



APPENDICES

ORDINARY COUNCIL MEETING

PART 1: Items 12.1 – 12.9

To Be Held

Wednesday, 28 October 2020

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.

Scope of Work from Stakeholder Discussions

Design Status

The Veens Design Group Concept Design presented as part of the RFT pack has been developed to capture the building design brief developed through stakeholder engagement. The Concept Design has been developed with architectural input and stakeholder engagement but without the input of other design professionals (for example structural, civil, services, fire, bushfire, accessibility consultants have not provided input). Therefore, it is reasonable to assume that some modification to the Concept Design will be required in developing a compliant submission.

In tendering on a package of information developed to an early design stage such as concept design there is significant opportunity for the Respondent to innovate, providing maximum value to the Principal whilst achieving the required outcomes. The use of timber in construction and fit out is a key ambition of the Principal. Innovation of the buildings design based around Concept Design is encouraged, particularly if it facilitates in achieving the Principal's ambition as described in their Wood Encouragement Policy.

The Principal, Eaton Bowling Club, and Eaton Senior Citizens group represent the main stakeholder groups. The Design and Construct contractor will be required to present the developing design to the stakeholder groups at key design stages as listed in the RFT document. The Principal will manage the process of engagement between the Contractor and stakeholder groups.

The objective of the Eaton Bowling Club Concept Design is to develop a contemporary design and layout that will be capable of meeting the needs of the users and wider community. The Concept Design presents room sizes, room proportions and adjacencies as broadly required by the stakeholder groups. The Concept Design is currently submitted for Development/planning approval. Therefore, it is envisaged that broad massing and layout as presented in the Concept Design is not changed.

(Appendix ORD: 12.1A)

Stakeholder engagement

The following pages provides an excerpt from comments gathered through stakeholder engagements to formulate the Veens Design Group Concept Design. These items should inform the brief as part of the development of the Concept Design.

- *Current license for 200 people is satisfactory;*
- *Function Room/separate from Bar Service for Indoor Bowls (14.5 x 19m) – 4 mats, when not being utilised the chairs and tables will need to be stored away in Chair Store (2.9 x 7.2m);*
- *Commercial Kitchen (5.4 x 10m) plus Cool Room Store (2.5 x 2.3m) & Dry Store with external deliveries (2.8 x 2.3m) with Servery and connectivity to Bar. Design of kitchen is important for ergonomics and practicality;*
- *ESC Kitchen (4.2 x 5.6m) – require preparation area with oven and Pantry (8m²). More like a domestic kitchen, include Servery & external windows. Located off the Function Room Possible barbecue area as a shared facility. To be an off the Function Room;*
- *Bar Service (9.5 x 2.5m) – bar needs to be large enough for the cool rooms but the length of the bar could be decreased;*
- *Cool Room sizes x2 with external deliveries (each 4.7 x 4.7m) – with enough room to store kegs and package beer. Six taps for beer on tap;*
- *TAB area (4.8 x 2.4m) near Bar;*
- *Divide the Function Room/Lounge area so that a function can be had whilst bowls is occurring;*
- *Delivery Point – access from south with ramp. ;*
- *Offices – request separate areas for Eaton Senior Citizens (ESC) Office, ESC Store (8.5 x 5.6m) & Bowls Store (4.7 x 1.9m). Eaton Bowling Club (EBC) Office (7.2 x 5.3m) with internal window/counter to Foyer & EBC Board Room with external access (8.8 x 4.7m)*

(Appendix ORD: 12.1A)

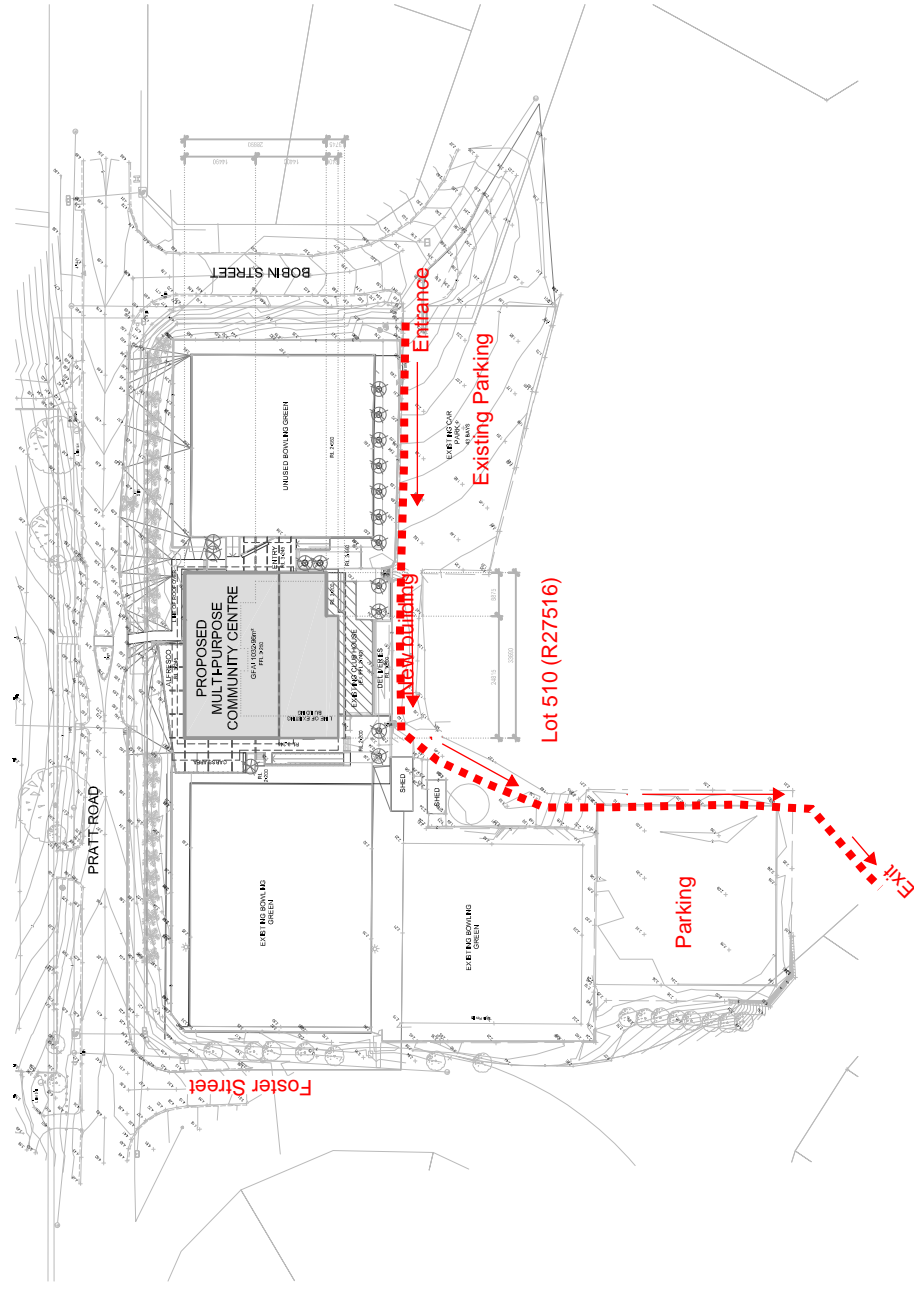
- *Plus Bowling Club need a Match Committee Room (4.7 x 2.4m) that is accessible to the outside;*
- *Security – consider minimal access/entry points to community. Require external CCTV;*
- *Toilets and Lockers – accommodating occupancy requirements to both the ESC & EBC.*
- *Showers – included in the Unisex Access Toilets (UAT);*
- *Separate toilet facilities outside – one each would be adequate. Toilets to be located with reasonable proximity to the greens;*
- *Locker Rooms for each gender (approx 7.5 x 2.9m) – half lockers are adequate. Consideration of size to fit bowling bags. Approximately 50 lockers required for each locker room;*
- *Senior Citizens do not need lockers;*
- *Alfresco area - this will be on the west wrapping around the north with cover over. Future barbecue and temporary bar facility could be included in this area for social space;*
- *Senior Citizens – request consideration of area to seat 60 people after playing indoor bowls with view of river. This is separate to the Lounge;*
- *Building needs to connect to the bowling greens. This is a major consideration;*
- *Major consideration of storm water drains in the design;*
- *Storage requirements – Senior Citizens need 6m x 4m for indoor bowling mats. Bowling Club needs larger storage area for internal use. Could have common storage room as long as it is big enough;*
- *Need for a kitchen dry store and cold store;*
- *Cool room is currently larger than required. Upright freezers are more space efficient.*
- *Electrical AV requirements – presentations and live music and outside speakers. Small stage area required. Shared area.*

(Appendix ORD: 12.1A)

Other items

- *Function facility – all areas need to be accessible and serviceable to the Commercial Kitchen/Bar;*
- *All glass to Function Room & Lounge will be able to withstand being hit by carpet bowls. There will need to be blinds.*
- *Floor treatments will be included;*
- *Lighting, air conditioning and fans will be included. Ducted air conditioning that would be zoned to be more energy efficient;*
- *Allowance for solar panels;*
- *Wood Encouragement Policy – around sustainability. Including timber in the design where practicable. It would be a mixture resources;*
- *Landscaping with retaining walls and pathways;*
- *Space for Honor Boards to be displayed.. Look at ideas for the Senior Citizens and the Bowling Club; and*
- *Bowling Club moving towards digital sponsor recommendation.*

P1 (Site Plan) received 5-08-2020

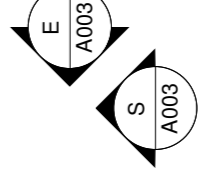
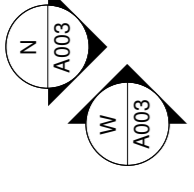
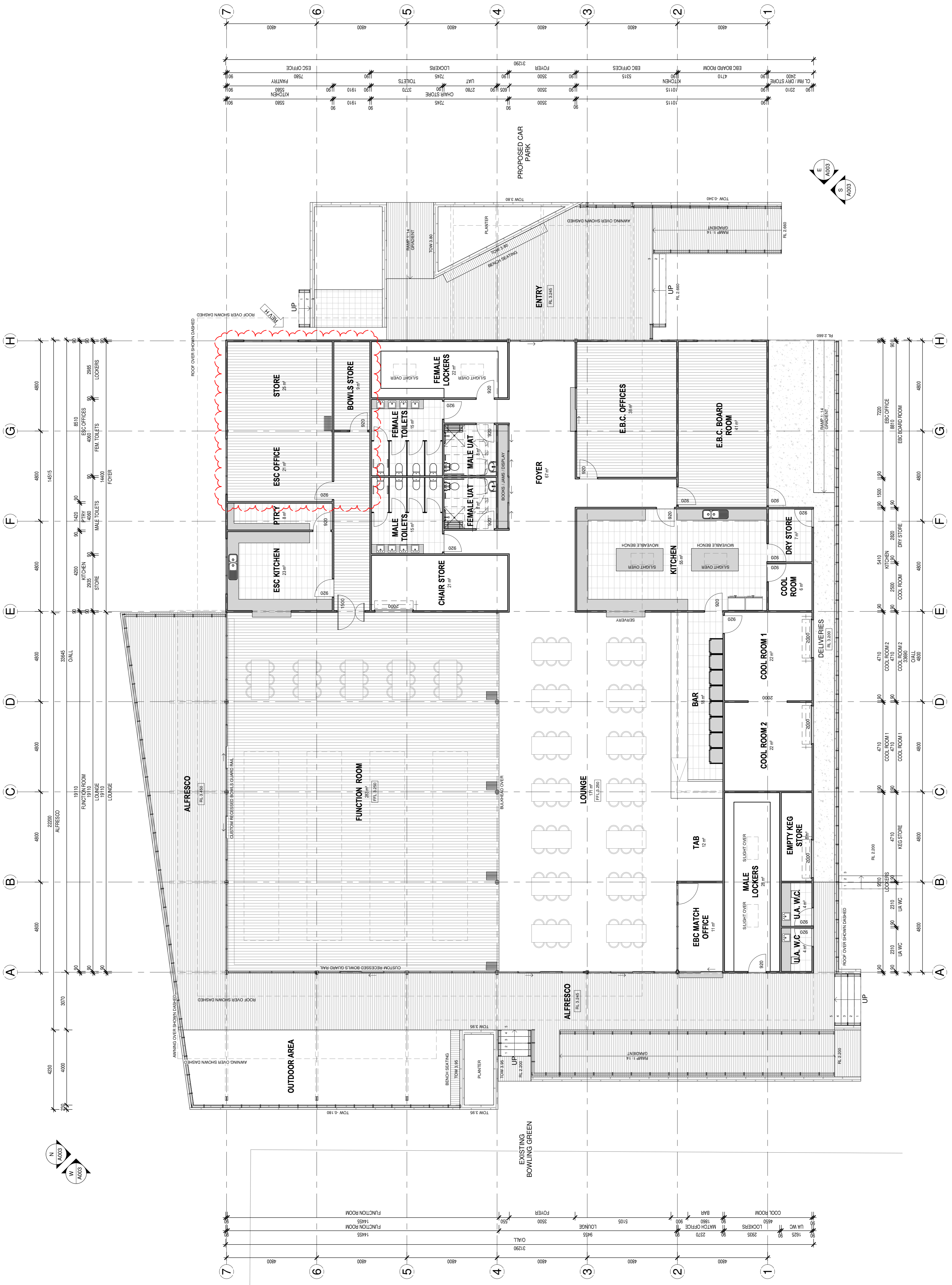


PROPOSED SITE PLAN
1:500



No.	Description	Date	Project Name	SITE PLAN	
1	PAUL BARBER, CONSULTANT	01/08/20	PROPOSED MULTI-PURPOSE COMMUNITY CENTRE	Project Number	A001
2	REVISIONS	01/08/20	LOT 510 PRATT STREET, EATON	Sheet Number	G
3	REVISIONS	01/08/20	SHIRE OF DARDANUP	Date	AUGUST 2019
4	REVISIONS	01/08/20		Drawn By	UN
5	REVISIONS	01/08/20		Checked By	UN
6	REVISIONS	01/08/20		Scale	1:500 (SHEET SCALE)

Ground Floor Plan received 5-08-2020, this plan is replaced with the plan received 13-10-2020



GROUND FLOOR PLAN

Project Number	9032-19	Sheet Number	A002	Current Revision	H
Date	AUGUST 2019	Drawn by	LN	Checked by	RV
		Scale	1 : 100 ON A1 SHEET		

Project Name
PROPOSED MULTI-PURPOSE COMMUNITY CENTRE
 LOT 510 PRATT STREET, EATON
 SHIRE OF DARDANUP

No.	Description	Date
B	PRESENTATION TO STAKEHOLDERS	11.08.19
C	SECONDARY PRESENTATION TO STAKEHOLDERS	01.10.19
D	BUILDING EXTENSION	17.10.19
E	STAKEHOLDER AMENDMENTS	22.10.19
F	CLIENT AMENDMENTS	25.10.19
G	CLIENT REPORT	27.10.19
H	ESC OFFICE AMENDMENT	27.11.19



PROPOSED FLOOR PLAN

1 : 100

SCALE 1:500

NORTH

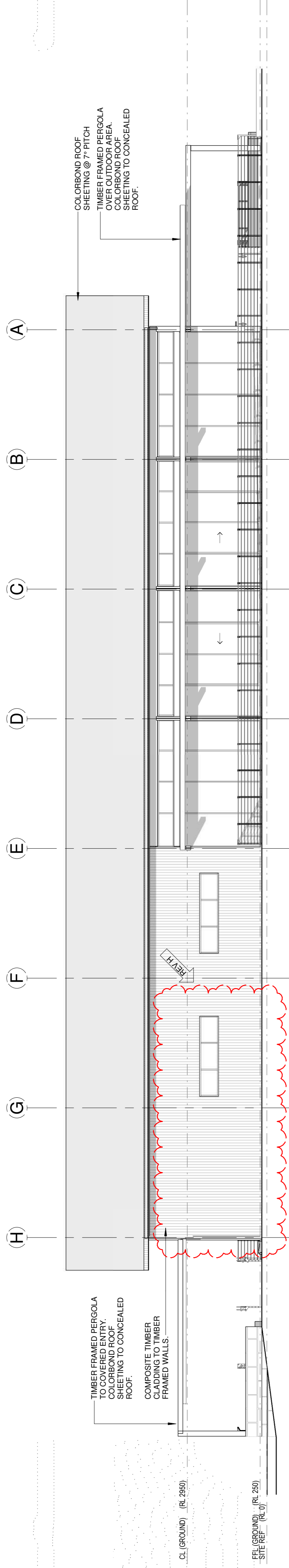
P3 (Elevation Plan) received 5-08-2020

GENERAL NOTES:

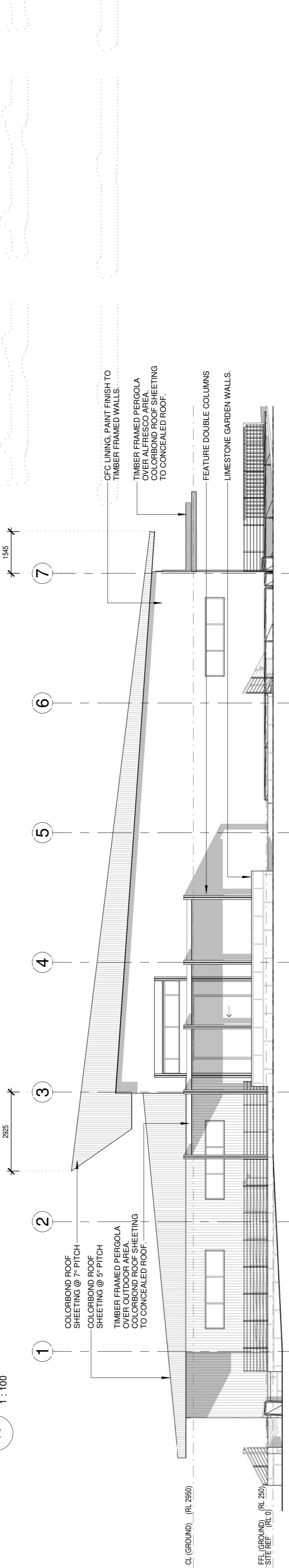
BUILDER MUST CHECK AND CONFIRM DISCREPANCIES TO THE SUPERINTENDENT PROCEEDING BUILDER MUST VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY WORK OR THE REPORT ANY DISCREPANCIES TO THE SUPERINTENDENT AND SEEK INSTRUCTION FROM THE SUPERINTENDENT. ALL MATERIALS TO BE IN ACCORDANCE WITH THE MOST CURRENT BUILDING REGULATIONS AND RELEVANT N.C.C CODES AND AMENDMENTS INCLUDING REQUIREMENTS OF LOCAL AUTHORITIES. ANY VARIATION FROM WHAT IS SHOWN ON THE DRAWINGS SHALL BE APPROVED BY THE SUPERINTENDENT UNLESS PRIOR APPROVAL IS SOUGHT. BUILDER TO ALLOW FOR ALL FEES TO CHECK SHOP DRAWINGS.

DO NOT SCALE DRAWINGS

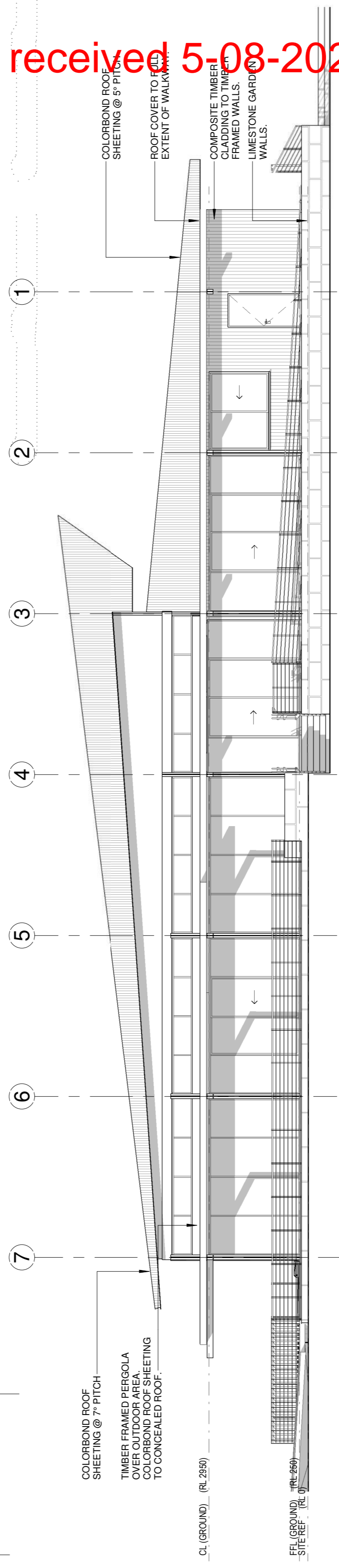
THIS DESIGN IS COPYRIGHT AND SHALL NOT BE REPRODUCED WITH OUT THE WRITTEN PERMISSION OF VEENS DESIGN GROUP



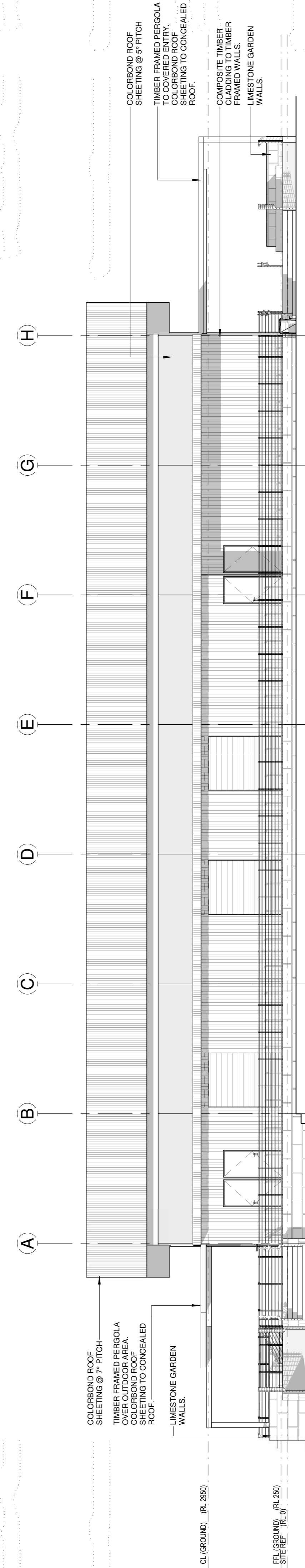
NORTH ELEVATION
N 1:100



EAST ELEVATION
E 1:100



WEST ELEVATION
W 1:100



SOUTH ELEVATION
S 1:100

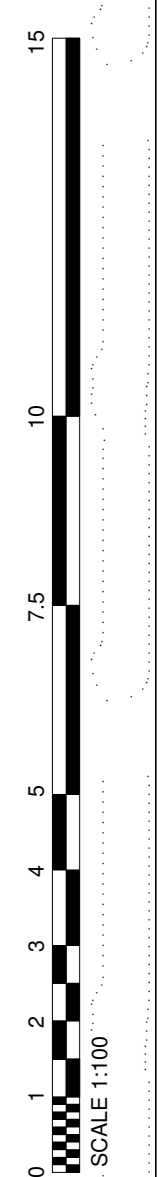
Project Name
PROPOSED MULTI-PURPOSE COMMUNITY CENTRE
LOT 510 PRATT STREET, EATON
SHIRE OF DARDANUP

No.	Description	Date
A	PRELIMINARY CLIENT REVIEW	21.08.19
B	PRESENTATION TO STAKEHOLDERS	11.09.19
C	SECONDARY PRESENTATION TO STAKEHOLDERS	01.10.19
D	BUILDING EXTENSION	17.10.19
E	STAKEHOLDER AMENDMENTS	22.10.19
H	ESC OFFICE AMENDMENT	27.11.19



ELEVATIONS

Project number	Sheet Number	Current Revision
9002-19	A003	H
Drawn by	LN	RV
Date	AUGUST 2019	Scale
1:100 ON A1 SHEET		



P4 (Architectural Impression) received 5-08-2020



P5 (Architectural Impression) received 5-08-2020



P6 (Architectural Impression) received 5-08-2020



P7 (Architectural Impression) received 5-08-2020



P8 (Architectural Impression) received 5-08-2020



P9 (Architectural Impression) received 5-08-2020



P10 (Architectural Impression) received 5-08-2020



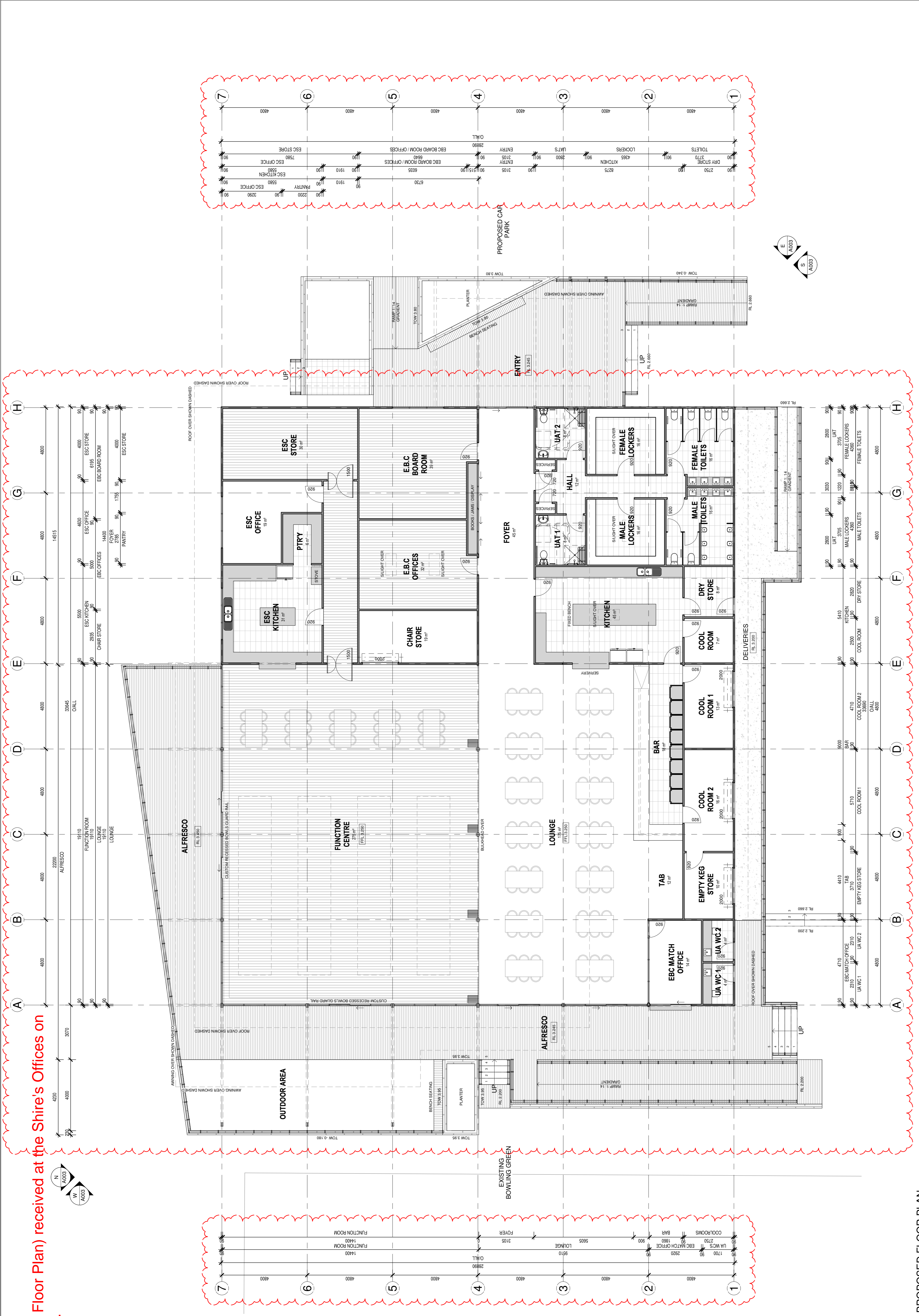
P11 (Architectural Impression) received 5-08-2020



P12 (Architectural Impression) received 5-08-2020



P2 (Ground Floor Plan) received at the Shire's Offices on 13-10-2020.



