



**SUSTAINABLE DEVELOPMENT
DIRECTORATE**

APPENDICES

Items: 12.2.1 – 12.2.4

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 28th of July 2021

Commencing at 5.00pm

At

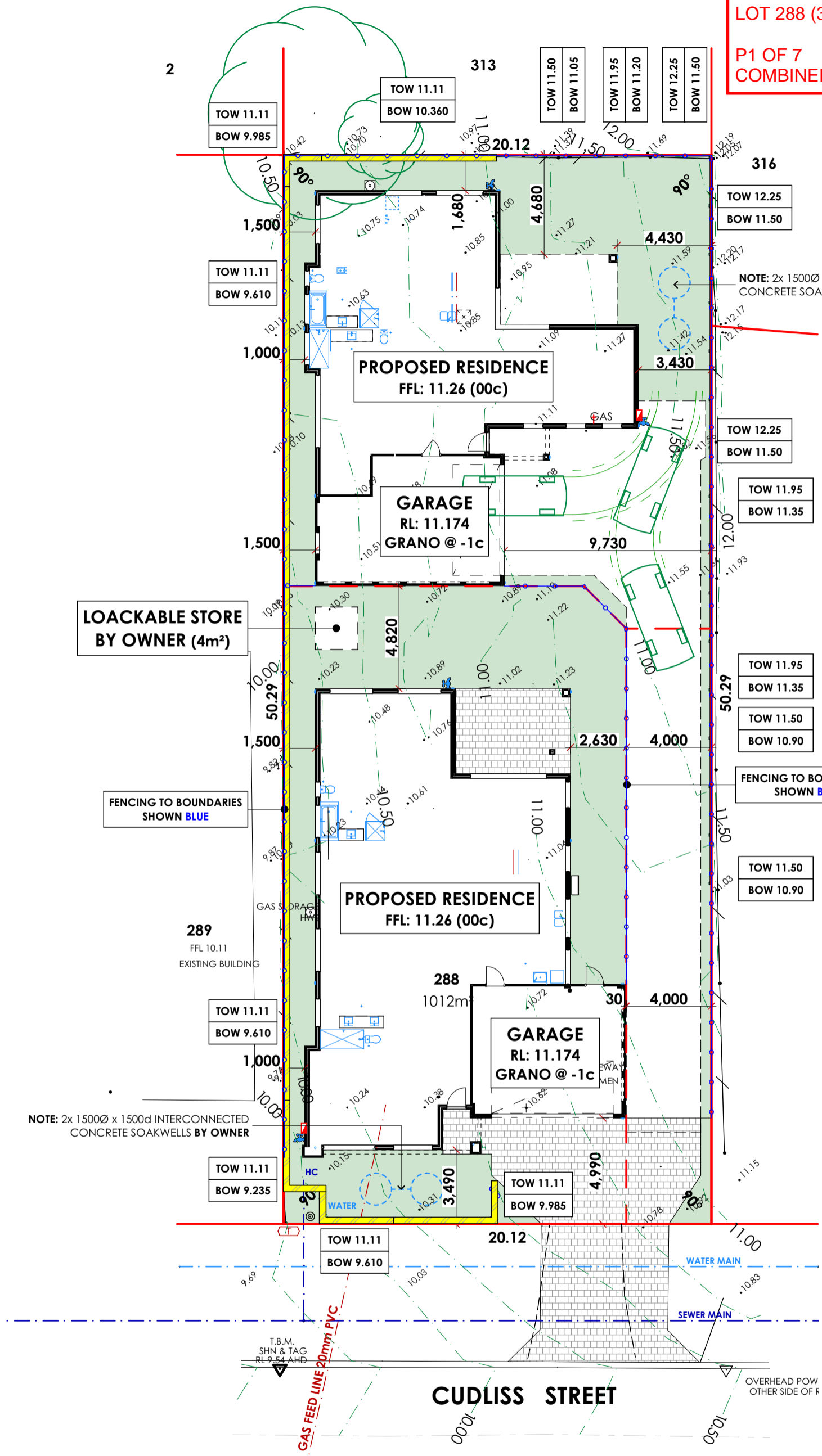
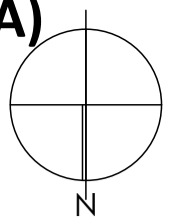
Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

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

PROPOSED TWO GROUPED DWELLINGS,
RETAINING WALL AND SITE WORKS
LOT 288 (33) CUDLISS STREET, EATON

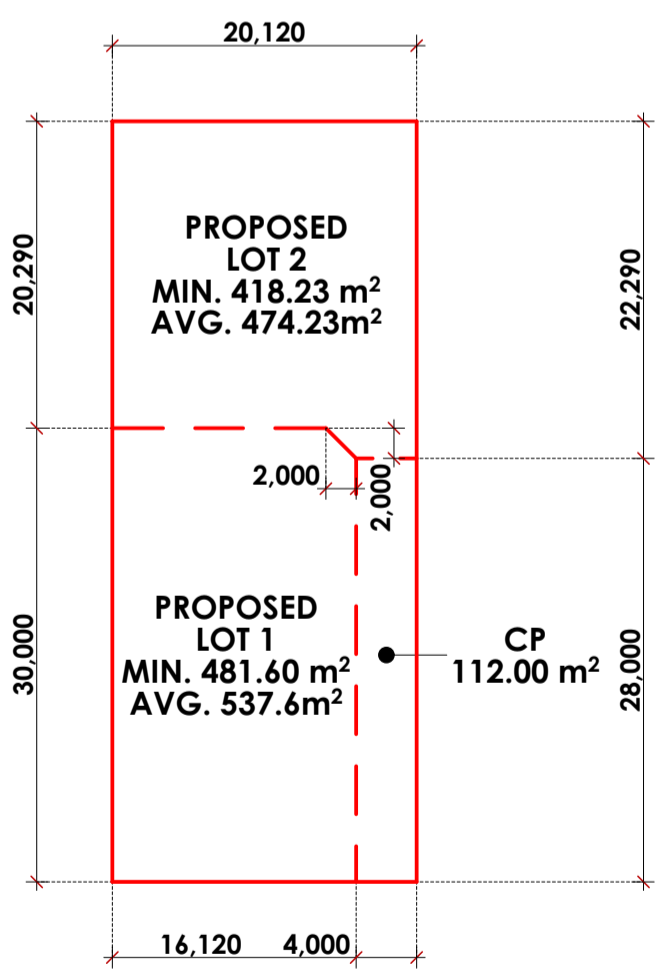
P1 OF 7
COMBINED SITE PLAN



NOTE: 2x 1500Ø x 1500d INTERCONNECTED CONCRETE SOAKWELLS BY OWNER

EXISTING BUILDING FFL 12.17

CP 112.00 m²



SITE - PROPOSED PLAN

1:200

SITE - PROPOSED STRATA PLAN

1:500

<p>ULTIMATE LIVING</p> <p>131 DIXON ROAD ROCKINGHAM WA 6168 PH: (08) 9599 1500 www.shelford.com.au</p>	<p>LOCALITY: SHIRE OF DARDANUP</p>	<p>REV: BY: DATE: SPEC:</p>	<p>AMENDMENTS:</p>	<p>This drawing forms part of the contract dated</p> <p>Owner</p> <p>Owner</p> <p>Builder</p>	<p>COMBINED SITE PLAN</p>	
	<p>CLIENT NAME: [REDACTED]</p> <p>ADDRESS: LOT 1 OF 288 (#33) CUDLISS STREET, EATON</p>	<p>A CM 23/09/20 PC 07/08/20 PRELIM WORKING DRAWINGS B CM 04/12/20 " ISSUED FOR CONTRACTS C TW 08/12/20 " RETAIN WALLS & FFL NOMINATED D TW 02/03/21 " RETAINING WALLS MODIFIED PL1 AO 31/03/21 " ISSUED FOR PLANNING PL2 AO 20/05/21 " FURTHER INFO FOR PLANNING</p>	<p>JOB No: 288L1CUD SHEET No:</p>		<p>DATE: 20/05/21</p>	<p>DRAWN: CM REV:</p>

CLIENT NOTE:
ALL DIMENSIONS STATES ON THIS DRAWING RELATE TO BRICKWORK SETOUT ONLY. NO ALLOWANCE IS MADE FOR THE ADDITIONS OF PLASTER OR WALL FINISH WHERE THESE APPLY. CARE SHOULD BE TAKEN TO INCLUDE SUCH ALLOWANCE IN CALCULATION OF CLEARANCE REQUIRED FOR FUTURE FITTINGS

FIXING CARPENTER NOTE:
450mm WIDE SHELF & RAIL 1650mm HIGH TO BUILT IN ROBES
450mm WIDE SHELF & RAIL 1800mm HIGH TO WALK IN ROBES
TOWEL RAIL HEIGHTS AS NOTED ON ROOM LAYOUTS
TOILET ROLL HOLDER TO BE FIXED AT 700mm ABOVE FL UNLESS OTHERWISE NOTED
PROVIDE 20mm CLEARANCE TO ALL INTERNAL DOORS

ROOF PLUMBER NOTE:
ANY RAINWATER PIPE LOCATION CHANGES PROPOSED BY ROOF PLUMBER TO BE CONFIRMED WITH SUPERVISOR/BUILDER PRIOR TO ANY COMMENCEMENT OF WORKS

ROOF CARPENTER NOTE:
BOXOUT REQUIRED FOR STANDARD MANHOLE SIZE 550mm x 550mm (NOMINAL) EAVES 500mm WIDE BOXED AND LINED UNLESS OTHERWISE NOTED

BRICKLAYER NOTE:
HOLDING DOWN STRAP AND ROD REQUIREMENTS REFER TO ENGINEERS NOTES & DETAILS
230mm CAVITY BWK 1/3 BOND 2c HIGH FACE BWK EXTERNALLY (U.N.O.)
1.0H DENOTES LIFT OFF HINGE

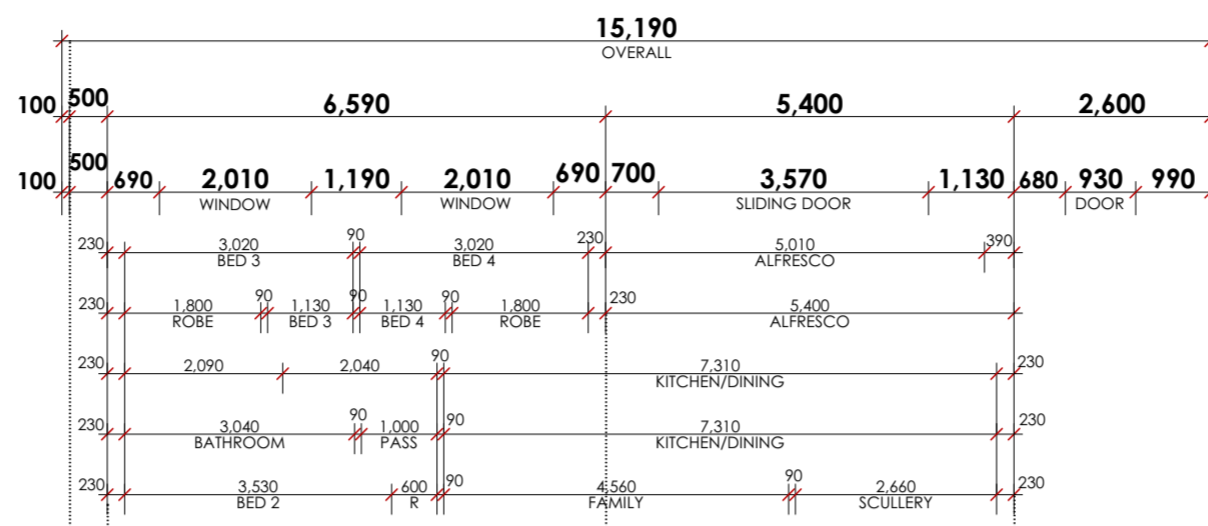
AREAS	AREA	PERIMETER
HOUSE AREA	203.21	69.28
GARAGE	44.91	27.16
ALFRESCO	21.60	18.80
PORCH	3.58	7.80
	273.30 m²	
ROOF AREA	296.30	75.54

TERMITE MANAGEMENT NOTE:
PRIMARY BUILDING ELEMENTS NOT SUBJECT TO TERMITE ATTACK AS PER B.C.A 3.1.3.2 (b) AND A.S. 3660.1 - 2014

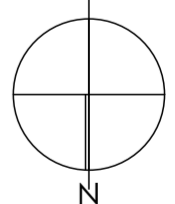
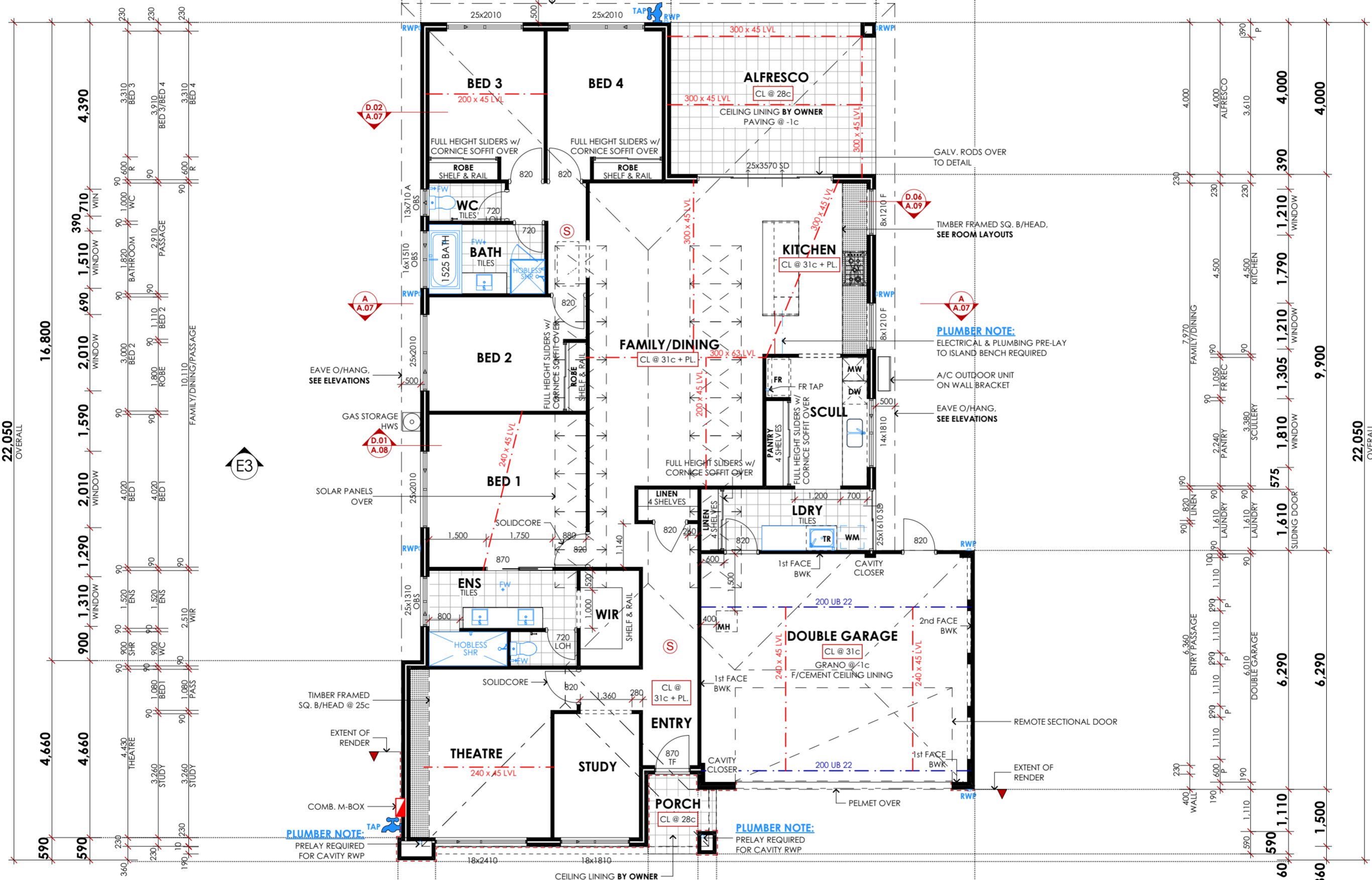
ENERGY EFFICIENCY NOTE:
R4.1 BATT INSULATION TO CEILING

PROPOSED TWO GROUPED DWELLINGS, RETAINING WALL AND SITE WORKS LOT 288 (33) CUDLISS STREET, EATON

P2 OF 7 FLOOR PLAN



DO NOT SCALE FROM DRAWING.
DIMENSIONS SHOWN ARE TO BE FOLLOWED & MUST BE CHECKED ON SITE

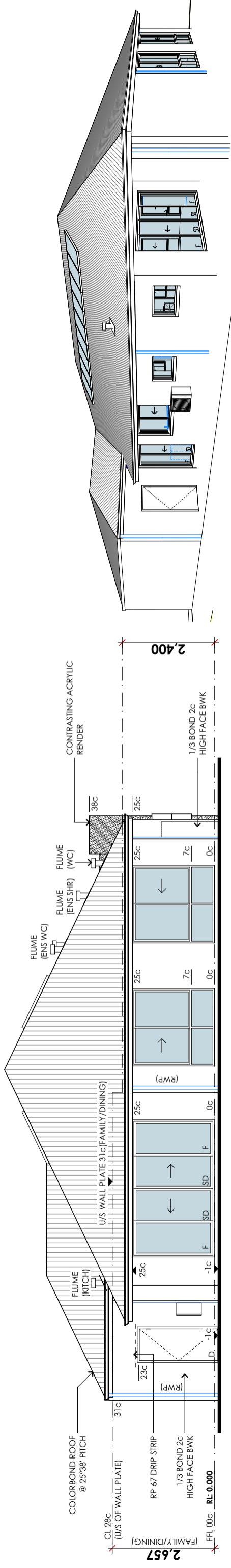


EXHAUST FAN NOTE: EXHAUST FANS AND RANGEHOOD TO BE FLUMED TO OUTSIDE AIR
(S) DENOTES SMOKE DETECTOR
1/3 BOND 2c FACE BRICKWORK EXTERNALLY (U.N.O.)
'N1' WIND CLASSIFICATION
'R3' DURABILITY CLASSIFICATION
COLORBOND ROOF @ 25°/38' PITCH (U.N.O.)
CEILING 28c + PLATE (U.N.O.)
230w CAVITY BWK (U.N.O.)

FLOOR PLAN
1:100

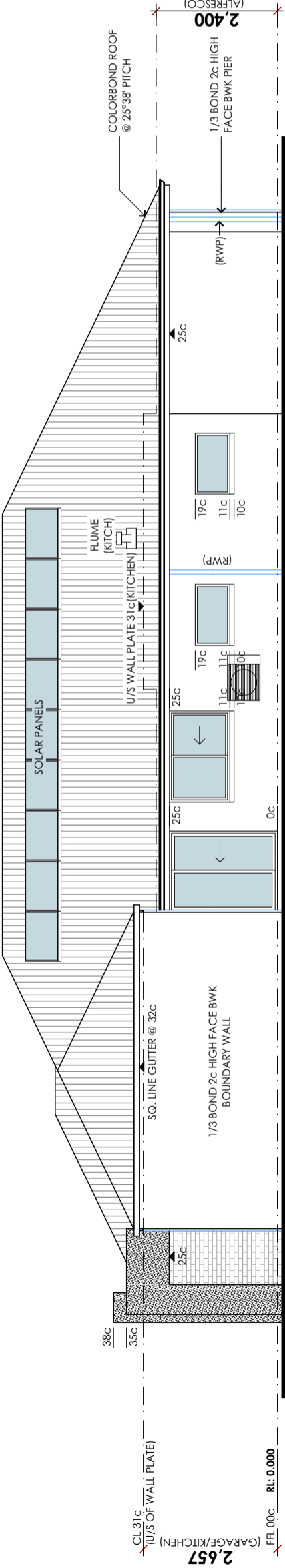
<p>131 DIXON ROAD ROCKINGHAM WA 6168 PH: (8) 9599 1500 www.shelford.com.au</p>	<p>LOCALITY: SHIRE OF DARDANUP</p> <p>CLIENT NAME: [REDACTED]</p> <p>ADDRESS: [REDACTED]</p> <p>LOT 1 OF 288 (#33) CUDLISS STREET, EATON</p>	<p>REV: A CM 23/09/20</p> <p>BY: B CM 04/12/20</p> <p>DATE: C TW 08/12/20</p> <p>SPEC: D TW 02/03/21</p> <p>AMENDMENTS: PL1 AO 31/03/21</p> <p>PL2 AO 20/05/21</p>	<p>AMENDMENTS:</p> <p>PC 07/08/20 PRELIM WORKING DRAWINGS</p> <p>ISSUED FOR CONTRACTS</p> <p>RETAIN WALLS & FFL NOMINATED</p> <p>RETAINING WALLS MODIFIED</p> <p>ISSUED FOR PLANNING</p> <p>FURTHER INFO FOR PLANNING</p>	<p>This drawing forms part of the contract dated [REDACTED]</p> <p>Owner [REDACTED]</p> <p>Owner [REDACTED]</p> <p>Builder [REDACTED]</p>	<p>FLOOR PLAN</p> <p>JOB No: 288LCUD DATE: 20/05/21 DRAWN: CM</p> <p>SHEET No: SHEET REV:</p> <p>A.02 OF 7 PL2</p>
--	---	--	---	---	--

**PROPOSED TWO GROUPED DWELLINGS,
RETAINING WALL AND SITE WORKS
LOT 288 (33) CUDLISS STREET, EATON
P4 OF 7
ELEVATIONS**



ELEVATION 3
1:100

PERSPECTIVE 2
(FOR ILLUSTRATION PURPOSES ONLY)



ELEVATION 4
1:100

ULTIMATE LIVING		LOCALITY: SHIRE OF DARDANUP		ELEVATIONS 3 & 4	
SHELFORD QUALITY HOMES		CLIENT NAME:		JOB No:	288L1 CUD
131 DIXON ROAD ROCKINGHAM WA 6168 PH: (08) 9599 1500 www.shelfordg.com.au		ADDRESS:	LOT 1 OF 288 (#33) CUDLISS STREET, EATON	DATE:	20/05/21
© COPREIGHT				DRAWN:	CM
				SHEET No:	REV:
				This drawing forms part of the contract dated	
				Owner
				Owner
				Builder
				AMENDMENTS:	
REV:	BY:	DATE:	SPEC:	PC 07/08/20	PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS
A	CM	23/09/20	"	"	"
B	CM	04/12/20	"	"	"
C	TW	08/12/20	"	"	"
D	TW	02/03/21	"	"	"
PL1	AO	31/03/21	"	"	"
PL2	AO	20/05/21	"	"	"
RETAIN WALLS & FFL NOMINATED					
RETAINING WALLS MODIFIED					
ISSUED FOR PLANNING					
FURTHER INFO FOR PLANNING					
A.04 OF 7 PL2					

(Appendix ORD: 12.2.1A)

CLIENT NOTE:
ALL DIMENSIONS STATES ON THIS DRAWING RELATE TO BRICKWORK SETOUT ONLY. NO ALLOWANCE IS MADE FOR THE ADDITIONS OF PLASTER OR WALL FINISH WHERE THESE APPLY. CARE SHOULD BE TAKEN TO INCLUDE SUCH ALLOWANCE IN CALCULATION OF CLEARANCE REQUIRED FOR FUTURE FITTINGS

ENERGY EFFICIENCY NOTE:
R4.1 BATT INSULATION TO CEILING

BRICKLAYER NOTE:
HOLDING DOWN STRAP AND ROD REQUIREMENTS REFER TO ENGINEERS NOTES & DETAILS
230mm CAVITY BWK 1/3 BOND 2c HIGH FACE BWK EXTERNALLY (U.N.O.)
'LOH' DENOTES LIFT OFF HINGE

ROOF CARPENTER NOTE:
BOXOUT REQUIRED FOR STANDARD MANHOLE SIZE 550mm x 550mm (NOMINAL)
EAVES 500mm WIDE BOXED AND LINED UNLESS OTHERWISE NOTED

