Appendix ORD: 12.2.1A)

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p>
<p>2. A) <i>If a community group application:</i> Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed

Position

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 30 August 2024**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA 6849
Tel: (08) 9492 9700
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
Mobile 0427 357 774
kimberley@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

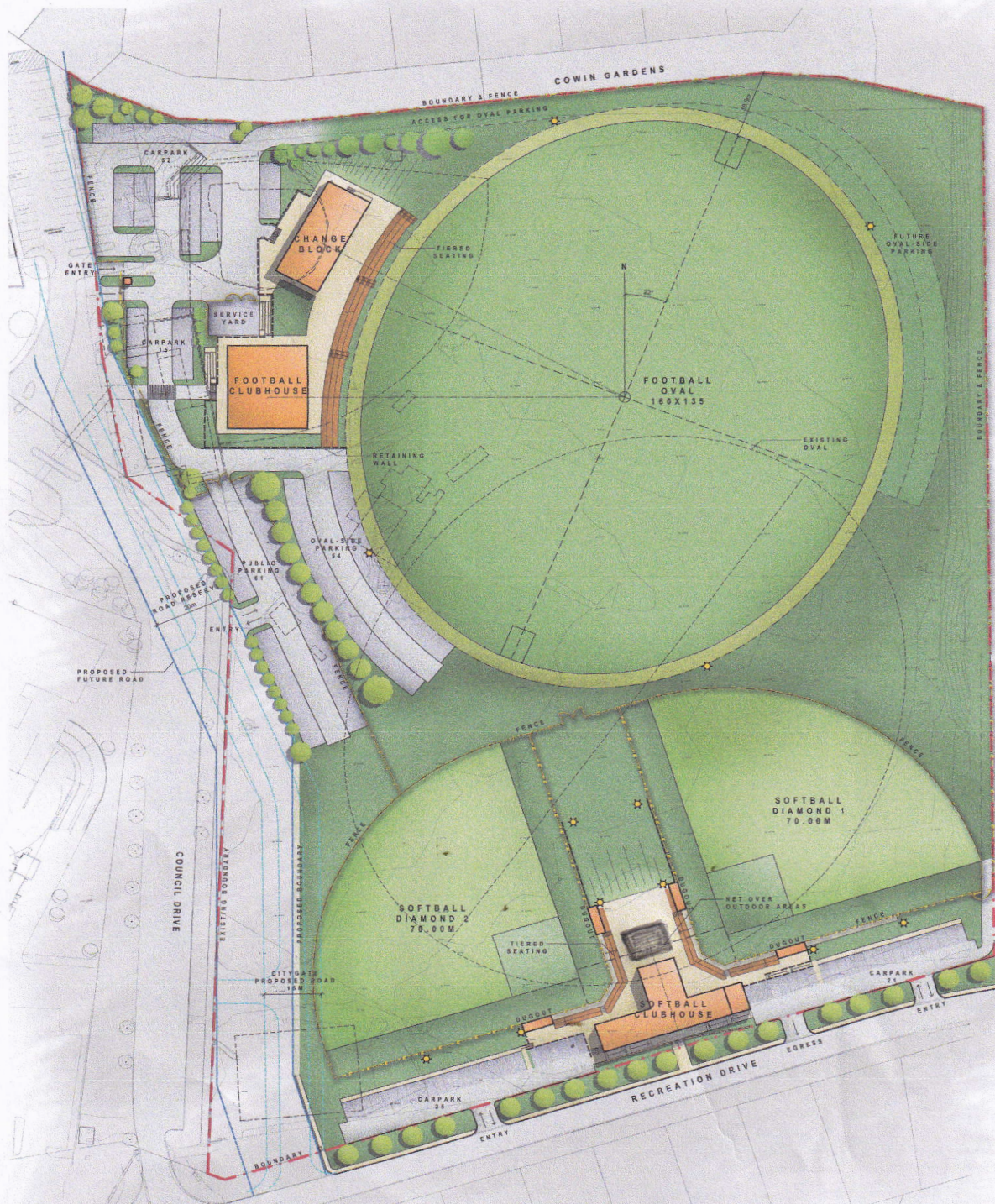
22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
Telephone 9690 2400
wheatbelt@dlgsc.wa.gov.au