GROUND FLOOR PLAN

Project Number	9032-19	Sheet Number	A002	Current Revision	K
Date	AUGUST 2019	Drawn by	LN	Checked by	RV
Scale		1 : 100 ON A1 SHEET			

Project Name
PROPOSED MULTI-PURPOSE COMMUNITY CENTRE
 LOT 510 PRATT STREET, EATON
 SHIRE OF DARDANUP

No.	Description	Date
E	STAKEHOLDER AMENDMENTS	23.10.19
F	CLIENT AMENDMENTS	23.10.19
G	FINAL ISSUE WITH CS REPORT	18.11.19
H	ESC OFFICE AMENDMENT	27.11.19
I	REVISED LAYOUT AS PER SHIRE MEETING	02.10.20
J	REVISED LAYOUT AS PER SHIRE MEETING	02.10.20
K	REVISED LAYOUT AS PER SHIRE FEEDBACK	09.10.20



PROPOSED FLOOR PLAN
 1 : 100

NORTH

SCALE 1:500

Rhianna Scheffner

From: Suzanne Occhipinti
Sent: Tuesday, 1 September 2020 8:13 AM
To: Cecilia Muller
Subject: FW: Comments on Proposed New Bowling Club

Hello Cecilia,

Please see submission below.

Regards

Suzanne Occhipinti

Senior Planning Officer

Shire of Dardanup | PO Box 7016 | Eaton WA 6232
p: 08 9724 0359 | e: Suzanne.Occhipinti@dardanup.wa.gov.au



From: Andrew Main <bus@iinet.net.au>
Sent: Monday, 31 August 2020 1:10 PM
To: Submissions Planning <Submissions@dardanup.wa.gov.au>
Subject: Comments on Proposed New Bowling Club

To whom it may concern,

Thank you for the letter regarding the proposed re-development of the Eaton Bowling Club.

I am in support in the redevelopment apart from the inclusion of the TAB. I would very much prefer this was not included and think it will have negative impact on the area and the facility. I strongly oppose that element of the proposal only.

Thanks,

Andrew Main
25A Eagle Crescent
Eaton, 6232

Rhianna Scheffner

From: DFES Land Use Planning <advice@dfes.wa.gov.au>
Sent: Monday, 31 August 2020 12:44 PM
To: Cecilia Muller
Cc: Records
Subject: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

DFES reference: D17915

Good afternoon Cecilia

I have left a voice message regarding the referral of the above works for DFES assessment.

It is unclear from the documentation provided if the Shire of Dardanup has applied *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7) to this proposal.

Given the development application provides an opportune mechanism for the coordination of bushfire risk to ensure that it does not result in the introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or BAL-40 or BAL-FZ. I note that the building plans have not been provided. As such, we are not in a position to provide informed comment on whether we would understand the works to be an intensification.

The facility is likely to cater to people with reduced mobility or to persons who may not be familiar with their surrounds (visitors) so would appear to meet the definition of a vulnerable land use. SPP 3.7 seeks to reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.

A Bushfire Management Plan (BMP) is required to accompany strategic planning proposals, subdivision and development applications in areas above BAL-LOW or areas with a bushfire hazard level above low (refer to clause 6.2b). A BMP includes the bushfire assessment, identification of the bushfire hazard issues arising from the relevant assessment and a clear demonstration that compliance with the bushfire protection criteria contained within Appendix 4 of these Guidelines, is or can be achieved.

I also note that the BAL Assessment Report seeks to exempt Plot 2 as managed low-threat from classification on the basis of regular fuel load reduction. This exemption cannot be validated based on the limited information provided and would appear to be Class A Forest.

The BMP should be prepared as early as possible in the planning process and progressively refined or reviewed as the level of detail increases. The level of detail provided within a BMP should be commensurate with the applicable planning stage and scale of the proposal or application.

Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the development application.

Land Use Planning staff are available to discuss planning proposals and provide general bushfire advice at any stage of the planning process. Please do not hesitate to contact me on the number below, should you require clarification of any of the matters raised.

Kind regards



Joel Gajic
Senior Land Use Planning Officer | Land Use Planning

DFES Land Use Planning | Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844
T : 9395 9739 E: joel.gajic@dfes.wa.gov.au | W: dfes.wa.gov.au



FOR A SAFER STATE



From: Cecilia Muller <Cecilia.Muller@dardanup.wa.gov.au>
Sent: Thursday, 27 August 2020 12:36 PM
To: DFES Land Use Planning <advice@dfes.wa.gov.au>
Subject: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Dear Sir/Madam

RE: APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSAL TO DEMOLISH THE EXISTING BOWLING CLUB BUILDING AND CONSTRUCTION OF A NEW BOWLING AND SOCIAL CLUB FACILITY - LOT 510 PRATT ROAD, EATON 6232

The Shire of Dardanup has received an Application for Development Approval for a proposal to demolish the existing bowling club building and the construction of a new bowling club and social club facility at the above address. As an agency that may have an interest in this application, your comments are requested.

The application has been submitted by the Eaton Bowling and Social Club with the Shire being the managing authority of Lot 510. The application proposes the demolition of the existing bowling club building and the construction of a new multi-purpose community centre in the following manner:

- Club activities associated with the Eaton Bowling Club and the Eaton Senior Citizens group;
- A function room, which includes a proposal for it to be available for hire for private functions;
- A bar and TAB;
- Indoor bowls;
- Commercial kitchen and cool rooms;
- Match committee room and offices;
- Toilets, showers and lockers.

Lot 510 has a dual zoning with the northern part of the lot zoned 'Other Community', the remainder of the lot is a local scheme reserve for "Recreation" purposes under the Shire of Dardanup Town Planning Scheme No. 3 (TPS3).

Rhianna Scheffner

From: Scott Penfold <Scott.Penfold@dplh.wa.gov.au>
Sent: Thursday, 3 September 2020 8:38 AM
To: Cecilia Muller
Cc: Marion Dandridge
Subject: Referral Comment - Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Hi Cecilia,

Thank you for your email requesting advice regarding the redevelopment of the Eaton Bowling Club. Please find below the comments of the Department's Land Use Planning division only (as discussed).

Greater Bunbury Region Scheme

The land is zoned Urban by the Greater Bunbury Region Scheme (GBRS). Clause 27 of the GBRS sets out that the Western Australian Planning Commission can make a resolution as to which development on zoned land requires planning approval. Schedule 1 of Delegation 2014/03 (which contains the resolution made under clause 27), sets out the kinds and classes of use that requires planning approval pursuant to the GBRS. The proposal is not considered to be any of these kinds or classes of use and therefore planning approval pursuant to the GBRS is not required.

State Planning Policy 3.7 - Planning in Bushfire Prone Areas (SPP 3.7):

The land is within a designated Bushfire Prone Area. Any future land use, works or subdivision applications will be required to address the requirements of SPP 3.7. Where vulnerable or high risk land uses are proposed, this may require additional information to be required to the satisfaction of the Shire and Department of Fire and Emergency Services.

Please be advised that this email does not prejudice any future decision of the Western Australian Planning Commission or the Shire regarding land use planning matters. Furthermore, please be advised that this advice does not consider heritage or land use management matters for the land, which will be provided via additional correspondence from the Department.

I trust you are having a good day. Please do not hesitate to contact me on 9791 0588 should you have any queries.

Kind Regards,

Scott Penfold | Senior Planning Officer | Land Use Planning
Bunbury Tower, Level 6, 61 Victoria Street, Bunbury WA 6230
9791 0588 |
www.dplh.wa.gov.au



The department is responsible for planning and managing land and heritage for all Western Australians – now and into the future

The department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

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Rhianna Scheffner

From: Glenn Shaw <glenn.shaw@dplh.wa.gov.au>
Sent: Thursday, 10 September 2020 7:31 AM
To: Cecilia Muller
Cc: Marion Dandridge; Scott Penfold
Subject: RE: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Celia

I have discussed the request from the Shire of Dardanup with the Registrar of Aboriginal Sites, and can now provide the following advice:

1. The proposed area of works is within the boundary of ID 21039 (E/01-Swamp (Waugyl Site) which is a lodged place.
2. It is recommended the proponent;
 - a. Given the works will be ground disturbing, it is recommended the proponent undertake a Due Diligence assessment as to whether the proposed works are likely to impact Aboriginal cultural heritage with the Aboriginal Heritage Due Diligence Guidelines being available at <https://www.dplh.wa.gov.au/getmedia/74896bd3-4be3-49ed-be75-38ba72f10d72/AH-Due-diligence-guidelines>
 - b. Contact the South West Aboriginal Land and Sea Council (SWALSC) as representatives of the Gnaala Karla Booja Native Title applicants and advise them of the proposed work, and the preferred contact is David Farrell, Senior Legal Officer who can be contacted by email at David.Farrell@noongar.org.au or by phone on (08) 93587400.
 - c. Seek advice from the Gnaala Karla Booja applicants as to whether they believe the proposed works will impact Aboriginal cultural heritage.
 - d. Contact the Registrar of Aboriginal Sites and seek formal advice as to whether the works will need to be progressed by way of a statutory consent under s18 of the Aboriginal Heritage Act 1972 (AHA), and the Registrar can be contacted at Registrar@dplh.wa.gov.au

Should you have any questions in relation to this advice please contact Glenn Shaw, Senior Heritage Project Officer on (08) 6551 7985 or be email at Glenn.Shaw@dplh.wa.gov.au

Regards

Glenn Shaw | Senior Heritage Project Officer | Aboriginal Heritage
140 William Street, Perth WA 6000
(08) 6551 7985
www.dplh.wa.gov.au



The department is responsible for planning and managing land and heritage for all Western Australians – now and into the future

The department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

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(Appendix ORD: 12.1D)

From: Scott Penfold <Scott.Penfold@dplh.wa.gov.au>

Sent: Wednesday, 2 September 2020 11:41 AM

To: Cecilia Muller <Cecilia.Muller@dardanup.wa.gov.au>

Cc: Aboriginal Heritage <AboriginalHeritage@dplh.wa.gov.au>; Marion Dandridge <Marion.Dandridge@dplh.wa.gov.au>; Glenn Shaw <glenn.shaw@dplh.wa.gov.au>

Subject: FW: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Hi Cecilia,

I have cc'd in our Aboriginal Heritage division for formal comment on the development application and contacted Glenn Shaw, who will review and organise for preliminary feedback regarding s.18 by tomorrow.

I trust you are having a good day. Please do not hesitate to contact me on 9791 0588 should you have any queries.

Kind Regards,

Scott Penfold | Senior Planning Officer | Land Use Planning
Bunbury Tower, Level 6, 61 Victoria Street, Bunbury WA 6230
9791 0588 |
www.dplh.wa.gov.au



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From: Cecilia Muller <Cecilia.Muller@dardanup.wa.gov.au>

Sent: Monday, 31 August 2020 9:33 AM

To: Marion Dandridge <Marion.Dandridge@dplh.wa.gov.au>; DPI Referrals <Referrals@dplh.wa.gov.au>; Rachel Nelson <Rachel.Nelson@dplh.wa.gov.au>

Cc: Susan Oosthuizen <Susan.Oosthuizen@dardanup.wa.gov.au>

Subject: FW: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Dear Marion

RE: APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSAL TO DEMOLISH THE EXISTING BOWLING CLUB BUILDING AND CONSTRUCTION OF A NEW BOWLING AND SOCIAL CLUB FACILITY - LOT 510 PRATT ROAD, EATON 6232

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The application has been submitted by the Eaton Bowling and Social Club with the Shire being the managing authority of Lot 510. The application proposes the demolition of the existing bowling club building and the construction of a new multi-purpose community centre in the following manner:

Club activities associated with the Eaton Bowling Club and the Eaton Senior Citizens group;

Rhianna Scheffner

From: Suzanne Occhipinti
Sent: Friday, 11 September 2020 9:13 AM
To: Cecilia Muller
Subject: FW: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Hello Cecilia,

This came in yesterday (in submissions mailbox).

Regards

Suzanne Occhipinti

Senior Planning Officer

Shire of Dardanup | | PO Box 7016 | Eaton WA 6232
p: 08 9724 0359 | e: Suzanne.Occhipinti@dardanup.wa.gov.au



From: Landy Jones <landy.jones@dwer.wa.gov.au>
Sent: Thursday, 10 September 2020 1:26 PM
To: Submissions Planning <Submissions@dardanup.wa.gov.au>
Subject: RE: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Our Reference: PA36584

Your Reference: Lot 510 Pratt Rd

To: Shire of Dardanup

From: Department of Water and Environmental Regulation

Attention: Cecilia Muller

Dear Cecilia

APPLICATION FOR DEVELOPMENT APPROVAL – NEW BOWLING AND SOCIAL CLUB FACILITY - LOT 510 PRATT RD, EATON

Thank you for providing the Development Application for Lot 510 Pratt Rd, Eaton for the Department of Water and Environmental Regulation (Department) to consider.

(Appendix ORD: 12.1D)

The Department has identified that the Development Application for Lot 510 Pratt Rd, Eaton has the potential for impact on environment and/or water resource values and/or management. Key issues and recommendations are provided below and these matters should be addressed:

- Issue: Acid sulphate soils – high to moderate risk
 - Recommendation: The site is located in an area mapped as representing a high to moderate risk of encountering acid sulfate soils within three metres of the natural ground surface. The Department recommend that acid sulfate soils condition EN8 and advice ENa1 should be applied.
- Issue: Floodplain management
 - Recommendation: The proposed finished floor level of 3.25 m AHD will provide adequate flood protection from 1 in100 AEP flooding in the Collie River out to 2110.

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

Should you require any further information on the comments please contact Landy Jones.

Yours sincerely

Landy

Yolande Jones

NRMO Planning Advice

South West Region

Department of Water and Environmental Regulation

35-39 McCombe Road, Bunbury, WA 6230

PO Box 261, WA 6231

E: landy.jones@dwer.wa.gov.au | www.dwer.wa.gov.au

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



Item No.	Reference	Reviewer comment/advice
1	Acid Sulphate Soil	<p>Issue: Acid sulphate soil – high to moderate</p> <p>Recommendation: The site is located in an area mapped as representing a high to moderate risk of encountering acid sulfate soils within three metres of the natural ground surface. The Department recommend that acid sulphate soils condition EN8 and advice ENa1 should be applied.</p> <p>Discussion: The Department considers that the planned works have the potential to intersect the groundwater table beneath the site. The Department advises that an ‘Acid sulfate soils management plan’ should be developed to manage any acid sulfate soil disturbance and any potential groundwater disturbances or dewatering activities that may be required as part of the construction works.</p> <p>Therefore, the Department recommends that the following acid sulfate soils condition and advice note be applied to any condition</p>

(Appendix ORD: 12.1D)

		<p>approval granted for the development, consistent with condition EN8 and advice ENa1 published in Model Subdivision Conditions Schedule (Department of Planning, Lands and Heritage, May 2020).</p> <p>Condition EN8 - An acid sulphate soils self-assessment form and, if required as a result of the self-assessment, an acid sulphate soils report and an acid sulphate soils management plan shall be submitted to and approved by the Department of Water and Environmental Regulation before any subdivision works or development are commenced. Where an acid sulphate soils management plan is required to be submitted, all subdivision works shall be carried out in accordance with the approved management plan. (Department of Water and Environmental Regulation)</p> <p>Advice ENa1 - Condition EN8 makes reference to an "acid sulphate soils self-assessment form". This form can be downloaded from the Western Australian Planning Commission's website at: www.dplh.wa.gov.au The "acid sulphate soils self-assessment form" makes reference to the Department of Water and Environmental Regulation's "Identification and Investigation of Acid Sulphate Soils" guideline. This guideline can be obtained from the Department of Water and Environmental Regulation's website at: www.dwer.wa.gov.au</p>
2	Floodplain management	<p>Issue: Floodplain management</p> <p>Recommendation: The proposed finished floor level of 3.25 m AHD will provide adequate flood protection from 1 in100 AEP flooding in the Collie River out to 2110.</p> <p>Discussion: The Department of Water and Environmental Regulation provides advice and recommends guidelines for development on floodplains with the object of minimising flood risk and damage.</p> <p>The Lower Collie River Flood Study shows the general area affected by major flooding with the 1 in 100 AEP flood level estimated to be ~2.4 m AHD (including consideration of potential mean sea level rise of 0.9 metre by 2110).</p> <p>Based on our recommended floodplain management strategy for the area, proposed development (ie, filling, building, etc) is considered acceptable with regard to major flooding. The proposed finished floor level of 3.25 m AHD will provide adequate flood protection from 1 in100 AEP flooding in the Collie River out to 2110.</p> <p>Consequently, the proposal is considered acceptable with regard to major flooding.</p> <p>It should be noted that this advice is related to major flooding only and other planning issues, such as local stormwater drainage, environmental and ecological considerations, may also need to be addressed.</p>

From: Cecilia Muller <Cecilia.Muller@dardanup.wa.gov.au>

Sent: Thursday, 27 August 2020 12:47 PM

To: swlanduseplanning@dbca.wa.gov.au; Bunbury Admin <bunbury.admin@dwer.wa.gov.au>

Subject: Application for development approval - New Bowling and Social Club Facility - Lot 510 Pratt Road, Eaton

Rhianna Scheffner

From: Suzanne Occhipinti
Sent: Wednesday, 2 September 2020 3:23 PM
To: Cecilia Muller
Subject: FW: Bowling club

Hello Cecilia,

Please see below a submission received today.

Regards

Suzanne Occhipinti

Senior Planning Officer

Shire of Dardanup | | PO Box 7016 | Eaton WA 6232
p: 08 9724 0359 | e: Suzanne.Occhipinti@dardanup.wa.gov.au



From: Thommos01@westnet.com.au <Thommos01@westnet.com.au>
Sent: Wednesday, 2 September 2020 1:15 PM
To: Submissions Planning <Submissions@dardanup.wa.gov.au>
Subject: Bowling club

Hello , Just got mail in regards to new bowling club, a couple of things come to mind.

- 1) on the VEENS DESIGN I notice that it looks odd that the female and male uat should be on the opposite sides to be in conjunction to the male and female toilets.
- 2) the site plan shows Eagle Crescent coming of Pratt Road , where the sign post at that location says Foster Street.

Regards .

Rhianna Scheffner

From: Kathleen Hoult
Sent: Monday, 31 August 2020 4:27 PM
To: Cecilia Muller
Subject: FW: Request for Comment - Lot 510 Pratt Rd Eaton
Attachments: Dev Shire of Dardanup Bowling club Pratt Rd Eaton.jpg

FYI

Kathleen Hoult

Governance Officer

Shire of Dardanup | PO Box 7016 | Eaton WA 6232
p: 08 9724 0335 | e: Kathleen.Hoult@dardanup.wa.gov.au



From: Brett Coombes <Brett.Coombes@watercorporation.com.au>
Sent: Monday, 31 August 2020 4:26 PM
To: Kathleen Hoult <Kathleen.Hoult@dardanup.wa.gov.au>
Subject: RE: Request for Comment - Lot 510 Pratt Rd Eaton

Hi Kathleen,

I assume that this development application has been referred to the Water Corporation because the Corporation has landholdings and assets in the locality. The Bobin Street water storage tanks are located on a Water Corporation site approximately 200m to the southeast. The proposed bowling club building does not appear to impact in any way on the Water Corporation's existing or planned future infrastructure in the locality.

The existing buildings at the bowling greens are currently serviced with water and sewerage off the Water Corporation's networks running along Bobin Street. The need for any new sewer or water connections can be addressed at the building stage through an application to the Corporation's Building Services using this link:

<https://buildernet.watercorporation.com.au/bn/MultiResidenceApplication.do>

Regards

Brett Coombes
Senior Urban Planner
Development Services
Tel. 9420-3165

From: Kathleen Hoult [<mailto:Kathleen.Hoult@dardanup.wa.gov.au>]
Sent: Monday, 31 August 2020 11:14 AM
To: Land Planning

(Appendix ORD: 12.1D)



Department of Biodiversity,
Conservation and Attractions



We're working for
Western Australia.

Your ref: DAP-F0171668

Our ref: 45915 2018/002778

Enquiries: Tracy Teede

Phone: 9725 4300

Email: swlanduseplanning@dbca.wa.gov.au

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

Attention: Cecilia Muller

PROPOSAL TO DEMOLISH EXISTING BOWLING CLUB BUILDING AND CONSTRUCTION OF NEW BOWLING AND SOCIAL CLUB FACILITY – LOT 510 PRATT ROAD EATON

I refer to your letter dated 27 August 2020 forwarding development application for the above property for the Department of Biodiversity, Conservation and Attractions' (DBCA) Parks and Wildlife Service comment.

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

Advice to Shire

The southern portion of Lot 510 contains an area of Conservation Category Wetland (CCW) identified on the *Geomorphic Wetland Swan Coastal Plain (GWSCP)* dataset.

DBCA acknowledges that the existing buildings and car park areas are adjacent to the wetland vegetation. The site plan (Veen's Design) indicates that the proposed access road will skirt around the northern and western edges of the wetland vegetation.

DBCA recommends that bollards or other fencing is installed along the outer edge of the wetland vegetation to prevent accidental vehicle encroachment and clearing of the wetland vegetation.

DBCA also advises that any drainage towards the wetland area, should be filtered prior to entering the wetland system to ensure there are no water quality impacts to the CCW.

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

Yours sincerely

Bob Hagan
Regional Manager
Parks and Wildlife Service

17 September 2020

Rhianna Scheffner

From: Cecilia Muller
Sent: Thursday, 17 September 2020 9:28 AM
To: Rhianna Scheffner
Subject: FW: Comments in relation to proposed DA to demolish existing bowling club and construction of new building and social club facility Lot 510 Pratt Rd

Follow Up Flag: Follow up
Flag Status: Flagged

From: Sarah Upton <admin@sarahupton.com>
Sent: Wednesday, 16 September 2020 11:01 PM
To: Submissions Planning <Submissions@dardanup.wa.gov.au>
Cc: 'Sarah Upton' <admin@sarahupton.com>; 'Ian Upton' <ian@ianupton.com.au>
Subject: Comments in relation to proposed DA to demolish existing bowling club and construction of new building and social club facility Lot 510 Pratt Rd

Thank you for the opportunity to provide comments in relation to the proposed DA to demolish the existing Eaton bowling club and construction of new building and social club facility at Lot 510 Pratt Rd, Eaton.

We moved to 42 Eagle Crescent, Eaton in 2010 to enjoy the peace and tranquillity that this area offers, which is what attracted us to purchase our family home in this area in the first place. Although we are supportive of development, we also value the amenity and lifestyle of this area and do not wish to have our life disrupted or impacted by noise and antisocial behaviour that may be caused from activities occurring in the proposed building. As such, please accept our comments in relation to this development.

It is requested that our concerns below be addressed and/or to be conditioned on the DA:

1. The roads mentioned on the site plan are incorrect. Eagle Crescent does not intersect with Pratt Road as shown on the plans listed on the Shire's website. This road is called Foster Street, and by not providing accurate information on the site plan, it may be misleading and confusing when looking at the impact that this development has on surrounding residents.
2. The size of the development is indicative that the club is seeking additional membership and alternative uses for the building. This is of concern as the alternative uses in this building has the potential to create antisocial noise at any time of the day and especially both at night and during the weekends.
3. What management conditions are being placed on the applicant for compliance with the Environmental Protection (Noise) Regulations 1997?
4. Has an acoustic report been requested of the applicant to model the potential impacts on surrounding residents?
 - a. what is the predicted noise levels in relation to machinery (e.g. cool rooms, A/C units), crowd noise, amplified music, bin collections etc. at residential houses, both during the day and at night and weekends?
 - b. What materials and heights/thickness of walls and roofing material has been suggested to attenuate the noise impact on surrounding residents?
 - c. What are suggested start/finish times that the building is recommended to be used?
 - d. If an acoustic report has not been requested, we strongly urge the Shire of Dardanup to request an acoustic report as a matter of urgency as retrofitting a development after the commencement of construction is costly and may not achieve compliance with the regulations.
5. The potential for hiring of the function room facilities to private groups every weekend/night for functions that are possibly associated with amplified music has the potential for residents to be affected on an ongoing basis by unreasonable noise. Can the development have restricted opening/closing hours for no later than 10pm?