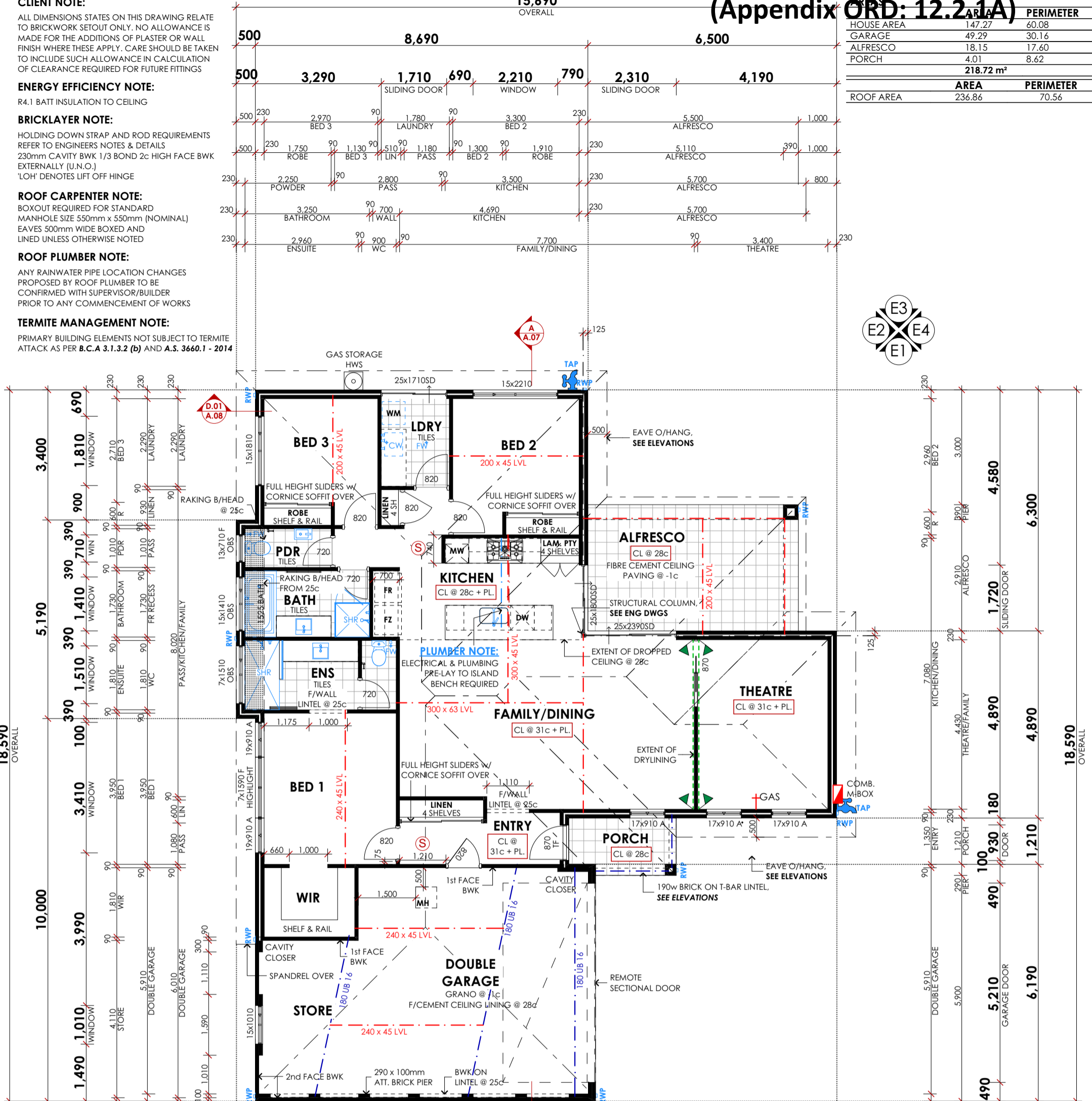
ROOF PLUMBER NOTE:
ANY RAINWATER PIPE LOCATION CHANGES PROPOSED BY ROOF PLUMBER TO BE CONFIRMED WITH SUPERVISOR/BUILDER PRIOR TO ANY COMMENCEMENT OF WORKS

TERMITE MANAGEMENT NOTE:
PRIMARY BUILDING ELEMENTS NOT SUBJECT TO TERMITE ATTACK AS PER B.C.A 3.1.3.2 (b) AND A.S. 3660.1 - 2014

15,690
OVERALL

(Appendix ORD: 12.2.1A)

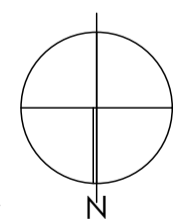
AREAS	AREA	PERIMETER
HOUSE AREA	147.27	60.08
GARAGE	49.29	30.16
ALFRESCO	18.15	17.60
PORCH	4.01	8.62
218.72 m²		
ROOF AREA	AREA	PERIMETER
	236.86	70.56



PROPOSED TWO GROUPED DWELLINGS, RETAINING WALL AND SITE WORKS LOT 288 (33) CUDLISS STREET, EATON

P5 OF 7 FLOOR PLAN

- REFLUX VALVE INCLUDED
- COLORBOND ROOF @ 25°38' PITCH (U.N.O)
- CEILING 28c + PLATE (U.N.O)
- 230w CAVITY BWK (U.N.O)
- 1/3 BOND 2c FACE BRICKWORK EXTERNALLY (U.N.O)



FLOOR PLAN
1:100

WINNING SHELFORD QUALITY HOMES

131 DIXON ROAD ROCKINGHAM WA 6168
PH: (08) 9599 1500
www.shelford.com.au

LOCALITY: SHIRE OF DARDANUP

CLIENT NAME: [REDACTED]

ADDRESS: **Lot 2 of 288 (#) Cudliss Street, Eaton**

REV:	BY:	DATE:	SPEC:	AMENDMENTS:
A	CM	24/09/20	PC 07/20	PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS
B	CM	07/12/20	"	ISSUED FOR CONTRACTS
C	TW	08/12/20	"	RETAIN WALLS & FFL NOMINATED
D	TW	02/03/21	"	RETAINING WALLS MODIFIED
PL1	AO	31/03/21	"	ISSUED FOR PLANNING
PL2	AO	20/05/21	"	FURTHER INFO FOR PLANNING

This drawing forms part of the contract dated

Owner

Owner

Builder

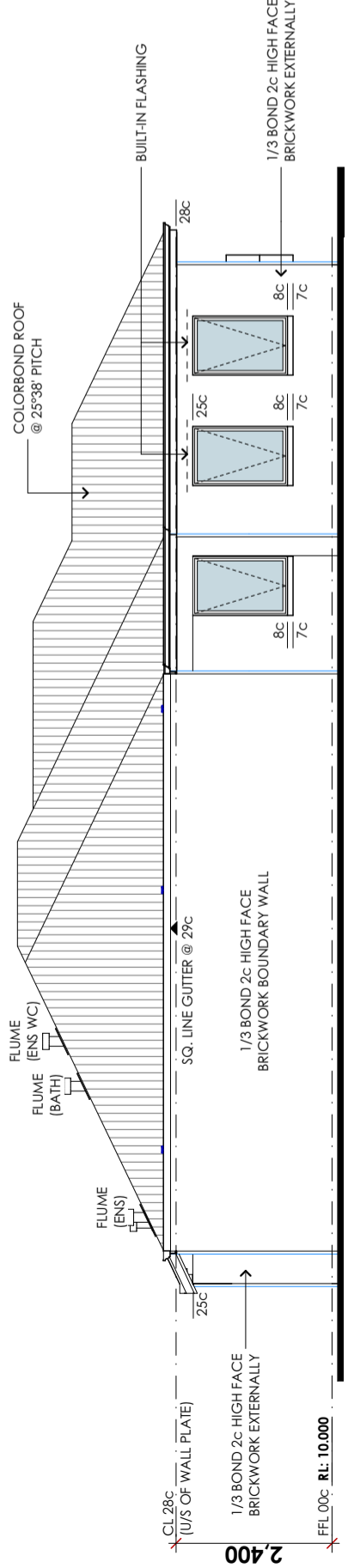
FLOOR PLAN

JOB No: 288L2CUD DATE: 20/05/21 DRAWN: CM

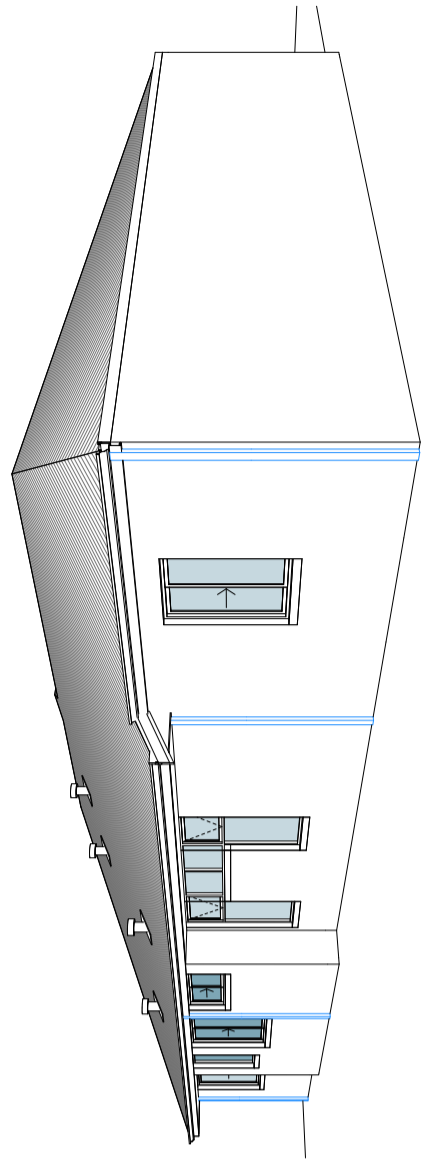
SHEET No: A.05 OF 7 PL2 REV: [REDACTED]

**PROPOSED TWO GROUPED DWELLINGS,
RETAINING WALL AND SITE WORKS
LOT 288 (33) CUDLISS STREET, EATON**

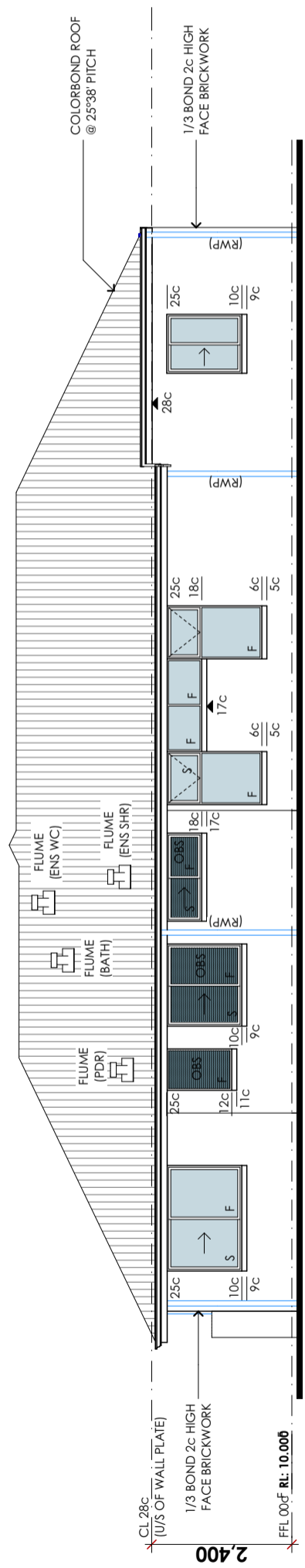
**P6 OF 7
ELEVATIONS**



ELEVATION 1
1:100



PERSPECTIVE 1
(FOR ILLUSTRATION PURPOSES ONLY)



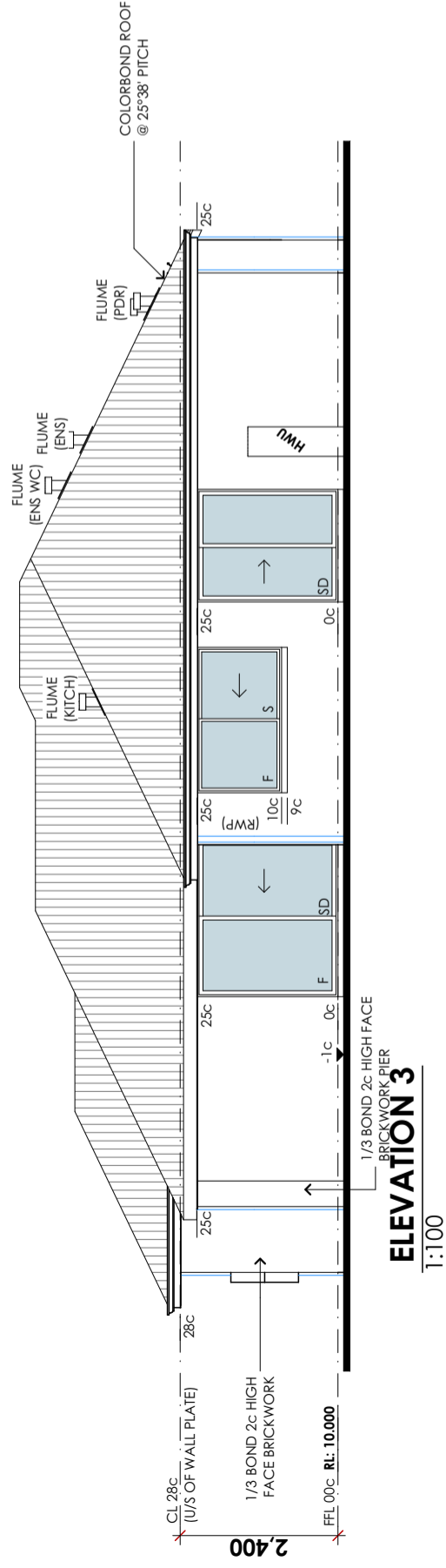
ELEVATION 2
1:100

(Appendix ORD: 12.2.1A)

WINNING		LOCALITY: SHIRE OF DARDANUP	ELEVATIONS 1 & 2	
		CLIENT NAME: [REDACTED]	JOB No: 288L2CUD	DATE: 20/05/21
131 DIXON ROAD, ROCKINGHAM WA 6168 PH: (08) 9599 1500 www.shelford.com.au		ADDRESS: Lot 2 of 288 (#) Cudliss Street, Eaton	DRAWN: CM	REV: CM
© COPREGHT			This drawing forms part of the contract dated/...../.....	
			Owner: [REDACTED]	
			Owner: [REDACTED]	
			Builder: [REDACTED]	
				A.06 OF 7 PL2

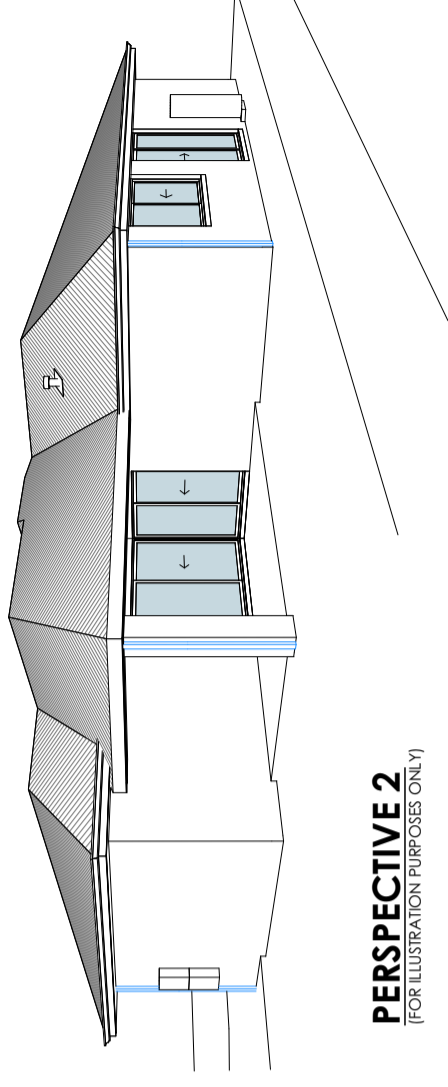
REV:	BY:	DATE:	SPEC:	AMENDMENTS:
A	CM	24/09/20	PC 07/20	PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS
B	CM	07/12/20	"	RETAIN WALLS & FFL NOMINATED
C	TW	08/12/20	"	RETAINING WALLS MODIFIED
D	TW	02/03/21	"	ISSUED FOR PLANNING
PL1	AO	31/03/21	"	FURTHER INFO FOR PLANNING
PL2	AO	20/05/21	"	

**PROPOSED TWO GROUPED DWELLINGS,
RETAINING WALL AND SITE WORKS
LOT 288 (33) CUDLISS STREET, EATON
P7 OF 7
ELEVATIONS**



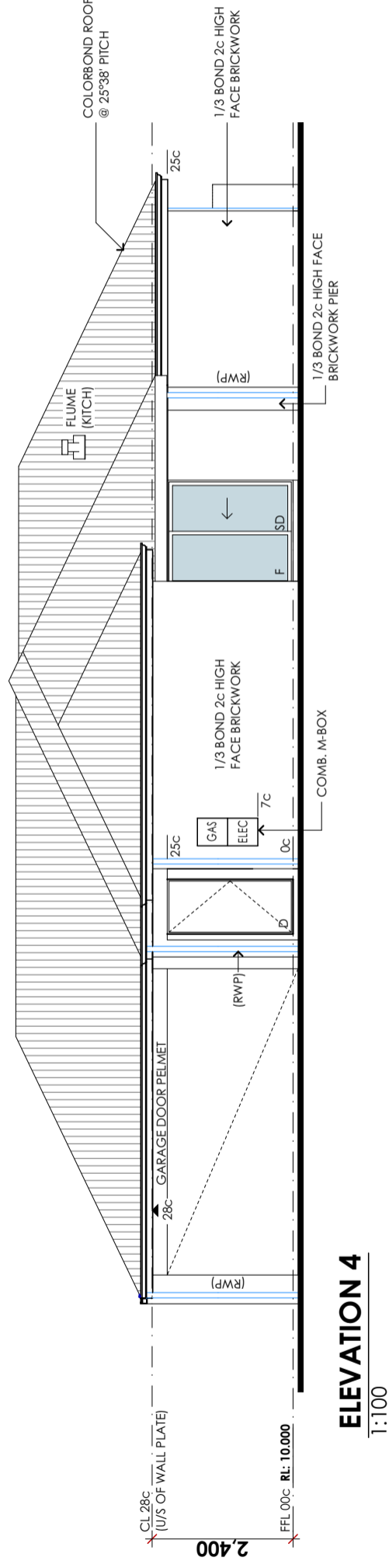
ELEVATION 3

1:100



PERSPECTIVE 2

(FOR ILLUSTRATION PURPOSES ONLY)



ELEVATION 4

1:100

WINNING

131 DIXON ROAD ROCKINGHAM WA 6168
PH: (08) 9599 1500
www.shelfordg.com.au

CLIENT NAME: [REDACTED]
ADDRESS:
Lot 2 of 288 (#) Cudliss Street, Eaton

LOCALITY: SHIRE OF DARDANUP

REV:	BY:	DATE:	SPEC:	AMENDMENTS:
A	CM	24/09/20	PC 07/20	PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS
B	CM	07/12/20	"	RETAIN WALLS & FFL NOMINATED
C	TW	08/12/20	"	RETAINING WALLS MODIFIED
D	TW	02/03/21	"	ISSUED FOR PLANNING
PL1	AO	31/03/21	"	FURTHER INFO FOR PLANNING
PL2	AO	20/05/21	"	

This drawing forms part of the contract dated

Owner
Owner
Builder

ELEVATIONS 3 & 4

JOB No: 288L2CUD
DATE: 20/05/21
DRAWN: CM
SHEET No:

A.07 OF 7 PL2

(Appendix ORD: 12.2.1A)

20th May 2021

Shire of Dardanup
PLANNING DEPARTMENT
PO Box 7016,
Eaton,
WA 6232

ATT: PLANNING DEPARTMENT – GARETH WEBBER

RE: PROPOSED SINGLE STOREY GROUPED DWELLING AT #33 (LOT 288) CUDLISS STREET, EATON

With reference to the attached proposed single storey dwellings, the following comments provided are to support the proposed variation to the R-Codes:

1. Street boundary Setback (R-Codes 5.1.2):

The front dwelling is setback from the front boundary 3.49m & 4.99m to the Dwelling & Garage, respectively. The proposal falls short approximately 7m² in compensating area. We respectively request this variation based on the following reasons meeting the design principles of the R-Codes.

- Adequate privacy and open space are provided for both dwellings. With the focus of outdoor living area for the occupants, large rear yards have been maintained.
- Site planning requirements such as parking, landscaping and utilities are neatly and adequately all allocated for.
- Minor projections and large habitable room windows are used to assist with reducing the building bulk.

2. Site works & Retaining walls (R-Codes 5.3.7 & 5.3.8):

The site slopes 2m East-West and due to the nature of the subdivision, an extent of retaining typically would be required.

The proposal has an amount of retaining to all boundaries and exceeds 500mm generally. Due to this, we respectively request this variation based on the following reasons:

Build with Confidence



131 Dixon Road, East Rockingham WA 6168



9599 1500



reception@shelford.com.au



ABN 17 051 265 546
BRN 8429

- We believe the design complies with all the design principals outlined in Clause 5.7.1 of the R-Codes, specifically, *“development that considers and responds to the natural features of the site and requires minimal excavation/fill”*.

When referencing the adjoining property FFLs of 10.11 & 12.17, we are at a midpoint between the two and thus believe this is the best outcome for the overall aesthetic of the street.

- Due to the Northern orientation, overshadowing issues are not present.
- The retaining as shown provides land that can be effectively used for the benefit of the residents and does not have a detrimental effect on the adjoining neighbours.

SUMMARY

To conclude, the Shire is respectfully requested to consider the proposed dwelling on its merits, to utilise the space on the site effectively, providing a high standard of resident amenity and with high regard for the functional space of external fixtures and essential facilities to the dwelling we request the above R-Code variations.

I trust this provides sufficient justification, however, should you require further information please don't hesitate to contact myself regarding this matter.

Yours Sincerely

Andy Oversby
Designer
Email: andyo@shelford.com.au
Phone: 9599 1500

Build with Confidence



Garreth Webber,
Planning Officer,
C/O Chief Executive Officer,
Shire of Dardanup,
PO Box 7016,
Eaton, WA.6232.

Dear Gareth,

In reply to your letter dated 2-6-2021 with regards to The Application for Development Approval, Two Grouped Dwelling, Retaining Wall and Site Works Lot 288(33) Cudliss St Eaton. As owners of Lot 276(36) Cudliss St, Eaton we the undersigned have no objection to this application. In fact we strongly endorse it.

Yours faithfully,

Lachlan Thornton.

A handwritten signature in cursive script that reads "L. Thornton".

Myra Thornton.

A handwritten signature in cursive script that reads "Myra Thornton".

(Appendix ORD: 12.2.1B)

From: Dale Rynvis [REDACTED]
Sent: Monday, 14 June 2021 8:13 PM
To: Submissions Planning
Subject: Response to APPLICATION FOR DEVELOPMENT APPROVAL LOT 288 (33) CUDLISS STREET EATON WA

Follow Up Flag: Follow up
Flag Status: Completed

To Whom it may concern,

RE: APPLICATION FOR DEVELOPMENT APPROVAL

TWO GROUPED DWELLINGS, RETAINING WALL AND SITE WORKS

LOT 288 (33) CUDLISS STREET EASTON

I am the owner of the adjoining property at 31 Cudliss Street Eaton and are responding to the letter received from the Shire of Dardanup regarding Development Approval variations to the Residential Design Codes (R-Codes) for the two grouped dwellings proposed to be built on 33 Cudliss Street Eaton.

Thankyou for the opportunity to comment on the submissions of;

- A primary street setback of 3.13m in lieu of 6m; and
- Retaining walls and site works greater than 0.5m within the 6m front setback area.

I wish to express my disapproval for the application to build with only a 3.13m setback.

The full length of Cudliss Street currently has a spacious and open appeal, with a wide open streetscape with most homes set well back in 'excess' of the minimum 6m building setback.

Most residences have tree lined open frontages, most with large lawns and even without any boundary fences. It would be nice to keep it that way.

(Appendix ORD: 12.2.1B)

Like most people who look to purchase a suitable investment property, these are the things that will appeal to people and hopefully help to retain the property value for future sale.