MCG Architects Pty Ltd
The Stage, Old Railway Institute Building
62 Willemoort Street, Bunbury, WA 6230
T: (08) 97916993 E: reception@mcgarchitects.com.au

MASTER PLAN
SCALE 1:500@A1, 1:1000@A3

EATON COMMUNITY PAVILION
GLEN HUON RESERVE & RECREATION DRIVE, EATON
1518 SK10 04th SEPTEMBER 2015



THIS DRAWING IS AND SHALL REMAIN
THE PROPERTY OF MCG ARCHITECTS PTY
LTD AND MAY ONLY BE USED FOR THE
PURPOSE FOR WHICH IT WAS
COMMISSIONED AND MAY NOT BE
REPRODUCED WITHOUT WRITTEN
PERMISSION OF THE OWNER





Copyright 2024
Lysaght Building
Solutions Pty Ltd
trading as RANBUILD

CLADDING

ITEM	PROFILE (min)	FINISH	COLOUR
ROOF	TRIMDEK 0.42 BMT	CB	SM
WALLS	-		
CORNERS	-		
BARGE	-	CB	SM
GUTTER	SHEERLINE	CB	SM
DOWNPIPE	100x75	CB	SM

0.35bmt=0.40tct; 0.42bmt=0.47tct; 0.48bmt=0.53tct

ACCESSORY SCHEDULE & LEGEND

QTY	MARK	DESCRIPTION

ARCHITECTURAL DRAWING ONLY, NOT FOR CONSTRUCTION USE

CLIENT
Bunbury & Districts Softball Association

SITE
Council ave
EATON WA 6232

BUILDING
COVERMASTER (ZED)
10000 SPAN x 4000 EAVE x 10000 LONG

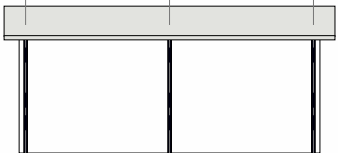
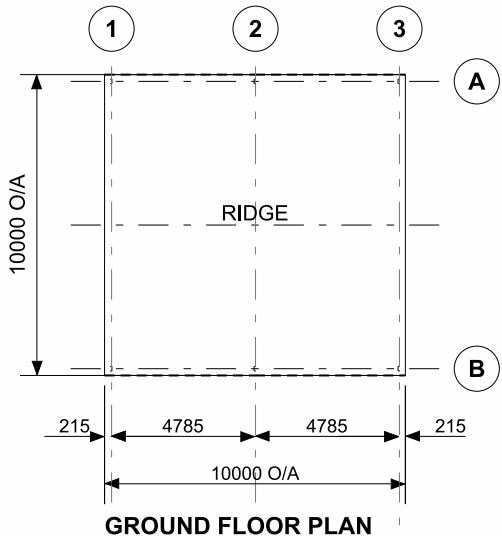
TITLE
FLOOR PLAN & ELEVATION