(Appendix ORD: 12.1D)

6. The proposed raised alfresco area has the potential of crowd noise to adversely impact on residents. Can this area be time restricted for use and not permit any amplified music outside of the venue?
7. The cool rooms and delivery area is located directly opposite houses on Eagle Cres. How/where are the cool room compressors and A/C units going to be located, and what will be in place for the protection of the resident's against potential noise impacts?
8. Can delivery times/rubbish collection be restricted to daylight hours only (i.e. no early morning or weekend collections/deliveries)?
9. What type of liquor licence will the club be applying for? If they are wanting to have the flexibility of non-members hiring the facility, then it is assumed they might be applying for a special facility licence or tavern. Both of these licences have the potential to have very late night trading hours, hence the Shire should consider placing operating times on the development approval. The liquor licence for this facility should also be restricted to prevent the sale of packaged alcohol occurring from the premises.
10. Will the Shire be requesting a public interest assessment (PIA) as part of this development? If one has already been provided by the applicant, can that please be provided online for consideration of the development?
11. What precautions will be in place to protect residents from light overspill if floodlights are being installed?
12. If the premises is not constructed and managed correctly and causes significant impacts on the surrounding residents, this will likely devalue the properties in the area.
13. Has the potential for increased traffic in this area been considered and what is the likely impact on residents?

From the above points raised, it is clear that if the premises is not designed and constructed to comply with the requirements of the Environmental Protection (Noise) Regulations 1997, the potential impact on the surrounding residents will be of great concern.

We would like a response to the concerns we have raised and respectfully request that we be kept informed of any updates associated with this development. We would also like to be advised of the date/time when this proposal would be considered by Council.

Should you have any queries in relation to our submission, please contact us on the details below.

Yours sincerely

Ian & Sarah Upton
42 Eagle Crescent, Eaton, WA 6232

Postal address: PO Box 611, Bunbury WA 6231

Ian Upton – 0418 933 121
Sarah Upton – 0408 933 121

Clause 67 Deemed Provisions Table

Clause No	Matter to be Considered	Yes	No	N/A	Comment
(a)	the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	Yes			<p>The general objectives of TPS3 are:</p> <ul style="list-style-type: none"> • to zone the Scheme Area for the purposes in the Scheme described; • to secure the amenity, health and convenience of the Scheme Area and the inhabitants thereof; • to make provisions as to the nature and location of buildings and the size of lots when used for certain purposes; • the preservation of places of natural beauty, of historic buildings and objects of historical and scientific interest; and • to make provision for other matters necessary or incidental to town planning and housing. <p>The proposed development on the subject land has been assessed against the abovementioned objectives of TPS3. Shire Officers consider the application to be generally consistent with the objectives of the Scheme.</p> <p>The development is to occur on land zoned 'Other Community' under TPS3.</p> <p>The TPS3 objective for the zone is:</p> <ul style="list-style-type: none"> • To provide for uses that are of a community nature and/or civic purpose that would ordinarily not be suitable in other zones. <p>The application for the redevelopment of the bowling club building is of a community nature and consistent with the objective of the zone.</p>
(b)	the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving	Yes			<p>Under the Draft TPS9, Lot 510 will be a local reserve for Public Open Space.</p> <p>The objectives of the POS reserve is:</p> <ul style="list-style-type: none"> • To set aside areas for public open space, particularly those established under the Planning and Development Act 2005 s. 152. • To provide for a range of active and passive recreation uses such as recreation buildings, and courts and associated car parking and drainage. <p>The application for the redevelopment of the bowling club building is in line with the objectives of the local reserve.</p>
(c)	any approved State planning policy	Yes			SPP 3.7 Planning in Bushfire Prone Areas – this is discussed in the 'officer comment' section of the report.
(d)	any environmental protection policy approved under the			N/A	

	Environmental Protection Act 1986 section 31(d);						
(e)	any policy of the Commission;				N/A		
(f)	any policy of the State				N/A		
(g)	any local planning policy for the Scheme area	Yes					The following policies have been considered in the development: <ul style="list-style-type: none"> • CP032 – Wood encouragement • CP060 – Storm water discharge from buildings • CP093 – Sustainability
(h)	any structure plan, activity centre plan or local development plan that relates to the development				NA		
(i)	any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015				N/A		
(j)	in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve	Yes					It is to be noted that the development is to occur on a part of the lot that is zoned and not reserved under TPS3. Officers have considered the purpose of the reserve under the management order and has contacted DPLH. This matter is discussed under 'legal implications' in the report.
(k)	the built heritage conservation of any place that is of cultural significance				N/A		
(l)	the effect of the proposal on the cultural heritage significance of the area in which the development is located				N/A		
(m)	the compatibility of the development with its setting including the relationship of the development to land or on other land in the locality including, but not	Yes					The proposed building will be set back 2m from the northern boundary abutting Pratt Road, 44m from the boundary on Bobbin Street and 55.5m from the Foster Street boundary. The building is 1032.96m ² in size. The building is proposed to be a single storey building. The building will have a light colour bond roof with timber panel features on various elevations. The building has been designed by an architect and will be a contemporary building that will fit into the natural landscape due to the colours and materials proposed.

	limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development					
(n)	the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	Yes			Environmental impacts are discussed under the 'Environment' section of the report. Regarding the character of the locality and social impacts, it is to be noted that this proposal is to allow the redevelopment of a building where there is no change to the intended use. Allowing the function room to be used for the hosting of activities of a recreational/social nature are considered a benefit to the community. However, submissions received identified a potential noise issues for nearby residents. Officers recommend that a Noise Management Plan (NMP) be prepared as a condition of DA approval. This is further discussed in the 'Officer Comment' section of the report.	
(o)	the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	Yes			This matter is considered further in the 'Environment' section of the report.	
(p)	whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	Yes			The elevations demonstrate where landscaping will occur to soften the new build.	
(q)	the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	Yes			This matter is considered further in the 'Environment' section of the report.	
(r)	the suitability of the land for the development taking into account the possible risk to human health or safety;	Yes			These matters relates to the submissions received from various agencies and departments and are considered in the Council report.	
(s)	the adequacy of —	Yes			There is an existing access to the carpark along Robin Street. This access may need to be widened to allow two way traffic and this may be a consideration for future upgrades to the carpark which is not part of this proposal.	

	(i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;					
(t)	the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	Yes			There is a potential for increased traffic in this area and the Shire Infrastructure Directorate is currently considering various options, of which one potential option is to redesign the section of Pratt Road north of the proposed development to include additional on street parking.	
(u)	the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability	Yes			The proposed building is purpose build for the use of the club and consideration has been given to ensure sufficient storage, toilet and shower facilities and access for people with disability.	
(v)	the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;			N/A	The project will benefit the community with a loss of service only while construction occur.	
(w)	the history of the site where the development is to be located;	Yes			The Shire has appointed a consultant to undertake the necessary Due Diligence and submit the relevant section 18 application in accordance with the Aboriginal Heritage Act 1972. An advice note is included on the DA.	
(x)	the impact of the development on the	Yes			The development will benefit the community and submissions raised during the referral process will be adequately address through the imposition of conditions.	

	community as a whole notwithstanding the impact of the development on particular individuals;					
(y)	any submissions received on the application;	Yes			Submissions on the application are discussed in further detail in the Schedule of Submissions and the "Officer Comment" section of the Council report.	
(za)	the comments or submissions received from any authority consulted under clause 66;	Yes			Submissions on the application are discussed in further detail in the Schedule of Submissions and the "Officer Comment" section of the Council report.	
(zb)	any other planning consideration the local government considers appropriate.			N/A		

RISK ASSESSMENT TOOL							
Application for Development Approval for demolition of the existing bowling club building and the construction of a new facility at Lot 510 Pratt Road.							
RISK THEME PROFILE:							
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 10 - Management of Facilities, Venues and Events							
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	
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Ongoing management and maintenance costs of the new facility would need to be considered.	Moderate (3)	Likely (4)	Moderate (5 - 11)	The current lease agreement with the club would need to be amended to reflect the maintenance expectations regarding the new building.	Insignificant (1)	Low (1 - 4)
SERVICE INTERRUPTION	If the project is delayed there will be a 'Service Interruption' as the club would not be able to operate.	Moderate (3)	Possible (3)	Moderate (5 - 11)	The risk is mitigate by ensuring the project stay on track and progress as planned.	Insignificant (1)	Low (1 - 4)
LEGAL AND COMPLIANCE	The Department of Planning, Lands and Heritage has been contacted to advise whether the management order needs to be amended to include club premises as a use and to consider an s18 application under the <i>Aboriginal Heritage Act 1972</i> .	Insignificant (1)	Rare (1)	Low (1 - 4)	Officers will work with DPLH to amend the management order, if required. Officers have appointed a consultant to prepare the necessary s18 application on behalf of the Shire. It is to be noted that the Reserve has been used for the bowling club purposes for a long time since the construction of the facility and therefore this is not considered a high risk.	Insignificant (1)	Low (1 - 4)
REPUTATIONAL	If the project is delayed there will be a 'Reputational' risk.	Moderate (3)	Possible (3)	Moderate (5 - 11)	The risk is mitigate by ensuring the project stay on track and progress as planned.	Insignificant (1)	Low (1 - 4)
ENVIRONMENT	No vegetation clearing is to occur and development would not impact on the wetland.	Insignificant (1)	Rare (1)	Low (1 - 4)	Not required. However, it is proposed to ensure that the wetland is fenced/demarcated to ensure no encroachment of vehicles and development into this area.	Insignificant (1)	Not required.

Bushfire Attack Level Assessment Report

Prepared by a BPAD Accredited Practitioner



(Appendix ORD: 12.1G)

Fire Protection Association Australia Life Property Environment



AS3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018 . FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.

Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference		
			510	Pratt Road		
Local government area	Suburb			State	Postcode	
	Eaton			WA	6232	
Main BCA class of the building	Shire of Dardanup					
	Class 9b	Use(s) of the building		Habitable Building		
	Description of the building or works					
Construction of a multi-purpose community centre						

Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
	A	8 June 2020	16 June 2020

BPAD Accredited Practitioner Details

<p>Name Neill Thompson Level 2 BPAD FPAA</p> <p>Company Details Bushfire Solutions South West Mobile: 0447 395 173 E: neill@bushfiresolutionsouthwest.com.au</p>  <p>BUSHFIRE SOLUTIONS SOUTH WEST</p>	<div style="border: 2px solid black; padding: 10px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. 36648</p> <p>Signature </p> <p>Date 16/06/2020</p> </div> <p style="text-align: center;"><i>Authorised Practitioner Stamp</i></p>
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Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

Site Assessment & Site Plans

The assessment of this site / development was undertaken on 8 June 2020 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1).

Legend

- Lot 510 Pratt Road Eaton
- Lot Boundary
- 100m Buffer
- 150m Buffer
- Multi-Purpose Community Centre
- BAL Vegetation**
- Class D Scrub
- Excluded as per Management letter attached
- Excluded 2.2.3.2(e)
- Local Government Authority**
- Suburbs and Localities
- State Roads
- Other Roads



Map Printed from WALGA L0map on Tue Jun 16 10:26:21 AWST 2020

Vegetation Classification

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Photo ID: 1	Plot: 1	
Vegetation Classification or Exclusion Clause		
Class D Scrub - Closed scrub D-13		
Description / Justification for Classification		
<p>Found in wet areas and/or areas affected by poor soil fertility or shallow soils.30% foliage cover. Shrubs >2m high.</p> <p>Typical of coastal areas and tall heaths up to 6 m in height.</p> <p>May be dominated by Banksia, Melaleuca or Leptospermum with heights of up to 6m.</p>		
Photo ID: 2	Plot: 1	
Vegetation Classification or Exclusion Clause		
Class D Scrub - Closed scrub D-13		
Description / Justification for Classification		
<p>Found in wet areas and/or areas affected by poor soil fertility or shallow soils.30% foliage cover. Shrubs >2m high.</p> <p>Typical of coastal areas and tall heaths up to 6 m in height.</p> <p>May be dominated by Banksia, Melaleuca or Leptospermum with heights of up to 6m.</p>		

Photo ID:	3	Plot:	2
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Low threat vegetation in a maintained state.			
Letter from Shire of Dardanup attached stating vegetation and fuel loads are managed and monitored.			



Photo ID:	4	Plot:	2
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Low threat vegetation in a maintained state.			
Letter from Shire of Dardanup attached stating vegetation and fuel loads are managed and monitored.			



Photo ID:	5	Plot:	3
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Low threat vegetation in a maintained state.			
Maintained grasses/verges/low ground surface fuel.			



Photo ID:	6	Plot:	3
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Low threat vegetation in a maintained state.			
Maintained grasses/verges/low ground surface fuel.			



Photo ID:	7	Plot:	3
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Low threat vegetation in a maintained state.			
Maintained grasses/verges/low ground surface fuel.			

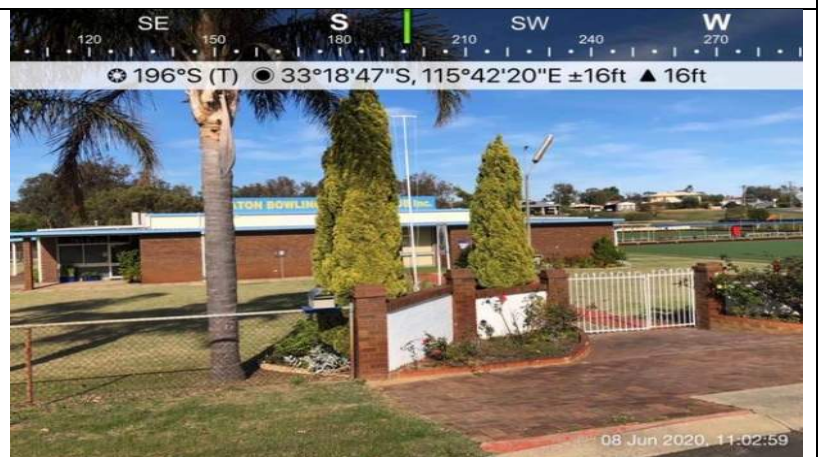


Photo ID:	8	Plot:	4
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Low threat vegetation in a maintained state.			
Maintained grasses/verges/low ground surface fuel.			



Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index

FDI 40

Table 2.7

FDI 50

Table 2.6

FDI 80

Table 2.5

FDI 100

Table 2.4

Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAI
1	Class D Scrub	Flat/Upslope	45.8m	BAL - 12.5
2	Excludable - Clause 2.2.3.2(f)	N/A	N/A	BAL - LOW
3	Excludable - Clause 2.2.3.2(f)	N/A	N/A	BAL - LOW
4	Excludable - Clause 2.2.3.2(f)	N/A	N/A	BAL - LOW

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level

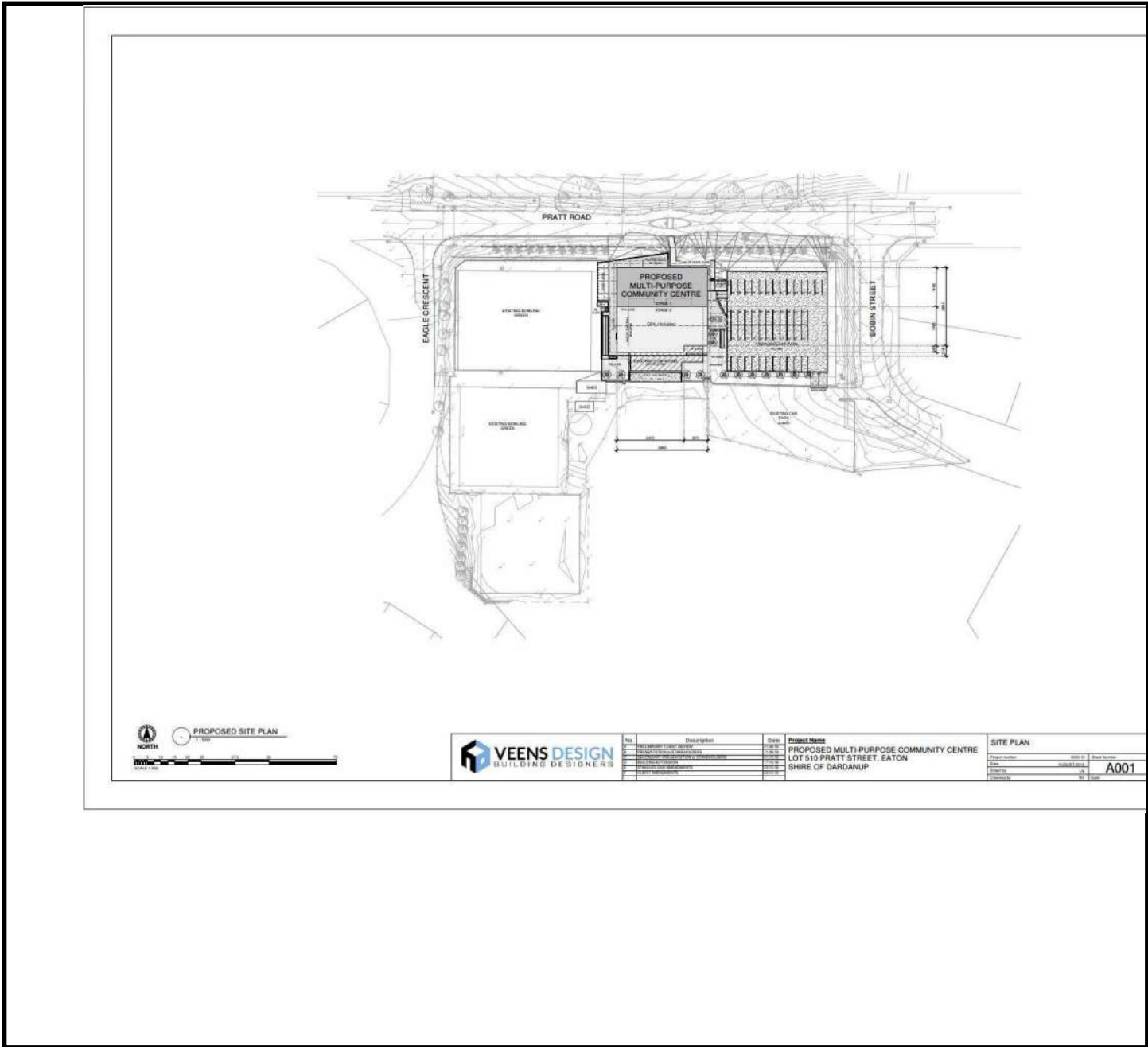
BAL - 12.5

Appendix 1: Plans and Drawings

Plans and drawings relied on to determine the bushfire attack level

Drawing / Plan Description Proposed dwelling

Job Number	Revision A	Date of Revision
-------------------	-------------------	-------------------------



Appendix 2: Additional Information / Advisory Notes

All trees around the APZ will require ongoing maintenance and have a vertical to ground clearance of 2 metres.

No branches or tree crown canopies are to be overhanging the roof space of the dwelling.
The ground fuel will require maintaining, to minimise any future risk.

All grasses are to be managed and maintained to a maximum height of 100 millimetres.

Bush fire hazard can be altered by reducing fuel loads in bush areas, by modifying fuel zones, removing understorey vegetation and leaf litter by chemical or mechanical means or by control burning. Providing adequate separation between the vegetation and the building is strongly recommended for all new homes.

Statement:

I have taken all reasonable steps to ensure that the information provided in this assessment, is accurate and supports the conditions on and around the site, and the corresponding lot, on the date of this assessment.

This does not guarantee that a building will not be destroyed or damaged by a bushfire. This assessment for the proposed new dwelling is made in good faith based on the information available to the bushfire consultant at the time of the assessment. Notwithstanding, the bushfire consultant or Local Government authority will not, except as may be required by law, be liable for any loss or other consequences whether due to negligence arising out of the services rendered by the bushfire consultant or Local Government authority.

Note: Any new plantings of vegetation, or a failure to maintain the properties requirements for fuel loading maintenance, can and will change the BAL rating significantly.

It is the owner's responsibility to maintain fuels and vegetation's, in accordance to the Shire of Dardanup Annual Fire Break Order Notice.

BUSHFIRE ATTACK LEVEL ASSESSMENT EXPLAINED

A Bushfire Attack Level (BAL) Assessment is a means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact in a bushfire event, and thereby determining the construction measures required for the dwelling.

The methodology used for the determination of the BAL rating, and subsequent building construction standards, are directly referenced from Australian Standard AS 3959–2018 Construction of Buildings in Bushfire Prone Areas.

The BAL rating is determined through identification and assessment of the following parameters:

- Fire Danger Index (FDI) rating; assumed to be FDI - 80 for Western Australia;
- All classified vegetation **within 100 and 150m** of the Site;
- Separation distance between the building and the classified vegetation source(s); and
- Slope of the land under the classified vegetation.

CONSTRUCTION REQUIREMENTS

AS 3959–2018 has six levels of BAL categories based on the radiant heat flux exposure to the building, and identifies the relevant sections for building construction, as detailed below in the Bushfire Attack Levels Table.

The BAL and the corresponding Sections for specific construction requirements are listed in the table below:

Bushfire Attack Levels Table

Bushfire Attack Level (BAL)	Classified Vegetation within 100m of the site heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section
BAL – LOW		There is insufficient risk to warrant specific construction requirements. DFES recommend ember protection where possible to limit the risk of fire attack	4
BAL – 12.5	$\leq 12.5 \text{ kW/m}^2$	Ember attack	3 and 5
BAL – 19	$> 12.5 \text{ kW/m}^2$ $\leq 19 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 and 6
BAL – 29	$> 19 \text{ kW/m}^2$ $\leq 29 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 and 7
BAL- 40	$> 29 \text{ kW/m}^2$ $\leq 40 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 and 8
BAL-FZ	$> 40 \text{ kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 and 9

An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level.

The width of the required APZ varies with slope and vegetation.

The APZ should at a minimum be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m^2 (BAL-29). It should be lot specific.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.

It is the responsibility of the landowner/proponent to maintain their APZ in accordance with Schedule 1 'Standards for Asset Protection Zones'.

Schedule 1: STANDARDS FOR ASSET PROTECTION ZONES

Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.

Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.

Fine Fuel load: combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.

Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m^2 in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres.

Shrubs greater than 5 metres in height are to be treated as trees. **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height.

Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: should be managed to maintain a height of 100 millimetres or less.

References

Shire of Dardanup Fuel Reduction and Firebreak Notice 2019/20

WA Planning Commission: Standards for Asset Protection Zones

Environmental Planning Tool

Standards Australia AS3959 (2018) Construction of buildings in bushfire prone areas.

The Shire of Dardanup has a management order over the Eagle Wetland Reserve.

The Shire has a fire mitigation plan in place for the reserve and regularly monitor and reduce fuel loads in the reserve.

Please let me know if you require any further information.

Regards

James Reilly

Project Development Engineer

Shire of Dardanup | 1 Council Drive | PO Box 7016 | Eaton WA 6232

p: 08 9724 0388 | m: 0418 284 212 | e: James.Reilly@dardanup.wa.gov.au



Bushfire Attack Level (BAL) Certificate

Determined in accordance with AS 3959-2018

This Certificate has been issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report (full report) prepared by the Accredited Practitioner.

Property Details and Description of Works

Address Details	Unit no	Street No	Lot	Street name / Plan Reference	
			510	Pratt Road	
Local government area	Eaton			State	Postcode
				WA	6232
Main BCA class of the building	Shire of Dardanup				
Description of the building or works	Class 9b	Use(s) of the building	Habitable Building		
	Construction of a multi-purpose community centre				

Determination of Highest Bushfire Attack Level

AS 3959 Assessment Procedure	Vegetation Classification	Effective Slope	Separation Distance	BAL
Method 1	Class D Scrub	Flat/Upslope	45.8m	BAL -12.5

BPAD Accredited Practitioner Details

<p>Name Neill Thompson</p> <p>Company Details Bushfire Solutions South West Phone: 0447 395 173 Email: Website: http://bushfiresolutionsouthwest.com.au</p> 	<div style="border: 1px solid black; padding: 5px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. 36648</p> <p>Signature </p> <p>Date 16/06/2020</p> </div> <p style="margin-top: 20px;"><i>Authorised Practitioner Stamp</i></p>
<p>I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018</p>	

Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

(Appendix ORD: 12.2A)



POLICY NO:-
SDev CP044 – DONATIONS AND GRANTS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

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

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

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

3. POLICY

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

- Community Grants
- Community Event Grants
- Regional Event Grants

3.1 Community Grants

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

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

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

Funding falls into three levels: -

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

Funding of up to \$500 and a maximum 100% of the total project cost is available to unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

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

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

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

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

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

(Appendix ORD: 12.2A)

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

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

3.2 Community Event Grants

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

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

Funding falls into three levels: -

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

Funding of up to \$500 and a maximum 100% of the total event cost is available to unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

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

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

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

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

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

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

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

3.3 Regional Event Grants

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

Regional Event Grants are available for events ~~held within the Shire of Dardanup~~ that;

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

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

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

4. ELIGIBILITY

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

(Appendix ORD: 12.2A)

- Meet the criteria as detailed in items 3.1, 3.2, and 3.3 of this policy.
- Be based within the Shire of Dardanup, or the majority of members of the application organisation are residents of the Shire of Dardanup, [or the application organisation provides a benefit to residents and/or business owners within the Shire of Dardanup.](#)
- Be a registered incorporated not-for-profit organisation; or for applicable categories as detailed in items 3.1 and 3.2 of this policy, be an unincorporated not-for-profit organisation or individual auspiced by an incorporated not-for-profit organisation or the Shire.
- Submit an application through the prescribed forms and within the timelines specified. No late applications will be accepted.
- Submit documented estimates of expenditure as part of the application
- Have all appropriate insurances.
- Carry out the activity within the financial year the grant is applied for; or for Regional Economic Grants within 18 months from approval of funding.
- Receive prior approval for any substantial changes to an application.

The following are eligible for funding:

- [Promotion and advertising;](#)
- [Event or conference sponsorship, and award ceremonies;](#)
- Traffic management;
- Waste management;
- Security;
- Entertainment, artist and/or talent fees;
- Facilitator fees;
- Venue hire;
- First aid;
- Portable toilets, public use only;
- Equipment purchase and hire;
- The purchase of capital equipment, materials, and equipment;
- Shire of Dardanup in-kind services on application. Any in-kind funding requested must be discussed with a council officer and is subject to availability and approval by the Chief Executive Officer.