This open feel was why I chose to purchase 31 Cudliss Street when it came onto the market around 5 years ago.

The proposed front dwelling at 33 Cudliss Street is to be built 3.13m from the boundary and will have a frontage 35 brick courses high, with a 38 course feature wall.

Building so close to the road with such a high and 'bulky' frontage surely will not be appealing and nor suit the current surrounding neighbouring homes and streetscape of Cudliss Street.

Some things that may be worth considering;

- I am not opposed to two dwellings being built on one block of land, however why propose to build homes larger than what the building envelope allows?
- If the 6m setback is adhered to, then the larger than 0.5m front retaining wall will not be required.
- The front residence has a distance of 4.820m to the second residence. Perhaps this could be reduced to increase the setback?
- Perhaps the size of the front residence could be built more in line with the size of the second residence?
- If approval is granted for this proposal will this set a precedence for other high density housing developments in the street?
- Residential Building Codes are written for a reason, to limit building designs so as to reduce environmental impact, maintain residential conformity & control building designs. We hope that in this case, common sense will prevail and that the shire of Dardanup will uphold the Residential Design Codes (R-Codes) and enforce the 6 metre building setback.
- Is there any compensation being offered in lieu of these submissions?

I am disappointed that I have to formally write this letter to the Shire of Dardanup in response to this application, as I would have preferred to have been consulted personally by the owner prior to the plans being drawn up and submitted.

Please contact me via email or [REDACTED] if you would like to discuss any of these matters further.

Kind Regards

Dale Rynvis

Property Owner

(Appendix ORD: 12.2.1B)

31 Cudliss Street Eaton

(Appendix ORD: 12.2.1B)

From: Metcalfe, Paul [REDACTED]
Sent: Wednesday, 16 June 2021 3:44 PM
To: Submissions Planning
Subject: Lot 288 (33) Cudliss St Eaton

Follow Up Flag: Follow up
Flag Status: Completed

Regarding approval request for lot288 Cudliss Street.

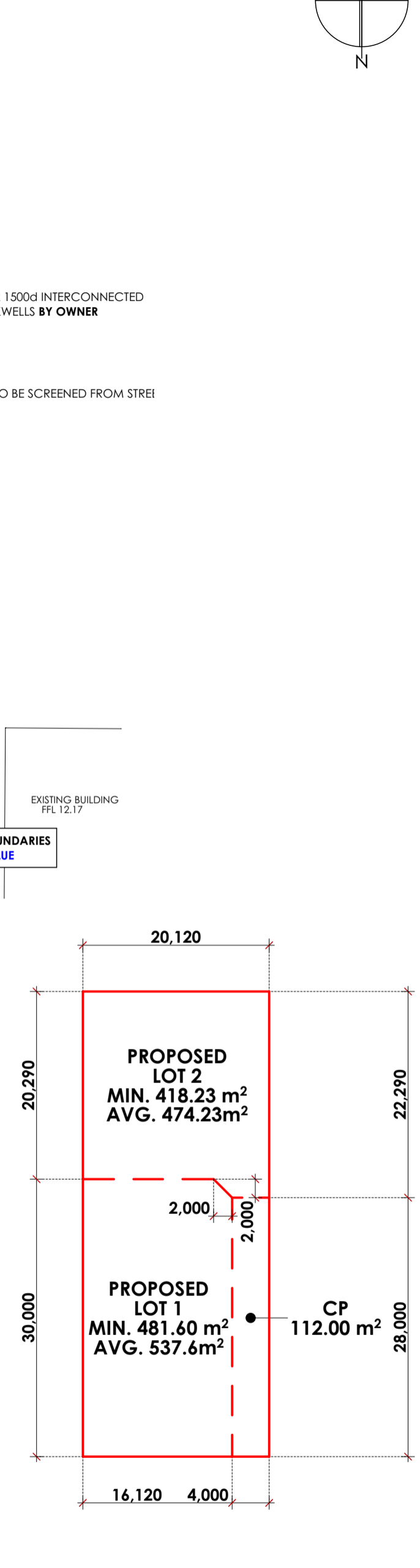
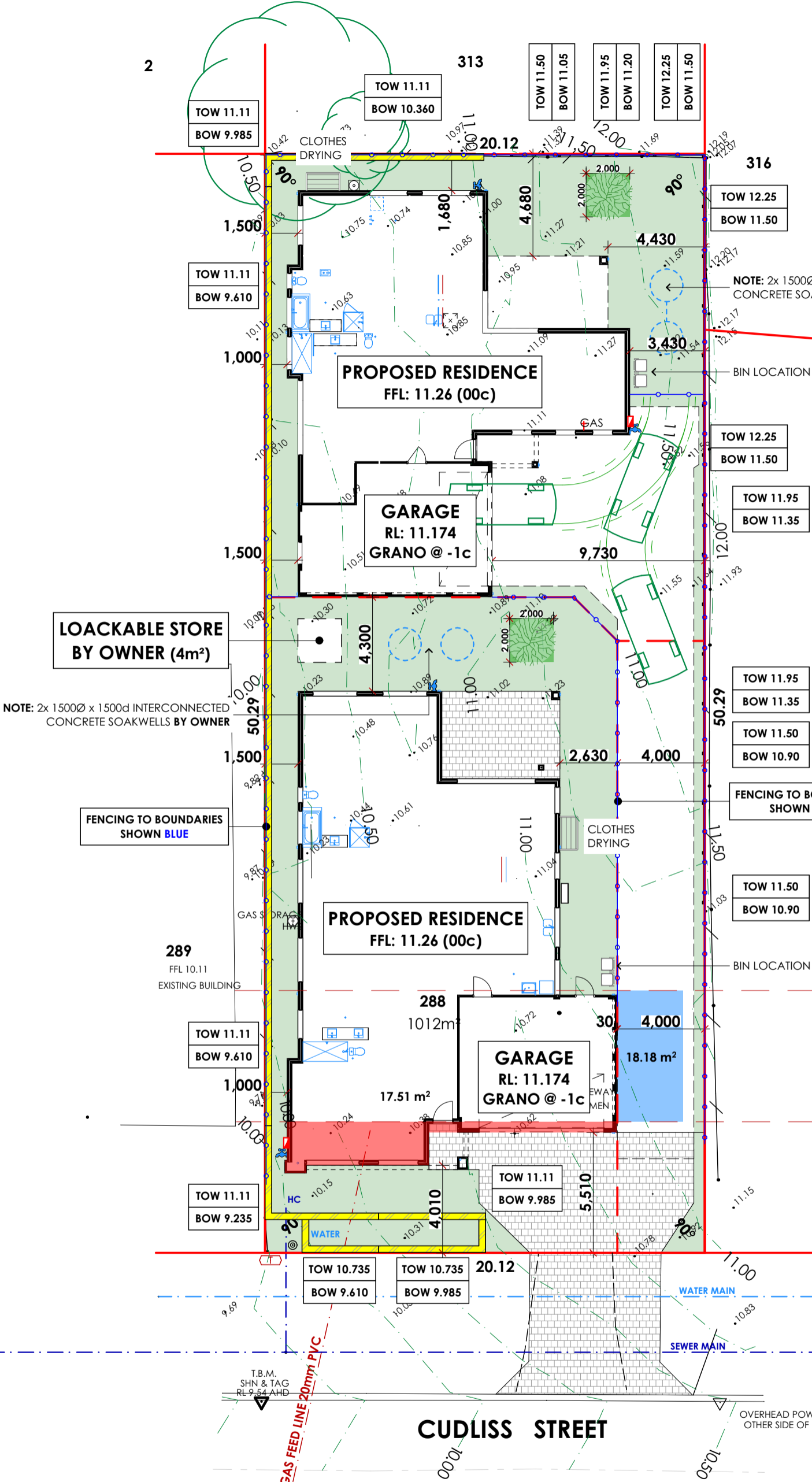
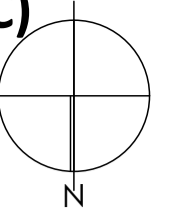
We dont believe the street set back proposed fits the standard set by all other residences on the street including other recent duplex builds. The justification We don't believe is satisfactory considering the dwellings could fit within guidelines if they weren't of a standard duplex size. Subdividing a lot should not have the intention of building two full size homes.

Regards

Paul Metcalfe

Owner 34 Cudliss Street.

This message and any attached files may contain information that is confidential and/or subject of legal privilege intended only for use by the intended recipient. If you are not the intended recipient or the person responsible for delivering the message to the intended recipient, be advised that you have received this message in error and that any dissemination, copying or use of this message or attachment is strictly forbidden, as is the disclosure of the information therein. If you have received this message in error please notify the sender immediately and delete the message.



SITE - PROPOSED PLAN

1:200

SITE - PROPOSED STRATA PLAN

1:500

<p>ULTIMATE LIVING</p> <p>131 DIXON ROAD ROCKINGHAM WA 6168 PH: (08) 9599 1500 www.shelford.com.au</p>	<p>LOCALITY: SHIRE OF DARDANUP</p>	<p>REV: BY: DATE: SPEC:</p>	<p>AMENDMENTS:</p>	<p>This drawing forms part of the contract dated</p>	<p>COMBINED SITE PLAN</p> <p>JOB No: 288L1CUD DATE: 08/07/2021 DRAWN: CM</p> <p>SHEET No: A.01 OF 7 PL3</p>
	<p>CLIENT NAME: J. ROBBINS</p> <p>ADDRESS: LOT 1 OF 288 (#33) CUDLISS STREET, EATON</p>	<p>A CM 23/09/20 PC 07/08/20 B CM 04/12/20 C TW 08/12/20 D TW 02/03/21 PL1 AO 31/03/21 PL2 AO 20/05/21 PL3 AO 08/07/21</p>	<p>PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS RETAIN WALLS & FFL NOMINATED RETAINING WALLS MODIFIED ISSUED FOR PLANNING FURTHER INFO FOR PLANNING PLANNING AMENDMENTS (HOUSE LOC. / RETAINING HTS)</p>	<p>Owner</p> <p>Owner</p> <p>Builder</p>	
	<p>© COPYRIGHT</p>				

CLIENT NOTE:
ALL DIMENSIONS STATES ON THIS DRAWING RELATE TO BRICKWORK SETOUT ONLY. NO ALLOWANCE IS MADE FOR THE ADDITIONS OF PLASTER OR WALL FINISH WHERE THESE APPLY. CARE SHOULD BE TAKEN TO INCLUDE SUCH ALLOWANCE IN CALCULATION OF CLEARANCE REQUIRED FOR FUTURE FITTINGS

FIXING CARPENTER NOTE:
450mm WIDE SHELF & RAIL 1650mm HIGH TO BUILT IN ROBES
450mm WIDE SHELF & RAIL 1800mm HIGH TO WALK IN ROBES

ROOF PLUMBER NOTE:
ANY RAINWATER PIPE LOCATION CHANGES PROPOSED BY ROOF PLUMBER TO BE CONFIRMED WITH SUPERVISOR/BUILDER PRIOR TO ANY COMMENCEMENT OF WORKS

ROOF CARPENTER NOTE:
BOXOUT REQUIRED FOR STANDARD MANHOLE SIZE 550mm x 550mm (NOMINAL) EAVES 500mm WIDE BOXED AND LINED UNLESS OTHERWISE NOTED

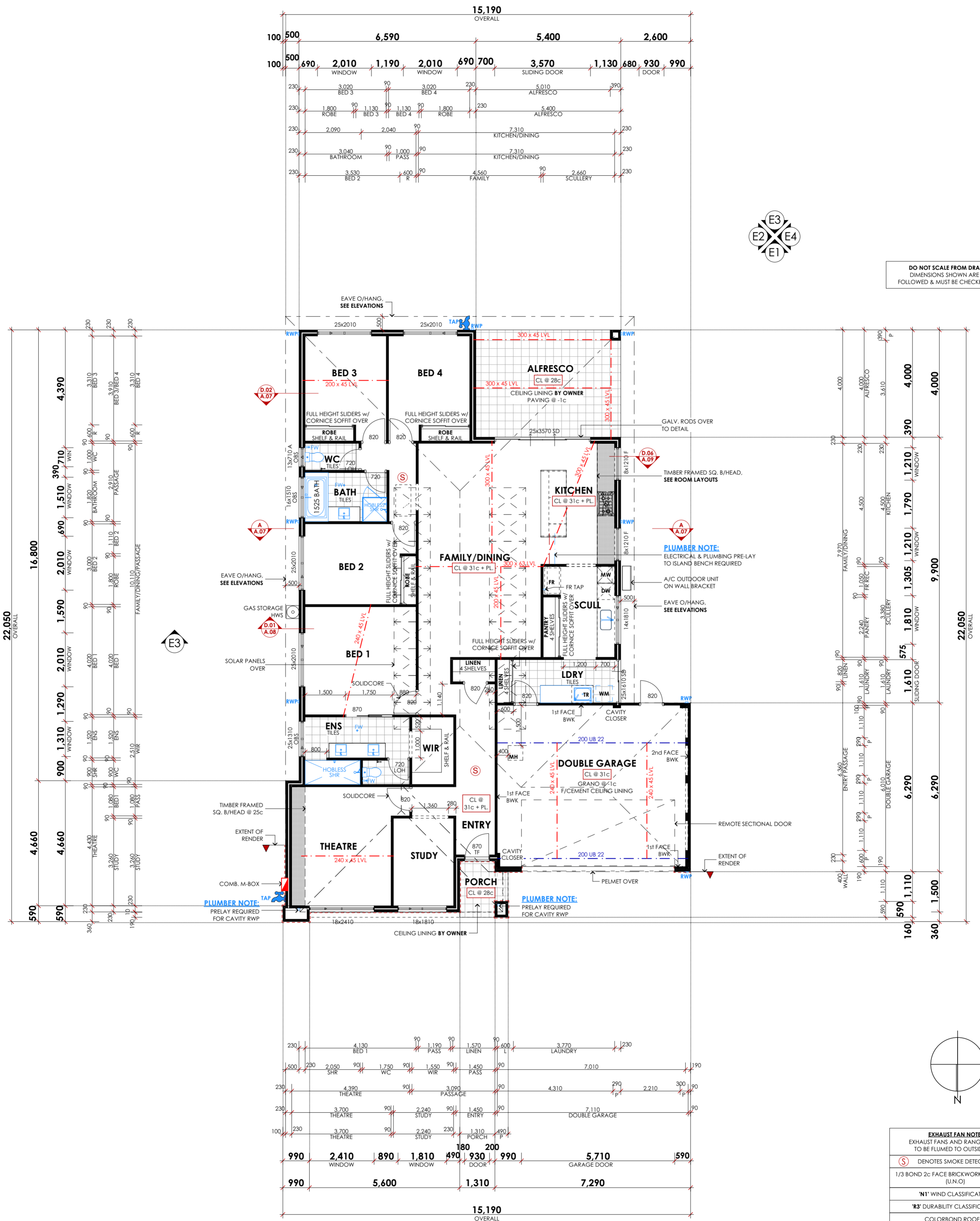
BRICKLAYER NOTE:
HOLDING DOWN STRAP AND ROD REQUIREMENTS REFER TO ENGINEERS NOTES & DETAILS
230mm CAVITY BWK 1/3 BOND 2c HIGH FACE BWK EXTERNALLY (U.N.O.)
L'OH DENOTES LIFT OFF HINGE

AREAS	AREA	PERIMETER
HOUSE AREA	203.21	69.28
GARAGE	44.91	27.16
ALFRESCO	21.60	18.80
PORCH	3.58	7.80
	273.30 m²	
ROOF AREA	296.30	75.54

TERMITE MANAGEMENT NOTE:
PRIMARY BUILDING ELEMENTS NOT SUBJECT TO TERMITE ATTACK AS PER B.C.A 3.1.3.2 (b) AND A.S. 3660.1 - 2014

ENERGY EFFICIENCY NOTE:
R4.1 BATT INSULATION TO CEILING

Floor plan Lot 1, Drawing No.P2 of 7, dated 8-07-2021



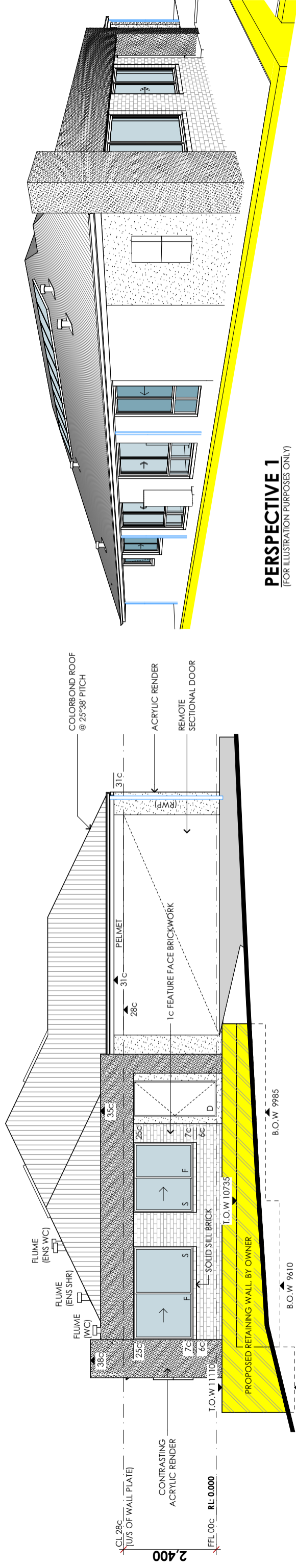
DO NOT SCALE FROM DRAWING. DIMENSIONS SHOWN ARE TO BE FOLLOWED & MUST BE CHECKED ON SITE

EXHAUST FAN NOTE: EXHAUST FANS AND RANGEHOOD TO BE FLUMED TO OUTSIDE AIR
(S) DENOTES SMOKE DETECTOR
1/3 BOND 2c FACE BRICKWORK EXTERNALLY (U.N.O.)
'N1' WIND CLASSIFICATION
'R3' DURABILITY CLASSIFICATION
COLORBOND ROOF @ 25°/38' PITCH (U.N.O.)
CEILING 28c + PLATE (U.N.O.)
230w CAVITY BWK (U.N.O.)

FLOOR PLAN
1:100

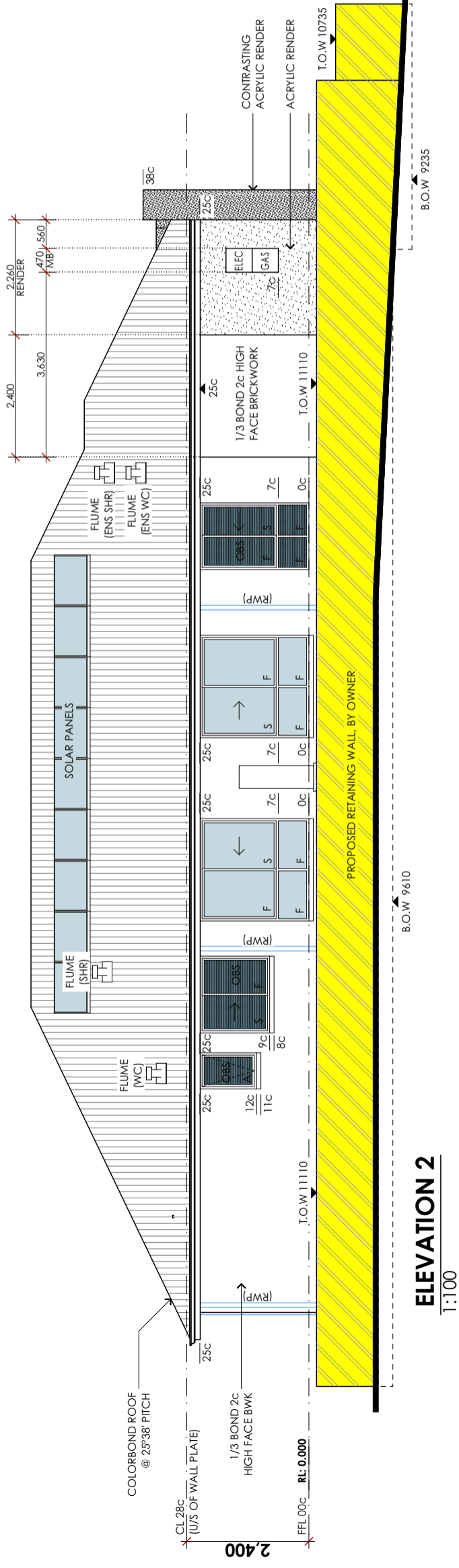
<p>131 DIXON ROAD ROCKINGHAM WA 6168 PH: (8) 9599 1500 www.shelford.com.au</p>	LOCALITY: SHIRE OF DARDANUP CLIENT NAME: J. ROBBINS ADDRESS: LOT 1 OF 288 (#33) CUDLISS STREET, EATON	REV: A, B, C, D, PL1, PL2, PL3 BY: CM, CM, TW, TW, AO, AO, AO DATE: 23/09/20, 04/12/20, 08/12/20, 02/03/21, 31/03/21, 20/05/21, 08/07/21 SPEC: PC 07/08/20	AMENDMENTS: PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS RETAIN WALLS & FFL NOMINATED RETAINING WALLS MODIFIED ISSUED FOR PLANNING FURTHER INFO FOR PLANNING PLANNING AMENDMENTS (HOUSE LOC. / RETAINING HTS)	This drawing forms part of the contract dated ... Owner: Owner: Builder:	<table border="1"> <tr> <th colspan="3">FLOOR PLAN</th> </tr> <tr> <td>JOB No:</td> <td>DATE:</td> <td>DRAWN:</td> </tr> <tr> <td>288LCUD</td> <td>08/07/2021</td> <td>CM</td> </tr> <tr> <td>SHEET No:</td> <td></td> <td>REV:</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: right; font-size: 24pt;">A.02 OF 7 PL3</p>	FLOOR PLAN			JOB No:	DATE:	DRAWN:	288LCUD	08/07/2021	CM	SHEET No:		REV:			
	FLOOR PLAN																			
JOB No:	DATE:	DRAWN:																		
288LCUD	08/07/2021	CM																		
SHEET No:		REV:																		

Elevations, Drawing No.P3 of 7, dated 8-07-2021



PERSPECTIVE 1
(FOR ILLUSTRATION PURPOSES ONLY)

ELEVATION 1
1:100

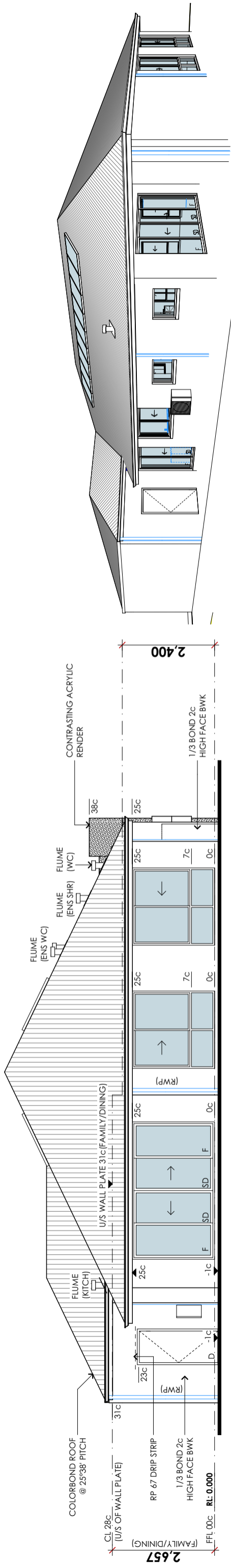


ELEVATION 2
1:100

ULTIMATE LIVING		LOCALITY: SHIRE OF DARDANUP		ELEVATIONS 1 & 2	
		CLIENT NAME: J. ROBBINS ADDRESS: LOT 1 OF 288 (#33) CUDLISS STREET, EATON		JOB No: 288L1CUD	DATE: 08/07/2021
131 DIXON ROAD, ROCKINGHAM WA 6168 PH: (08) 9599 1500 www.shelford.com.au		AMENDMENTS: PC 07/08/20 PRELIM WORKING DRAWINGS CM 04/12/20 ISSUED FOR CONTRACTS TW 08/12/20 RETAIN WALLS & FFL NOMINATED TW 02/03/21 RETAINING WALLS MODIFIED AO 31/03/21 ISSUED FOR PLANNING AO 20/05/21 FURTHER INFO FOR PLANNING AO 08/07/21 PLANNING AMENDMENTS (HOUSE LOC. / RETAINING HTS)		SHEET No: A.03 OF 7 PL3	DRAWN: CM REV:
This drawing forms part of the contract dated/...../..... Owner/...../..... Owner/...../..... Builder/...../.....					