SCALE
A4 SHEET 1:250

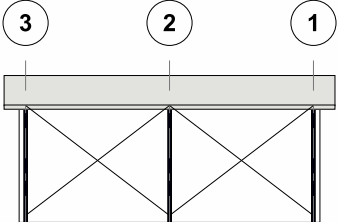
DRAWING NUMBER
BUSS2-0210

REV
A

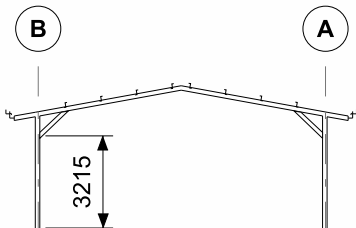
PAGE
1/1



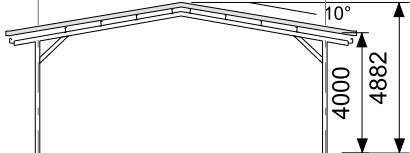
ELEVATION GRID B



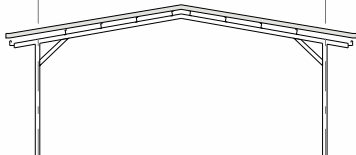
ELEVATION GRID A



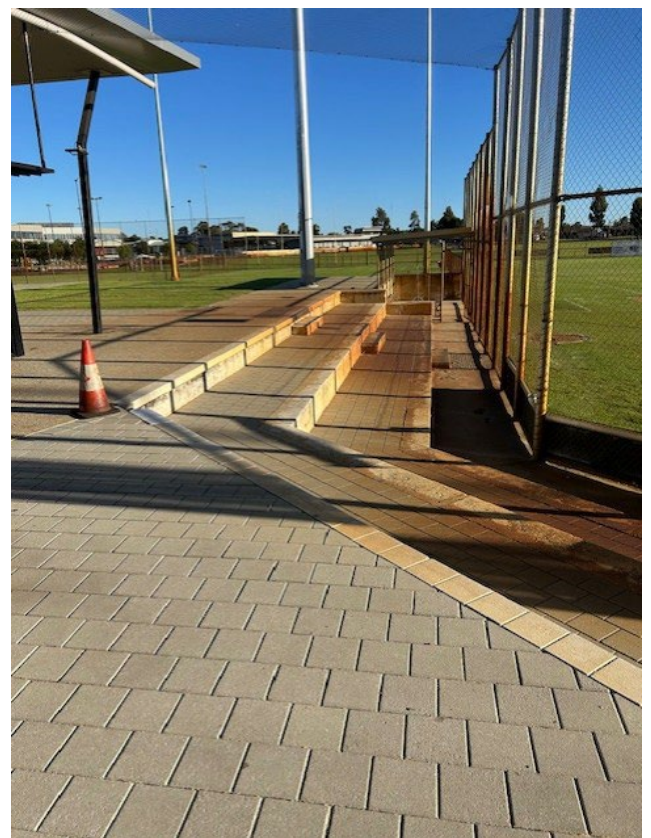
SECTION GRID 2



ELEVATION GRID 3



ELEVATION GRID 1



RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Bunbury & Districts Softball Association – Support for CSRFF Grant Application RISK THEME PROFILE: 10 - Management of Facilities, Venues, Events and Services 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	Project exceed the budget and funding allocation.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Insignificant (1)	Unlikely (2)	Low (1 - 4)
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	Negative public reaction if application is not supported and new infrastructure cannot be constructed.	Insignificant (1)	Possible (3)	Low (1 - 4)	Not required.	Insignificant (1)	Possible (3)	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.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.1.1C)



Our Ref: D30528;24/210412
Your Ref:

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

Dear Mr Schönfeldt,

FUNDING SUBMISSION APPROVED THROUGH THE ASSET MAINTENANCE FUND

The Department of Fire and Emergency Services (DFES) is pleased to advise you that your Local Government Grant Scheme (LGGS) funding request has been approved through the DFES Asset Maintenance Fund (AMF). Announced in the 2023-24 Budget, the AMF initiated by Department of Treasury as a one-off, seeks to support investment in maintenance works that addresses high priority risks to service delivery of general government sector facilities.

DFES applied for the funding and the amount of \$1.021 million was approved. This funding is being utilised to compliment LGGS application shortfalls where possible. In accordance with Treasury instruction, all approved funding must be fully expended and **acquitted by 30 June 2025**. Being a one-off funding offer, carry-forwards will not be allowed.

DFES assessed and prioritised eligible 2023/24 and 2024/25 LGGS requests against the AMF Prioritisation Methodology provided by Treasury, with your submission approved as follows:

Total	\$187,500.00
Recipient	Ferguson Bush Fire Brigade
Scope	Extend facility to provide office space, PPC and mask wash area and enlarged storm room

Funding is strictly approved for the above-mentioned project only, on condition that the original scope remains unchanged. While the State Government is directly funding your project from the AMF, payment will follow the LGGS process and will be administered in accordance with Section 5.4.1 of the 2024/25 LGGS Capital and Operating Grants Manual.

Where applicable, your office must ensure all approved building projects comply with Section 3.4 of the Grants Manual, particularly in undertaking good project management practices in mitigating potential cost escalations and delays.

Your office is required to submit **monthly** project progress reports to DFES. These reports should be accompanied by supporting evidence that details project expenditures. DFES is required, as part of Asset Investment Plan reporting, to update Treasury on project progress.

Should you require any further information regarding the funding allocation, please contact Sheena Purathael, Manager Asset Planning, on 0499 796 970 or via email at assetplanningandservices@dfes.wa.gov.au.

Yours sincerely

A handwritten signature in black ink that reads "K. Vijaya Kumar". The signature is written in a cursive style with a large 'K' and a long horizontal stroke.