Funding will not be available for the following:

- Professional fees including salaries and wages, consultants, project managers and event coordinators;
- Ongoing operational expenses;
- Retrospective funding or items already ordered;
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- State or Commonwealth Government Departments or Agencies, or profit-based business enterprises;
- Events that are not open for attendance by the general public;
- [Prizes/Awards](#)
- Team uniforms;
- Personal travel;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;
- Applications that conflict with the Shire of Dardanup Strategic Community Plan.
- If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

5. PROCEDURE/ASSESSMENT

5.1 [Application Assessment Procedure](#)

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

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

(Appendix ORD: 12.2A)

The application and assessment procedure is as follows:

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

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: SDev CP044 – Donations and Grants Policy Review									
RISK THEME PROFILE: 4 - Document Management Processes									
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	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	Council funds misused by grant recipient	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	Reduced reputational gain through not funding tourism and economic events	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.



FERGUSON VALLEY MARKETING INC

22 September 2020

André Schönfeldt

CEO Shire of Dardanup
1 Council Drive
Eaton WA 6232

Dear André

REGIONAL EVENTS GRANT APPLICATION

Ferguson Valley Marketing Inc/Australia's South West have obtained seed funding to develop an iconic event, for the Ferguson Valley/Wellington Forest area, to drive visitation, boost the economy and contribute to the innovation, prosperity and sustainability of tourism in the Shire of Dardanup.

Key to the success of such an iconic event is a collaborative approach, particularly in regions where funding is limited. As such partnerships and strong stakeholder relationships are crucial to the success of a new event in the region. Taking this into consideration discussions have ensued with the City of Bunbury and the Shire of Dardanup for support and funding contribution who are supportive of this iconic event – "Lost and Found"

Iconic 'Lost and Found' event overview

The iconic event/festival is an umbrella event which will have multiple activities over a designated period in September 2021. These activities in the majority will be undertaken at already established businesses.

The aim of the event is for it to be sustainable and not compete with other events in the region,

Lost and Found objectives are to:

- Attract: visitation to Ferguson Valley, the Wellington Forrest and Bunbury.
- Inspire: Change the perception of Ferguson Valley, Wellington Forest and Bunbury, and establish an emotive connection.
- Inform: Build awareness for the Ferguson Valley, Wellington Forest and Bunbury offering.
- Activate: Increase product development and visitation to Ferguson Valley/Wellington Forest.
- Unite: Expand the growing sense of continuity and unity within Ferguson Valley, Wellington Forest, Bunbury and the greater region..

Ferguson Valley Marketing Inc objectives are:

- To offer a high standard of visitor servicing and information through the Ferguson Valley Visitor Centre
- To market and promote the Ferguson Valley are through undertaking marketing activities.
- To raise the awareness of the Ferguson Valley with local and regional stakeholders.
- Facilitate/co-ordinate 2 key events in the Ferguson Valley each year.

(Appendix ORD: 12.3A)

Noting the above objectives the new iconic event for the region should:

- **Build awareness** to key target markets by including a range of events that highlight tourism experiences on offer in the Ferguson Valley, Wellington Forest and Bunbury region.
- **Drive extended visitation** (beyond day trippers) to the Ferguson Valley, Wellington Forest and Bunbury region during the event period.
- **Provide benefits** back to Ferguson Valley Marketing Inc. members, and tourism operations in Bunbury through collaborating with businesses and driving sales/revenue for their business.
- **Provide support** and upskilling opportunities for regional business through a hand-on event management approach.

Long term benefits of the iconic event to the Shire of Dardanup

The longer term benefits of an iconic event is that it will:

- Benefit the local tourism economy
- Aid on broadening the visitation periods
- Identify the location as inclusive and accessible to a local market
- Boost employment in the region
- Develop partnerships that will support the region by having a collaborative approach eg: accommodation shortfalls in the Ferguson Valley, and the need for Tourism support businesses.
- Entice entrepreneurs to see the value of the Ferguson Valley/Wellington Forest and surrounds.
- Provide greater offerings to the local community

Funding support

As you are aware FVM has been instrumental in obtaining \$35,000 from the State Government, and will apply for a further \$30,000 from the City of Bunbury to fund this event. Seed funding is critical for the success of the event. The budgeted costs will be in the vicinity of \$85,000 for the first year. It is anticipated that in future years we will apply for funding from Events Corp to help continue the event.

An Application for Regional Event - Form 220D seeking support from the Shire of Dardanup for \$10,000 is submitted. We anticipate that the Event Manager will submit Event Application form (Form 188) as required by the Shire of Dardanup in due course.

FVM would be happy to present more information to the Shire of Dardanup and its Councillors to provide more detail and answer any questions that may come to hand.

Should you have any further questions please do not hesitate to contact me. FVM looks forward to your favourable consideration of this application.

Yours sincerely



Phil Smith
Chairman FVM Board
0417961741

Enclosure:

1. Application for Regional Event Grant – Form 220D

	APPLICATION FOR REGIONAL EVENT GRANT <i>\$0 - \$10,000</i> FORM 220D	Date stamp
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Regional Event Grants are available for events held within the Shire of Dardanup that;

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

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Regional Event Grants will be assessed by the Manage Place & Community Engagement and referred to Council for determination. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The application form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

(Appendix ORD: 12.3A)

1. APPLICANT DETAILS			
Full name	Ferguson Valley Marketing Inc		
Role/Title for event	Lost and Found		
Email	marketing@fergusonvalley.net.au		
Mobile Number	0428 281 551		
Postal address	Street / PO Box	PO Box 7180	
	Suburb	EATON	Postcode 6232
Are you a resident within the Shire of Dardanup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you previously received event support funding from the Shire of Dardanup?	No		
1A. ADDITIONAL DETAILS FOR ORGANISATIONS ONLY			
Organisation name	Ferguson Valley Marketing Inc		
Phone	0428 281 551		
Email	marketing@fergusonvalley.net.au		
ABN	78 443 832 132		
Links to the organisation's website and social media accounts (if applicable)	Website	www.fergusonvalley.net.au	
	Facebook	https://www.facebook.com/fergusonvalley/	
	Instagram	https://www.instagram.com/discoverfergusonvalley/	
	YouTube		
	Other		
Head of Organisation (i.e. Chairperson)	Phil Smith		
Brief statement to describe your organisation	Ferguson Valley Marketing Inc (FVM) is a not-for-profit incorporated association, dedicated to promoting the Ferguson Valley and the Shire of Dardanup to visitors and tourists, including its natural and man-made attractions, our tourism related businesses, sponsorships and key events within the Shire of Dardanup, Western Australia.		
2. EVENT DETAILS			
Event Name	Lost and Found		
Event location / venue	Multiple locations within the Shire of Dardanup		
If this is a Council venue or reserve/park, have you completed the booking application form	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Event date and time	September 2021		
	Bump-in	TBC	
	Bump-out	TBC	
Links to the event website and social media accounts (if applicable)	Website	www.fergusonvalley.net.au	
	Facebook	https://www.facebook.com/fergusonvalley/	
	Instagram	https://www.instagram.com/discoverfergusonvalley/	
	YouTube		
	Other	Feature stories, links to accommodation/itineraries, posters, flyers	

(Appendix ORD: 12.3A)

Anticipated number of attendees		2000-5000	
Event / purpose goal		<p>The event objectives are to:</p> <ul style="list-style-type: none"> • Inspire: Change the perception of Ferguson Valley and establish an emotive connection. • Inform: Build awareness for the Ferguson Valley offering. • Activate: Increase product development and visitation to the Ferguson Valley. • Unite: Expand the growing sense of continuity and unity within Ferguson Valley. 	
Brief event over view (max 2 paragraphs)		An Umbrella Event which allows all businesses in the Ferguson Valley Wellington Forest to participate by providing individual event concepts that sit on a complete festival program.	
Specifically identify what you are seeking from Shire of Dardanup (including financial and in-kind support)	Item		Estimated Value (\$)
	Event Marketing Fees		\$8,000
	Program advertising		\$2,000
Sponsorship and / or partnerships secured. If applicable, please list.	Sponsor / Partner		Estimated Value (\$)
	State Government/Australia's South West		\$30,000
	City of Bunbury		\$30,000 TBC
3. ECONOMIC IMPACT			
Expected number of visitors to attend event from outside the Shire of Dardanup LGA?	1800-4500	How long are the visitors expected to stay?	Hours
			1-3 Days
			Weeks
Top three (3) target market demographics (age, gender & location – e.g. families from greater SW)	Culture Vultures	What is the expected expenditure of visitors?	See attachment 1
	Escape and Connect		
	The Beaten Track		
How will your event partner with other local businesses such as attractions,	The Umbrella Event allows all businesses in the Ferguson Valley/Wellington Forest to participate by providing individual event concepts that sit on a complete festival program. This would be marketed under a collective brand or 'umbrella' to encourage a united message and a collaborative approach.		

accommodation etc, to extend visitor length of stay?	
4. COMMUNITY BENEFIT	
How does your event engage with the local community?	<p>Provides ongoing employment for individual and support businesses.</p> <p>Promotion of creative participation by supporting the development of opportunities for artists and creative minds and small businesses to be involved in the events.</p> <p>Provides interest, dynamics, vibrancy, connection to the region and the residents.</p>
How is your event accessible and inclusive?	Majority of events will be in licenced facilities which have accessible and inclusive facilities such as disability parking, toilets and access
What waste wise practices will be in place at your event?	All venues will have recycling facilities and meet Shire of Dardanup waste practice management requirements.
5. DESTINATION PROFILING – Marketing & Promotion	
How will your event assist with the promotion of the destination, as well as encouraging pre and post-event visitation to the area?	<p>Build awareness of tourism offerings to key target markets by including a range of events that highlight the tourism experiences on offer in the Ferguson Valley Wellington Forest region.</p> <p>Increasing awareness of the region as an attractive tourism destination by driving extended overnight visitation (beyond day trippers) to the Ferguson Valley Wellington Forest region while still being inclusive and accessible for the local market.</p> <p>Therefore the event will look at attracting a targeted mix of local, South West and Perth-based residents.</p> <ul style="list-style-type: none">• Local & Regional (South West) (50%)• Perth (50%).
How will your event acknowledge the Shire of Dardanup for funding support and a destination of the south west?	<input checked="" type="checkbox"/> On your website
	<input checked="" type="checkbox"/> Social media channels
	<input checked="" type="checkbox"/> Event collateral (eg. Posters, program etc)
	<input checked="" type="checkbox"/> Other: please describe below: Other printed material Open event opportunities to promote.

(Appendix ORD: 12.3A)

<p>How does your event align to the Shire of Dardanup Strategic Community Plan (2018-2028)?</p> <p>www.dardanup.wa.gov.au</p>	<p>The event will align with the following Strategic Community Plan Objectives:</p> <p>Outcome 3.1 To be a creative community that fosters cultural and artistic activity and diversity. 3.1.2 To Promote creative participation by supporting the development of opportunities for artists and creative minds.</p> <p>Outcome 3.2 To be an inclusive community that promotes active involvement in community life and a strong sense of community pride. 3.2.1 To encourage social connectedness in our community through participation in positive social networks & interaction.</p> <p>Outcome 3.3 To be a community supported by a strong volunteer base where leadership, inclusiveness and supported independence is fostered. 3.3.1 To promote and encourage volunteering within the Shire of Dardanup. 3.3.2 Support volunteer groups within the Shire of Dardanup.</p> <p>Outcome 4.2 Be a destination of choice for visitors to the region. 4.2.1 To be a visitor destination: Become a choice destination for tourists, visitors and our own residents. 4.2.2 Develop and grow the tourism potential of Gnomesville. 4.2.3 Foster and promote the Ferguson Valley as a tourism destination.</p> <p>Outcome 4.3 Support and facilitate investment in the region 4.3.1 To attract and retain major investment in the region. 4.3.2 To provide adequate commercial and industrial land to meet the future needs of industry. 4.3.3 To plan and facilitate adequate transport, infrastructure and utility services to meet industry requirements.</p>	
<p>Marketing Plan attached?</p>	<p><input type="checkbox"/> Yes</p>	<p><input checked="" type="checkbox"/> No</p>

(Appendix ORD: 12.3A)

6. EVENT BUDGET				
Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
INCOME				
State Government/ASW Funding - Ferguson Valley Wellington Forest	\$30,000			\$30,000
City of Bunbury – TBC	\$30,000		\$30,000	
Shire of Dardanup - TBC	\$10,000	\$10,000		
Event Marketing Fees	\$8,000		\$8,000	
Program advertising	\$2,000		\$2,000	
Accommodation partners	\$2,000		\$2,000	
TOTAL	\$82,000	\$10,000	\$42,000	\$30,000
EXPENDITURE				
Insurance	\$1,200			
Wages	\$50,000			
Graphic design	\$4,000			
Printing	\$3,000			
Website	\$3,500			
Signage	\$2,000			
Launch	\$1,000			
Advetising	\$8,000			
Copywriting	\$1,000			
Photography & Videography	\$4,000			
Incidentals/contingency	\$4,000			
Event Feasibility Plan – completed February 2020	\$5,000			\$5,000
TOTAL	\$86,700			\$5,000

7. OTHER

Any other items to support your application?

1. Covering letter attached
2. Attachment 1

8. ACKNOWLEDGEMENTS

As the event organiser, applying for a Regional Event Grant acknowledge that the information in my application is true and correct.

I have attached a true & accurate quote/s from the supplier/s providing the goods or services:

Yes✓

I have submitted an Events Application Form to the Shire for the event in which the grant funding is for:

Yes

The grant funding will be used for the purpose for which it was given.

Yes✓

I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support.

Yes✓

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

Yes✓

Name: Phil Smith

Signature :



Date: 21 September 2020

Shire of Dardanup
1 Council Drive PO Box 7016
EATON WA 6232
Phone: (08) 9724 0000 Fax: (08) 9724 0091
Email: grants@dardanup.wa.gov.au



Employment Multiplier based on Visitor Nights - based on minimum numbers

Estimated Number of Visitors	1,800	
Average length of stay (nights)	2.0	based on average by all visitors
Visitor Nights	3,600	Enter estimated increase in Visitor Nights
SW Average Daily Spend (2019 domestic visitors)	153	Source: TWA South West Tourism Facts 2019
Total expenditure	550,800	
Direct FTE	2.4	based on \$225,000 additional spend equals 1.0 FTE and 0.5 Indirect FTE. Source: ACIL Tasman TWA Report 2018
Indirect FTE	1.2	
Total FTE	3.7	

Employment Multiplier based on Visitor Nights - based on maximum numbers

Estimated Number of Visitors	4,500	
Average length of stay (nights)	2.0	based on average by all visitors
Visitor Nights	9,000	Enter estimated increase in Visitor Nights
SW Average Daily Spend (2019 domestic visitors)	153	Source: TWA South West Tourism Facts 2019
Total expenditure	1,377,000	
Direct FTE	6.1	based on \$225,000 additional spend equals 1.0 FTE and 0.5 Indirect FTE. Source: ACIL Tasman TWA Report 2018
Indirect FTE	3.1	
Total FTE	9.2	

FERGUSON VALLEY & BUNBURY ICON EVENT CONCEPT REPORT

Presented by AHOY Management
January 2020



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Background

Events form an important part of any tourism strategy as they give people a time-critical reason to visit a destination, as well as encouraging locals to travel around their State. They also add vibrancy, in particular to regional areas, attract valuable media coverage, and provide a significant boost to the local economy (*Tourism WA*).

AHOY Management has been contracted by Australia's South West (ASW) Regional Tourism Organisation (RTO) to determine the propensity for a new icon event for the Ferguson Valley Bunbury region and provide findings in a detailed report.

AHOY Management run Cabin Fever Festival in the Margaret River region; a 10-day winter festival which aims to boost business in the middle of winter and drive visitation in a traditionally off-peak period. The Festival, now in its third year, has successfully achieved this, with more than 7500 attendances in its second year, 42 % of which were overnight visitors.

After similar work in other regions of the South West, and with dedicated funding for the Ferguson Valley Wellington Forest region set aside, ASW and Ferguson Valley Marketing Inc. have shown interest in a new event that would highlight the region's assets, increase awareness of the tourist destination and ultimately drive visitation.

AHOY were asked to look at concepts that incorporated both the Ferguson Valley Wellington Forest region and the City of Bunbury, as a co-hosted icon event could provide significant seed funding as well as range of accommodation providers and venues.

An icon event, through aligning with a region's tourism offering, can provide potential visitors with an understanding of what there is to do in the region through promotion of unique, one-off events that amplify the key experiences on offer.

The following report outlines feedback from industry, ideas around event positioning, proposed new icon event themes, timings, funding opportunities, marketing channels and recommendations for the rollout of a new icon event.

Situational Analysis of Events in WA

Each year, the South West region alone hosts upwards of 70 events ([A*W Holiday Planner: Events Listing](#)) and Tourism Western Australia financially supports more than 80 events. These range from agricultural shows and community markets to world-tour championship sporting events and iconic regional festivals. Events usually fall into one of the below categories:

- Sporting events
- Niche events around a certain experience, such as the Exmouth Whale Shark Festival or Manjimup's Truffle Kerfuffle
- Food and Wine events
- Community events

The South West Events Calendar has a number of events across each of the main categories, ranging from community events, to major events that attract international visitation and media coverage, such as Margaret River Gourmet Escape, Ironman and Margaret River Pro.

Feedback from Industry

Before commencing work on this report, AHOY Management undertook community/industry consultation with a cross-section of Ferguson Valley, Bunbury and Wellington Forest region businesses. AHOY surveyed 15 businesses in total from across the region.

Feedback from this consultation process has been incorporated throughout this report and recommendations provided are given with consideration to the survey feedback. Key themes from the survey are outlined below and then referenced throughout the report. For a full transcript of the surveys, refer to the survey transcripts (provided separately).

Key themes from the survey

- There was an overwhelmingly positive response from industry for the introduction of a new icon event and businesses were excited at the prospect. No business surveyed were opposed to the project.
- Survey participants felt the key experiences missing from the events calendar currently were food/wine festivals, events that showcased the natural beauty of the region, and taking advantage of those natural attractions for cycling events.
- Almost all survey participants responded positively to an Umbrella event structure; an overarching event management team who rolled out the brand and marketing, and worked with venues to create individual events.
- Many survey participants were open to the idea of an expansion of Ferguson Found as an event concept, given the name and logo were already in place, and businesses were familiar with the concept.
- May and September were the most popular choices for event times. More broadly, all survey participants wished for the event to be held in an off-peak period.
- There was interest from some businesses surveyed in the idea of amalgamating events already in region. For example, tying in the Geographe Wine Show (an industry event) with a broader program of consumer events. Or the Bull and Barrel festival sitting under a larger icon event umbrella.
- Most businesses surveyed were open to paying a fee for participation in a festival, so long as the marketing benefits were in line with the cost, and in line with other fees required for participation in similar marketing activities.
- Some key obstacles were outlined for currently running events in the region, such as limited accommodation in the Ferguson Valley, tight occupancy at intervals in Bunbury due to business tourism, and the need for a coordinated marketing approach.

Event Positioning

Events are an important component of any destination brand. Destination Marketing Organisations (DMOs) the world over invest in icon events as a strategy for branding and enhancing the local image from a tourism perspective. Through the marketing of icon events, destinations can become more attractive, increasing the ability to attract tourists; as a result, there is a rise in the number of visitors coming back.

However, 'if events are to be effectively and appropriately incorporated into a destination's branding strategy, then there needs to be a clear vision for the ways that the event fits into an integrated marketing campaign for the destination' (*Building Events Into Destination Branding: Insights From Experts. Jago et al. 2003*) That is, it is important that the new icon event concept fits into the overall positioning of the Ferguson Valley Bunbury Forest tourism region.

A strong image is critical for a destination's competitiveness and an iconic event that highlights and promotes the destination's offerings is one way to achieve this.

Therefore, it is suggested that any event created aligns with and strengthens the values, positioning and descriptions of the region, as outlined in the BunGeo Brand Guide (previously undertaken work).

A new icon event which aligns with the BunGeo brand identity would strengthen the region's proposition, showcase the region's personality and provide a cohesive message to take to market.

For example, Cabin Fever Festival in the Margaret River region aligns with the Your Margaret River Region (YMRR) brand, that is, through brand values, personality, tone and visuals. Rarely is Your Margaret River Region referred to in marketing of the festival, yet the festival is undeniably authentic to the region.

Key insights Juicebox Creative gained when creating the new brand for BunGeo outlined the below:

Growing sense of unity and connection amongst the region.

Brimming with diverse, eclectic and authentic experiences

Genuinely passionate, sincere and friendly communities.

A natural, fresh and healthy environment, known for its outdoor activities and delicious produce.

A new icon event for the region can leverage the findings of the region and position itself around these to showcase the region's identity

Event Aim

The proposed event should align with local stakeholder's aims for the region. The Bunbury Geographe Tourism Partnership, for example, aims to build BunGeo's image, drive visitation, and boost the economy, while the ASW Strategic Plan outlines a vision for the region to be 'a leading, innovative, prosperous and sustainable tourism destination.'

The event should address and help to overcome some of the barriers and behaviours that are currently known for the region, such as lack of understanding of what there is to do in the region, and assist with diverting visitation to outside peak periods.

It is suggested that a new icon event aim to:

Drive first-time visitation to the Ferguson Valley Bunbury region by using a new icon event as a hook for visitation, while increasing awareness of the region as a desirable tourism region through showcasing the experiences on offer year-round (encouraging repeat visitation).

Event Objectives

For the event to be sustainable, it should also align with other organisational objectives for the region so as not to compete for resources, funds and attention. BunGeo's objectives are to:

- Inspire: Change the perception of BunGeo and establish an emotive connection.
- Inform: Build awareness for the BunGeo offering.
- Activate: Increase product development and visitation to BunGeo.
- Unite: Expand the growing sense of continuity and unity within BunGeo.

Meanwhile, the Ferguson Valley Marketing and Promotions Inc. has updated their organisational objectives.

- a) To offer a high standard of visitor servicing and information through the Dardanup Visitor Centre.
- b) To market and promote the Ferguson Valley area through undertaking marketing activities and position the Ferguson Valley as a visitor destination.
 - To assist members in achieving their marketing goals through cooperative marketing activities.
 - To raise the level of awareness of the Ferguson Valley with local and regional stakeholders
 - Facilitate/coordinate 2 key events in the Ferguson Valley each year

Therefore, a new icon event for the region should:

- Build awareness of the BunGeo tourism offering to key target markets by including a range of events that highlight the tourism experiences on offer in the Ferguson Valley Bunbury region.
- Drive extended visitation (beyond day trippers) to the Ferguson Valley Bunbury region during the event period.

(Appendix ORD: 12.3A)

- Provide benefits back to Ferguson Valley Marketing Inc members through collaborating with businesses and driving sales/revenue for their business.
- Provide support and upskilling opportunities for regional businesses through a hands-on event management approach.

Target Markets

In order to benefit the local tourism economy, drive visitation and increase awareness of the region as an attractive tourism destination, the event must attract overnight visitation, while still being inclusive and accessible for the local market. Therefore the event should attract a targeted mix of local, South West and Perth-based residents

- Local & Regional (South West) (50%)
- Perth (50%)

Within these source markets, the event should aim to attract a certain type of consumer/traveller:

- Culture Vultures - Travel is a big part of Culture Vulture's lives, with holidays all about discovery and learning. When travelling, this segment enjoys sightseeing, learning about a destination's history and heritage, visiting cultural attractions or attending cultural events, and experiencing local food and wine. They are most likely to stay in 4 star or standard hotel accommodation and price is less of a concern.
- Escape and Connect - Escape & Connect travellers are looking to disconnect and have a complete break from all their responsibilities and worries when travelling and holidays are a chance to reconnect with their partner. This segment enjoys food and wine experiences, sightseeing, and experiences that allow them to completely relax and unwind. The absolute price is less of a concern and they're willing to pay more for a quality experience.
- Off the Beaten Track - Travel for this segment is about avoiding crowds and 'touristy' destinations, and discovering what's off the beaten track. They're all about nature and wildlife experiences, particularly those that are unique, and balancing active, outdoor adventures with peace and relaxation. They prefer regional destinations (rather than cities) and look for value-for-money options.

These domestic market segments align with Tourism WA's domestic market audience profiles, created by their media agency Carat in 2018 to improve domestic marketing strategies.

After surveying 5,000 Australian travellers to understand their holiday attitudes, behaviours and current perceptions of WA, six new audience segments were developed covering psychographics, demographics, technology usage, media behaviours and attitudes; with the relevant three listed above.

Proposed New Icon Events Theme

Taking into consideration feedback from the industry, as well as the previously completed work outlined on positioning of the BunGeo and Ferguson Valley Wellington Forest Forest Brand, AHOY Management suggests a possible theme for a new icon event in the region, which has its positive attributes and areas to consider.

When asked the question, 'What is missing from the current Ferguson/Bunbury/Wellington Forest event program and is there an experience or product that you think isn't being represented currently from an event perspective?' most respondents felt 'food and wine' 'showcasing the natural beauty' were missing.

The two experiences align with the two Primary Product Pillars for the Ferguson Valley, as outlined in the Ferguson Valley Marketing & Promotions Inc Business Plan 2017-2019; that is Food & Wine, and Nature Based.