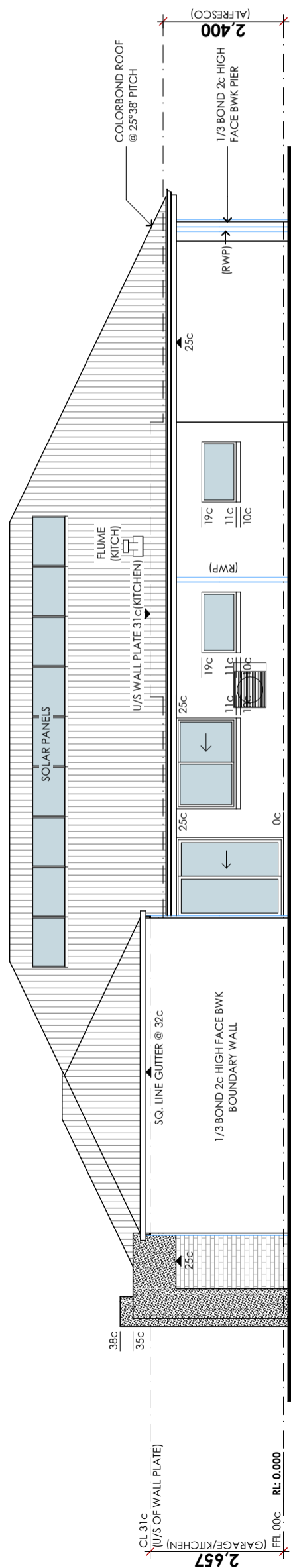
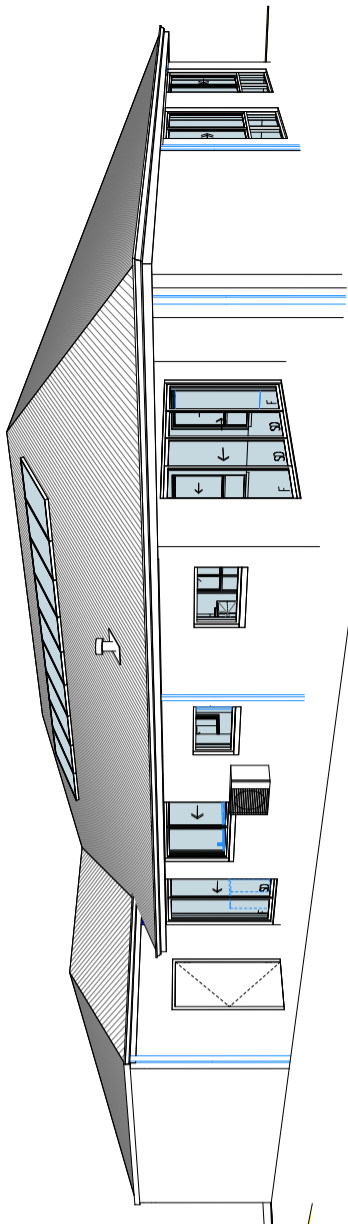
(Appendix ORD:12.2.10)

Elevations, Drawing No.P4 of 7, dated 8-07-2021



ELEVATION 3
1:100

PERSPECTIVE 2
(FOR ILLUSTRATION PURPOSES ONLY)



ELEVATION 4
1:100

ULTIMATE LIVING	LOCALITY: SHIRE OF DARDANUP	AMENDMENTS:	
SHELFORD QUALITY HOMES	CLIENT NAME: J. ROBBINS ADDRESS: LOT 1 OF 288 (#33) CUDLISS STREET, EATON	REV: BY: DATE: SPEC:	PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS RETAIN WALLS & FFL NOMINATED RETAINING WALLS MODIFIED ISSUED FOR PLANNING FURTHER INFO FOR PLANNING PLANNING AMENDMENTS (HOUSE LOC. / RETAINING HTS)
131 DIXON ROAD ROCKINGHAM WA 6148 PH: (08) 9599 1500 www.shelford.com.au		A CM 23/09/20 PC 07/08/20 B CM 04/12/20 " C TW 08/12/20 " D TW 02/03/21 " PL1 AO 31/03/21 " PL2 AO 20/05/21 " PL3 AO 08/07/21 "	OWNER: OWNER: BUILDER:
© COPYRIGHT			ELEVATIONS 3 & 4
			A.04 OF 7 PL3

(Appendix ORD:12.2.10)

CLIENT NOTE:
ALL DIMENSIONS STATED ON THIS DRAWING RELATE TO BRICKWORK SETOUT ONLY. NO ALLOWANCE IS MADE FOR THE ADDITIONS OF PLASTER OR WALL FINISH WHERE THESE APPLY. CARE SHOULD BE TAKEN TO INCLUDE SUCH ALLOWANCE IN CALCULATION OF CLEARANCE REQUIRED FOR FUTURE FITTINGS

ENERGY EFFICIENCY NOTE:
R4.1 BATT INSULATION TO CEILING

BRICKLAYER NOTE:
HOLDING DOWN STRAP AND ROD REQUIREMENTS REFER TO ENGINEERS NOTES & DETAILS
230mm CAVITY BWK 1/3 BOND 2c HIGH FACE BWK EXTERNALLY (U.N.O.)
'LOH' DENOTES LIFT OFF HINGE

ROOF CARPENTER NOTE:
BOXOUT REQUIRED FOR STANDARD MANHOLE SIZE 550mm x 550mm (NOMINAL)
EAVES 500mm WIDE BOXED AND LINED UNLESS OTHERWISE NOTED

ROOF PLUMBER NOTE:
ANY RAINWATER PIPE LOCATION CHANGES PROPOSED BY ROOF PLUMBER TO BE CONFIRMED WITH SUPERVISOR/BUILDER PRIOR TO ANY COMMENCEMENT OF WORKS

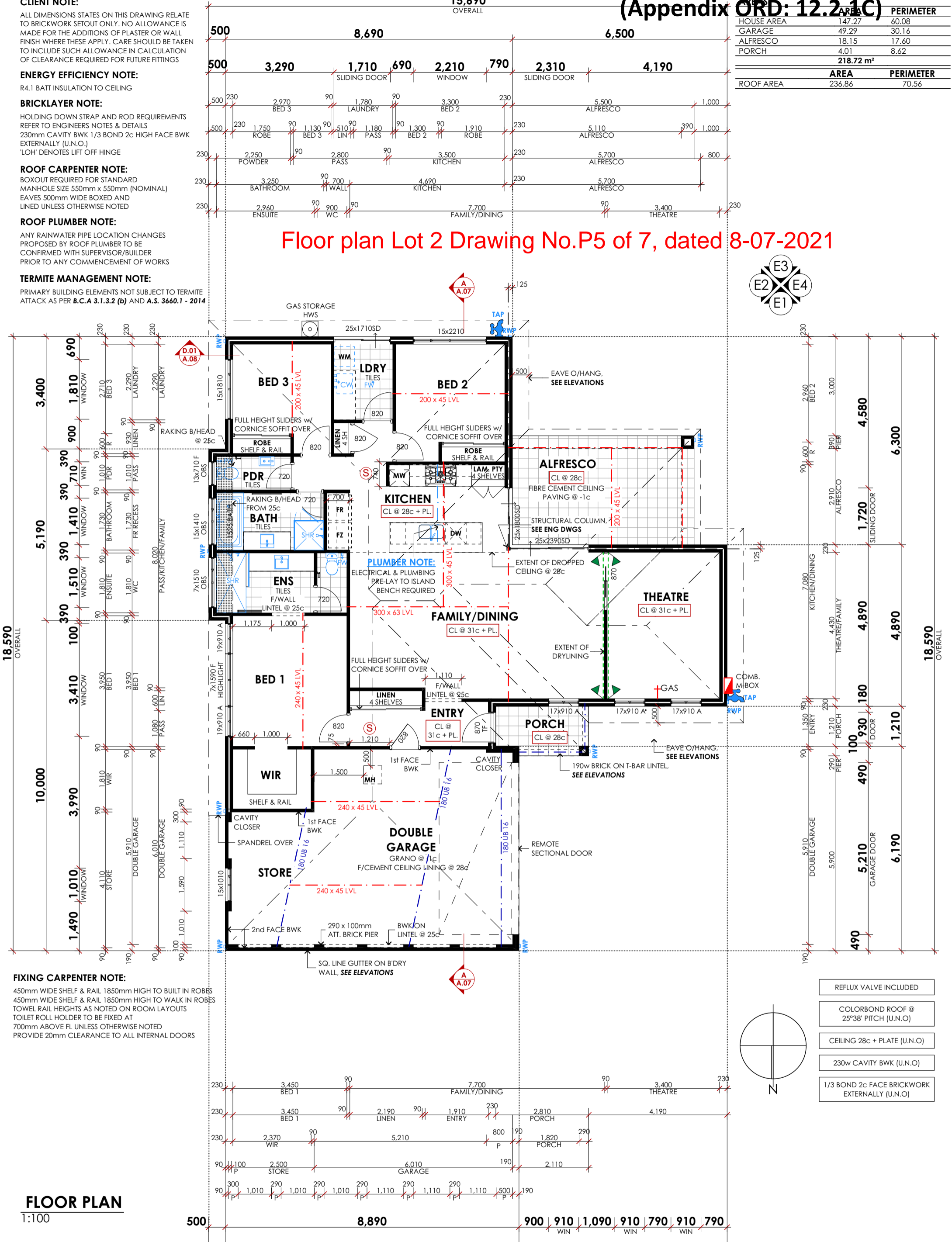
TERMITE MANAGEMENT NOTE:
PRIMARY BUILDING ELEMENTS NOT SUBJECT TO TERMITE ATTACK AS PER B.C.A 3.1.3.2 (b) AND A.S. 3660.1 - 2014

15,690
OVERALL

(Appendix ORD: 12.2.1C)

AREAS	AREA	PERIMETER
HOUSE AREA	147.27	60.08
GARAGE	49.29	30.16
ALFRESCO	18.15	17.60
PORCH	4.01	8.62
218.72 m²		
ROOF AREA	AREA	PERIMETER
	236.86	70.56

Floor plan Lot 2 Drawing No.P5 of 7, dated 8-07-2021



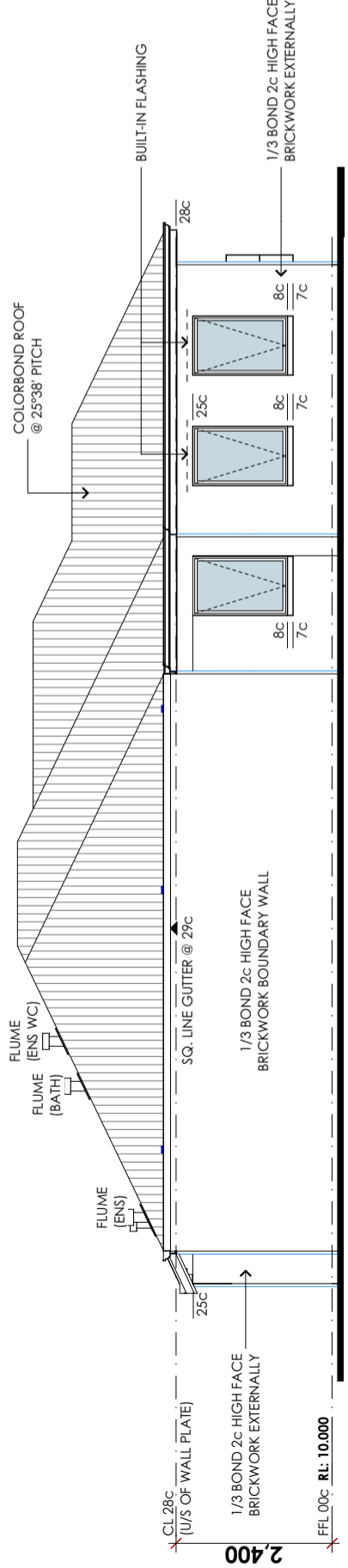
FIXING CARPENTER NOTE:
450mm WIDE SHELF & RAIL 1850mm HIGH TO BUILT IN ROBES
450mm WIDE SHELF & RAIL 1850mm HIGH TO WALK IN ROBES
TOWEL RAIL HEIGHTS AS NOTED ON ROOM LAYOUTS
TOILET ROLL HOLDER TO BE FIXED AT 700mm ABOVE FL UNLESS OTHERWISE NOTED
PROVIDE 20mm CLEARANCE TO ALL INTERNAL DOORS

- REFLUX VALVE INCLUDED
- COLORBOND ROOF @ 25°38' PITCH (U.N.O)
- CEILING 28c + PLATE (U.N.O)
- 230w CAVITY BWK (U.N.O)
- 1/3 BOND 2c FACE BRICKWORK EXTERNALLY (U.N.O)

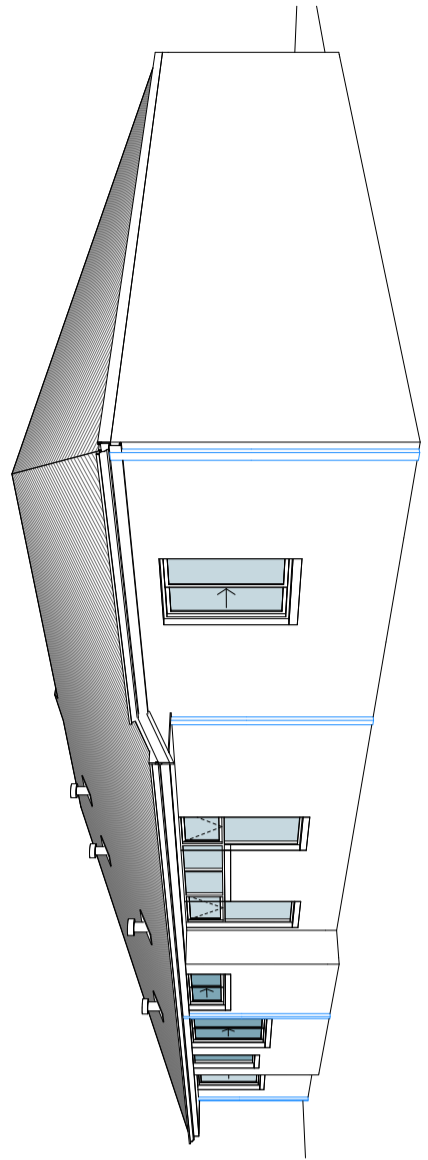
FLOOR PLAN
1:100

<p>131 DIXON ROAD ROCKINGHAM WA 6168 PH: (08) 9599 1500 www.shelford.com.au</p>	<p>LOCALITY: SHIRE OF DARDANUP</p> <p>CLIENT NAME: D.J. & J.E. ROBBINS</p> <p>ADDRESS: LOT 1 OF 288 (#33) CUDLISS STREET, EATON</p>	<p>REV: BY: DATE: SPEC:</p> <p>A CM 24/09/20 PC 07/08/20 B CM 07/12/20 C TW 08/12/20 D TW 02/03/21 PL1 AO 31/03/21 PL2 AO 20/05/21 PL3 AO 08/07/21</p>	<p>AMENDMENTS:</p> <p>PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS RETAIN WALLS & FFL NOMINATED RETAINING WALLS MODIFIED ISSUED FOR PLANNING FURTHER INFO FOR PLANNING PLANNING AMENDMENTS (HOUSE LOC. / RETAINING HTS)</p>	<p>This drawing forms part of the contract dated</p> <p>Owner</p> <p>Owner</p> <p>Builder</p>	<p>FLOOR PLAN</p> <p>JOB No: 288L2CUD DATE: 08/07/2021 DRAWN: CM</p> <p>SHEET No: A.05 OF 7 PL3 REV:</p>
---	---	--	---	---	---

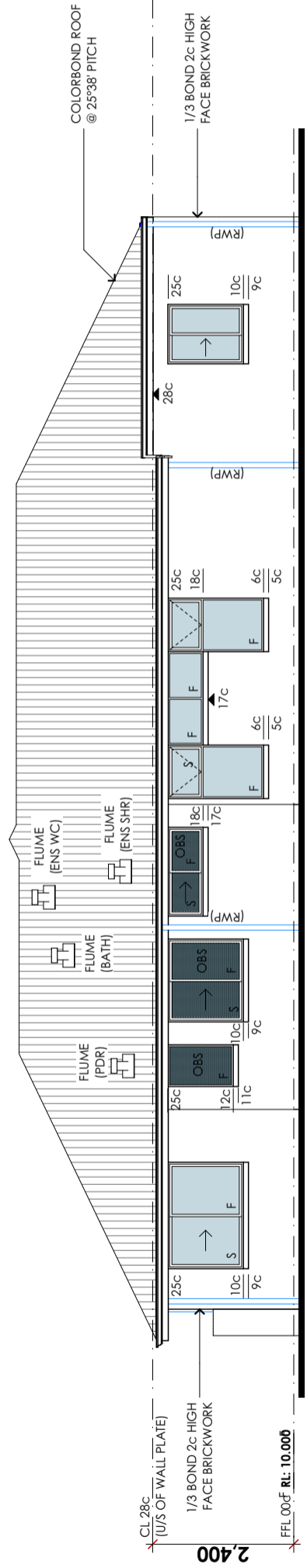
Elevations, Drawing No. P6 of 7, dated 8-07-2021



ELEVATION 1
1:100



PERSPECTIVE 1
(FOR ILLUSTRATION PURPOSES ONLY)



ELEVATION 2
1:100

WINNING

131 DIXON ROAD ROCKINGHAM WA 6148
PH: (08) 9599 1500
www.shelford.com.au

LOCALITY: SHIRE OF DARDANUP

CLIENT NAME:
D.J. & J.E. ROBBINS

ADDRESS:
**LOT 1 OF 288 (#33) CUDLISS STREET,
EATON**

REV:	BY:	DATE:	SPEC:	AMENDMENTS:
A	CM	24/09/20	PC 07/08/20	PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS
B	CM	07/12/20	"	RETAIN WALLS & FL NOMINATED
C	TW	08/12/20	"	RETAIN WALLS MODIFIED
D	TW	02/03/21	"	ISSUED FOR PLANNING
PL1	AO	31/03/21	"	FURTHER INFO FOR PLANNING
PL2	AO	20/05/21	"	PLANNING AMENDMENTS
PL3	AO	08/07/21	"	(HOUSE LOC. / RETAINING HTS)

This drawing forms part of the contract dated/...../.....

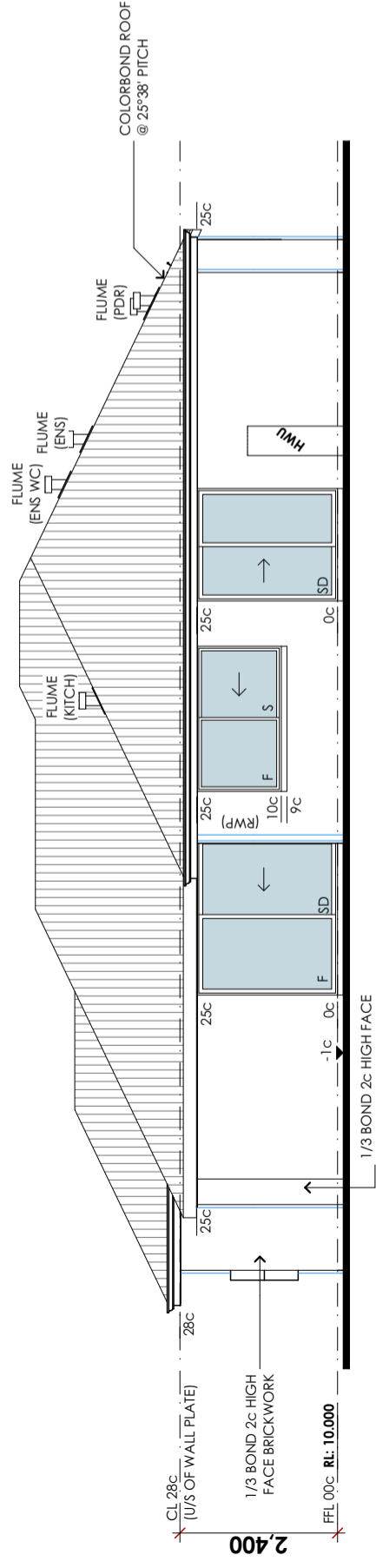
Owner/...../.....

Owner/...../.....

Builder/...../.....

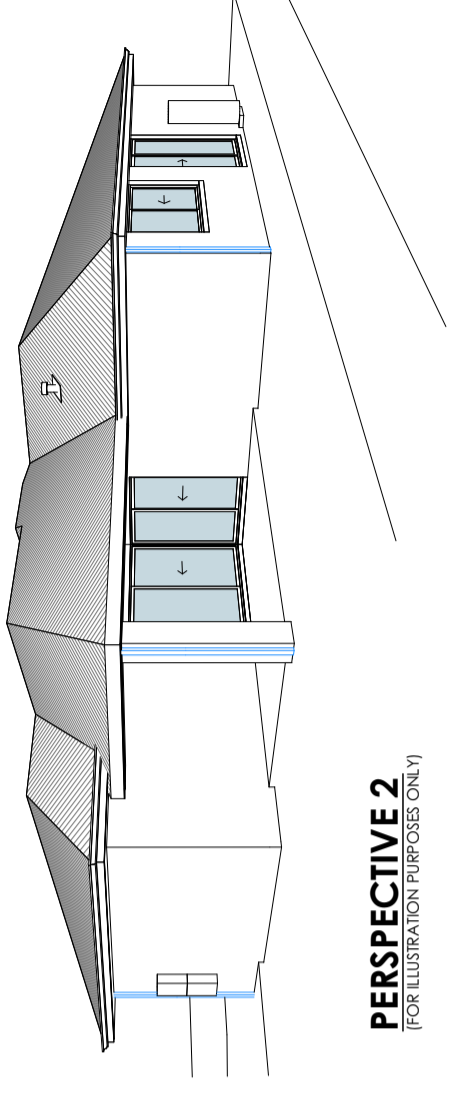
ELEVATIONS 1 & 2		JOB No:	DATE:	DRAWN:	REV:
		288L2CUD	08/07/2021	CM	CM
		SHEET No:			
					A.06 OF 7 PL3

Elevations, Drawing No. P7 of 7, dated 8-07-2021



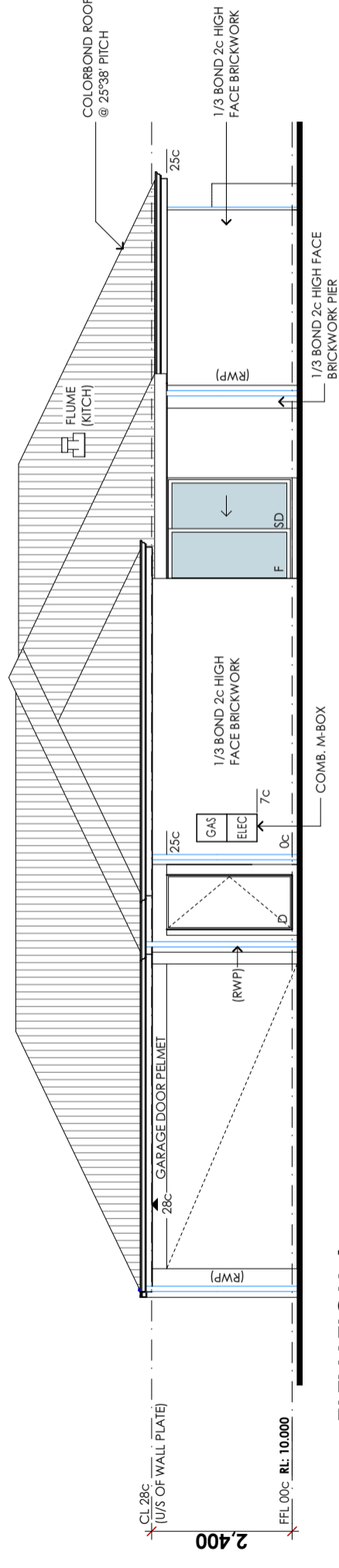
ELEVATION 3

1:100



PERSPECTIVE 2

(FOR ILLUSTRATION PURPOSES ONLY)



ELEVATION 4

1:100

<p>WINNING</p> <p>SHELFORD QUALITY HOMES</p> <p>131 DIXON ROAD ROCKINGHAM WA 6168 PH: (08) 9599 1500 www.shelfordg.com.au</p> <p>© COPYRIGHT</p>		<p>CLIENT NAME: D.J. & J.E. ROBBINS</p> <p>ADDRESS: LOT 1 OF 288 (#33) CUDLISS STREET, EATON</p> <p>LOCALITY: SHIRE OF DARDANUP</p>		<p>REV: BY: DATE: SPEC: AMENDMENTS:</p> <p>A CM 24/09/20 PC 07/08/20 PRELIM WORKING DRAWINGS ISSUED FOR CONTRACTS</p> <p>B CM 07/12/20 " " " " RETAIN WALLS & FFL NOMINATED RETAINING WALLS MODIFIED</p> <p>C TW 08/12/20 " " " " ISSUED FOR PLANNING</p> <p>D TW 02/03/21 " " " " FURTHER INFO FOR PLANNING</p> <p>PL2 AO 20/05/21 " " " " PLANNING AMENDMENTS</p> <p>PL3 AO 08/07/21 " " " " (HOUSE LOC. / RETAINING HTS)</p>		<p>This drawing forms part of the contract dated/...../.....</p> <p>Owner/...../.....</p> <p>Owner/...../.....</p> <p>Builder/...../.....</p>		<p>ELEVATIONS 3 & 4</p> <p>JOB No: 288L2CUD</p> <p>DATE: 08/07/2021</p> <p>DRAWN: CM</p> <p>SHEET No: REV:</p> <p>A.07 OF 7 PL3</p>	
--	--	---	--	---	--	---	--	---	--

RISK ASSESSMENT TOOL**OVERALL RISK EVENT:** Refusal of an application for development approval.**RISK THEME PROFILE:**

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

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	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.