KUMAR KANDAPPAN
EXECUTIVE MANAGER ASSET PLANNING AND SERVICES

25 July 2024



Our Ref: D30528;24/210412
Your Ref:

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

Dear Mr Schönfeldt,

FUNDING SUBMISSION APPROVED THROUGH THE ASSET MAINTENANCE FUND

The Department of Fire and Emergency Services (DFES) is pleased to advise you that your Local Government Grant Scheme (LGGS) funding request has been approved through the DFES Asset Maintenance Fund (AMF). Announced in the 2023-24 Budget, the AMF initiated by Department of Treasury as a one-off, seeks to support investment in maintenance works that addresses high priority risks to service delivery of general government sector facilities.

DFES applied for the funding and the amount of \$1.021 million was approved. This funding is being utilised to compliment LGGS application shortfalls where possible. In accordance with Treasury instruction, all approved funding must be fully expended and **acquitted by 30 June 2025**. Being a one-off funding offer, carry-forwards will not be allowed.

DFES assessed and prioritised eligible 2023/24 and 2024/25 LGGS requests against the AMF Prioritisation Methodology provided by Treasury, with your submission approved as follows:

Total	\$9,468.00
Recipient	Waterloo Bush Fire Brigade
Scope	Install 50m bore and pump

Funding is strictly approved for the above-mentioned project only, on condition that the original scope remains unchanged. While the State Government is directly funding your project from the AMF, payment will follow the LGGS process and will be administered in accordance with Section 5.4.1 of the 2024/25 LGGS Capital and Operating Grants Manual.

Where applicable, your office must ensure all approved building projects comply with Section 3.4 of the Grants Manual, particularly in undertaking good project management practices in mitigating potential cost escalations and delays.

Your office is required to submit **monthly** project progress reports to DFES. These reports should be accompanied by supporting evidence that details project expenditures. DFES is required, as part of Asset Investment Plan reporting, to update Treasury on project progress.

Should you require any further information regarding the funding allocation, please contact Sheena Purathael, Manager Asset Planning, on 0499 796 970 or via email at assetplanningandservices@dfes.wa.gov.au.

Yours sincerely



KUMAR KANDAPPAN
EXECUTIVE MANAGER ASSET PLANNING AND SERVICES

25 July 2024



MEMORANDUM

Doc Ref: [GRT-R1513120](#)

TO : MR ANDRÉ SCHÖNFELDT – Chief Executive Officer
FROM : Mr MURRAY HALDEN – Senior Ranger
DATE : 29 February 2024

SUBJECT : Local Government Grants Scheme (LGGS) 2024-25

1. Brief Details of Approval/Authorisation Requested

The Shire annually submits an application to the Department of Fire and Emergency Services for the Local Government Grants Scheme (LGGS) for Capital and Operating funding to manage local bushfire brigades. This application is due 5pm 28 March 2024.

The Department of Fire and Emergency Services has made an offer for 2024/2025, a vehicle replacement program and an operating funding. The offers are usually determined by comparing the past two financial years.

The capital-fleet component was agreed to late last year (see GRT-R1468553 and see "Form 3a").

The capital-facilities replacement program for 2024/2025 needs to be accepted (see "Form 3b"). Conversations have been held with representatives from the Volunteer Bush Fire Brigades, regarding the Capital – Facilities funding for improvements to the stations. The Ferguson Brigade has submitted a proposal for an upgrade to their station. To apply for this "Form 5" is required to be attached to "Form 3b". The cost estimate from Infrastructure and the Brigade's proposal is also attached.

The Shire of Dardanup considered the offer of \$196,160 from DFES, and is respectfully declining the offer, as the funds are inadequate and is seeking an increase in the funding to operate the 8 volunteer bush fire station with a membership exceeding 400 fire-fighters.

To operate these fire station in a satisfactory manner the Shire is seeking an operating grant of \$245,500 based on the increasing costs and previous budget allocations. The 2022/2022 budget allocation was \$170,000; 2022/2023 \$188,000 and 2023/2024 \$205,000 with a predicated overspend to \$30-\$50k. This overspend is due to the following:

- Increase in training requirements.
- DFES required fire appliance service routines.
- Purchase of PPE.
- Increase in insurances for operational buildings, plant & equipment.
- Increase in utilities, rates and taxes.