6.2 Our Product Pillars

Primary

Food and Wine

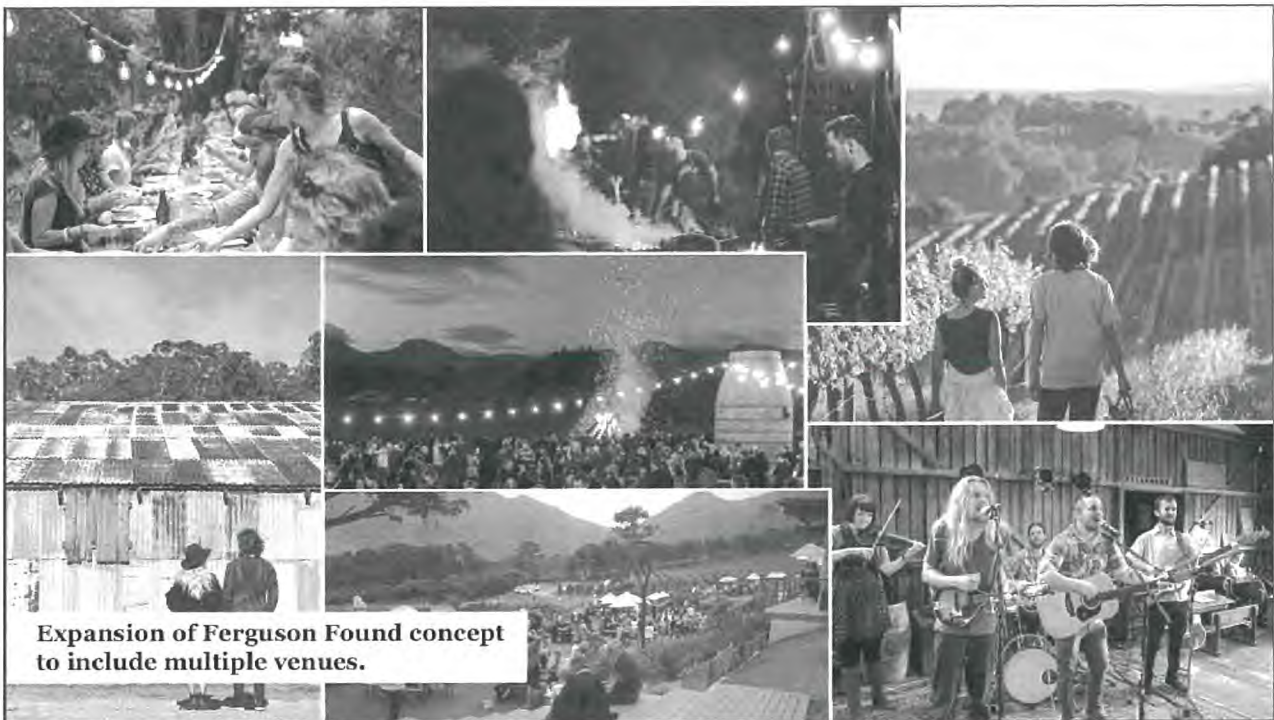
Boutique food and wineries in a picturesque setting close to Perth.

Nature Based

Secluded valley and hill setting close to Perth offers spaces to play and indulge – National Park, rolling vineyards

With this in mind, AHOY has suggested an event concept that speaks to the region's key product pillars, that is achievable with minimal risk to the stakeholders involved. AHOY outlines the positive attributes of the concept, as well as points to consider, with a complete list of recommendations for how to proceed outlined at the end of this document.

Theme - Play on the Bun Geo brand of 'Lose yourself/find yourself'



AHOY suggest the festival focus on an Umbrella Event Model which allows all businesses in the Ferguson Valley Bunbury region to participate by providing individual event concepts that sit on a complete festival program (suggested to be 3 days in Year 1, with the option for expansion in following years). This would be marketed under a collective brand or 'umbrella' to encourage a united message and a collaborative approach.

This model could expand on the work that's already commenced with Ferguson Found and highlight the key experiences on offer in the Ferguson Valley and Bunbury region; that is food, wine, beverages and natural beauty.

Name suggestion: *Lost and Found*

Duration: 3 days

Size: Between 20-30 individual events held across the region, including Bunbury and Ferguson Valley. Depending on event sizes, anywhere from 2000 to 5000 participants in the first year.

Why focus on food and wine?

While this festival concept should not be limited to simply food and wine events, they're a good hook for driving awareness and attendance, and align well with the region's offering.

A 2019 Guardian article stated that 'in the experience economy, the food festival holds pride of place. Instead of things to own, millennials in particular are spending their disposable income on things to eat and, crucially, edible things that look good on Instagram. In March, the food writer Ruby Lott-Lavigna described food festivals as taking over from music bashes in terms of popularity, noting that the tag #foodfestival appeared 378,325 times on Instagram. Three months on, that figure is 50,000 higher. Clearly, food festival organisers know they are on to a good thing.'

(Appendix ORD: 12.3A)

Food, produce and beverages are experiences that every traveller understands. Tourism WA's Taste 2020 strategy made a point that visitors to a region want to be able to eat or drink regional specialties and authentic local produce.

Positive attributes

- Aligns very closely with the entire BunGeo region and avoids duplicating any messaging/branding/positioning
- Allows an exploration of the 'find yourself/lose yourself' through messaging
- A brand is already in place with *Ferguson Found*; there's no need to spend budget on costly set up fees of a brand/logo (note this will need to be changed to allow incorporation of City of Bunbury, hence the update to Lost and Found, or similar)
- The time required to take this concept to market is much faster with a brand already in place.
- Allows for buy-in from all businesses in the region, not just those that fit a specific experience. This aligns with Ferguson Valley Marketing's objective of providing value back to its businesses.
- Can maximise the time tourists spend in region by providing critical mass of events on the program that encourages extended length of stay.
- Provides real value back to local businesses and the economy, as revenue from ticket sales and food/beverage purchases goes directly back into the businesses hosting the events.
- The event concept aligns with and highlights experiences that are on offer throughout the region throughout the year, showcasing the regional brand.
- Trends sell tickets and this style of event can tap into food and beverage trends that are represented in the region. For example, the locavore trend (a person whose diet consists only or principally of locally grown or produced food) is on the rise in 2020 and can easily be represented in the Ferguson Valley Bunbury region.
- People love to 'meet the maker' and a festival of this nature allows individual makers to be involved and champion their products.

Points to consider

- There may be businesses in the region who have limited experience running events, so there may be more resources needed to upskill tourism businesses in the region on how to participate in this Umbrella Event Structure.
- The event will be competing with events in other food and wine regions of Western Australia.
- Strong relationships with the RTO/Tourism WA etc will be needed to assist with marketing the event and creating content around the regional offering.
- There is a second event being introduced to Bunbury in 2020/2021 which will need to be worked around as the demographic could overlap
- This model relies heavily on funding/sponsorship, as it's low risk but also low revenue.

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Suggested event concepts to fit this theme

In this event model, regional businesses will be invited to submit an expression of interest to be involved in the festival. All EOIs should be filtered against a Selection Criteria which is circulated in the beginning.

Produce-driven events

A series of produce driven events housed in little-known locations (think cool old sheds, rustic wineries etc) for lunches, dinners, exhibitions, performances etc, almost a trail of places and experiences.

Focus on Paddock to Plate and meeting the producers

Various 'Meet the Maker' or 'Open Farm Gate' events in a series throughout the festival, where guests are encouraged to visit farms and producers to get 'behind the scenes' experiences.

Pop-up live music locations

Work with little-known locations and activate with live music, similar to Good Nights, created by Bunbury native Kelsie Miller. Guests pay a small entrance fee to enter a relaxed setting and listen to a line-up of live music, with pop-up bar and easy snacks.

Paint and sip workshops

A great way to tie in the art and wine elements of the Ferguson Valley, through painting/drawing workshops accompanied by a glass of wine.

Showcase hero experiences in the region

Use the overarching event brand to support and highlight niche experiences that are heroes in the region, such as a beef and beer event, or alternative varietals tasting: tempranillo, vermentino and fiano etc

Funding

It is recommended that a pool of seed funding be made available to the successful event management team for the creation and rollout of a new icon event. To effectively set up any event which can drive visitation, significant investment needs to be made into branding, website, photography, videography and marketing from the outset, as well as the human resources needed for stakeholder engagement and capacity building around events.

After evaluating the achievements of successful Umbrella events around Western Australia, it is clear seed funding is crucial to these events' immediate success. It allows for investment in quality assets to effectively market the event. The marketing approach can be sophisticated from the outset, giving the event great cut through into key markets and offering an enticing proposition to the target audience

A top line budget breakdown for Year 1 of a new icon is outlined below, including the proposed seed funding amount, with explanations following.

Option #1 - Umbrella Event

INCOME	
Items	Budget
Seed Funding - Ferguson Valley Wellington Forest	\$30,000
Seed Funding - City of Bunbury	\$30,000
Event marketing fees	\$8,000
Program advertising	\$2,000
Accommodation partners	\$2,000
Other sponsors	\$10,000
	\$82,000
EXPENSES	
Items	Total
Insurance	\$1,200
Wages	\$50,000
Graphic design	\$4,000
Printing	\$3,000
Website	\$3,500
Signage	\$2,000
Launch	\$1,000
Advertising	\$8,000
Copywriting	\$1,000
Photography & Videography	\$4,000
Incidentals/contingency	\$4,000
	\$81,700
PROFIT/LOSS	
	\$300

1. Event marketing fees - It is expected that venues will pay a nominal fee to be included in the program. Venues and businesses interviewed were open to the model of paying for inclusion.

2. Accommodation partners - Propose working with a small group of suppliers who benefit from the additional advertising. Businesses will pay a cash contribution and provide FOC rooms for marketing/promotion/media.

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It is worth noting the above budget is considered lean. This is a suggested minimum investment in order to comfortably set up a new icon event. To substantially grow the festival, particularly with mass participation events, town activations and cultural elements, this budget will need to grow.

In the above proposed budget example, the line item 'Wages' refers to all roles undertaken by the Event Management Team, such as stakeholder management, venue/supplier capacity building, industry partnerships, public relations, social media management, ticketing, communications and logistics. Depending on the Event Management Team appointed, these 'wages' may be lowered and attributed to other activities, such as a PR or social media firm or traditional advertising. The above budget breakdown assumes the event management team would be undertaking bulk of the work to promote the festival/event internally, as well as taking on a significant role in the development of the event concept, venue support and stakeholder relations.

It is anticipated that seed funding will likely decrease annually and be replaced by grant funding and the acquisition of new partners and sponsors, once the festival has had the opportunity to prove its potential.

Partnerships

A collaborative approach to a new icon tourism event is key. In regional areas where funding is generally limited, partnerships and collaborative activities amplify outcomes. AHOY Management believe partnerships and strong stakeholder relationships are crucial to the success of a new icon event for the region. Any new event should encourage participation and collaboration from a wide group of businesses and industry bodies.

Feedback from industry surveys confirmed that businesses want to see a collaborative approach. They know their own businesses well, but need help with marketing, ticketing and positioning, and support a coordinated approach. A collaborative effort means pooling of resources that will maximise exposure of the event and enhance the prospect for all businesses in the region to benefit, whether they be directly involved in the event or not.

Through interviews with community groups, several mutually beneficial partnerships presented themselves. For example, Pippa Neilson from the Geographe Wine Association was open to the idea of tying a new icon event into the well-established Geographe Wine Show. The wine show currently caters mainly to wine industry, and in previous years event organisers have toyed with consumer events alongside, however limited resources (financial and human) have meant this is often hard to deliver. Pippa thought the Wine Association's members would be open to having the wine show sit under a new icon event umbrella, given the discussion around the event's boundaries could be overcome (Geographe Wine Region's boundaries vary from that of the Ferguson Valley/Wellington Forest region).

Similarly, Jill Cross, Chair Bull and Barrel Festival, was open to the idea of their event sitting under a wider event umbrella, similar to how it currently sits within Ferguson Found.

A list of potential partners (both monetary and in-kind) is outlined below. Cash contributions from sponsorship directly benefit the bottom line of the event budget, whereas in-kind partnerships are important for spreading event messaging, offsetting work for festival management and ensure strong stakeholder engagement from different community and industry sectors.

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PARTNERSHIP TYPE	BUSINESS/ORGANISATIONS TO TARGET
Community, Government and Industry Partners	<ul style="list-style-type: none"> • Shire of Dardanup • City of Bunbury, including assets, such as Art Gallery etc • South Regional TAFE • Geographe Wine Producer's Association • Chambers of Commerce • FORM • Regional Development Australia • South West Development Commission • Development WA
Tourism Partners	<ul style="list-style-type: none"> • BunGeo tourism industry • Ferguson Valley Marketing • Bunbury Geographe Regional Tourism Partnership • Australia's South West • Tourism Western Australia's digital and PR teams
Media Partners	<ul style="list-style-type: none"> • Southern Cross Austereo • GWN7 • Local newspapers • Social website such as Urban List Perth and Broadsheet
Sponsorship Opportunities	<ul style="list-style-type: none"> • MGIB • Agricultural machinery companies • Elders • Real Estate; Plunket Homes, Ray White, Dale Alcock • Commonwealth Bank • Optus or Telstra • Edith Cowan • Bunbury Toyota • Civilcon Construction • South 32 (Worsley Alumina) • Solahart South West
Grants and Funding Rounds	<ul style="list-style-type: none"> • Department of Local Government, Sport and Cultural Industries (DLGSC) • Country Arts WA Project Fund • WAM's Regional Touring Fund • Tourism Western Australia's Regional Events Scheme • American Express Music Backers Grant – supporting refurbishment of music venues, supporting local talent. • Australia Council's Contemporary Music Touring Program

Marketing initiatives

A complete marketing activity schedule will depend completely on the budget of the event, however there are several low-cost or free activities that AHOY Management suggest using to promote an icon event, which support advertising spend.

Promotion through owned media channels

Any event will have a set of owned channels which can be utilised for promotion. These will build up over time and have more impact as the event grows. It is suggested that all advertising points back to a centralised location where bookings take place, such as an event website. A proposed list of owned media channels is outlined below.

CHANNEL	AVENUES
Website	<ul style="list-style-type: none">• Hero image• Feature tiles• Blog posts• Itineraries for travel
Facebook	<ul style="list-style-type: none">• Cover photo• Profile photo (remains the same)• Timeline posts• Albums• Events• Posts within events• Paid advertising
Instagram	<ul style="list-style-type: none">• Cover photo• Feed• Instagram stories• Paid advertising
eDM	<ul style="list-style-type: none">• Hero image• Feature stories• Links to accomm/itineraries
Printed collateral	<ul style="list-style-type: none">• Program• Posters• Café cards/flyers

(Appendix ORD: 12.3A)

Utilise free marketing opportunities through partner media channels for stakeholder communication

Event partners provide free avenues to communicate with stakeholders about the proposed event. These are tourism partners and funding partners, who have a collective aim to see the event a success. These avenues include industry newsletters for tourism organisations such as the BunGeo consumer channels, ASW and Tourism WA, as well as non-tourism organisations such as the SWDC, Chambers of Commerce, City of Bunbury and Geographe Wine Association.

Utilise free marketing opportunities through partner channels for consumer communication

Similarly, some of the above organisations also communicate directly with consumers through a variety of mediums that a new event can leverage. For example, ASW has a consumer and media newsletter, plus the opportunity to upload event listings onto their consumer websites. In addition, all venues and participating producers should be encouraged to promote a collective event message through their own channels.

Leverage Destination Marketing Organisation (DMO) campaigns

DMOs and RTOs have their own annual marketing and activity calendar. Where possible, it makes sense for a regional event to leverage these opportunities for promotion. For example, Cabin Fever Festival was profiled in Tourism WA's Intrastate Campaign and featured on Facebook carousel ads and within a 12-page lift out in The West (reach approx. 2 million). The festival was also used as a hook for visitation to the Margaret River region in the ASW Winter Down South campaign including it on Mix 94.5 radio promotion for one week of on-air mentions, and a competition over one week of radio activity. The message reached 329 000 listeners, with a frequency of 3.77 per listener. Campaigns of this nature historically generally also include dedicated newsletters, campaign landing pages, advertising and social media promotion. A new festival for the region can leverage DMO campaigns, through good relationships and understanding of how events fit into destination marketing.

Earned Media Coverage

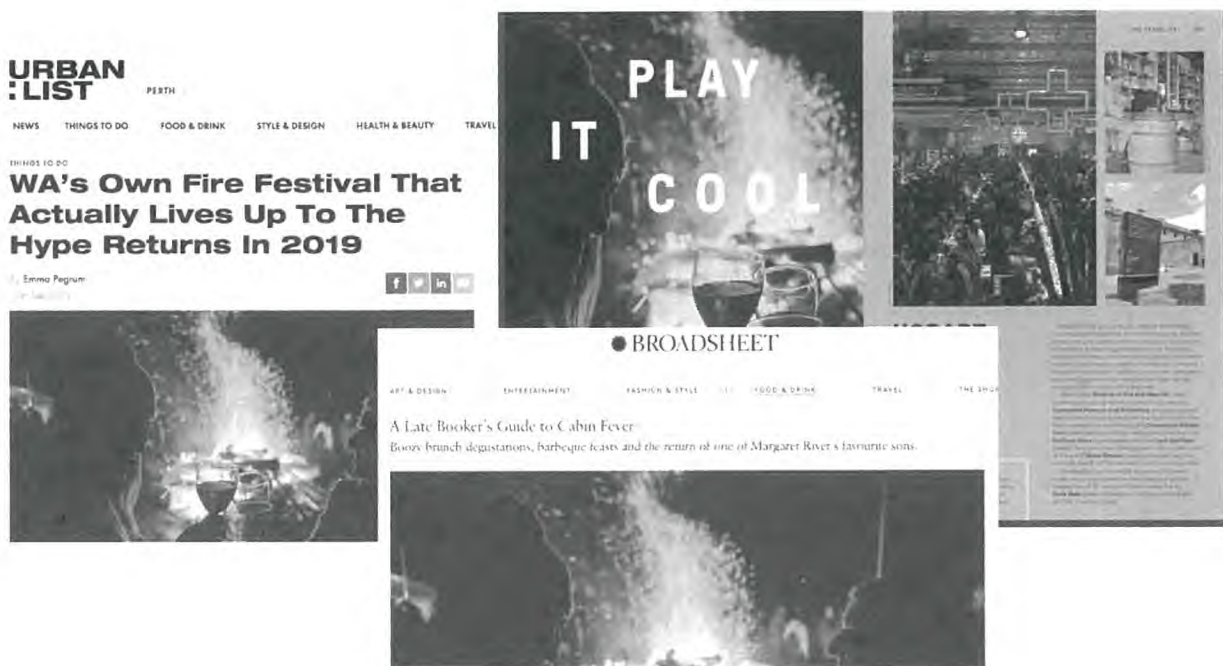
Positive media stories, for example the involvement of community groups or high profile art talent, will provide hooks to communicate about an icon event with media. It's a key activity for many AHOY projects, as it can substantially leverage small advertising budgets. Good relationships with key media and personalised outreach can result in a lot of free coverage for an event. For example, in 2018 Margaret River's Cabin Fever Festival received earned media coverage in various publications and media outlets including:

- Jetstar Australia Magazine
- Gourmet Traveller Wine online
- Winecraft online
- Virgin Australia Magazine
- The West Australian
- ABC Radio
- The Urban List Perth

(Appendix ORD: 12.3A)

- Broadsheet Perth
- 9 Honey Travel
- Augusta Margaret River Times
- Busselton Dunsborough Times
- Augusta Margaret River Mail
- Busselton Dunsborough Mail
- Detik Travel
- Scene in Perth

The Virgin Australia Magazine alone is seen by approximately 475 000 people with a full-page ad cost of \$12,000.



Familiarisations

Familiarisations work effectively to educate relevant decision makers and media about events. In today's media landscape, familiarisations can also result in immediate coverage of an event through social media or blogs. Social media influencers offer real-time coverage of an event as it happens where as traditional media provide limited marketing exposure for an event in year one, however they have the potential to promote in future years.

Direct marketing to special interest groups

Special interest groups can become strong supporters of events that talk directly to their interests and fulfil demand for activities that are applicable to them. Special interest groups such as home brewers, cigar lovers, guitar fans, coffee appreciation groups, Facebook community groups and other passionate people in relevant target markets can be approached to engage with the event.

(Appendix ORD: 12.3A)

Cross promote or collaborate with other events and conferences in region

Rather than competing directly with other events in region, AHOY see benefit in exploring ways to work with other events to cross promote or collaborate. Initial discussions with the Geographe Wine Association, for example, brought forth possibilities to incorporate their industry events into the same time frame and umbrella of an icon event, adding depth to the program, maximising marketing resources and widening the consumer pool.

Encourage participating businesses to promote the festival brand

By providing an easy-to-use brand toolkit and style guide, an event management team can make it easy for participating businesses and partners to promote the icon event brand alongside their own event. This ensures all involved parties promote the event with the same messaging.

In addition to participating businesses, this allows accommodation providers and other local industry to spread the message too.

Create advocates of the event through local representatives

By clearly communicating the vision and goal of the event and ensuring input from local industry, there's an opportunity to create advocates of the event. This could be industry leaders such as local government staff, key tourism players, local members of parliament or locals at the cold face of consumers such as visitor centre staff

Event Management Timeline

To deliver a new icon event comfortably in the first year, it is suggested to work off a 9-month timeline. Below is a proposed event timeline for the rollout of a new icon tourism event, with the event date set as September.

Month	Activity
January	<ul style="list-style-type: none">- Engagement of an Event Management Company- Write event business plan, budget, and marketing plan- Start branding exercise- Start initial talks with local businesses
February	<ul style="list-style-type: none">- Open up expressions of interest for involvement- Stakeholder outreach
March	<ul style="list-style-type: none">- Face to face meetings with businesses to curate events- End of march cut off for event applications
April	<ul style="list-style-type: none">- Collect all necessary information for events- Curate and lock down program- PR push to magazines and international media
May	<ul style="list-style-type: none">- Set up ticketing- Commence teaser marketing
June	<ul style="list-style-type: none">- Tickets on sale- Advertising commences
July	<ul style="list-style-type: none">- Event program distribution
August	<ul style="list-style-type: none">- Checkups with event partners and logistics lockdown
September	<ul style="list-style-type: none">- Ferguson Valley Bunbury Event- Post-event evaluation

Metrics and Measurables

To create a sustainable regional event, it's necessary to ensure satisfaction from not only the visitors attending, but also the local industry and the venues/businesses themselves. Therefore, a variety of metrics should be tested, outlined below:

Visitation and Economic Impact

The number of consumers who attend is a gauge of how well the event was marketed, and how that converted into sales. Measuring visitation allows for year-on-year comparisons to show growth of the festival and its economic impact to the region. This can be measured by ticket sales, postcode data and participation estimates from free events. Based on similar destination events in the region such as Cabin Fever Festival, Gourmet Escape and Truffle Kerfuffle, the goal for first year visitation would be 2500 event attendees (with 40% overnight). Based on South West Development Commission recommendations for average daily spend for ticketed events (\$234 per person per day for a minimum average length of stay of 2.8 days), the event has the potential to inject \$650,000 into the region in Year 1. Assuming a successful event in Year 1, it is estimated the event will grow to approximately 4500 unique attendees in Year 3.

Number of businesses involved

A regional icon event will rely heavily on local industry. Therefore the number of businesses involved will highlight how well the event management team were able to convey the event concept to stakeholders. The growth of participation will show the satisfaction of businesses and the capability of those businesses to effectively run events.

Satisfaction level of businesses

Buy-in and collaboration from businesses is crucial to the success of an event structure like this. These businesses share the risk by investing in the event and their ongoing satisfaction will contribute to the success or failure of the event. Business satisfaction can be measured through post event surveys, by asking how likely venues are to recommend the festival to others and gauging their overall satisfaction with their participation.

Satisfaction of attendees

Positive word of mouth is one of the best ways to spread a message. Ensuring previous guests are working as ambassadors for the brand is important to its success (and to expand the reach of the event). Attendee satisfaction can be measured through post-event surveys, by asking how likely attendees are to recommend the festival to friends and family. This Net Promotor Score gives an indication of whether word-of-mouth messaging about the event is positive.

Social Media Reach

The available metrics that an event manager can acquire through social media is incredibly valuable. It can show the reach of an event, the engagement and then the conversion. It shows how the event is received by the target audience. It also sets a benchmark for marketing spend and how best to reach the target audience in future years.

Media Coverage

Media coverage is considered more valuable than paid advertising. Measuring the Estimated Advertising Value of media coverage gives an indication of leveraged funds and can assist with displaying return on investment (ROI).

Recommendations for a new icon event in the Ferguson Valley Bunbury region

After consultation with the BunGeo industry and through preparation of this report, specific recommendations can be put forward. These recommendations aim to guide Australia's South West, the Shire of Dardanup and Ferguson Valley Marketing in their decision around supporting a new icon event for the region.

A collaborative approach is key

Through the survey process, it was found that regional businesses are open to and welcome a collaborative approach to management and marketing of a new icon event for the region. Many businesses surveyed conveyed this sentiment, and supported the introduction of an umbrella event where a cohesive approach was at the core.

In addition, businesses were open to the event being held in partnership with other regions, and in fact, other events.

It is recommended that to secure enough funds to produce an event that will gain traction in key source markets (Perth and Western Australia) that the event occurs in both the Ferguson Valley/Wellington Forest region, and the City of Bunbury. Through clever curation of the event program, both regions can be promoted alongside one another (for example, majority of day time events out in the region, with majority of night time events later in the evening in City of Bunbury).

Build the event around the brand, not a specific experience

With limited budgets and a relatively unknown destination brand, it's recommended a new event cater to as wide a population base as possible.

So, rather than building a festival around one experience (such as produce, wine, music, mountain biking or other sport), AHOY recommends that a new icon event focuses on becoming an expression of the regional identity. Then each event included in the program can be an expression of that identity, whether that be outdoor experiences, food and wine, or arts and culture.

A lot of time and investment has gone into the creation of the BunGeo brand, and the sub-regional identities that were created alongside that. What's most important is to align with what's already in region and not create anything new. There is strong desire from those in region to maximise the use of the brand.

As an extension of this, Ferguson Found is positioned well currently. An event concept such as this would allow individual venues to put forward an event concept that ties into the overarching

(Appendix ORD: 12.3A)

brand. However, it is recommended that a selection criteria is put in place to ensure events meet the event's objectives and appeal to the right demographic.

Feedback from survey participants was accepting of that nature of event positioning, which used the brand as an expression of regional identity and allowed for many experiences to fall under the umbrella.

Keep it simple; champion what the region is good at

The key experiences in the Ferguson Valley Wellington Forest region are mainly related to produce, food, wine and beer. Rather than introduce new experiences to those businesses, it's recommended an icon event focusses on experiences they already know.