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Youth Development Programs Expenditure 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			RESIDUAL RISK RATING
		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.	Not required.
FINANCIAL IMPACT	An inefficient amount of corporate sponsorship is secured to support the Bush Adventure Learning Camp Program.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Council does not accept the \$5,000 of funding from Department of Communities.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	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.	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.	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.	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.	Not required.

(Appendix ORD: 12.2.3A)



PO Box 1006
Bunbury WA 6231
coastalrowingwa@gmail.com
ABN 29 430 192 0412

5 May 2021

Andre Schonfeldt, CEO
Shire of Dardanup
PO Box 7016
EATON WA 6232

BY EMAIL AND POST

Dear Mr Schonfeldt
ESTABLISHING COASTAL ROWING AND WATER SPORTS CENTRE

Our purpose is to develop coastal rowing and other water sports in Western Australia. We are now temporarily located at a facility owned by the Port of Bunbury. Since our inception in 2020, we have brought in \$100,000 in new equipment, developed risk and safety management plans, and conducted extensive training for our coaching team. We are affiliated with British Rowing, the international leader in coastal rowing. Our on water time has been spent on Leschenault Estuary where our recent Mini Regatta and Give It a Go session was held. You, your Councillors or committee members may have seen us at the Eaton foreshore and Collie River, one of our key rowing destinations.

I write because we would like to establish a coastal rowing and water sports centre at the Eaton foreshore. I mention specifically Eaton Foreshore Reserve as being ideal, although there may be other locations as well such as Watson Reserve. As you know, Leschenault Estuary and the Collie River provide a fantastic location for many rowing and paddle sports.

Our initial intentions are for a temporary site, such as a shipping container, to help us determine the interest in a water sports facility at the location. At our first mini-regatta last weekend at Pelican Point, we discovered a high level of public interest in the sport, including both spectators and new participants. We believe there is an opportunity to provide a community-wide benefit.

Sponsored By



(Appendix ORD: 12.2.3A)

That proposed temporary site would be followed in, ideally, a year or two by a permanent structure designed to meet the identified needs of the community with regards to rowing and paddle sports.

I write specifically to you because we understand that this letter is an overture that will require discussion and thoughtful consideration. If you could forward our inquiry to the appropriate Councillors, sub-committee members, and your own team members, I would appreciate it. I am available to discuss what the possibilities may be and how our request might dovetail with the Shire's interests and that of other local sporting clubs/enthusiasts. Of course if our request does not dovetail, we would appreciate knowing that, too, for our planning purposes.

Thank you for your time. I can be reached directly at njc@gwi.net or 0428 960 173 and look forward to discussing the possibilities.

Kind regards

Nancy Churchill
Director of Development



8 MAY 2021 Mini-Regatta and Give It a Go at Pelican Point

(Appendix ORD: 12.2.3B)



COASTAL ROWING WA INC BACKGROUND

- Formed July 2020 to develop the sport of coastal rowing in WA (Jul 2020)
 - New sport in Australia
 - Coastal Rowing WA Inc the second coastal rowing association in Australia
 - We also support all water sports including kayaking, canoeing, etc.

- Affiliated with British Rowing, international coastal rowing leader (Aug – Nov 2020)
 - Risk and hazard assessment of Leschenault Estuary, Vittoria Bay, and Collie
 - Risk and safety management plan assessed as “excellent” by British Rowing

- Upskilled seven Rowing Australia accredited coaches to coastal rowing (L1, L2, L3)
 - \$1,400 Active Regional Communities Grant
 - Classroom and practical training supported by British Rowing

- Brought in \$100,000+ in boats and equipment (Nov 2020)
 - South West Water Based Activity Centre (SWWBAC) at Port of Bunbury
 - Conduct monthly training and activities
 - Held first ever coastal rowing mini regatta in WA (May 2021)

- SWWBAC elects not to support coastal rowing (May 2021)
 - 30 August deadline to vacate the facility

EATON FORESHORE PROPOSAL

- Locate 40 foot shipping container for boat storage

- In next 1-2 years, assess what long term planning demand is
 - Coastal Rowing
 - Other water sports

- Collaborate to identify long term facility if such a need emerges

BASIC REQUIREMENTS

- Secure and safe place for container, preferably hardstand
- Toilets/showers
- Water for boat wash down
- Sandy beach suitable for boat launch and recovery



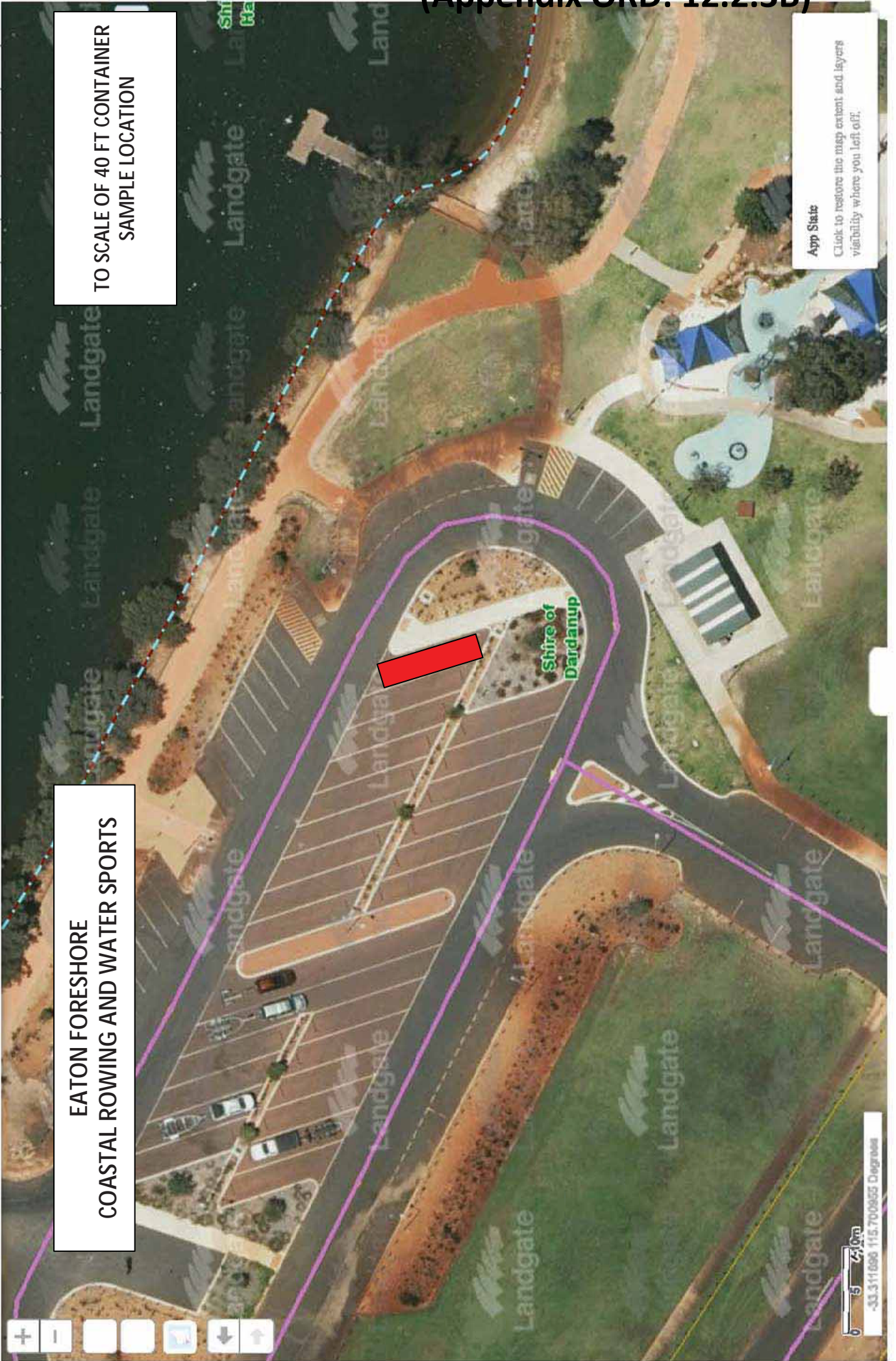
**EATON FORESHORE
COASTAL ROWING AND WATER SPORTS**

**TO SCALE OF 40 FT CONTAINER
SAMPLE LOCATION**

TO SCALE OF 40 FT CONTAINER
SAMPLE LOCATION

EATON FORESHORE
COASTAL ROWING AND WATER SPORTS

App State
Click to restore the map extent and layers
visibility where you left off.



(Cart)

Home Privacy Copyright Disclaimer Contact Us Feedback Help Watermarking

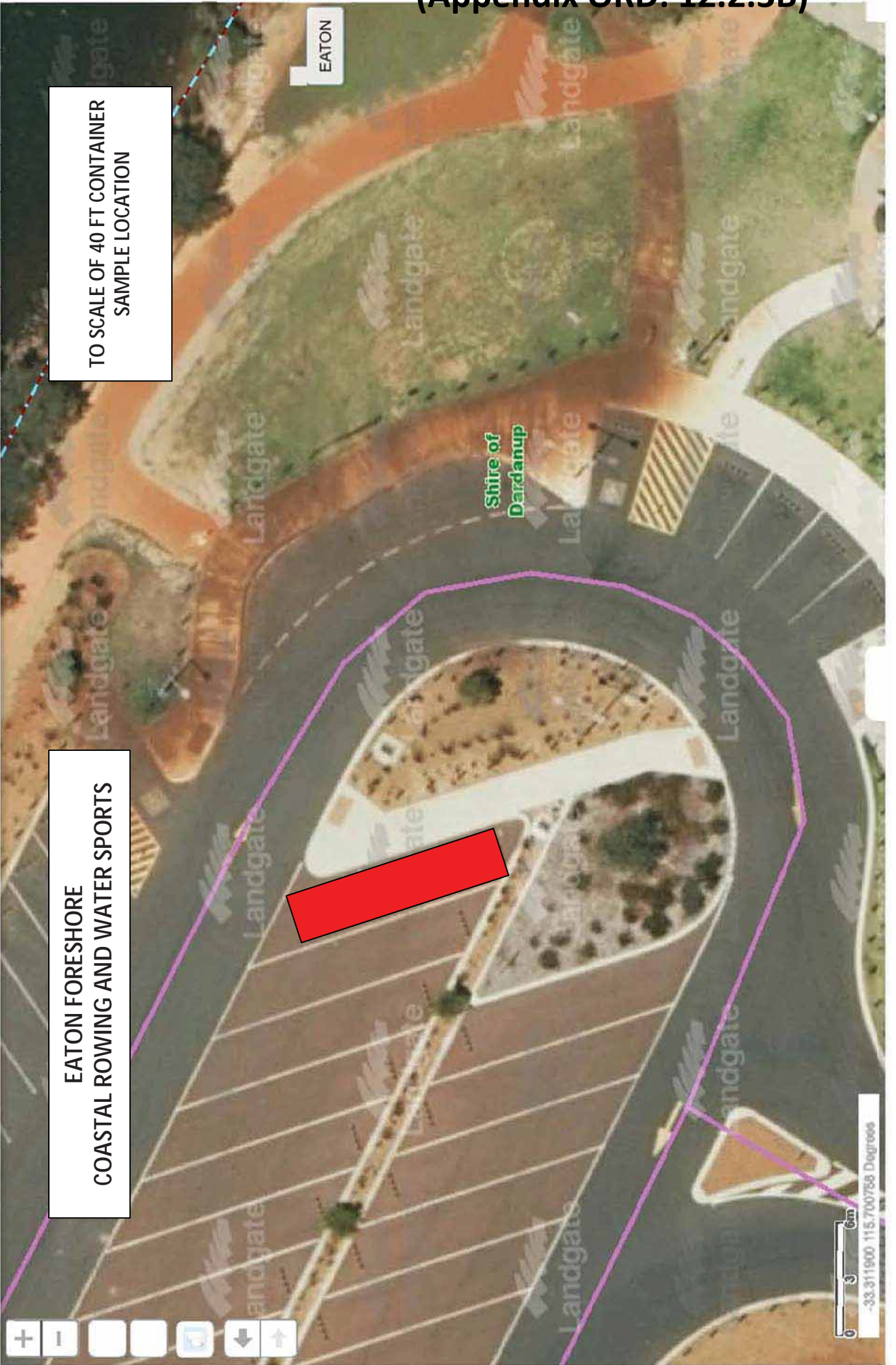
EATON FORESHORE
COASTAL ROWING AND WATER SPORTS

TO SCALE OF 40 FT CONTAINER
SAMPLE LOCATION

EATON

Shire of
Dardanup

0 3 6m
-33.311900, 115.700758 Degrees





Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A1035764L

Certificate of Incorporation

This is to certify that

COASTAL ROWING WA INC.

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
thirteenth day of July 2020

Lanie Chopping
Commissioner for Consumer Protection

CERTIFICATE

(Appendix ORD: 12.2.3B)



COMMITTEE: Contact for all - coastalrowingwa@gmail.com	
Chairperson Diane Stewart	The public face of the club Lead the committee Monitor and evaluate club development
Deputy Chairperson Nancy Churchill	Head up sponsorship and fundraising Risk management and safety plans Training and competencies
Secretary Susy Glenister	Coordinate and disseminate correspondence to committee and members AGM and committee meeting minutes Maintain a database of members Liaise with Treasurer on membership payments
Treasurer Myra Allen	Payment and renewal of insurance and licences Accounts and annual audit Maintain financial records and monitor trends Payments to creditors Liaise with Secretary on membership payments
Rowing Safety Advisor Lynette Sleight	Ensure the club complies with BR guidance in RowSafe Manage reported incidents Update club on relevant safety matters Liaise with Deputy Chairperson to organise club and individual safety training



OPERATIONS	
Captain Wendy Hill	Reports to committee and AGM Responsible for shed and equipment New member induction
Vice Captain Michelle Cocks	Assists Captain with new member induction
Vice Captain Lynette Sleight	Assists Captain with shed and equipment

(Appendix ORD: 12.2.3B)



PRINCIPLES

1. We treat each other with kindness, consideration, and respect.
2. We are each unique in our personalities, skills, life situations, and aspirations. However, here we are all equal.
3. We acknowledge that these differences help us thrive. We welcome everyone.
4. We support each individual's choices in how they participate.
5. Fun, mindfulness, laughter, and joy are integral to what we do.
6. We have a strong safety culture. Everyone helps each other understand, practice, and shape the rules that keep us safe.
7. Teaching and learning are at our core. We embrace:
 - The need for best practices and continuing education,
 - The encouragement needed to foster participation and new learning, and
 - The knowledge and skills required to safely participate in our sport.

(Appendix ORD: 12.2.3B)



SAFETY POLICY

(Adopted 4 December 2020)

Coastal Rowing WA Inc has a zero tolerance for anyone being harmed as a result of our members' participation in the sport.

We believe that harm is not an inevitable consequence of our activities and that incidents that cause harm can be avoided. We will strive to provide an environment in which the sport can be practiced safely and enjoyably by our members. We will guide and lead our members in a way that fulfils these aims.

We recognise that our members have primary responsibility for their own safety and the safety of others. The Club, through its Officers and Committee, will encourage safe practice having due regard for the guidance provided by British Rowing in RowSafe.

The Club has safety rules that it expects its members to respect; these can be found in the club's Risk Management and Safety Plan as well as posted at locations in the boatshed. Complying with these rules will help to prevent harm.

The Club is also committed to learn from the incidents it becomes aware of and will share this information to help others in the sport to learn too. We are committed to make appropriate use of our and British Rowing's Incident Reporting System.

Members are invited to refer any questions and concerns, relating to safety, to the Club's Rowing Safety Adviser (Lynette Sleight).



RISK MANAGEMENT AND SAFETY PLAN

November 2020

(Appendix ORD: 12.2.3B)

RISK MANAGEMENT AND SAFETY PLAN 2020 – 2021

I. Overview

Coastal Rowing WA Inc (COROW) is a new coastal rowing association created in 2020. The club's purpose is to introduce coastal rowing to Western Australia. The association is currently located in Bunbury, WA where it will initially begin its on water operations.

II. Professional Affiliations

COROW is an Associate Member of British Rowing (BR). British Rowing is the international leader in coastal rowing risk management, safety, and training. Because of BR's level of expertise, COROW has adopted its risk management and safety models:

- *RowSafe* (2019) with updates
- BR risk management process contained in *RowSafe*(2019) and updates,
- BR safety standards (modified when appropriate to Australian standards) as described in *RowSafe* and other BR resources, and
- BR training, in particular for Basic Safety, Cold Water Immersion, Capsize Training, and Advanced Risk Management.

III. Risk, Risk Assessment, and Safety

In this document, "risk" describes the organisation risk profile for COROW in all its operating locations. There are various components of this risk. The broad range of risks and considerations is included in British Rowing's *RowSafe* (2019) and its updates. These risk considerations are augmented by the Honorary Rowing Safety Advisor Monthly Reports. *RowSafe* also characterises, in its risk assessment, the following categories: hazard, barriers, hazardous events, and control.

In particular, risks are assessed the following major categories (from Chapter 9 of *RowSafe*):

- 9.1 Weather
- 9.2 The Rowing Environment
- 9.3 The Water
- 9.4 Other Water Users
- 9.5 Going Afloat and Landing
- 9.6 In and Around the Boathouse
- 9.7 Faulty, Incorrectly Set and Poorly Maintained Equipment
- 9.8 Pre-existing Health Conditions and Low Levels of Fitness
- 9.9 Ocean Rowing Risk Management Plan (not applicable to coastal rowing)

COROW will assess its overall operating risks based on *RowSafe* categories 9.1 – 9.8. Item 9.9 is not included because it addresses the needs of open ocean rowing as opposed to coastal rowing, although any relevant open ocean risk management has been considered in this plan's development.

(Appendix ORD: 12.2.3B)

In this document, “risk assessment” refers to the identification of (a) hazards, (b) barriers, (c) hazardous events, and (d) controls. Generally defined, a hazard is that which could result in harm. A barrier is that which, when in place will prevent or mitigate the likelihood of a hazard occurring. That is, a barrier reduces the probability of a hazardous event occurring. A hazardous event is, broadly, an event where harm has occurred with this harm being mental as well as physical, to persons as well as property. Should a hazardous event occur, controls will reduce the severity of harm. A comprehensive description of this risk assessment process is contained in *RowSafe* (2019) and is supported in the BR Basic Safety and BR Advanced Risk Management online training modules, as well as through continuing reports and advice from BR’s HRSA.

COROW has completed the BR Risk Assessment process. For any identified hazard, barriers have been designed, hazardous events described, and controls also designed. Furthermore, each hazard is assessed for its total level of risk based on severity and probability of the hazard with the *barriers and controls in place*.

In this document, “safety” refers to the implementation and operationalisation of the barriers and controls identified in the risk management plan. Here, “safety” refers to the specific rules and protocols that COROW adopts to ensure barriers are in place (and maintained). “Safety” refers to the controls designed, implemented, and sustained. “Safety” also refers to specific characteristics of individuals (rowers, coaches, volunteers, etc.) that are integral to risk mitigation and control. In COROW, “safety” is a dynamic, energised, and managed system to ensure that we all stay safe.

IV. COROW’s Risk Assessment Process

COROW is not only introducing a new sport with new equipment but will be operating in new locations where rowing does not currently take place: Vittoria Bay, Leschenault Estuary, Collie River, and Koombana Bay. Thus, the risk assessment process has had two primary dimensions, general and location specific.

“General” describes an assessment of those hazards that are primarily land based. “Location specific” are primarily water based. That is, the various areas in which we will be rowing. Because the geography of our operations is large, the operating areas have been designated as Zones 1 through 5.

A. Planning

Prior to identifying the BR risk assessment model as the preferred model, COROW completed a review of all English speaking international rowing organisations, gathering and reviewing both their sport specific information (coastal rowing) and their risk and safety information. Western Australian resources were also identified and gathered. Table 1 includes the list of that information.

Table 1 Bibliography of printed resources

1 FISA 1615_Coastal_Rowing_14a_English FISA July 2020
2 British Rowing Row-Safe-April-2019-online
3 British Rowing HRSA Monthly Report August 2020

(Appendix ORD: 12.2.3B)

4 British Rowing Safety Alert - Lightning - August 2020
5 Scottish Rowing Oct_2011b_-_Water_Safety_Code_Policy
6 Rowing Australia on-water-safety-guidelines-2010
7 Rowing Australia-safety-assessment-checklist-2010 (2)
8 Rowing Australia Safe-On-Water-Code-of-Conduct-December-2016
9 Rowing Australia Risk Management Policy
10a NSW Risk Management Plan
10b SA Rowing-SA-Safety-Training-Policy FINAL
10c Rowing Tasmania Safety
11 Rowing New Zealand Water Safety Code 2016 - Approved 30th September 2016
12 Hong King China Rowing Association
13 Rowing Canada - Rowing Safely
14 British Rowing 2019 Incident Analysis
15 British Rowing Incident Report Template
16 British Rowing Risk Management Plan - Club Template (PDF)
17 British Rowing Risk Management Plan - Club Template-1
18 British Rowing Risk Management Plan -Completed v3.2
19 Landgate mapping (aerials) of all areas
20 Department of Transport WA776 Preston to Bunbury nautical chart
21 Department of Transport WA 859 Bunbury to Port Geographe nautical charts
22 Koombana Bay Sailing Club Shipping and Tug Boat Movements

Following that desktop review, COROW undertook hazard assessments of its current facility at the South West Water Based Activity Centre (SWWBAC). COROW also undertook a range of shore based field work and meetings with local resources to begin the hazard identification process in the Zones.

B. Liaising with British Rowing

British Rowing's Honorary Rowing Safety Advisor, Stephen Worley, has been involved since the inception of this risk management and safety planning. His support and that of Andrea Worley have been crucial to COROW's risk management and safety plan development. In the early stages, Mr Worley made us aware of the resources available through British Rowing which he kindly made available to us.