The Shire of Dardanup is required to submit an application for alternate allocation (see "Form 6"). This application has been prepared for an increase in funding over the 2024/2025 allocation. It is also noted that the CPI was 7.8% for the 12 months to December 2022 quarter, and hence a matching increase would seem appropriate. In submitting an alternate allocation request, justification is required, and is attached to the "Form 6".

The Manual for Capital and Operating Grants 2024/25 requires "Line 9" bids for Plant & Equipment valued between \$1,500 and \$5,000 be submitted on-line. Twelve bids from the brigades have been received to date.

The Chief Executive Officer's signature is also required on the attached LGGS application (see "Form 1").

2. Relevant Statutory or Policy Requirements and Delegation Details

- Bush Fires Act 1954
- Local Government Act 1995
- Emergency Management Act 2005
- State Emergency Management Committee Policy
- Manual for Capital and Operating Grants 2024/2025

3. Budget Implications

In consultation with the Shires eight bushfire brigades, the Shire is requesting approximately \$245,500 to cover recurring operating costs and an additional sum for Line 9. Also, if the Ferguson Station upgrade is approved then revenue for approx. \$350,000 will be received (and expended over multiple financial years).

4. Organisational Implications

LGGS funds the annual operating expenses incurred by brigades in direct support of their activities and readiness for operational duties, including the cost of emergency response.

LGGS application must be received by Department of Fire and Emergency Services by **5pm on 28 March 2024**. Late applications will be taken as acceptance of the original offer.

OFFICER RECOMMENDATION

It is recommended that the Chief Executive Officer:

- agrees that we do not accept the 2024/2025 offer for operational expenditure, and submit an application for alternat funding ("Form 1" and "Form 6)
- sign the capital-fleet program for vehicle the LGGS application ("Form 3a")
- sign the capital-facilities program ("Form 3b") and Capital Buildings application for Ferguson station upgrade ("Form 5)



RECOMMENDED

MURRAY HALDEN
Senior Ranger

Date: 7 February 2024

RECOMMENDED

Signature:

STEPHEN LOITERTON
Coordinator - Emergency & Ranger Services

Date:

RECOMMENDED:

Signature:

ASHWIN NAIR
Director Sustainable Development

Date:

APPROVED

OR

DECLINED

PLEASE INDICATE APPROVAL OR DECLINED

Signature:

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 14/3/2024

Chief Executive Officer Comments [If Required]:

Confirmation - 2024/25 Bush Fire Service - Line Item 9 Request

SF

Smartsheet Forms <forms@app.smartsheet.com>
To Brigade Mailbox

re LGGS

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

2024/25 Bush Fire Service - Line Item 9 Request

Local Government

Dardanup

Brigade(s)

Waterloo

Item requested

Construct a water bore at Waterloo VBFB Price includes mob, demob, and travel. Estimate for supply and installation of pump required, bore commissioning and testing.

Justification

Waterloo Bush Fire Brigade is applying for a grant to provide a substantial water supply for fire-fighting purposes.
The justification for this request is that Waterloo VBFB recently had firefighting water tanks installed to provide water. The location of the Waterloo VBFB is outside the townsites and within the rural zone, where reticulated water supply is not available. See attached further justification for the water bore.

\$\$ Amount requested - EX GST

\$10,014.00

Supplier Name

Australind Water Boring & Civil

Request/Form submitted by

Murray Halden

Email address

brigade@dardanup.wa.gov.au

File Attachments

Australing Water Boreing & Civil - Quote Waterloo VBFB.pdf (258k)

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: DFES Funding Received – Building Upgrades and Installation of Bore RISK THEME PROFILE: 10 - Management of Facilities, Venues, Events and Services 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.	Not required.	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	An expected increase in costs resultant from the upgrades.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required	Minor (2)	Possible (3)	Moderate (5 - 11)
SERVICE INTERRUPTION	No risk event identified for this category.	Not required.	Not required.	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not required.	Not required.	Not required.	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Failure to approve additional expenditure to enable site works for the Ferguson Bushfire Brigade may impact the relationship with the brigades.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Minor (2)	Possible (3)	Moderate (5 - 11)
ENVIRONMENT	No risk event identified for this category.	Not required.	Not required.	Not required.	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not required.	Not required.	Not required.	Not required	Not required.	Not required.	Not required.

(Appendix ORD: 12.2.2E)