And according to Tourism Western Australia, WA's high quality food and beverages attract around 400,000 dedicated gourmet travellers who enjoy extraordinary produce in stunningly beautiful locations as part of their trip. As part of Tourism WA's Taste 2020 strategy, the State is looking at festivals and events as a way to drive visitation to Western Australia.

Businesses need support

There are plenty of fantastic venues, producers, vendors and service providers in the region. They know how to successfully run their businesses, however many smaller producers or cellar doors haven't worked in events before and aren't sure what it takes to run a successful event. In particular, any surveyed businesses said they would like support around marketing of events. There's an opportunity for capacity building with these venues, where an event management team work closely with businesses to teach them what's required and upskill.

September is the most ideal time for a new icon event

Community consultation highlighted the most popular time for a new icon event is in the month of September. Second to September was May, however there was some concern with guests being fatigued in May after a summer of activities and other festivals during that time (Groovin' The Moo, Fairbridge Festival and Blazing Swan all occur in April/May), whereas in September, guests were rejuvenated after winter and ready to take part in activities.

September is also a time when the natural landscape is at its best; a necessary component of any new icon event for the Ferguson Valley Bunbury region due to the beauty of the environment.

The Bunbury Visitor Centre noted, *'Spring isn't always busy but you do get the odd weekend where accommodation is at a premium such as the junior soccer carnival in October.'*

'I think September is a good month because although we have lots of visitors around to see the wildflowers, they come in their caravans and aren't looking for hotel/motel/cabin accommodation.'

Regarding competing events across WA, the only events on the Tourism WA supported events calendar in September that would clash with an icon event for the region were Shinju Matsuri Festival which is held in Broome. The lack of competing events may increase the chances of obtaining funding at this time of year

Minimise risk

While it is exciting to look at new, pie-in-the-sky event concepts for Ferguson Valley Bunbury Region, it is important for events to fit within the limitations of the region (financial, logistics, business know-how).

AHOY is aware of other regional events run in Western Australia that still run at a loss, despite significant investment by the State Government and sponsors. This is due to the management structure for these events relying heavily on ticket sales. If ticket sale forecasts are not met, budgets are not met, and therefore the festival owners must wear that loss. For a Board that is mostly voluntary, and a tourism association and shire without significant funds to wear this, AHOY would advise against any event where the structure relied heavily on ticket sale revenue for events run by the management company in the first year.

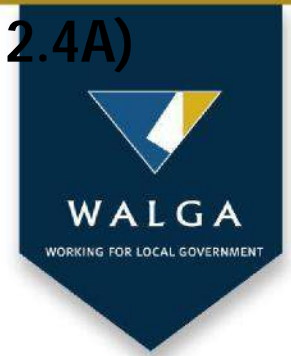
An Umbrella Model, where individual businesses in the region run their own events which are marketed under a collective festival brand, is a safe and simple way to disperse the risk. Many businesses surveyed would support an event structure of this nature.

In future years, once a new icon event has proven successful and a loyal fan base established, there's opportunity to introduce some riskier event concepts under the festival umbrella, such as ticketed events organised by festival management that will deliver money back into the event budget, with the potential to provide revenue back to the host community.

Champion local talent

Other events around Western Australia focus on the 'celebrity element', particularly other food events. As well as already being done, it also proves costly in talent fees. There are enough great businesses in the BunGeo region that are doing great things, that it's suggested a new icon event would focus on championing this local talent. This will also help to strengthen the brand and provide a sense of place for the festival. Visitors travelling to the region for the event also can make a connection with the place; one that lasts beyond the festival. The stories and connections they make can be relived on future visits, or recommended to friends and family.

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Lost and Found Event (Regional Event Grant application)							
RISK THEME PROFILE:		6 - Engagement Practices							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	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	Council's reputation could be impacted dependant on their decision on the Regional Event grant application.	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.



16 October 2020

Our Ref: 06-081-01-0001/NS:EDR

Via email: records@dardanup.wa.gov.au

Mr André Schönfeldt
Chief Executive Officer
Shire of Dardanup
1 Council Ave
Eaton WA 6233

Dear Mr Schönfeldt

Local Government Animal Welfare in Emergencies Grant Program

I am pleased to advise that your application for the Local Government Animal Welfare in Emergencies Grant Program on behalf of Shire of Dardanup to deliver *Review of Animal Welfare Plan, Exercise and Community Engagement* to the value of \$11,000 (Incl GST), as identified in your grant application, has been successful.

This program, funded by the Department of Primary Industries and Regional Development (DPIRD) and administered by WALGA, provides funding to Local Governments for projects that support the capacity of Local Governments, and their communities, to manage the impacts of emergency situations on animal welfare. The grants are also expected to improve animal's chances of survival and recovery, with the additional benefit of increasing the safety and resilience of communities, through preparedness activities.

As part of this program, WALGA sought applications from Local Governments to fund projects including the development of a Local Plan for Animal Welfare in Emergencies (LPAWE); exercise and training activities; community education, communication or engagement activities; and procurement of equipment.

All applications received as part of the Animal Welfare in Emergencies Grant Program were reviewed by a panel of WALGA and DPIRD staff based on the criteria set out in the Program Guidelines. Funding was then allocated to Local Governments who met the criteria and demonstrated their project's alignment to supporting capacity building activities in their Local Government and communities to address animal welfare in emergencies.

Your Obligations

An Animal Welfare in Emergencies Grant Program Grant Agreement will be sent out during the week beginning 19 October 2020.

By accepting this Offer of Grant, you are agreeing to implement the project, as specified in your Grant Application, this letter, and the [Program Guidelines](#).

(Continued on next page)

Reporting Requirements

In February 2021 grant recipients will be contacted by phone call check-in to provide a project and financial update that is sufficiently detailed to satisfy the Grant Administrator that the Grant Recipient(s) are in compliance with this agreement. At this time the Final Report template will also be provided.

A Final Report and Financial Acquittal is required by June 30, 2021 as part of the Acquittal Report. The Final Report will assess how well the project addresses the five assessment criteria. A Financial Acquittal template is enclosed with this letter.

Acceptance of Offer

If you wish to accept this Letter of Offer, please return the original signed Grant Agreement, along with a tax invoice for the amount listed in the enclosed Purchase Order by **Friday, 30 October 2020**.

Should you require further clarification on any matter relating to this Offer of Grant, please contact Evie Devitt-Rix, Senior Policy Advisor, Emergency Management via email edevitt-rix@walga.asn.au or telephone 9213 2082.

Yours sincerely



Nick Sloan
Chief Executive Officer

enclosed

LOCAL GOVERNMENT

Animal Welfare in Emergencies Grant Program Guidelines



WALGA

WORKING FOR LOCAL GOVERNMENT



GOVERNMENT OF
WESTERN AUSTRALIA

Department of
Primary Industries and
Regional Development

Acknowledgements

We acknowledge and respect the Aboriginal people of the many traditional lands and language groups of Western Australia and recognise them as the original custodians of the land. We honour the wisdom of Elders past and present whose knowledge has ensured the continuation of Aboriginal culture and traditional practices. We wish to acknowledge the strength of the continuing culture and offer our respects to Aboriginal communities today.

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Animal Welfare in Emergencies Grants for Local Government

What are the Animal Welfare in Emergencies Grants for Local Government?

The Animal Welfare in Emergencies Grant for Local Government program supports capacity building in Local Government, and their communities, to manage the impacts of emergency situations on animal welfare. Research indicates that the human-animal bond plays a critical role in a person's compliance with emergency response directions, such as evacuating and preparation activities, and can lead to risk-taking behaviour causing dangerous or fatal consequences. The grant program seeks to improve the animal's chances of survival and recovery, with the additional benefit of increasing the safety and resilience of communities, through preparedness activities.

The grants program is funded by the Department of Primary Industries and Regional Development to promote Preparedness, Response and Recovery capacity building for animal welfare in emergencies in Local Governments.

The Grants Program aims to support the [State Support Plan-Animal Welfare in Emergencies](#) (2019) which:

- defines the roles and responsibilities for animal welfare in response to, and to recover from, emergencies for all hazards
- provides a framework for the coordination between government agencies, non-government agencies, industry, the community and owners or carers of animals

How much funding is available?

The Department of Primary Industries and Regional Development is providing \$500,000 in funding for the Local Government Animal Welfare in Emergencies Grant program.

Eligible applicants can apply for small grants of between \$5,000 and \$10,000 (ex GST) per Local Government.

A collaborative grant of up to \$5,000 (ex GST) per number of Local Governments within the collaboration is available. For example, a collaboration of 5 Local Governments=a maximum grant allocation of \$25,000 (ex GST).

Grants are limited to one grant per Local Government.

Key dates

Applications open	Monday, 3 August 2020
Applications close	Monday, 14 September 2020
Successful applicants notified	October 2020
Agreements signed (milestone 1) and payments made	14 October 2020
Activities commence	October 2020
Progress update due	January-February 2021
Project activities completed	31 May 2021
Final report due	30 June 2021

How to apply?

Applications are submitted online using Survey Monkey. Use the link below to start your application:

[Animal Welfare in Emergencies Grants for Local Government](#)

Applications close **5pm on Monday, 14 September 2020**. Late and incomplete applications will not be considered.

If you require assistance submitting your application online, contact WALGA's Emergency Management Team via [email](#), or telephone on (08) 9213 2082.

Project Grant Requirements

Objectives

To build the capacity of Local Governments, and their communities, to prepare for, and respond to, emergency situations that impact animal welfare through actions which are in line with the emergency management principles of shared responsibility and building resilience.

Who can apply?

The Grants are available to Local Governments in Western Australia, including the Cocos (Keeling) Christmas Islands, only. Collectives made up of multiple Local Governments are also eligible to apply.

Eligibility

To be eligible for the grant, the application must be made by a Local Government in Western Australia.

Ineligible applicants

Applications from organisations, groups or individuals who are not representative of a Local Government are ineligible for the grant. This includes:

- State Government departments or agencies
- Registered businesses
- Not-for-profit organisations
- Community groups
- Individuals

Grants are limited to one grant per Local Government. Community groups with an idea relevant to the grant are encouraged to discuss this with their Local Government.

Budget

Your application must fully and clearly define project costs, including any GST on supply items to deliver your project. A template budget is located with the application form and these guidelines on the [WALGA website](#).

Local Governments should follow their existing purchasing processes throughout the grant process. The program will support the following categories of expenditure (note this list is not exhaustive):

- Consultants
- Advertising (e.g. for promotion of community training activities)
- Equipment purchase
- Printing/design

- Contractors
- Signage
- Pilot projects

Does the applicant need to contribute to their project's budget?

Local Governments need to contribute to the project through one of the following options:

a) Financial contribution

- Band 1 & 2 Local Governments* must demonstrate a 50% (Grant) to 50% (Local Government) contribution to the project.
- Band 3 & 4 Local Governments* must demonstrate a 75% (Grant) to 25% (Local Government) contribution to the project.

b) In-kind contribution

Contributions that include staff time or resources.

c) Both

Local Governments may choose to contribute to the project through a combination of in-kind and financial contributions.

*Local Government Band Allocations can be viewed [here](#).

Ineligible activities and budget items

Funding is NOT available for the following (note this list is not exhaustive):

- Activities that cover a single emergency event e.g. paying for the accommodation of animals for the duration of an event, or perishable food items.
- Activities that do not relate to emergencies.
- Funding will not be provided to applicants seeking to recover costs that already funded through alternative sources i.e. all aspects of the project proposal must relate to new, and additional, activities and outcomes.

Assessments

Applications will be assessed by a panel of Western Australian Local Government Association and Department of Primary Industries and Regional Development staff based on the criteria set out on page 9 of this document.

What supporting documents will need to be provided?

Please submit the project budget with your application. A template budget can be found on the grant website [here](#).

What sort of projects will be funded?

Project eligibility

Projects eligible to apply for this funding must meet the following criteria:

- The project is implemented in Western Australia
- The project delivers an animal welfare outcome as the primary objective of the project
- The funding sought for this project is between \$5,000 and \$10,000
- The project is led by a Local Government

Examples of applications WALGA is seeking include:

(Appendix ORD: 12.4B)

Animal Welfare in Emergencies Grants for Local Government Program Guidelines

- The development or review of a Local Plan for Animal Welfare in Emergencies (PAWE) and/or arrangements
- An exercise or training opportunity in capabilities for Animal Welfare in Emergencies (AWE)
- A community education, communication or engagement activities
- Procurement of equipment for Animal Welfare in Emergencies (AWE)

Local Governments are also encouraged to develop their own initiatives that build the capacity of their Local Government(s), and communities, to address animal welfare in emergencies. Below are two case studies which provide examples of suitable projects:

Case Study 1: Equi-Evac Centre Network, City of Mandurah

Equi-Evac Centre Network is an evacuation planning project that focused on developing district-wide arrangements for the welfare of horses during emergencies. The project covered 16 Local Government districts within the Peel and South West regions of WA to identify Public Equestrian Facilities suitable for short term relocation areas and developing guidelines for the management of these activities.

For further information, read the conference paper about the project [here](#).



Case Study 2: Operation Barndi Mara-Managing Animals in Disaster Training Exercise, City of Greater Geraldton

The City of Greater Geraldton undertook a disaster training exercise in 2015, *Operation Barndi Marar-Managing Animals in a Disaster*, which recognised the importance of emergency responders and communities being prepared to manage animals during a disaster. To prepare and respond to the impacts of emergencies on animal welfare, the City developed *Local Animal Emergency Welfare Guidelines*. Agencies who work closely with animals in the community then came together to test the guidelines and the exercise and outcomes were captured in this [video](#).

Case Study 3: Emergency Animal Welfare Plan, Shire of Serpentine Jarrahdale

The Shire of Serpentine Jarrahdale has developed their Emergency Animal Welfare Plan 2020 to support animal welfare through a community consultation process.

[Shire of Serpentine Jarrahdale Emergency Animal Welfare Plan 2020](#)

[Shire of Serpentine Jarrahdale Animal Welfare Resources Directory](#)

If you are not sure whether your project meets the assessment criteria, contact the [WALGA Emergency Management Team](#)

How will applications be assessed?

Assessment criteria and weighting

Applications MUST address ALL the following criteria:

Criteria	Value	Description
Animal welfare outcome	20%	Extent to which the project will help communities to prepare and respond to the impacts of emergency situations on animal welfare
Community engagement and capacity building	20%	The extent to which the project engages and builds the capacity of the Local Government and broader community and supports with resilience in a time of crisis
Value for money	20%	Project represents good value for money by delivering multiple outcomes, high public benefit, and reasonable costings
Risk management	20%	This criteria refers to the extent to which the project addresses any of any risks previously identified in your Local Government(s) emergency risk assessment process.
Demonstrated need and community and public benefit	20%	Alignment with strategy or plan or other statement identifying the need for this project or activity and the community and public benefit to be delivered by the project

Projects that are scalable or replicable to other areas or regions are highly desirable.

What happens when applications close?

What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is complete. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application.

Successful applicants will be informed by:

- Initial formal email
- Letter of offer to negotiate a contract and inclusion in a public media release, and
- An announcement on the program website.

Unsuccessful applicants will be informed by:

- Formal email

If your application is successful

If your Local Government is successful then you will have four weeks after receipt of the letter of offer, including the funding agreement, to submit your Local Government's signed funding agreement, and any other documentation outlined in the letter of offer. Successful applicants will receive payment once all paperwork has been completed and submitted.

Terms and conditions

Prior to receiving funding, successful applicants will be required to enter into a grant agreement with WALGA.

Funding agreements

Successful applicants must enter into grant agreement with WALGA. The grant agreement will be provided to Local Governments on acknowledgement of their successful application.

Legislative and regulatory requirements

In delivering the activity grant, recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to those listed below.

- *Emergency Management Act 2005*
- *Biosecurity and Agriculture Management Act 2007*
- *Bush Fires Act 1954*
- *Animal Welfare Act 2002*

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Acknowledging the WA Government's support

All communications relating to the Animal Welfare in Emergencies grant program must display the DPIRD logo. The DPIRD logo must be applied to all material to acknowledge the support provided.

A guide for the correct application of logos can be viewed within the [Common Badging Guidelines and State Coat of Arms rules of depiction](#).

(Appendix ORD: 12.4B)

Animal Welfare in Emergencies Grants for Local Government Program Guidelines

In the instance that a logo acknowledgement cannot be included, the following statement can be applied.

“The Animal Welfare in Emergencies Grant program is delivered by the [*insert Local Government*] with support from the Department of Primary Industries and Regional Development.”

Payments

Payments will be made if:

- The funding agreement has been signed by both parties;
- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected;
- Other terms and conditions of funding continue to be met.

All projects must be approved and the contract executed prior to project commencement. No retrospective payments will be made. Progressive payments may be made where applicable and subject to the applicant providing the program with:

- Sufficient information on the agreed milestones to indicate that the project is progressing satisfactorily
- A statement of income and expenditure for the project up to the date of the progressive payment claim, signed by the applicant’s Chief Executive Officer or equivalent position. The statement should include details of project expenditure compared to the project budget.

Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include email or phone check-ins, photos, completion report or acquittal documentation.

Privacy

Any personal information about your or a third party in your application will be collected by WALGA for the purposes of administering your grant application and informing the WA State Government of successful applications.

Reporting Requirements

You will need to provide a report on completion of the project. Reporting will be completed by email to the Senior Policy Advisor, and the reporting template will be open during project delivery.

The report will need to include:

- How you spent the grant
- What you achieved with the funding
- What you learnt while completing the project
- How the project will support the Local Government into the future

Additional information and Enquiries

Additional information is available at the grant page on [WALGA's website](#)

If you have any further questions after reading these Guidelines, please contact the [WALGA Emergency Management Team](#).

(Appendix ORD: 12.4B)

Animal Welfare in Emergencies Grants for Local Government Program Guidelines

Checklist

Before applying please complete the following checklist.

Have you:

- ┆ Read these guidelines carefully?
- ┆ Checked if you, or your organisation is, eligible for this grant funding?
- ┆ Checked if your activity is eligible for this grant funding?
- ┆ Prepared the appropriate supporting documents

Western Australian Local Government Association (WALGA)

Evie Devitt-Rix
Acting Manager, Emergency Management
Phone: (08) 9213 2082

Email: edevitt-rix@walga.asn.au

Department of Primary Industries and Regional Development (DPIRD)

Cherie Sandilands
Acting Director Incident and Emergency Management

Phone: 9368 3937

Email: cherie.sandilands@dpiird.wa.gov.au

Western Australian Local Government Association (WALGA)

Mark Batty
Executive Manager-Strategy, Policy and Planning

Phone: (08) 9213 2078

Email: mbatty@walga.asn.au

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Failure to comply with the conditions of the Local Government Animal Welfare in Emergencies Grant Program 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 Local Government Animal Welfare in Emergencies Grant Program will cause payment of grant funding to be declined resulting in financial losses.	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	Failure to comply with the conditions of the Local Government Animal Welfare in Emergencies Grant Program 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 Local Government Animal Welfare in Emergencies Grant Program will cause the grantor to decline future grant applications made by the Shire.	Minor (2)	Rare (1)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.	Not required.

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
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: Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding will leave the Shire unable to provide effective support for animals in an emergency.									
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	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	Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding will leave the Shire unable to provide effective support for animals in an emergency resulting in prosecution.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding will leave the Shire unable to provide effective support for animals in an emergency and will cause public news items in the media.	Catastrophic (5)	Likely (4)	Extreme (20 - 25)	Accept Local Government Animal Welfare in Emergencies Grant Program Funding.	Insignificant (1)	Rare (1)	Low (1 - 4)	Low (1 - 4)
ENVIRONMENT	Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding	Major (4)	Likely (4)	High (12 - 19)	Accept Local Government Animal Welfare in Emergencies Grant Program Funding	Minor (2)	Unlikely (2)	Low (1 - 4)	Low (1 - 4)

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
	will leave the Shire unable to provide effective support for animals in an emergency will cause significant impacts.							

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Tender RFTF0172403 – Eaton Drive and Blue Wren Drive Intersection - Construction of Roundabout									
RISK THEME PROFILE: 13 - Project/Change Management 15 - Supplier and Contract Management									
RISK ASSESSMENT CONTEXT: Project									
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 constructing roundabout at this intersection may result in further accidents and near misses.	Major (4)	Possible (3)	Moderate (5 - 11)	Construction of roundabout in compliance with State Blackspot Program Application	Minor (2)	Unlikely (2)	Low (1 - 4)	
FINANCIAL IMPACT	Loss of Blackspot Funding	Moderate (3)	Almost Certain (5)	Moderate (5 - 11)	Construction of roundabout in compliance with State Blackspot Program Application, or return funds to the Program funding pool and not construct the roundabout	Insignificant (1)	Rare (1)	Low (1 - 4)	
FINANCIAL IMPACT	Project is constructed at the higher cost and additional Black Spot funds do not become available	Major (4)	Likely (4)	High (12 - 19)	Return funds to the Program funding pool and not construct the roundabout	Insignificant (1)	Rare (1)	Low (1 - 4)	
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.	
LEGAL AND COMPLIANCE	Council may be liable for accidents should they not proceed with the intersection treatment	Major (4)	Likely (4)	Moderate (5 - 11)	Construction of roundabout in compliance with State Blackspot Program Application	Insignificant (1)	Unlikely (2)	Low (1 - 4)	
REPUTATIONAL	Council may receive poor publicity for not treating accidents which are eligible for Blackspot funding	Minor (2)	Likely (4)	Moderate (5 - 11)	Construction of roundabout in compliance with State Blackspot Program Application	Insignificant (1)	Possible (3)	Low (1 - 4)	
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Supply and Deliver Gravel and Limestone							
RISK THEME PROFILE:		3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)							
15 - Supplier and Contract Management		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	Ensure suppliers have the resources and systems to undertake the delivery of the materials to meet the Shires OSH standards	Major (4)	Possible (3)	High (12 - 19)	Ensure appropriate selection processes and supplier systems are adhered during works.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	
FINANCIAL IMPACT	Supply and delivery costs rise sharply due to local demand exceeding supply capacity	Major (4)	Likely (4)	High (12 - 19)	Engaging with a suitable supplier for a period of at least three years	Minor (2)	Unlikely (2)	Low (1 - 4)	
SERVICE INTERRUPTION	Unable to source materials or delivery of goods impacting on construction programme	Major (4)	Possible (3)	High (12 - 19)	Engaging with a suitable supplier for a period of at least three years	Minor (2)	Unlikely (2)	Low (1 - 4)	
LEGAL AND COMPLIANCE	Contractual obligations are met.	Moderate (3)	Possible (3)	Moderate (5 - 11)	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.	



Department of **Biodiversity,
Conservation and Attractions**



Mr Ross Underwood
Planning Solutions
GPO Box 2709
CLOISTERS SQUARE WA 6850

Our ref:
Your ref:
Enquiries: Tony Mennen
Phone: 08 9735 1988
Email: wellington@dbca.wa.gov.au

Dear Ross

ROAD ACCESS TO LOT 2 (343) RATCLIFFE ROAD, CROOKED BROOK

Thank you for your letter dated 2 September 2020 regarding dedication and gazettal of a portion of Ratcliffe Road.

As discussed at our meeting on 6 August 2020 I am supportive of the dedication and gazettal of the road and its incorporation into the Shire of Dardanup road network.

Regarding access to the Queenwood Road quarry on nearby State Forest I can provide in-principle support for access to obtain basic raw materials for use on the road. However, the Shire and/or Mr Castle will need to liaise with my staff for appropriate environmental checks and approvals prior to its use.

If you have any further queries please contact me on (08) 9735 1988 or tony.mennen@dbca.wa.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Tony Mennen".

Tony Mennen
DISTRICT MANAGER

3 September 2020

Wellington District
147 Wittenoom Street, COLLIE Western Australia
PO Box 809 COLLIE WA 6225
Phone: (08) 9735 1988 Email: wellington@dbca.wa.gov.au
dbca.wa.gov.au

1 September 2020

Luke Botica
Director Engineering & Development Services
Shire of Dardanup
PO Box 7016
EATON WA 6232

Dear Luke,

LANDOWNER UNDERTAKING FOR DEDICATION OF RATCLIFFE ROAD

I refer to the request made by Planning Solutions for the dedication of the portion of Ratcliffe Road through State Forest land providing access to my land at Lot 2 (343) Ratcliffe Road, Crooked Brook.

In respect of this request, I confirm I will:

1. upgrade the road, with Shire of Dardanup approval, at my own cost; and
2. cover all costs associated with the surveying of the road reserve and lodgement of documents.

This undertaking is made on the condition the Shire agrees to the dedication and maintenance of the road.

Please contact me if you have any queries relating to this request.

Yours faithfully



Noel Castle
Director
Spacer Tech Pty Ltd

PS Ref: 6682

2 September 2020

Tony Mennen
Parks and Wildlife Services – Wellington District
Department of Biodiversity, Conservation and Attractions
PO Box 809
COLLIE WA 6225

Dear Tony,

**DEDICATION OF ROAD
ACCESS TO LOT 2 (343) RATCLIFFE ROAD, CROOKED BROOK**

Planning Solutions acts on behalf of Spacer Tech Pty Ltd, the registered proprietor of Lot 2 (343) Ratcliffe Road, Crooked Brook (**subject site**).

Thank you for meeting with myself, the Shire of Dardanup's Luke Botica, and Noel Castle on 6 August 2020. We appreciate the level of support provided.

We seek the Department's written support for the upgrade and dedication of the portion of Ratcliffe Road which runs through State Forest land, providing access to the subject site.


Refer to the **attached** location plan showing the area of road proposed to be dedicated.

Subject to receiving the Department's support, we will be making a formal request to the Shire to upgrade the road with the Shire's approval, and subsequently survey and dedicate the road. Upon gazettal of the road, Shire will assume responsibility for maintenance of the road.

In addition and as discussed, we also request access to the Queenwood quarry – on State Forest land – for the purposes of extracting gravel for use on the proposed road.

We look forward to your response. Should you have any queries or require further clarification in regard to the above matter please do not hesitate to contact the writer.