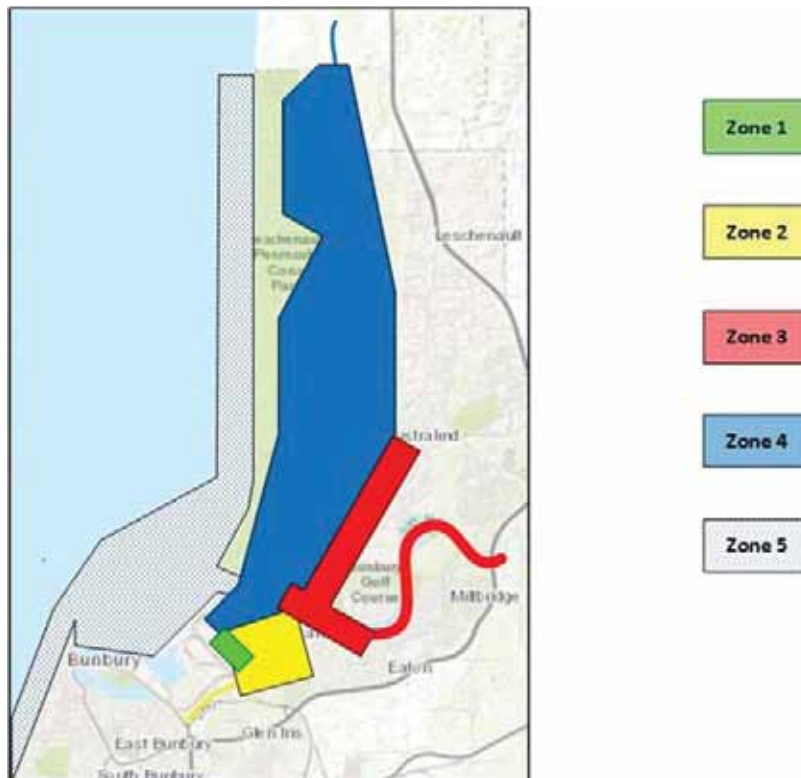
As we progressed, it became clear that the online risk and safety resources available through British Rowing were international best practices. Our continued involvement with Mr Worley through monthly meetings led to an invitation to join British Rowing, which we did gratefully. As a result, the majority of our risk and safety training is now available through RowHow, RowSafe, and the various online courses available to our members through this British Rowing Associate Club membership.

(Appendix ORD: 12.2.3B)

C. Creation of Operating Zones 1-5

One of the results of this work was understanding that there was a need to compartmentalise operational risk. In response, precise operating Zones are now defined. The purpose of identifying these Zones is to recognise that because of their hazards, each has a different degree of risk. Serendipitously, the risk of each zone increases with its number. That is, Zone 1 has the fewest hazards and lowest operational risk. Zone 5, the most.

Figure 1 Zones 1-5



D. Creation of complementary Level Classification (Rower, Coach, Launch Driver)

At the same time, it was recognised that the risks associated with rowers, coaches, and launch drivers needed to be compartmentalised as well. For example, an inexperienced rower in Zone 4 does not carry the same risk profile as an experienced rower in Zone 4. The same for coaches and launch drivers. Thus, a prototype categorisation system was defined that mirrors the Zone system:

- Novice: Rower, coach in training, launch driver in training, and helper
- COROW Level 1: Rower, Coach, and Launch Driver
- COROW Level 2: Rower, Coach, and Launch Driver
- COROW Level 3: Rower, Coach, and Launch Driver
- COROW Level 4: Rower, Coach, and Launch Driver
- COROW Level 5: Rower, Coach, and Launch Driver

These levels are based on competencies that need to be developed as part of operationalising the risk management plan.

(Appendix ORD: 12.2.3B)

E. Preliminary field work including acquiring local expertise

The next step was to observe the various operating areas in a variety of conditions. This step also included meeting with a variety of local experts who provided not only hazard information but advice about barriers and controls to reduce the probability and severity of harm. This field work took place in September – November 2020. Table 2 includes the range of tasks and interviews completed.

Table 2: Field Work and Local Expertise Related to Risk Management Plan Development

ZONE 1

- a. Review with Graham Napier, CEO, SWWBAC
- b. Observation during training sessions
- c. Observations during flood and low tide

ZONE 2

- a. Review with Graham Napier, CEO, SWWBAC
- b. Review with Mic Gianotti, Wave Riders, of Preston River, Zone 2, mouth of Collie, Zone 4, and the Cut
- c. Review with Albert Fullerton, Bunbury Sea Rescue, the Cut and Koombana Bay
- d. Observation from both west and easterly shores undertaken during times of high and low tides, calm and inclement weather (Churchill and Sleight)
- e. On water observation of the north easterly section (Churchill and Sleight)

ZONE 3

- a. Review with Mic Gianotti, Wave Riders, of Preston River, Zone 2, mouth of Collie, Zone 4, and the Cut
- b. Nancy Churchill kayak experience of Collie from Roelands through mouth of Collie to Cathedral Ave, Australind, boat launch area
- c. On water observation from mouth of Collie to near power line crossing before Brunswick River (Churchill and Sleight)

ZONE 4

- a. Review with Mic Gianotti, Wave Riders, of Preston River, Zone 2, mouth of Collie, Zone 4, and the Cut
- b. Review with Albert Fullerton, Bunbury Sea Rescue, the Cut (and southerly section of Zone 4) and Koombana Bay
- c. Nancy Churchill kayak experience of Collie from Roelands through mouth of Collie to Cathedral Ave, Australind, boat launch area
- d. On water observation from mouth of the Collie north to where depth reduces to 1m at high tide (Churchill and Sleight)

ZONE 5

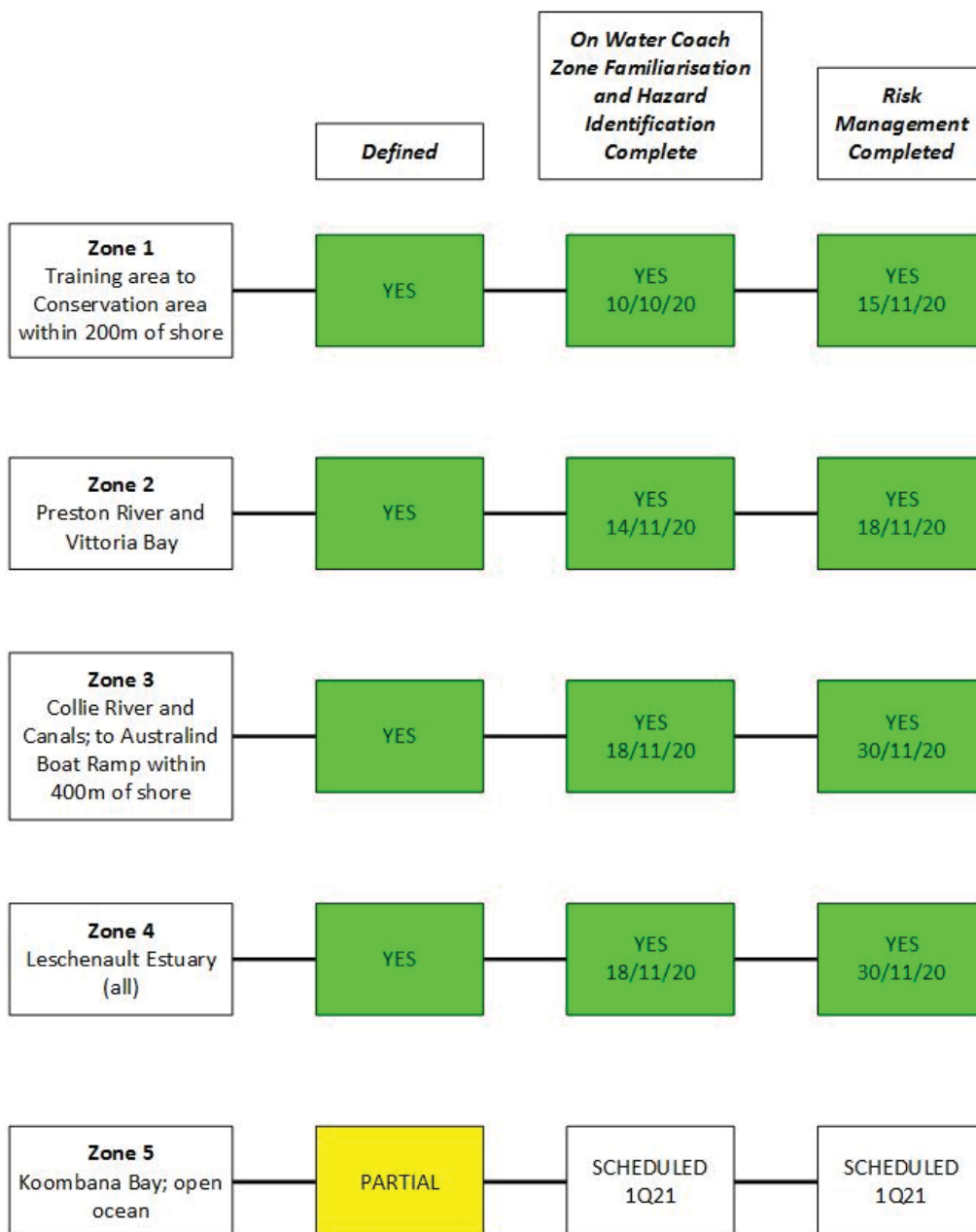
- a. To be completed 1Q21

(Appendix ORD: 12.2.3B)

F. On Water Hazard Identification

On-water assessments of Zones 1 – 4 were completed. (Zone 5 is not expected to be operational in 2020 – 2021 but its hazard assessment is planned for completion in early 2021). Figure 1 outlines the overall process. Figure 1 shows the status of the hazard identification and risk management work associated with each of the Zones.

Figure 2 Status of Risk Management Plan



(Appendix ORD: 12.2.3B)

V. Risk Assessment

The BR hazard assessment process was completed using the above information. The scope of this hazard assessment was land-based and all on-water operating Zones. In addition, the hazards were assessed for probability and severity using the BR Matrix. The results of that assessment and matrix follow as COROW Risk Assessment 2020-2021.

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
HAZARDS ASSOCIATED WITH THE WEATHER						
Hot sunny weather	Wear a hat Avoid outings in the middle of the day Adjust activity levels to suit conditions Rest in shade (e.g. under bridges, in the shade of a tree) Wear appropriate clothing (thin, breathable) Use water for cooling	Hyperthermia	Access first aid Move into a cooler area, remove outer clothing Use shower with cool, not cold, water or cool in waterway Seek medical treatment if severe	3	B	Low
	Use sunscreen Avoid outings in the middle of the day Wear appropriate clothing (hat and covered arms, etc.)	Sunburn	Use after sun screen Seek medical attention if severe	1	D	Low
	Carry water and drink regularly	Dehydration	Continue to drink and seek medical treatment if severe	2	C	Low
Cold weather	Wear appropriate clothing (including hats and pogies) Structure activity levels to keep warm Self and coach monitor of rower comfort Shorter outings as needed Undertake activities that minimise the risk of man overboard or capsize Good explanation of cold shock and its short term effects Controlled activities including capsizing in cool water during warm weather	Hypothermia	Access first aid Move into warmer area and warm gradually Provide warm (not hot) drink Seek medical treatment if severe or if in doubt Access first aid Rescue training	3	B	Low

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
Strong winds	Restrict rowing zones of operation based on competency (Zone 1: Level 1+, Zone 2: Level 2+, Zone 3: Level 3+, etc.) Non swimmers to wear lifejacket at all times Launch drivers to wear lifejacket at all times Life jackets on board boats at all times, to be worn in strong winds Throw bags on board for Zones 2 and up Teach man overboard/capsize drill and buddy rescue technique Use more stable boats Mix inexperienced rowers with more experienced rowers Coach good technique Avoid holding crews in unstable positions Restrict rowing to sheltered areas Do not allow coastal boat to become beam-on to the waves Avoid breaking waves and remove coastal footstraps if in breaking waves Take extra care approaching the shore where shallowness of water increases the wave height	Man overboard from coastal rowing boat/capsize from scull or other approved craft	Self-rescue (paddle, buddy rescue, etc.) Rescue with coastal rowing boat Rescue with launch Person before property (abandon boat if needed) Tow empty boat if safe to do and only if launch driver has been trained in boat recovery If necessary, call police/marine rescue and request support	2	C	Low
	Put on lifejacket Stay upwind of the boatshed	Cannot get back to the boatshed against the wind	Have launch available Land boat in safe location and carry back or await improved conditions	1	C	Low
Lightning	Avoid rowing when lightning is present or forecast Get off water ASAP if lightning starts	Struck by lightning causing burns or electrocution	Access first aid Seek immediate medical attention	4	A	Low

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
	Adopt the 30:30 rule (urgent action = 30 sec or less between light and thunder)					
Poor visibility caused by fog or very heavy rain	Avoid rowing far from land when fog or heavy rain is forecast Put on life jacket in poor visibility Keep a good lookout Follow the rules of the road Local knowledge Know and understand the lights and sound signals on navigation marks At sea, avoid rowing in poor visibility Know and understand the lights and sound signals used by other vessels. At sea, check for large ship movements with VTS or port control	Collision with bank, other fixed object, or another boat	Rescue with launch If necessary, call police/marine rescue and request support	3	B	Low
	Avoid rowing when fog or heavy rain is forecast	Inability to find way back	Use mobile or radio to contact navigation authorities Use navigation lights to make boat easier to find	2	B	Low
Poor visibility caused by darkness	Rowing is restricted to daylight hours only for all members			1	A	Low
HAZARDS ASSOCIATED WITH THE ROWING ENVIRONMENT						
Stationary objects in or near the water .e.g. bridge, pontoon, overhanging trees, locks, moored boats, buoys, rocks, shoals, shallows, other submerged objects, etc.	Induction of rowers prior to their use of a Zone of operation (hazards, safety equipment and procedures, etc.)	Collision with a stationary object on the water	Have launch and throw lines available to rescue rowers and recover boat	2	C	Low

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
	Towlines on coastal boats in Zones 2+		Use throw lines from the bank to pull the boat into the bank or shallow water			
	Coach rowers to keep good lookout		Carry first aid kit and mobile phone to contact emergency services			
	Coach good steering		If necessary, call police/marine rescue and request support			
	Circulation plan					
	Follow rules of the road					
	Lookout on bank or launch					
	Local knowledge					
	Understand the meaning of local navigation marks (e.g. buoys, etc.)					
	As above	Swept or blown into stationary object on the water	Rescue with launch and throwlines	1	C	Low
	Avoid being upwind of hazards		Evacuate crew to land			
	Put on lifejacket if upwind		Evacuate crew to land			
Weirs, sluices and floodgates (e.g. Bumbury Estuary)	Ensure that weirs, sluices, and floodgates are marked on local maps	Swept over weirs or through sluices/floodgates	Use launch	3	B	Low
	Keep well upstream of warning markers		Use throw lines			
	Keep further clear in strong stream conditions		Evacuate crew to land			
Steep banks or walls (making landing difficult) or reeds or overhanging trees extending over a large length of bank	Avoid areas with steep banks or high walls	Unable to land from boat if capsized, etc.	Have launch and throw lines available to rescue rowers and recover boats	3	B	Low
	Practice buddy rescue technique (to avoid the need to land)		Self-rescue (paddle, buddy rescue, etc.)			
			Rescue with coastal rowing boat			
			Rescue with launch			

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
			Throw lines in launch			
			Teach capsiz drill and buddy rescue technique			
			Use lifejacket			
Reeds or overhanging trees near bank	Avoid stopping upwind of reeds or overhanging trees	Blown or swept into reeds or trees	Have launch and throw lines available	1	C	Low
Mud flats	Show mudflats on map	Running aground and being unable to get off before outgoing tide falls	Have process to get people off mudflats	1	C	Low
	Keep clear of mudflats near low tide					
	Training in mudflat self- rescue					
HAZARDS ASSOCIATED WITH THE WATER						
Rough Water	Restrict rowing zones of operation based on competency (Zone 1: Level 1+, Zone 2: Level 2+, Zone 3: Level 3+, etc.)	Man overboard from coastal rowing boat; capsiz from scull or other approved craft; swamping	Self-rescue (paddle, buddy rescue, etc.)	2	C	Low
	Non swimmers to wear lifejacket at all times					
	Launch drivers to wear lifejacket at all times		Rescue with coastal rowing boat			
	Life jackets on board boats at all times, to be worn in rough water					
	Throw bags on board for Zones 2 and up		Rescue with launch			
	Teach man overboard/capsiz drill and buddy rescue technique					
	Use more stable boats		Person before property (abandon boat if needed)			
	Mix inexperienced rowers with more experienced rowers					
	Coach good technique		Tow empty boat if safe to do and only if launch driver has been trained in boat recovery			
	Avoid holding crews in unstable positions					
	Restrict rowing to sheltered areas		If necessary, call police/marine rescue and request support			

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
	Do not allow boats to become beam-on to the waves					
	Avoid breaking waves and remove coastal boat foottraps if in breaking waves					
	Take extra care approaching the shore where shallowness of water increases the wave height					
	Show sheltered areas in Zones on map					
Fast Flowing Water	No rowing upstream of Collie River Bridge in when Collie is in flood	Swept into bridge, hazard, shallows, etc.	Recover rower with launch	2	C	Low
	No rowing upstream of Preston River Bridges when Preston River is in flood		Land boat somewhere else and carry it back or await improved conditions			
	Avoid being upstream of hazards	Swept into prevailing currents and loss of boat control		2	C	Low
	Keep a good look out					
	Mix inexperienced with experienced rowers					
Areas of Shallow Water (permanent or tidal)	Rowers to be aware of the tide times and heights for their Zone of operation and plan accordingly	Grounding	Train rowers to check equipment and assess whether they can walk the boat back into deeper water and row away	1	D	Low
	Provide information on areas of shallow water		Train rowers what to do if the equipment is damaged			
	Avoid areas of shallow water with hazards		If necessary, call police/marine rescue and request support			
	Keep a good look out					
	Wear polarised sunglasses					
	Water depth shown on Zone maps					
HAZARDS ASSOCIATED WITH OTHER WATER USERS						
Wash from large or fast boats	Avoid areas where wash is expected	Man overboard/capsize	Teach capsize drill and buddy rescue technique	2	C	Low
	Awareness of and compliance with rules of the road		Rescue with launch			

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
	Avoid navigational channels with power boat traffic Instruction in how to handle wash		Use lifejacket			
Anglers on the bank or in boats	Avoid areas where angling is expected	Entanglement with fishing lines and contact with hooks	Rescue with launch	1	B	Low
	Instruction on how to be aware of and avoid the hazard		Access first aid as required			
Incompetent or ignorant motor boat users	Avoid areas where this can be expected	Collision or swamping	Teach capsized drill and buddy rescue technique	3	B	Low
	Note the identity of the boat and notify Marine Patrol (Department of Transport)		Rescue with launch			
			Row or paddle boat to shore then carry to boatshed or relaunch			
HAZARDS ASSOCIATED WITH GOING AFLOAT AND LANDING						
Debris and sharp objects in launch area	Footwear required in launch area	Injuries	Access first aid	1	D	Low
			Have first aid kit available			
Steep banks in launch/recovery area	Correct footwear	Slipping and falling when lifting or carrying boat	Access first aid	1	D	Low
	Well defined procedure		Have first aid kit available			
	Extra people (helpers)					
Steep or irregular steps in launch/recovery area	As above	Slipping and falling when lifting or carrying boat	Access first aid	1	D	Low
			Have first aid kit available			
Slippery or muddy ground in launch/recovery area	As above	Slipping and falling when lifting or carrying boat	Access first aid	1	D	Low
			Have first aid kit available			

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
Slipper surface on slipways	As above	Slipping and falling when lifting or carrying boat	Access first aid Have first aid kit available	1	D	Low
Boat rolling down slipway out of control (including launches)	Correct footwear	Injury: boat falls off slipway	Access first aid	2	C	Low
	Well defined procedure Extra people (helpers)		Have first aid kit available Quarantine damaged equipment until it is repaired			
	Have means to control descent of boat					
	Well maintained equipment (trailer/car, etc.)					
Strong and variable currents during boat launching	Extra people (helpers)	Injuries and damage due to inability to control a boat in the launch area	Access first aid	2	C	Low
	Find a more suitable location		Have first aid kit available Quarantine damaged equipment until it is repaired			Low
HAZARDS ASSOCIATED WITH IN AND AROUND THE BOATSHED						
Solid fixed objects (riggers, boats, racking, etc.)	Clear indication of what should go where (housekeeping)	Collision of person with fixed object (e.g. walking into rigger)	Have first aid kit available	2	C	Low
	Training people to take care in the boatshed					
	Good control and instruction					
	Keeping floor clean	Tripping over object on floor	Have first aid kit available	2	C	Low
Boats, oars, etc. falling from racks	Fixing objects so that they cannot fall	Person struck by falling object	Have first aid kits available	2	C	Low
	Good control and instruction		Mark and quarantine damaged equipment until it is repaired Mark and quarantine damaged equipment until it is repaired			
		Damage to falling object or something else as it falls or lands		2	C	Low

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
Lifting and carrying boats, oars, etc.	Use good lifting techniques Assistance from additional people Good control and instruction Keep a good lookout Good carry technique with oars	Injury	Access first aid	2	C	Low
Transporting boat to launch area	Use path away from trees and on level ground	Injury from branch or trips	Access first aid	2	D	Low
Slippery wet concrete in boatshed	Correct footwear Well defined procedure for equipment handling Extra people (helpers)	Slipping and falling while racking, de-racking equipment	Access first aid	2	D	Low
HAZARDS ASSOCIATED WITH FAULTY, INCORRECTLY SET, AND PORRLY MAINTAINED EQUIPMENT						
Incorrect stretcher placement	Rowers to understand correct placement and adjust accordingly Pre-row boat setup and check	Man overboard/capsize due to hands going past chest	Teach capsize drill and buddy rescue technique Rescue with launch Reassess rower rigging training	2	C	Low
		Injury	Access first aid as required Seek medical attention as required Reassess rower rigging training	2	C	Low
Incorrect gearing	Rowers to understand correct gearing and adjust accordingly Pre-row boat setup and check	Injury	Access first aid as required Seek medical attention as required Reassess rower rigging training	2	C	Low
Gate not fastened	Pre-row boat setup and check	Man overboard/capsize due to lost oar	Teach capsize drill and buddy rescue technique	2	C	Low

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
			Rescue with launch Reassess rower rigging training			
Heel restraints broken or too loose, shoes not securely fixed to stretcher (sculls)	Pre-row boat setup and check	May be trapped in capsized boat by feet caught in shoes	Teach capsized drill and buddy rescue technique Rescue with launch Reassess rower rigging training	3	B	Low
Foot straps too tight on coastal rowing boat	Pre-row boat setup and check	May be trapped in capsized boat by feet caught in shoes	Teach capsized drill and buddy rescue technique Rescue with launch Reassess rower rigging training	3	B	Low
Seats, shoes, or footplates loose or broken	Pre-row boat setup and check	May struggle to get back to boathouse against stream or wind	Teach capsized drill and buddy rescue technique Rescue with launch Reassess rower rigging training	1	C	Low
Hatch covers missing	Pre-row boat setup and check ensuring all covers are fitted correctly	Boat may sink if swamped	Teach capsized drill and buddy rescue technique Rescue with launch Reassess rower rigging training	3	B	Low
HAZARDS ASSOCIATED WITH PRE-EXISTING HEALTH CONDITIONS AND LOW LEVELS OF FITNESS						
Rowers with low level of fitness	Rowers to understand fitness capabilities and to work within them Improve level of fitness	Injury or illness	Access first aid Seek medical attention	3	B	Low
Pre-existing health conditions	Rowers to ensure self-management of condition Rowers to ensure that relevant people know of the condition and appropriate response if incident occurs	Medical incident	Access first aid Seek medical attention	3	B	Low

COROW RISK ASSESSMENT 2020 - 2021

HAZARD	BARRIERS: Reduce the Probability of a Hazard causing a hazardous event	HAZARDOUS EVENTS	CONTROLS: Reduce the Severity of Harm	SEVERITY (1-5) WITH BARRIERS AND CONTROLS IN PLACE	PROBABILITY (A-E) WITH BARRIERS AND CONTROLS IN PLACE	LEVEL OF RISK
Incidental health conditions (flu/viral infection)	Rowers to self-quarantine when they are ill and not attend the boatshed	Disease spread	See medical/public health advice	3	B	Low
COVID	See COVID Return to Rowing Plan	Disease spread	Seek medical/public health advice	3	B	Low



	Severity	People	Assets	Probability				
				A	B	C	D	E
1	Severity	Slight injury or health effect <i>(Requires little or no treatment; no need to take time off rowing or training)</i>	Minor damage to equipment <i>(<£100)</i>	Highly improbable <i>(has not been known to happen in rowing)</i>	Improbable <i>(has been known to happen in rowing)</i>	Possible <i>(could happen to about 1% of the club's active members per decade)</i>	Probable <i>(could happen to about 1% of the club's active members per year)</i>	Highly probable <i>(could happen to about 10% of the club's active members per year)</i>
2		Minor injury or health effect <i>(Requires First Aid or rest; potentially a few days off rowing or training)</i>	Damage repair costs low <i>(£500)</i>	Low	Low	Low	Low	Moderate
3		Moderate injury or health effect <i>(Requires treatment beyond simple First Aid; potentially a week or so off rowing or training)</i>	High damage repair costs <i>(>£7000)</i>	Low	Low	Moderate	Substantial	Intolerable
4		Major injury or health effect <i>(Requires hospital treatment for more than one day; potentially a few weeks off rowing or training)</i>	Very high damage repair costs <i>(loss of boat, 3rd party damage)</i>	Low	Moderate	Substantial	Intolerable	Intolerable
5		Fatality or Life Threatening Injury or Health Effect <i>(could end a rowing career or cause hospitalisation for a few months)</i>	Major damage & major costs <i>(loss of several boats, high 3rd party damage)</i>	Moderate	Substantial	Intolerable	Intolerable	Intolerable
		Low	An acceptable level of risk.					
		Moderate	An acceptable level of risk that should be reviewed.					
		Substantial	An unacceptable level of risk.					
		Intolerable	An unacceptable level of risk.					

(Appendix ORD: 12.2.3B)

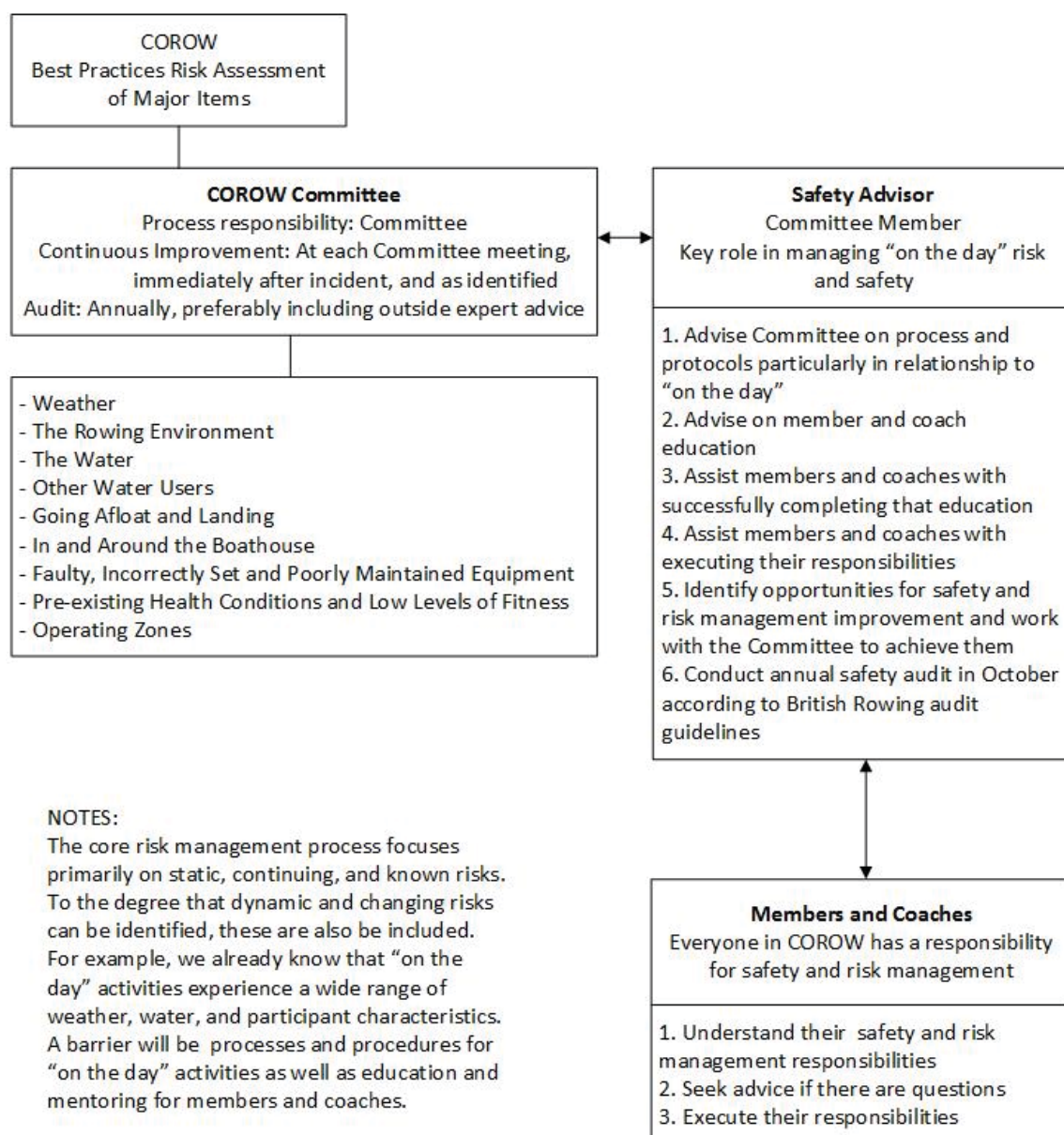
VI. General actions resulting from the Risk Assessment

There are a variety of actions that flow forward from the risk assessment including identification of responsible parties, implementation of barriers and controls, and ensuring continuous improvement.

A. Responsibilities

The Committee has adopted a Safety Policy that models that of the one contained in RowSafe. These individual responsibilities as described in **Table XXX** considered in the preparation of this risk management and safety plan.

Figure 2 Risk management and safety responsibilities



(Appendix ORD: 12.2.3B)

B. Implementation of barriers and controls

Barriers and controls will be implemented primarily in the following ways:

- Club induction of all members, targeting primarily land-based barriers and controls
- Visible posting of key information in the boatshed
- Individual training and competency verification, by Level for rowers, coaches, and launch drivers
- Zone induction, by Level for rowers, coaches, and launch drivers

C. Continuous improvement

Risk management and safety will be topics for every Committee meeting. Incident reporting will be encouraged and incidents managed dynamically. The Rowing Safety Advisor will complete an annual safety audit in October modelled on the British Rowing audit. The Committee will annually review and update the risk management and safety plan, including a review of hazards, barriers, and controls.

VII. Outstanding action Items

The following action items are in process. It is expected that these items will be progressively addressed throughout 2021 based on the highest priority need. For example, the current rowers in the club are highly experienced. There are no novice or inexperienced rowers. Thus, Level 3 and Level 4 Rower competencies and Zone 4 inductions will be at a higher priority.

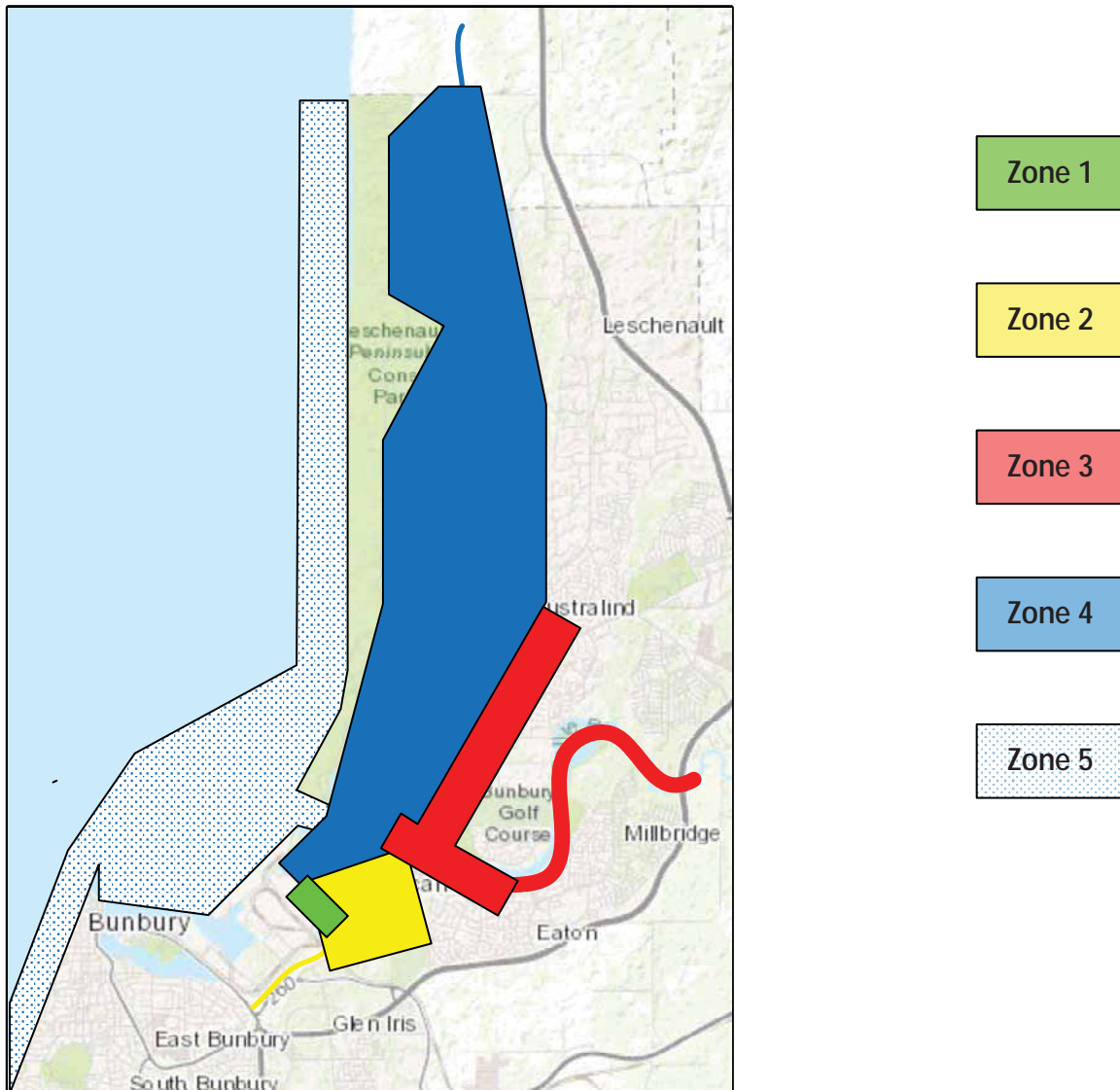
- Hazard assessment and mapping of Zone 5 and creation of Zone induction materials and training
- Definition of Level 1 Rower competencies, both technical and knowledge
- Definition of Level 2 Rower competencies, both technical and knowledge
- Definition of Level 3 Rower competencies, both technical and knowledge
- Definition of Level 3 Rower competencies, both technical and knowledge
- Skills required for Advanced Launch Driver
- Skills required for unprotected waters Launch Driver
- Coaching skills for unprotected waters

VIII. Zone actions resulting from the Risk Assessment

Because COROW's operating Zones have not been used by rowers before, it is critically important to ensure that the hazard assessment is as comprehensive and precise as possible. To that end, a mapping project was concurrently completed that maps the zones and identifies hazards within each Zone.

Zones 1-5 have been mapped for hazards. Where appropriate, circulation plans have been developed. Zone specific operating rules and procedures are also included.

(Appendix ORD: 12.2.3B)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

powered by SLIP
All contents copyright © Government of Western Australia. All rights reserved.

ZONE 1: EMERGENCY CONTACT AND EVACUATION POINT (Appendix ORD: 12.2.3B)

Police and Emergency Services: 000	Evacuation Point: South West Water Based Activity Centre, Turkey Point, Lot 0, Leschenault Drive, Vittoria
------------------------------------	--

WHO - can be in Zone 1

ATHLETES	COACH	LAUNCH DRIVER
Novice: supervised directly by a coach	Level 1+	Level 1+
Level 1: with L2+ buddy or launch driver		
Level 2+: with L2+ buddy or launch driver		
Level 3+ independent: with home contact and trip log filed		

WHAT - safety equipment is required

ATHLETES	COACH	LAUNCH DRIVER
Life Jacket in boat; worn by all novices and non-swimmers	Life Jacket in boat; worn by all novices and non-swimmers	Life jacket worn by Skipper and crew
Hat, water, and sunscreen	Hat, water, and sunscreen	Hat, water, and sunscreen
Polarised sunglasses recommended	Polarised sunglasses recommended	Polarised sunglasses recommended
		Basic launch safety kit

WHERE - are the Major Hazards are in Zone 1

WEATHER	ROWING ENVIRONMENT	WATER
Rough water with strong easterly winds; increased hypothermia risk during rain periods	Rocks along shore; danger of grounding during low and falling tides	Strong tidal current; strong current during rainy weather and high Preston River flows
	OTHER WATER USERS	
	High density of unpowered water craft	

WHEN - prior to launch with www.bom.gov.au, weatherzone.com.au, or other

WEATHER	ROWING ENVIRONMENT	WATER
Check weather winds, rain, and temperature forecast	Check oth hazard maps and marine maps prior to launch	Check tides; Zone 1 is appx 1 hour behind Bunbury tides; visually observe currents
	OTHER WATER USERS	
	Discuss with others' plans on shore; observe other powered and unpowered craft already on the water	

WHY - for us all to be safe and have fun!

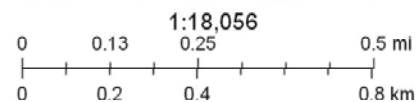
Keep a good lookout	If in doubt, don't go out	Row with a buddy, coach, or launch driver
Log your outing on corowtriplog@gmail.com	For Level 3+ rowing independently, have a home contact and file a trip log (including the home contact)	If one happens, file an incident at corowincident@gmail.com to help us continuously improve safety

(Appendix ORD: 12.2.3B)

Locate WA



10/13/2020, 2:42:46 PM

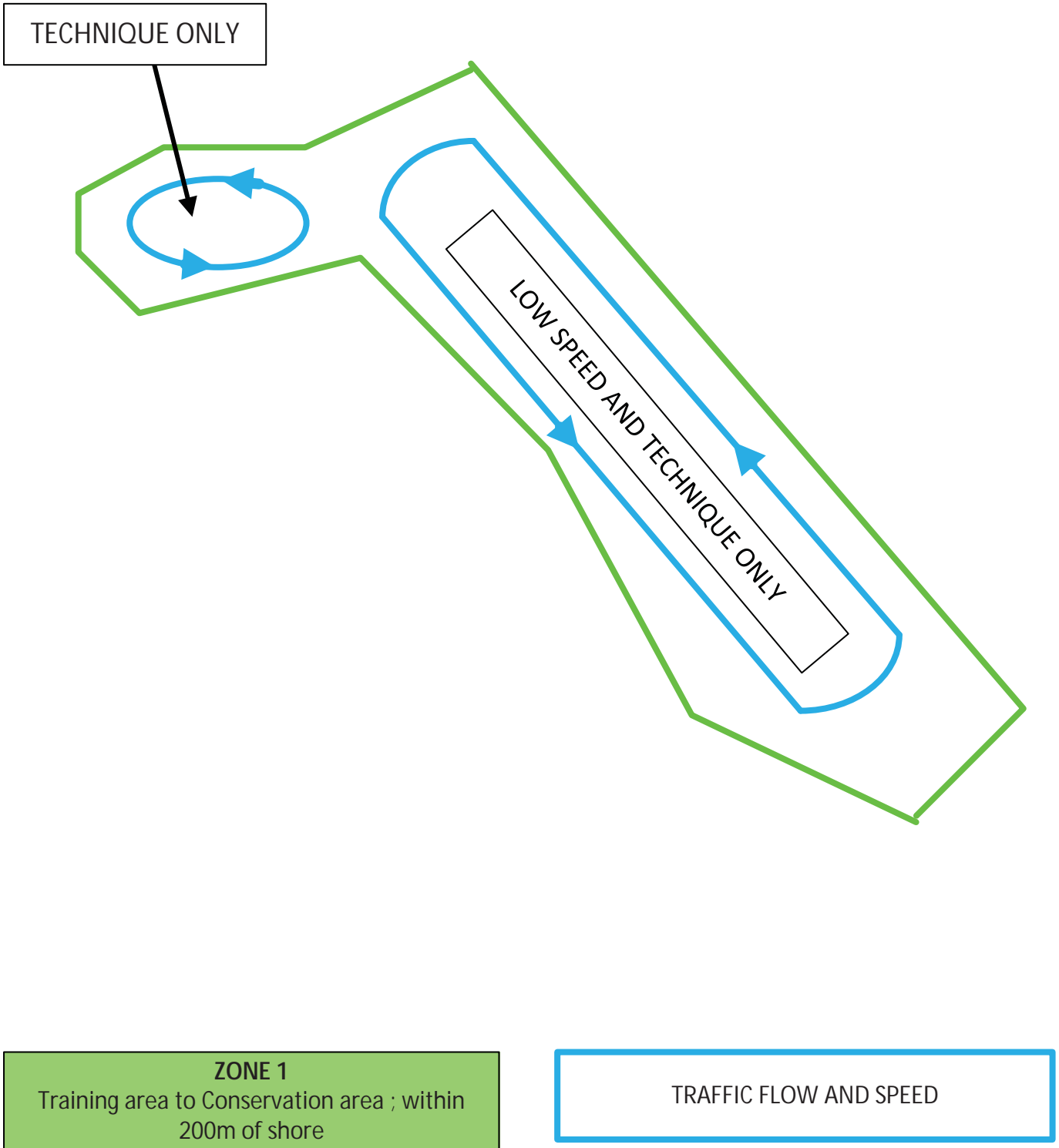


ZONE 1
Training area to Conservation area ; within 200m of shore

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, Landgate / SLIP

powered by SLIP
All contents copyright © Government of Western Australia. All rights reserved.

(Appendix ORD: 12.2.3B)



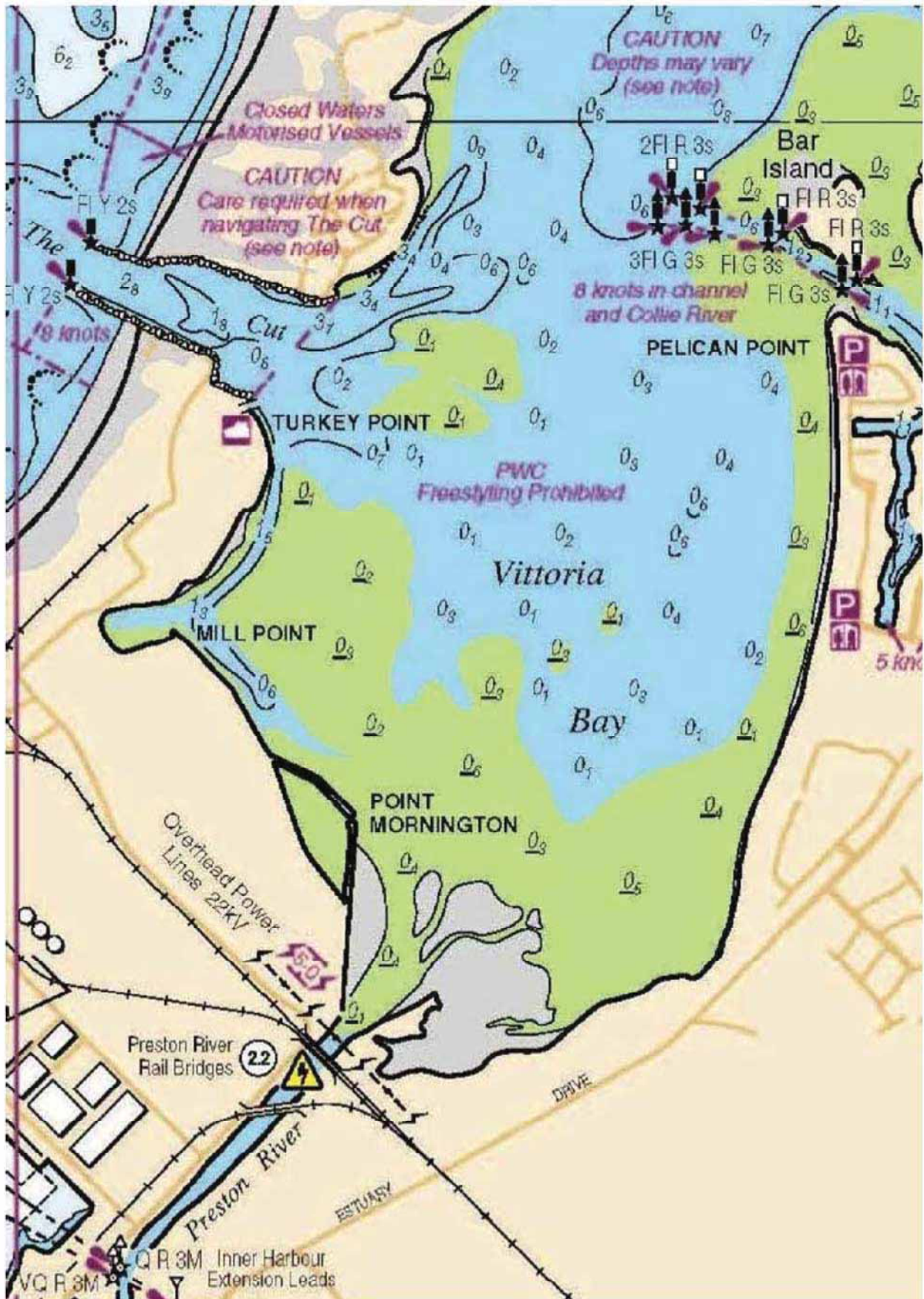
TECHNIQUE ONLY

LOW SPEED AND TECHNIQUE ONLY

ZONE 1
Training area to Conservation area ; within
200m of shore

TRAFFIC FLOW AND SPEED

(Appendix ORD: 12.2.3B)



(Appendix ORD: 12.2.3B)

ZONE 2: EMERGENCY CONTACT AND EVACUATION POINTS

	WEST SHORE	EAST SHORE
Police and Emergency Services (000) or Marine Rescue (VHF channel 16)	South West Water Based Activity Centre, Turkey Point, Lot 0, Leschenault Drive, Vittoria;	E1 - Shoalhaven South Public Toilets at Venezia Blvd/San Marco Promenade, Pelican Point
		E2 - Shoalhaven North Public Toilets at Lerici Circle and San Marco Promenade

WHO - can be in Zone 2

ATHLETES	COACH	LAUNCH DRIVER
Level 1: supervised directly by a coach and within 500m of launch	Level 2+	Level 2+
Level 2+: with L2+ buddy or launch driver		
Level 3+ independent: with home contact and trip log filed		

WHAT - safety equipment is required

ATHLETES	COACH	LAUNCH DRIVER
Life Jacket in boat; worn by all novices and non-swimmers	Life Jacket in boat; worn by all novices and non-swimmers	Life jacket worn by Skipper and crew
Hat, water, and sunscreen	Hat, water, and sunscreen	Hat, water, and sunscreen
Polarised sunglasses	Polarised sunglasses	Polarised sunglasses
Mobile phone or marine radio	Mobile phone or marine radio	Mobile phone or marine radio
		Advanced launch safety kit

WHERE - are the Major Hazards are in Zone 2

NO GO AREAS FOR ALL CRAFT		
1. THE CUT	2. MOUTH OF ESTUARY	3. PRESTON RIVER
Strong tidal currents, breaking waves, steep rock walls with difficult self rescue	Shifting sandbanks, breaking waves, shallow with rescue of any type	Piers on railroad bridge too narrow for oars. Shallow with steep banks.
WEATHER	ROWING ENVIRONMENT	WATER
Rough water with strong easterly winds; increased hypothermia risk during rain periods	Significant danger of grounding during low and falling tides; submerged rocks and debris on east shore including a small wreck	Strong currents, particularly near the estuary mouth and at mouth of the Collie
	OTHER WATER USERS	
KEEP A GOOD LOOKOUT!	Other rowers. Small fishing/crabbing boats sometimes anchored	ENSURE ACCURATE TRANSITS AND FOLLOW CIRCULATION PLAN!