Yours sincerely



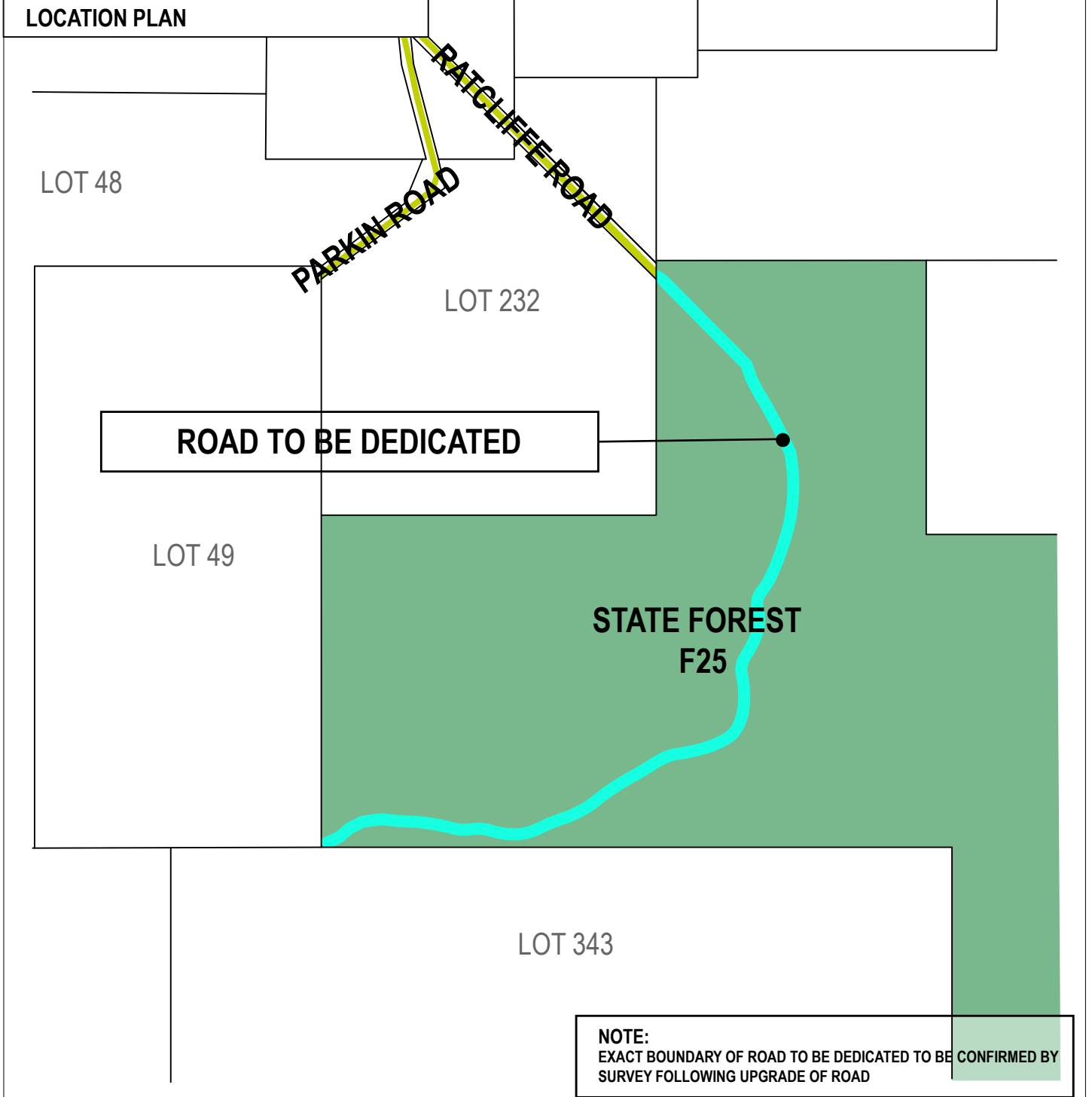
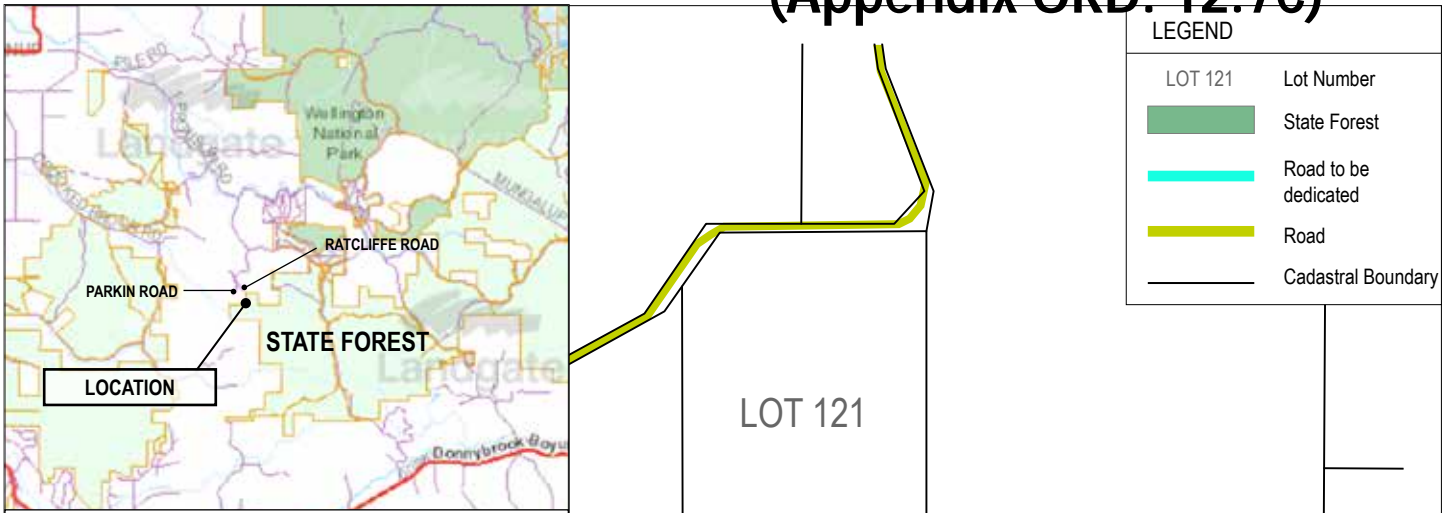
**ROSS UNDERWOOD
ASSOCIATE**

Encl. Location plan

Copy to: Luke Botica, Shire of Dardanup

200902 6682 Letter to DBCA.docx

(Appendix ORD: 12.7C)



NOTE:
EXACT BOUNDARY OF ROAD TO BE DEDICATED TO BE CONFIRMED BY SURVEY FOLLOWING UPGRADE OF ROAD

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Proposed dedication of road within Reserve F25 (Ratcliffe Road)							
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			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	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	Support not provided for the required road dedication.	Moderate (3)	Possible (3)	Moderate (5 - 11)	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.



POLICY NO:-

Infr CP??? – HEAVY VEHICLE – ROAD CONTRIBUTION

GOVERNANCE INFORMATION

Procedure Link:		Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM:	Res:	Synopsis:	Policy created.
	1	OCM:	Res:	Synopsis:	
Version:	2	SCM	Res:	Synopsis:	
Version:	3	SCM	Res:	Synopsis:	

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy provides the mechanism and guidelines that form the basis for negotiations for the upgrade of roads and/or recovery of costs resulting from increased asset consumption from freight tasks exceeding what would normally be accepted on the road network.

The objective of this policy is to:

1. Define the circumstances under which an upgrade and/or contribution would be sought from a freight generator;
2. Provide a method of calculating the contribution required from a particular freight task; and
3. Provide guidelines for the payment of contributions.

3. REFERENCE DOCUMENTS

- WALGA User Guide – Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks
- WALGA User Guide – Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks
- Road Traffic (Vehicles) Act 2012
- Road Traffic (Vehicles) Regulations 2014

4. POLICY

The Shire of Dardanup, as it continues to grow, faces significant costs from road wear as a consequence of heavy vehicle traffic. The impacts of additional heavy vehicle traffic on shortening road life and increasing maintenance requirements are greater for roads that were not designed or constructed for this purpose.

Any Development Application (DA) received by the Shire of Dardanup that consists of the movement of freight and the subsequent operation of Restricted Access Vehicles (RAV) as prescribed in the Road Traffic (Vehicles) Regulations 2014 will be assessed to consider the proposed heavy vehicle route, type and volume of RAV movements that the proposed development will generate. It should be noted that this policy is therefore applicable to all vehicle configurations ranging from RAV Network 1 to 10 inclusive.

If the proposed freight task generated by the development seeks the use of a configuration not suited to the road design and /or represents an extra-ordinary load onto the road or where the freight task is clearly having a significant impact on the condition of the road, the Shire will negotiate with the freight generator to seek upgrades and/or road contributions as a condition of approval of the DA.

The Shire will enter into negotiations with freight generators and will condition the approval of the DA on the following basis:

1. If any part of the proposed route is not a current Shire of Dardanup RAV road that allows the proposed truck configuration, the Shire will:
 - a. Seek any road upgrades required to enable the road to meet required standards applicable to the proposed RAV vehicle and is to be funded by the freight generator and completed prior to the freight task commencing;

- b. Seek a road contribution from the freight generator as a calculation of increased wear; or
 - c. A combination of the above; or
 - d. If agreement cannot be reached on the above, restrict the freight task to an “as-of-right” truck configuration.
2. If the DA is seeking to use RAV configurations greater than that currently permitted on any part of an existing RAV Network, the Shire will:
 - a. Seek any road upgrades required to enable the road to meet required standards applicable to the proposed RAV vehicle and is to be funded by the freight generator and completed prior to the freight task commencing;
 - b. Seek a road contribution from the freight generator as a calculation of increased wear;
 - c. A combination of the above; or
 - d. If agreement cannot be reached on the above, restrict the freight task to truck configurations that are currently permitted on the existing RAV Network.
3. If the proposed RAV route/type is a current Shire of Dardanup RAV road and of an equivalent approved RAV Network the Shire will seek a road contribution from the freight generator as a calculation of increased wear.

5. CONTRIBUTION METHODOLOGY

The estimation of road contributions shall be based on the WALGA Guides for Estimating the Incremental Cost Impact on Sealed Local Roads and Unsealed Local Roads from Additional Freight Tasks.

Any contributions received shall be held in reserve identified as a contribution to that particular road. The contribution shall only be expended on the road for which it was collected for when the road is renewed and/or upgraded.

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Review of Heavy Haulage Restricted Access Vehicles (RAV) on Shire Road Network		RISK ASSESSMENT CONTEXT: Strategic		RISK ACTION PLAN (Treatment or controls proposed)			AFTER TREATMENT OR CONTROL		
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK RATING	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	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	The Shire will have reduced ability to raise funds due to the removal of Condition CA07	Minor (2)	Likely (4)	Moderate (5 - 11)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Existing Roads identified as RAV routes may reach the end of its useful life sooner than anticipated due to haulage activity	Moderate (3)	Possible (3)	Moderate (5 - 11)	Moderate (5 - 11)	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	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	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Customer levels of service may be reduced if assets are not maintained or renewed to meet user demand	Moderate (3)	Possible (3)	Moderate (5 - 11)	Moderate (5 - 11)	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	N/A	Not required.	Not required.	Not required.	Not required.

Prime Mover, Trailer Combinations

2016

Heavy Vehicle Services

Category	VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES		Mass (T) Maximum Permitted Mass	Length (m)	Axle Spacing Table	RAV Network
1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER 	50	≤20	A	Network 1
2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(B) PRIME MOVER TOWING SEMI TRAILER 	42.5 50 47.5	≤19 ≤20 ≤19	A A A A	Network 2
3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	(B) PRIME MOVER TOWING SEMI TRAILER 	66.5	≤20	A	Network 3
4	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 	(B) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 	47.5 67.5 87.5 42.5	≤20 ≤27.5 ≤27.5 ≤25	A A A A A	Network 4
5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	84	≤27.5	B	Network 5
6	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 	(B) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 	84 84+d 67.5+d 84	>27.5-≤36.5 >27.5-≤36.5 >27.5-≤36.5 >27.5-≤36.5	B B A A A	Network 6
7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE 	(B) B-TRIPLE 	87.5	≤27.5	A	Network 7
9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS 	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	87.5 87.5 87.5+d	>27.5-≤36.5 >27.5-≤36.5 >27.5-≤36.5	A A A	Network 9
10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS 	(B) B-DOUBLE TOWING 2 DOG TRAILERS 	120.5 84+d 107.5	>27.5-≤36.5 >27.5-≤36.5 >36.5-≤45	B B A A	Network 10

(Appendix ORD: 12.8C)




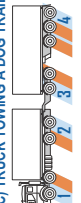
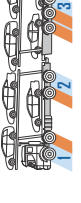

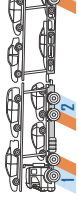


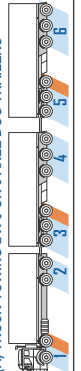

Heavy Vehicle Services
Tel: 138 HVO (486)
Email: hvs@mainroads.wa.gov.au
Website: www.mainroads.wa.gov.au

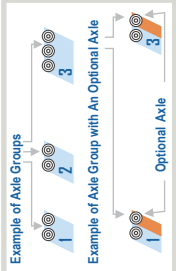
- Operators using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operators must refer to the OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:
 - (i) built to carry livestock or;
 - (ii) carrying a crate to carry livestock or;
 - (iii) carrying vehicles on more than one deck or;
 - (iv) carrying a multi modal container or;
 - (v) carrying a large indivisible item or;
 - (vi) When operating with an appropriately licensed over height tourism site or participant trailer.
- Maximum height of Pig Trailer must not exceed 3.9m.

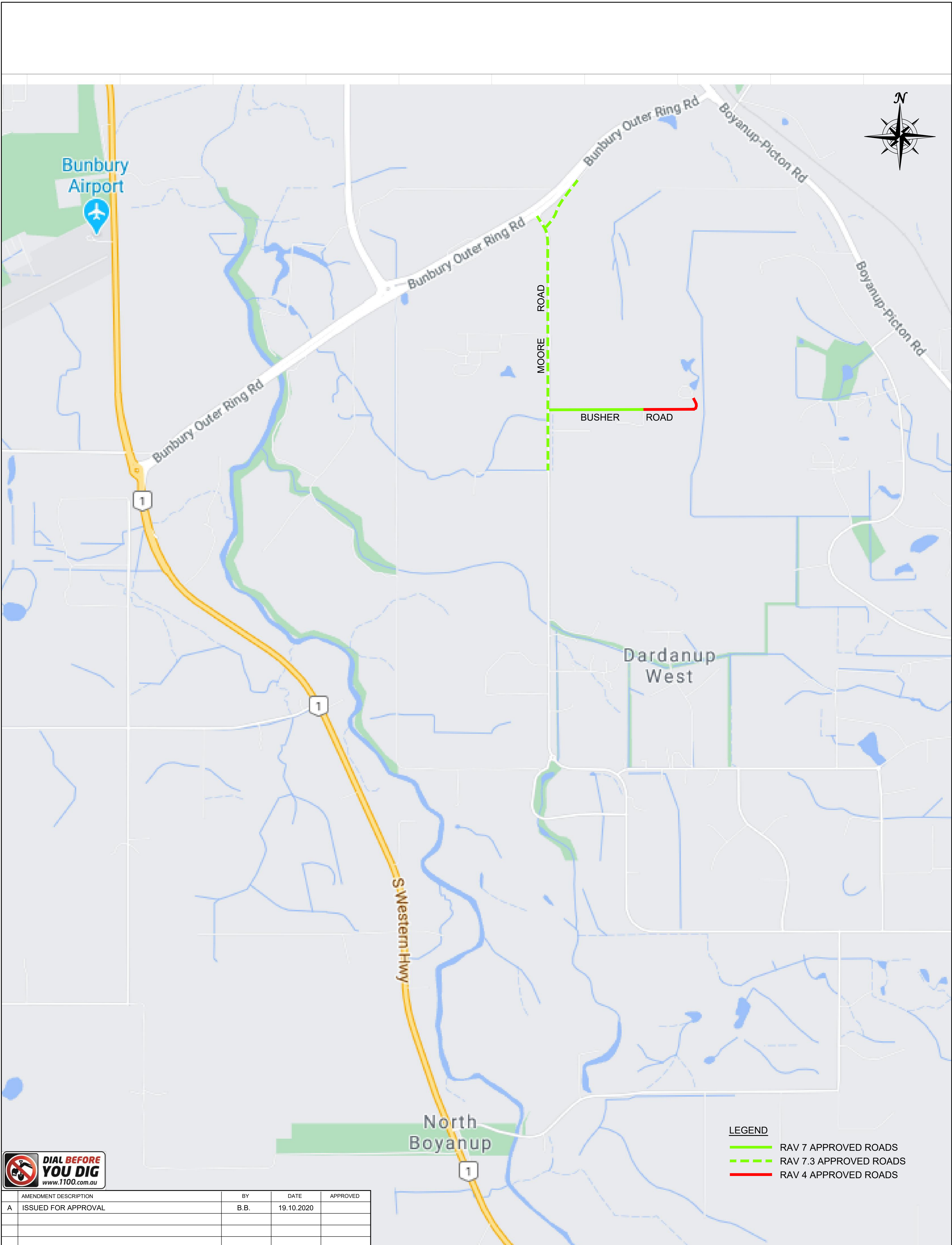
Truck, Trailer Combinations

2016

Heavy Vehicle Services

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – TRUCK, TRAILER COMBINATIONS EXAMPLES		RAV Network	Mass (t) Maximum Permitted Mass	Length (m)	Axle Spacing Table	
Category 1  (A) TRUCK TOWING A PIG TRAILER  (B) TRUCK TOWING A DOG TRAILER  (C) TRUCK TOWING A CAR CARRIER TRAILER  (D) TRUCK TOWING A CAR CARRIER TRAILER	Category 2  (A) TRUCK TOWING A 6 AXLE DOG TRAILER  (B) TRUCK TOWING A CAR CARRIER TRAILER  (C) TRUCK TOWING A 2,3,4 OR 5 AXLE DOG TRAILER	1	27.5 46.5 50 42.5	<12.5 ≤20 ≤20 ≤20	A B B A	
		2	67.5 42.5 64.0	≤25 ≤25 ≤25	A A B	
Category 7  (A) TRUCK TOWING 2 X 5 OR 6 AXLE DOG TRAILERS  (A) TRUCK TOWING 2 DOG TRAILERS		7	107.5	>27.5, ≤36.5	A	
	8	107.5	>27.5, ≤36.5	A		





AMENDMENT DESCRIPTION	BY	DATE	APPROVED
A ISSUED FOR APPROVAL	B.B.	19.10.2020	

DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER

DRAWING TITLE
MOORE ROAD INDUSTRIAL PRECINCT

INFRASTRUCTURE

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CURRENT / PROPOSED RESTRICTED ACCESS
VEHICLE ROAD SPECIFICATION

DRAWING NO.
2020 - CIV - 009 - 01

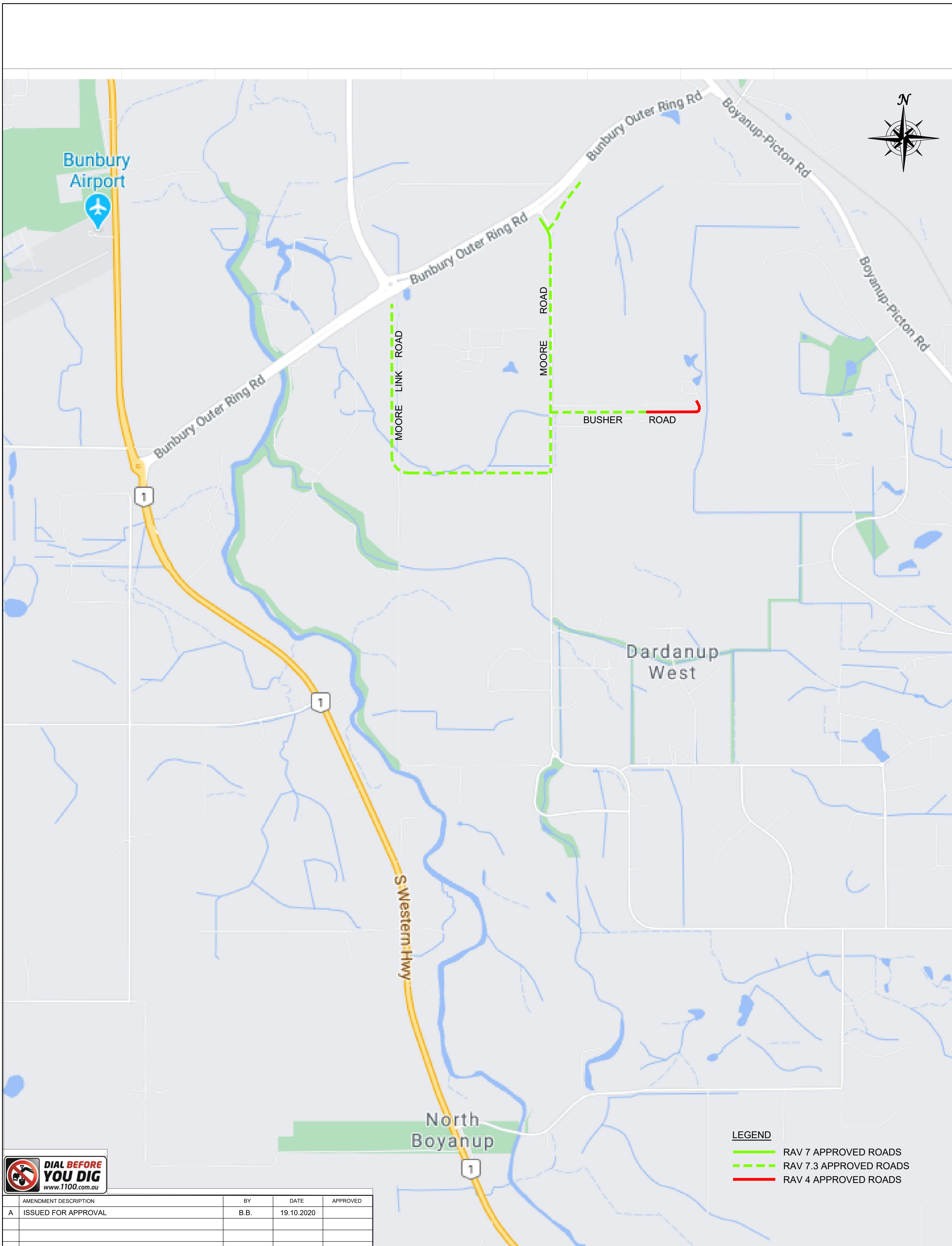
DATUM: AHD
GRID SYSTEM: MGA94

SHEET NO.
N/A

SHEET SIZE
A3

Administration Centre Eaton
P.O. Box 7017 - 1 Council Drive
Eaton Western Australia 6232
ABN: 57 305 829 653

Telephone 08 9724 0000
Facsimile 08 9724 0091
Online www.dardanup.wa.gov.au



AMENDMENT DESCRIPTION	BY	DATE	APPROVED
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DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A	DRAWING TITLE MOORE ROAD INDUSTRIAL PRECINCT
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER	

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ULTIMATE RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

INFRASTRUCTURE

DRAWING NO.
2020 - CIV - 009 - 02

DATUM: AHD
GRID SYSTEM: MGA94

SHEET NO.
N/A

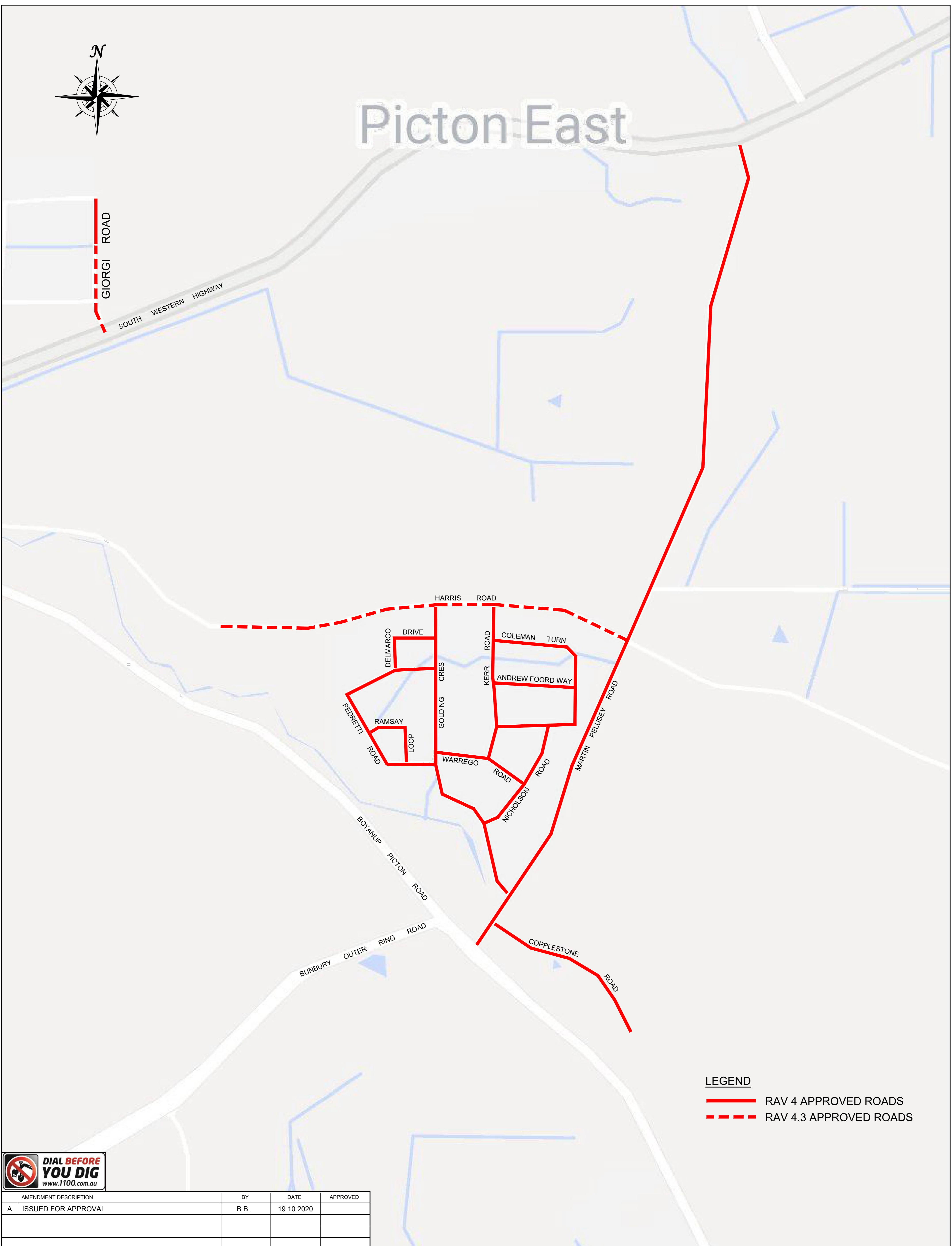
SHEET SIZE: **A3**

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Picton East



LEGEND

- RAV 4 APPROVED ROADS
- - - - RAV 4.3 APPROVED ROADS



AMENDMENT DESCRIPTION	BY	DATE	APPROVED
A ISSUED FOR APPROVAL	B.B.	19.10.2020	

DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER

DRAWING TITLE
PICTON EAST INDUSTRIAL PRECINCT

INFRASTRUCTURE

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CURRENT RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