(Appendix ORD: 12.2.3B)

WHEN - prior to launch with www.bom.gov.au, weatherzone.com.au, or other

WEATHER	ROWING ENVIRONMENT	WATER
Check weather winds, rain, and temperature forecast	Check hazard maps, circulation plan, and marine map	Check tides; Zone 2 is appx 1 hour behind Bunbury tides; visually observe currents
	OTHER WATER USERS	
	Discuss plans on shore; observe other powered and unpowered craft already on the water	

WHY - for us all to be safe and have fun!

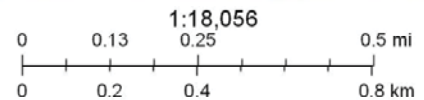
Keep a good lookout	If in doubt, don't go out	Row with a buddy, coach, or launch driver
Log your outing on corowtriplog@gmail.com	For Level 3+ rowing independently, have a home contact and file a trip log (including the home contact)	If one happens, file an incident at corowincident@gmail.com to help us continuously improve safety

(Appendix ORD: 12.2.3B)

Locate WA



10/13/2020, 2:42:46 PM



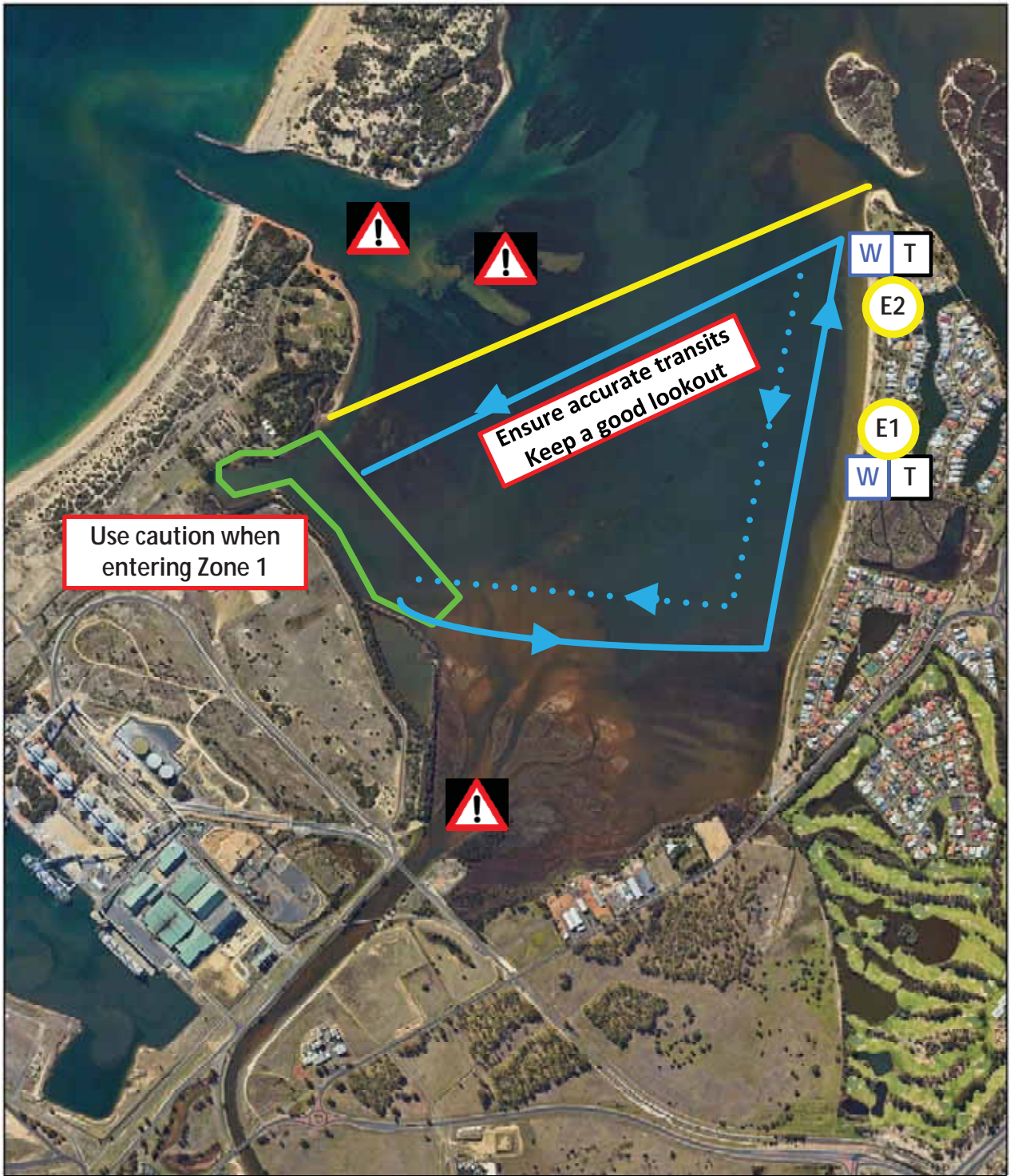
ZONE 2
Preston River and Vittoria Bay

MAJOR HAZARD LOCATION NOTES

- 1** **The Cut.** Strong tidal currents, breaking waves, steep rock walls with difficult self rescue
- 2** **Mouth of Estuary.** Shifting sandbanks, breaking waves, shallow with rescue of any type
- 3** **Preston River.** Piers on railroad bridge too narrow for oars. Shallow with steep banks.



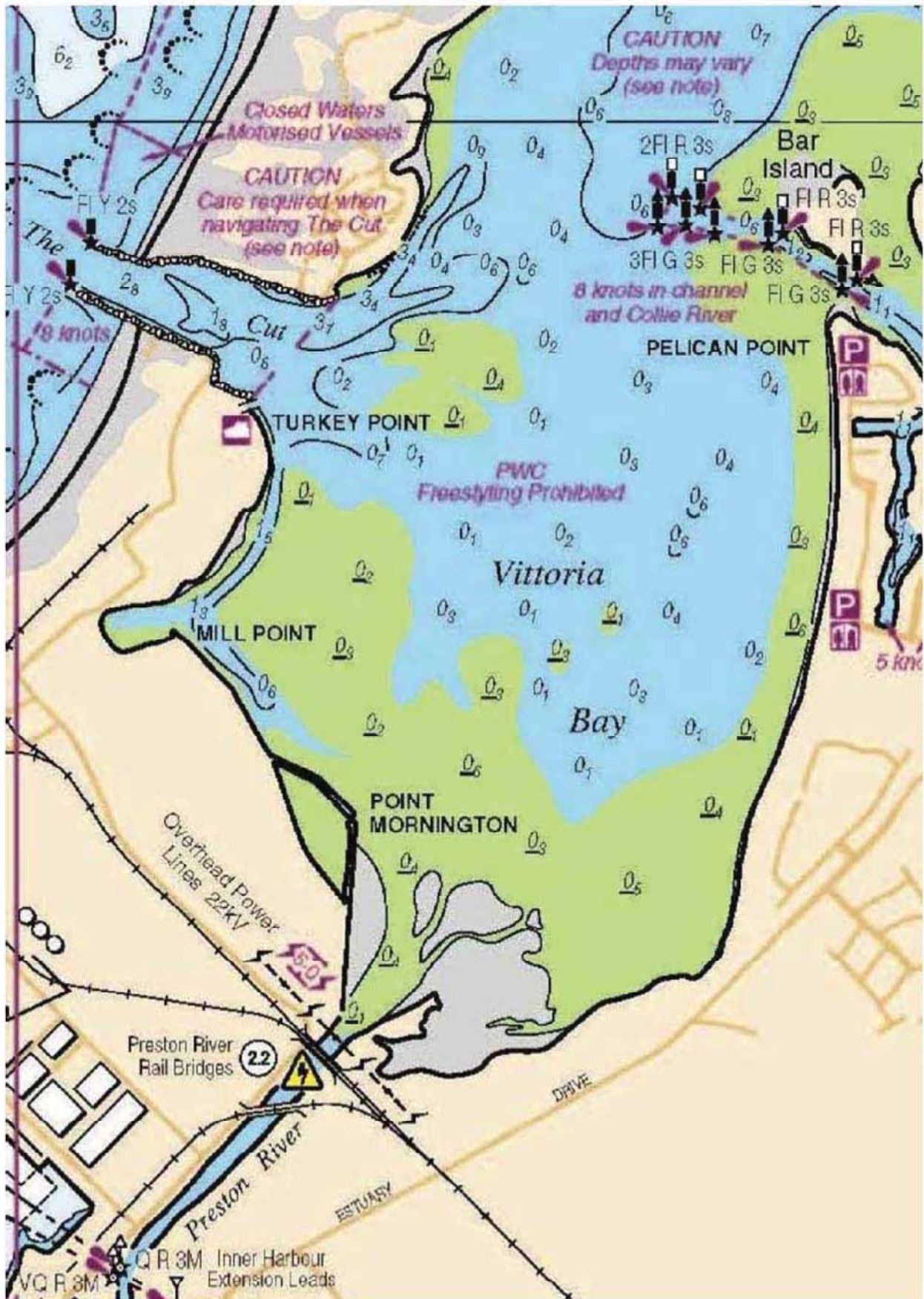
(Appendix ORD: 12.2.3B)



ZONE 2
Preston River and Vittoria Bay

- Zone 2 Boundary
- Preferred Route
- Alternate Route: Keep a good lookout when using

(Appendix ORD: 12.2.3B)



(Appendix ORD: 12.2.3C)

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Approval for Sea Container - Coastal Rowing WA Inc – Eaton Foreshore RISK THEME PROFILE: 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			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD		
HEALTH	Not supporting access to an activity that benefits health and well-being of the community	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	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.	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.	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.	Not required.
REPUTATIONAL	Not supporting a community group to deliver activation at the Eaton foreshore to provide access to the community for new type of physical activity.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	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.	Not required.



**MITIGATION ACTIVITY FUND (MAF)
GRANTS PROGRAM
2021/22 Round 1**

**GRANT AGREEMENT
Shire of Dardanup**

July 2021

(Appendix ORD: 12.2.4A)

THIS GRANT AGREEMENT is made on **[insert date and year]**.

BETWEEN:

The State of Western Australia acting through its Department of Fire and Emergency Services
("DFES")

and

[insert name of grant recipient] A.B.N. (if applicable).
("Organisation")

RECITALS

The Organisation has applied to DFES for financial assistance to undertake the Approved Purpose and DFES has agreed to provide a grant subject to the terms and conditions of this Agreement.

THE PARTIES AGREE as follows:

1. DEFINITIONS AND INTERPRETATION

In this Agreement, unless the context otherwise requires:

Agreement means this Grant Agreement, including its recitals and any schedules or annexures.

Acquittal occurs when DFES has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

Approved Purpose means the purpose or purposes set out in item 1 of Schedule 1.

Audit means the verification and certification the Grant has been spent in accordance with this agreement by either an independent registered company auditor (as defined by the Corporations Act 2001) or the Office of the Auditor General for Western Australia.

Auditor means an accountant in public practice, who is a certified public practitioner (or equivalent) and is a member of either Chartered Accountants Australia and New Zealand (CAANZ), CPA Australia or the Institute of Public Accountants (IPA).

Auditor General means the Auditor General for the State of Western Australia.

(Appendix ORD: 12.2.4A)

Business Day means a day other than a Saturday, Sunday or public holiday in Western Australia.

Grant means the amount or amounts specified in Item 7(a) of Schedule 1.

Party means each of DFES or the Organisation as the context requires and **Parties** means both of them.

Project means the initiative or activities to be undertaken using the Grant.

2. PAYMENT OF GRANT

Subject to the terms and conditions of this Agreement, DFES will pay to the Organisation the Grant in accordance with Item 7(b) of Schedule 1.

3 OBLIGATIONS OF ORGANISATION

3.1 Use of Grant

The Organisation will use the Grant solely for the Approved Purpose.

3.2 No Changes

The Organisation will not make any changes to the Approved Purpose without the prior written consent of DFES.

3.3 No Endorsement

The Organisation agrees that nothing in this Agreement constitutes an endorsement by DFES of any goods or services provided by the Organisation.

3.4 Acknowledgement of Grantor

The Organisation will acknowledge DFES in the manner set out in item 6 of Schedule 1.

3.5 Request for Information

The Organisation is to provide DFES with any documents or information relating to this Agreement or the Project within ten (10) business days of receiving such a request from DFES.

(Appendix ORD: 12.2.4A)

3.6 Accounts and Reporting

- (a) The Organisation is to provide progress reports, evaluation reports and financial statements as specified in Schedule 1, or such additional information as requested by DFES.
- (b) The Organisation is to keep proper financial records in accordance with generally accepted accounting principles and practices.
- (c) All reporting of financial information is to be certified by the Chairperson, CEO or equivalent of the Organisation.

3.7 Special Conditions of Grant

The Organisation agrees to comply with the special conditions (if any) specified in Item 4 of Schedule 1.

3.8 General Undertaking of Organisation

The Organisation must:

- (a) at all times duly perform and observe its obligations under this Agreement and promptly inform DFES of any occurrence which might materially adversely affect its ability to do so;
- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with DFES in the administration of this Agreement; and
- (f) upon reasonable notice, provide DFES or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by DFES in order to verify compliance by the Organisation with this Agreement.

4. REPAYMENT AND RETENTION OF GRANT

The Organisation must repay to DFES any amounts that DFES has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

(Appendix ORD: 12.2.4A)

5. LIMITATION OF LIABILITY

DFES does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

6. ***FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006***

- (a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that DFES may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

7. NOTICES

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) must be given by an authorised officer of the Party giving notice;
- (c) may be:
 - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or
 - (ii) sent by email to the email address of the Party receiving the notice as set out in item 5 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
 - (i) in the case of hand delivery, on the date of delivery;
 - (ii) in the case of post, on the third Business Day after posting; and
 - (iii) in the case of email, on the date of transmission; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

8. DEFAULT AND TERMINATION

8.1 Event of Default by the Organisation

An Event of Default occurs if:

- (a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by DFES;
- (b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act 2001* (Cth); or
- (c) if DFES has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

8.2 Effect of Event of Default

If an Event of Default occurs, DFES may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation of the Event of Default; or
- (b) suspend payment of the Grant amount until the Event of Default is remedied.

8.3 Recommencement of Grant Payment

DFES may, in its absolute discretion, recommence payment of the Grant amount if and when the Organisation has rectified the Event of Default.

8.4 Acquittal

Unless earlier terminated, this Agreement will terminate at the time of Acquittal.

9. RELATIONSHIP

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

10. WAIVER

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both Parties.
- (b) A waiver by either Party will not prejudice that Party's rights in relation to any further breach of this Agreement by the other Party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one Party to the other Party, will not be construed as a waiver of any rights.

(Appendix ORD: 12.2.4A)

11. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the Parties with respect to the subject matter of this Agreement.

12. VARIATION

Any variations, including changes to financial, timeframes or treatment details must be requested and approved in writing, prior to the delivery of the treatment. Where the variation has not been approved, the Department of Fire and Emergency Services may withhold final payment, with the cost to be the responsibility of the Organisation.

13. DISPUTE RESOLUTION

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the Parties hereto:

For and on behalf of DFES:

Signature of Authorised Person

Murray Carter
Print full name of Authorised Person

Dated _____

Executive Director – Rural Fire Division
Department of Fire and Emergency
Services _____
Position of Authorised Person

For and on behalf of the Organisation:

_ Click or tap here to enter text _
Signature of Authorised Person

Click or tap here to enter text.
Print full name of Authorised Person

Click or tap here to enter text.
Dated

Click or tap here to enter text.
Position of Authorised Person

(Appendix ORD: 12.2.4A)

SCHEDULE 1

DEFINITION OF PROJECT OR SERVICE TO BE FUNDED

1. APPROVED PURPOSE OF THE GRANT

This grant is provided as part of the Department of Fire and Emergency Services' Mitigation Activity Fund (MAF) Grants Program to support building the fire management capacity and overall resilience of communities.

Funds are to be used for on-ground works to mitigate extreme, very high and high risks on land that is State owned and managed by the Local Government (the land must not be managed by another State Department).

2. PROJECT DEFINITION AND/OR ANTICIPATED ACTIVITIES

This Organisation will use the Grant solely to undertake the treatment activities detailed in appendix 1, as outlined in the MAF Grant Application submitted by the Organisation.

3. AGREEMENT TERM

Unless earlier terminated, this Agreement will terminate at the time of Acquittal.

In this context, Acquittal means that DFES has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

All physical works are to be completed by 30 June 2022.

4. SPECIAL CONDITIONS OF THE GRANT

- a) Payment of this funding is subject to the acquittal of previous MAF grant funding.
- b) The Organisation will ensure that all personnel performing works in relation to this agreement are appropriately qualified and equipped to perform the work.
- c) Adequate insurance will be maintained for the duration of this project, with proof to be provided to DFES if requested.
- d) All required permits are the responsibility of the Organisation (including, but not limited to clearing permits, heritage surveys and environmental surveys). Allocation of funding does not negate the need for adherence to statutory requirements.
- e) Funding is for use on State Land managed by Local Government only. If any portion of the treatment crosses another tenure/interest, express

(Appendix ORD: 12.2.4A)

permission from the owner/holder of that other interest, must first be obtained by the Local Government.

5. NOTICE ADDRESSES

(a) Department of Fire and Emergency Services
Rural Fire Division
20 Stockton Bend
Cockburn Central WA 6164
Email: MAFGP@dfes.wa.gov.au

(b) Insert Organisation
Insert mail Address
Insert Email
Insert Phone

6. ACKNOWLEDGEMENT OF GRANTOR

Acknowledgment of the contribution from Department of Fire and Emergency Services must appear on all material relating to the project, in the form approved by Department of Fire and Emergency Services prior to release of such material.

7. GRANT AMOUNT AND METHOD OF PAYMENT

- (a) DFES will pay \$337,295.00 (exclusive of GST) in two instalments.
- (b) Payment of the Grant under this Agreement will be by way of instalment:
- i. Instalment 1 comprising 50% of the amount shown in Item 7(a) of this schedule after the Parties have executed the Agreement.
 - ii. Instalment 2 comprising the residual, as indicated by the Final Financial Report, certified in accordance with this agreement, up to a maximum of 50% of the amount shown in Item 7(a) of this schedule, after Acquittal.
- (c) The Grant will be expended to undertake the treatments specifically outlined in appendix 1, providing they did not commence prior to the date of execution of this Agreement.
- (d) Any unexpended funds held by the Organisation will be returned to DFES within 30 days acquittal.
- (e) The Organisation must keep adequate financial accounts and records to enable identification of the grant, payments and receipts.

8. FINAL FINANCIAL STATEMENT

The Final Acquittal Declaration is to be certified by the Chairman, CEO or equivalent of the Organisation.

9. PROGRESS REPORTS

The Organisation will provide a Progress Report (generated from the Bushfire Risk Management System (BRMS)) and advise the status of each treatment activity detailed in Appendix 1. This will be requested by DFES midway through the funding round and shall be submitted by the Organisation with 30 days of receiving such request.

10. FINAL REPORT

A final report is to be returned to DFES upon funding round completion comprising of the following documents:

- (a) Final Acquittal report (generated from the BRMS), which will include an expenditure statement detailing actual expenditure,
- (b) Evidence of all expenditure (e.g. invoices, screen shots of internal financial system showing transactions),
- (c) Signed financial acquittal declaration.

(Appendix ORD: 12.2.4A)

**Appendix 1
MITIGATION ACTIVITY FUND (MAF)
GRANTS PROGRAM
GRANT AGREEMENT 2021/22 ROUND 1**

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name	Total
2707	Prescribed Burning	Conduct an Asset Protection Burn for Houses on Tulip Grove by reducing the fuel load to less than 5t/Ha over 90% of the treatment area. Asset ID - DARDDP012	Tulip Grove (1-23), Eaton	\$3,400.00
5099	Mechanical Works	Conduct a planned Asset Protection burn for businesses on Busher Road by reducing the fuel load to less than 5t/Ha over 90% of the treatment area. Asset ID - DARDDP246	Wespine Industries, Dardanup West	\$20,200.00
5711	Fire Access Road / Track(s)	Upgrade mineral earth fire access track using lime stone to create 2nd ingress - egress for sounding residents. Asset ID - DARDDP444	Seaview Heights (55-56), Henty	\$36,365.00
7237	Mechanical Works	Create an Asset Protection Zone for Houses at Bethanie Esprit Village - Retirement Community by slashing vegetation to reduce elevated fuels to a compacted state across 90% of planned area. This will be a yearly treatment Asset ID DARDDP138	Bethanie Esprit Village - Retirement Community	\$4,100.00

(Appendix ORD: 12.2.4A)

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name	Total
7238	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP537	Gardincourt Drive (42), Henty	\$16,600.00
7239	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP538	Gardincourt Drive (49), Henty	\$7,650.00
7241	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP540	The Dress Circle (39), Henty	\$21,500.00
7684	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Works to reduce wicker effect on road reserve during a bushfire. Asset ID - DARDDP456	Collie River Road (616), Burekup	\$9,700.00
7685	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Works to reduce wicker effect on road reserve during a bushfire. Asset ID - DARDDP454	Collie River Road (712), Burekup	\$23,000.00

(Appendix ORD: 12.2.4A)

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name	Total
7686	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Asset ID - DARDDP259	Golding Crescent (40), Picton East	\$13,200.00
7687	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Asset ID - DARDDP460	Henty Road (402), Burekup	\$32,320.00
7717	Fire Access Road / Track(s)	Install fire access track using lime stone to create asset protection zone which will provide access for fire appliances in protection of water treatment plant. Asset ID - DARDDP084	Eaton Water Treatment Plant - Bobin Street	\$23,000.00
7915	Mechanical Works	Create an Asset Protection Zone for the Cleanaway Waste Transfer Station by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Asset ID - DARDDP412	Cleanaway Solid Waste Service, Crooked Brook	\$34,300.00
7916	Mechanical Works	Create an Asset Protection Zone for residential housing on Hynes Road by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Asset ID - DARDDP279	Hynes Road (180), Waterloo	\$13,300.00

(Appendix ORD: 12.2.4A)

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name	Total
7917	Mechanical Works	Create an Asset Protection Zone for residential housing by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Asset ID - DARDDP184	Torrans Loop (32-36), Millbridge	\$3,040.00
7918	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Asset ID - DARDDP266	Nicholson Road (1-5), Picton East	\$8,620.00
7919	Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Asset ID - DARDDP302	33-65 Shenton Road, Burekup	\$6,550.00
8327	Mechanical Works	Create a Hazard Separation Zone for House & Agriculture Infrastructure by parkland clearing elevated fuels to a compacted state across 90% of the planned area. This will also help stop the wick effect of a bushfire running from reserve to reserve. Asset I	South Western Highway (14287), Waterloo	\$8,150.00
8330	Prescribed Burning	Create an Asset Protection Zone for the Waterloo Community Hall by conducting a planned burn to reducing the fuel load to less than 5t/Ha over 80% of the treatment area. Asset ID - DARDDP280	Waterloo Community Hall	\$3,400.00

(Appendix ORD: 12.2.4A)

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name	Total
8333	Mechanical Works	Create an Asset Protection Zone for Houses & Agriculture Infrastructure along Warburton Road by using mechanical means to compact elevated fuels across 80% of the treatment area. This will help with residents to evacuate during a bushfire as this is their	Warburton Road (2), Crooked Brook	\$39,100.00
8335	Mechanical Works	Create an Asset Protection Zone for Houses & Agriculture Infrastructure along Tognolini Road by using mechanical means to compact elevated fuels across 80% of the treatment area. Asset ID - DARDDP541	Tognolini Road (36), Paradise	\$9,800.00
			Allocated Amount	\$337,295.00

(Appendix ORD: 12.2.4B)

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement							
RISK THEME PROFILE:		8 - Errors, Omissions and Delays							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		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.	Not required.
FINANCIAL IMPACT	Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement will cause payment of grant funding to be declined resulting in financial losses.	Major (4)	Unlikely (2)	Moderate (5 - 11)	Not required	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.	Not required.
LEGAL AND COMPLIANCE	Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement will cause the termination of the agreement for default.	Catastrophic (5)	Rare (1)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement will cause the grantor to decline future grant applications made by the Shire.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	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.	Not required.