DRAWING NO.
2020 - CIV - 009 - 03

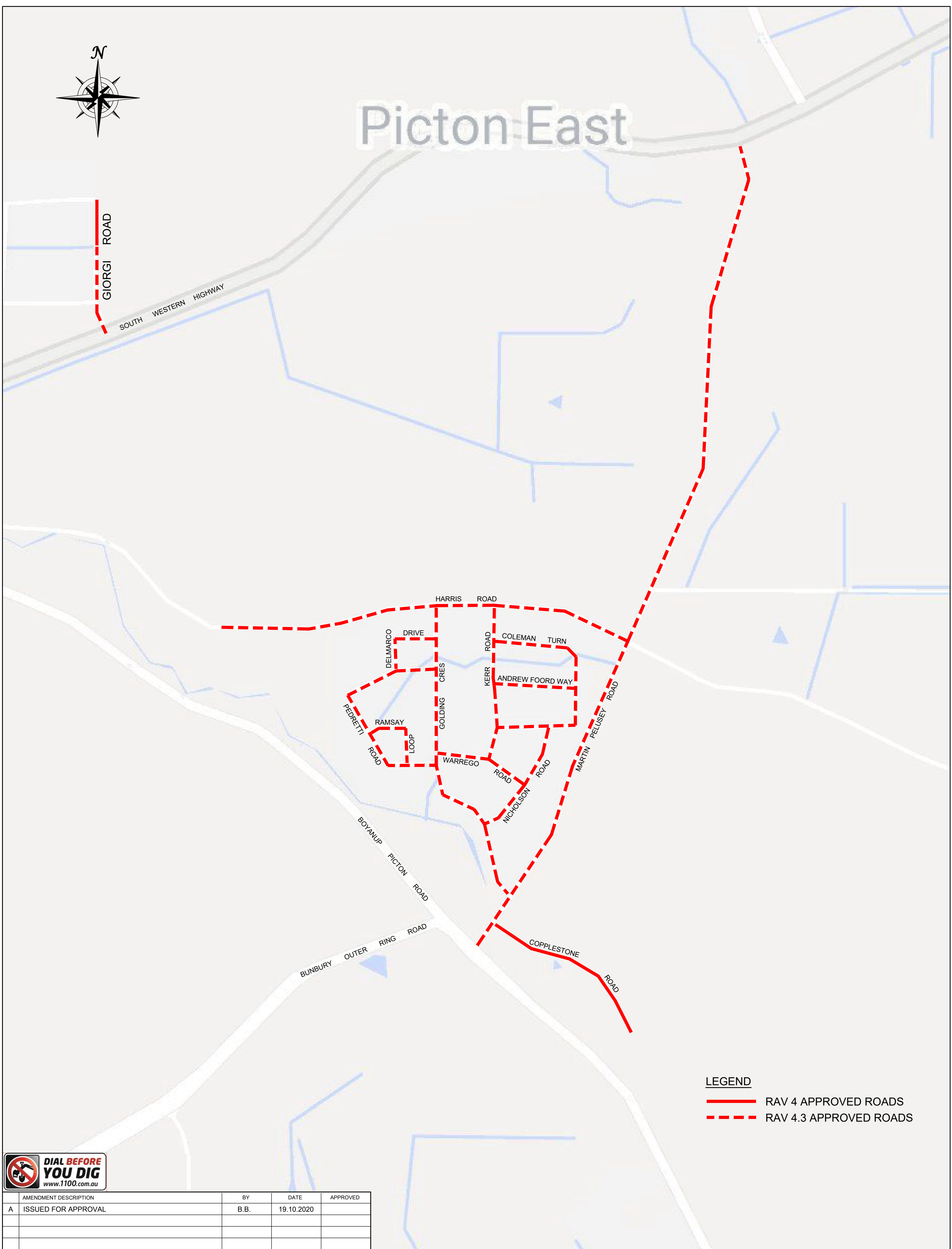
Administration Centre Eaton
P.O. Box 7017 - 1 Council Drive
Eaton Western Australia 6232
ABN: 57 305 829 653

Telephone 08 9724 0000
Facsimile 08 9724 0091
Online www.dardanup.wa.gov.au

DATUM GRID SYSTEM	AHD MGA94	SHEET NO. N/A	SHEET SIZE A3
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Picton East



LEGEND

- RAV 4 APPROVED ROADS
- - - - - RAV 4.3 APPROVED ROADS



AMENDMENT DESCRIPTION	BY	DATE	APPROVED
A ISSUED FOR APPROVAL	B.B.	19.10.2020	

DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER

DRAWING TITLE PICTON EAST INDUSTRIAL PRECINCT
PROPOSED RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

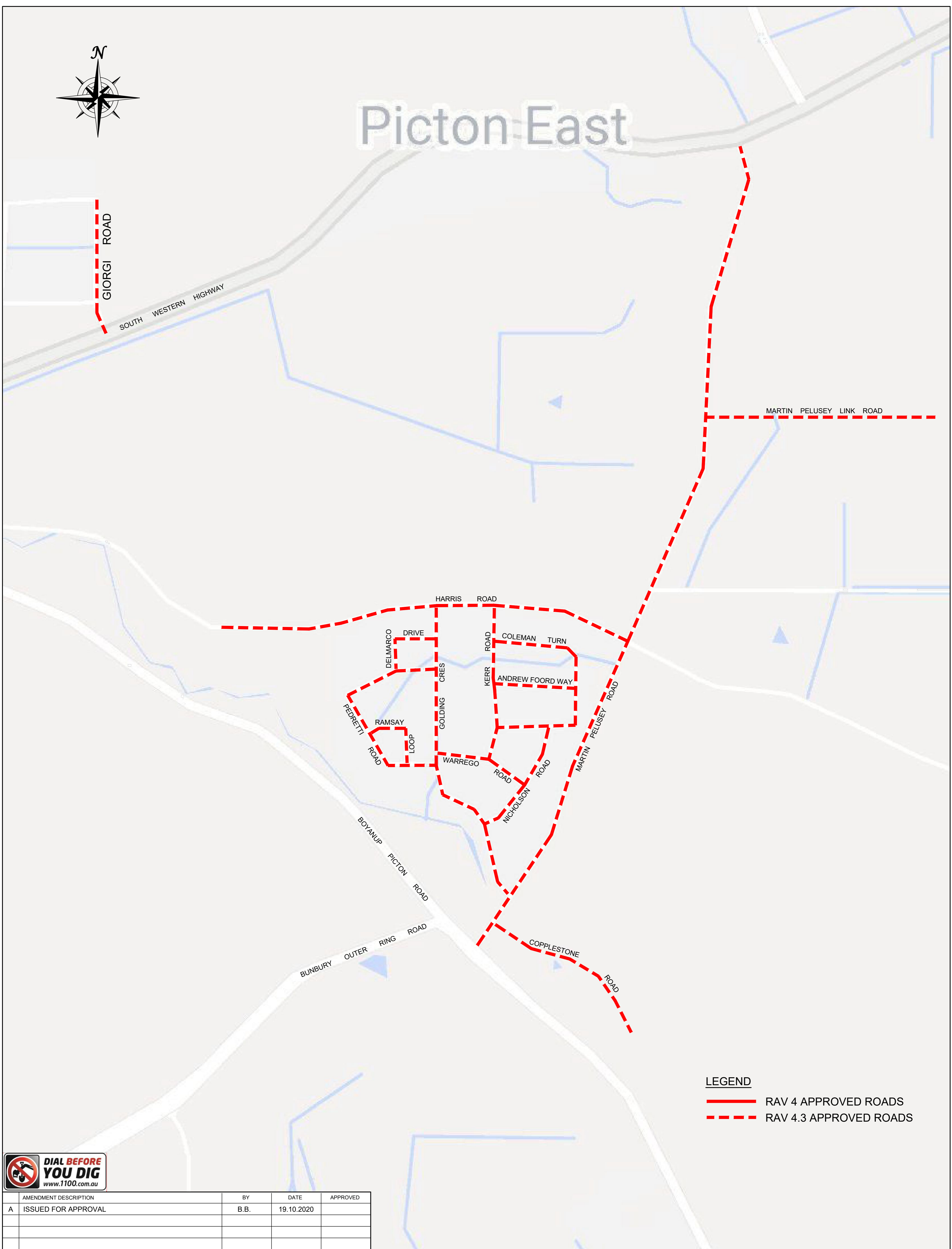
INFRASTRUCTURE	
DRAWING NO. 2020 - CIV - 009 - 04	
DATUM AHD GRID SYSTEM MGA94	SHEET NO. N/A
SHEET SIZE A3	

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Picton East



LEGEND

- RAV 4 APPROVED ROADS
- - - - - RAV 4.3 APPROVED ROADS



AMENDMENT DESCRIPTION	BY	DATE	APPROVED
A ISSUED FOR APPROVAL	B.B.	19.10.2020	

DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER

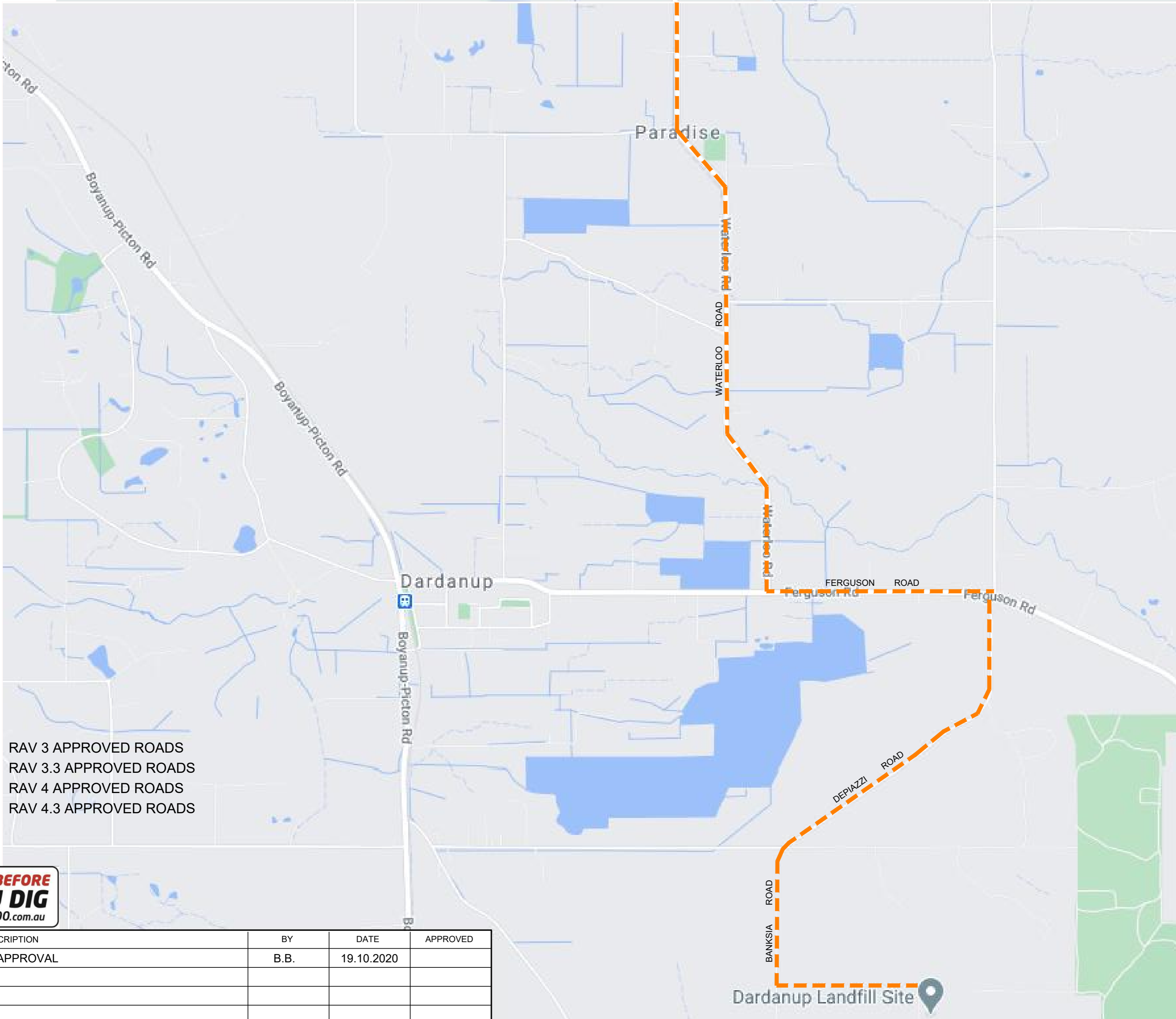
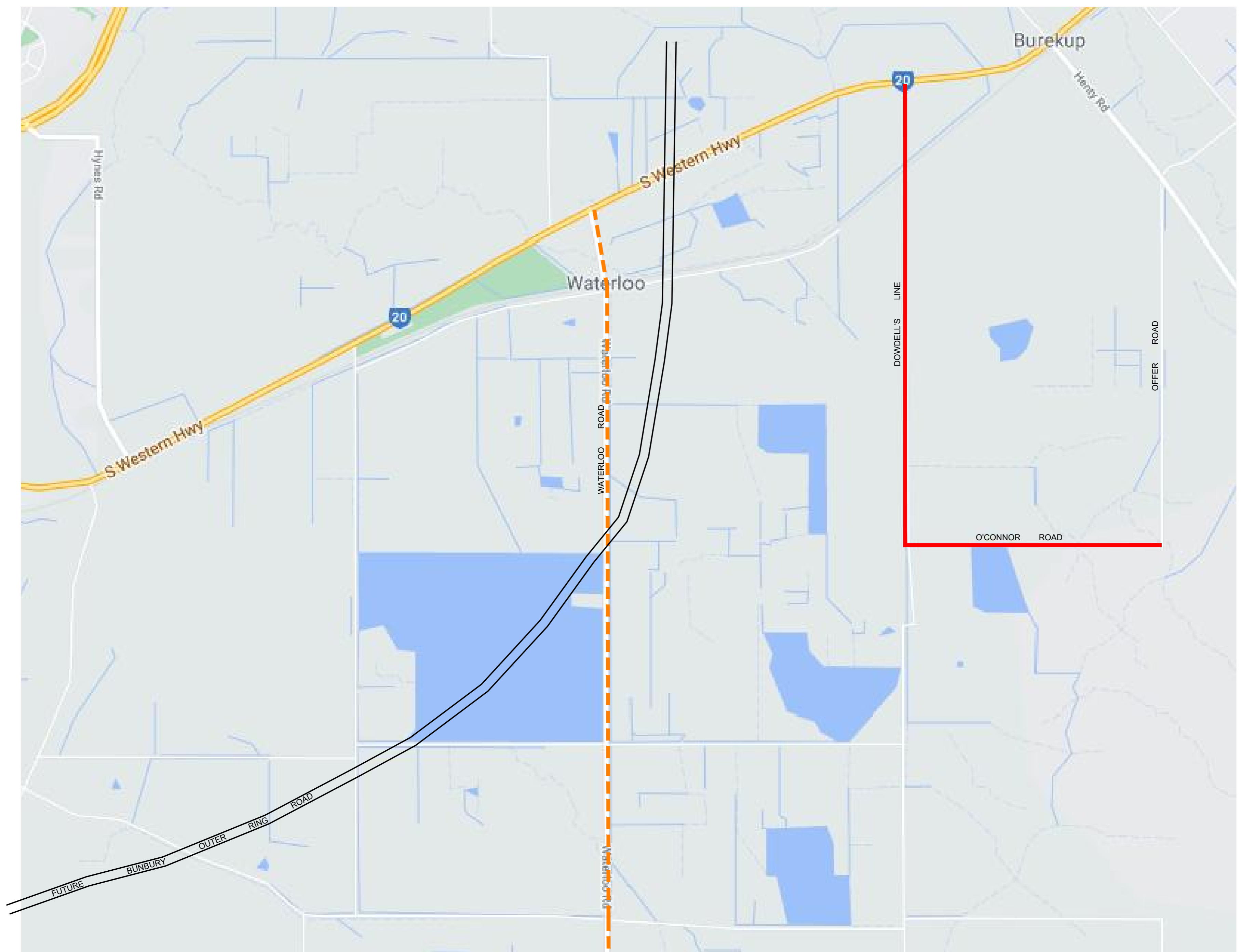
DRAWING TITLE PICTON EAST INDUSTRIAL PRECINCT
ULTIMATE RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

INFRASTRUCTURE	
DRAWING NO. 2020 - CIV - 009 - 05	
DATUM AHD GRID SYSTEM MGA94	SHEET NO. N/A
SHEET SIZE A3	

Shire of Dardanup

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- LEGEND**
- RAV 3 APPROVED ROADS
 - - - RAV 3.3 APPROVED ROADS
 - RAV 4 APPROVED ROADS
 - - - RAV 4.3 APPROVED ROADS



AMENDMENT DESCRIPTION	BY	DATE	APPROVED
A ISSUED FOR APPROVAL	B.B.	19.10.2020	

DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER

DRAWING TITLE BANKSIA ROAD WASTE SITE

INFRASTRUCTURE

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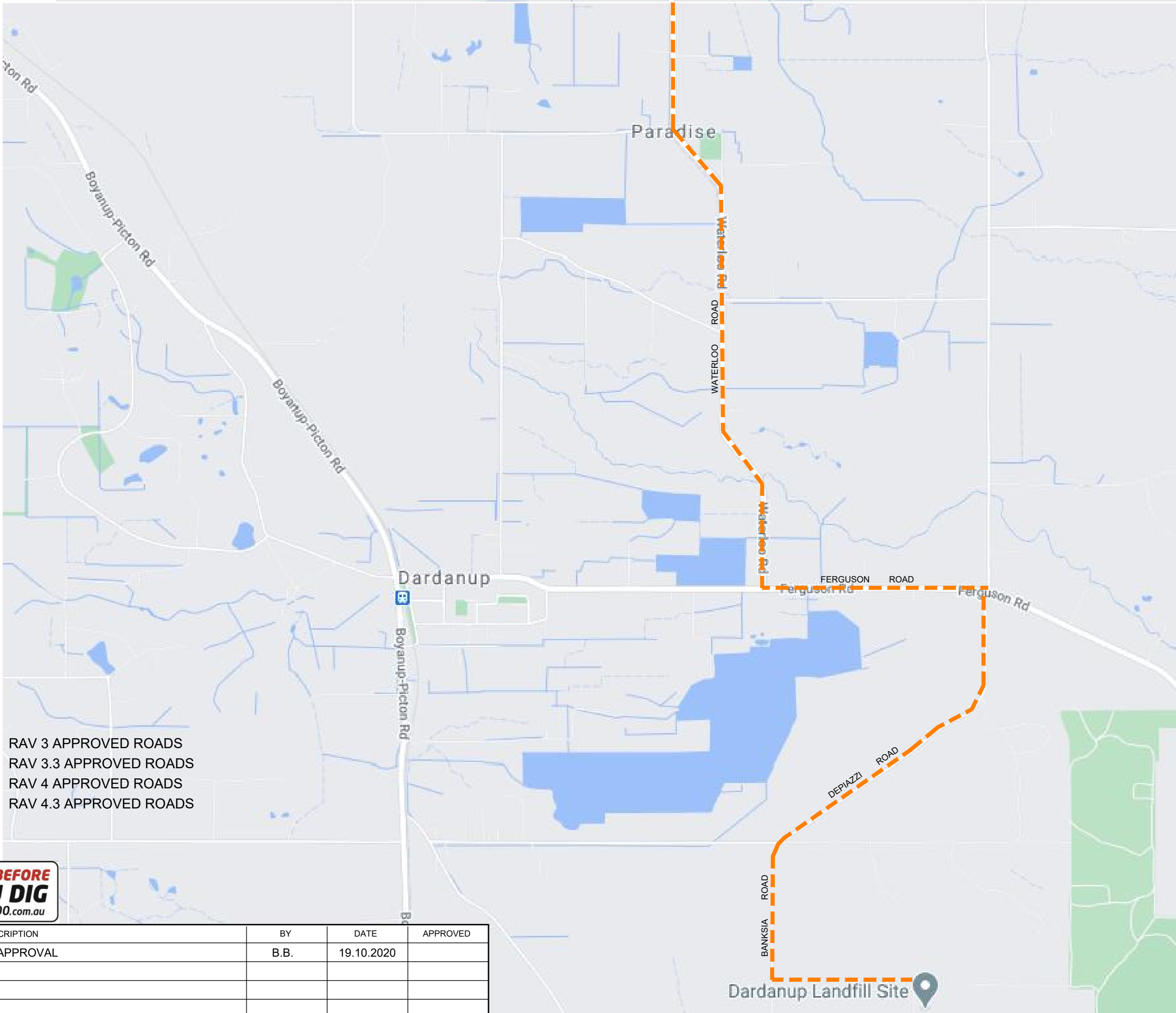
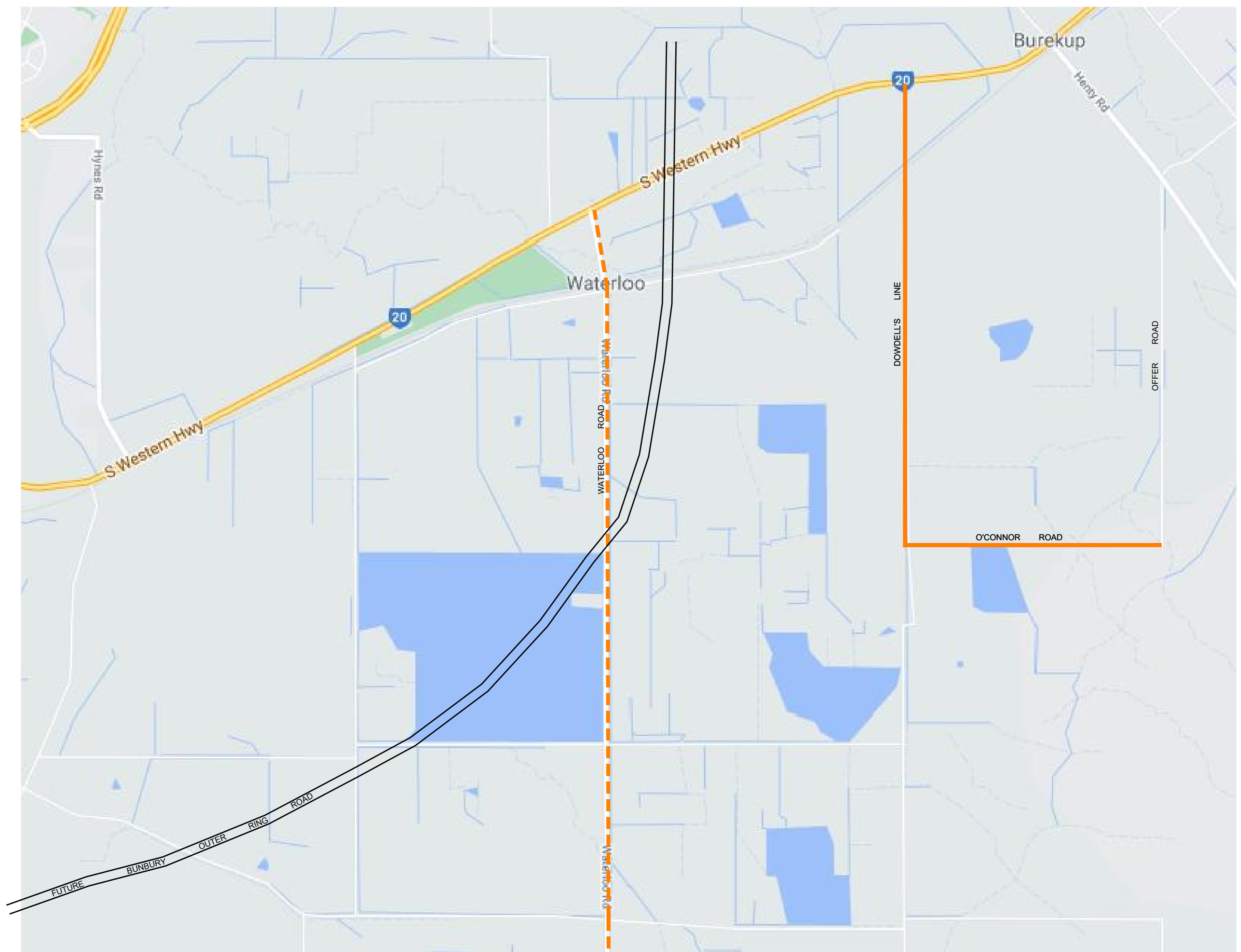
CURRENT RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

DRAWING NO. 2020 - CIV - 009 - 06	
DATUM GRID SYSTEM	AHD MGA94
SHEET NO. N/A	SHEET SIZE A3

Shire of Dardanup

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- LEGEND**
- RAV 3 APPROVED ROADS
 - RAV 3.3 APPROVED ROADS
 - RAV 4 APPROVED ROADS
 - RAV 4.3 APPROVED ROADS



AMENDMENT DESCRIPTION	BY	DATE	APPROVED
A ISSUED FOR APPROVAL	B.B.	19.10.2020	

DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER

DRAWING TITLE BANKSIA ROAD WASTE SITE

INFRASTRUCTURE



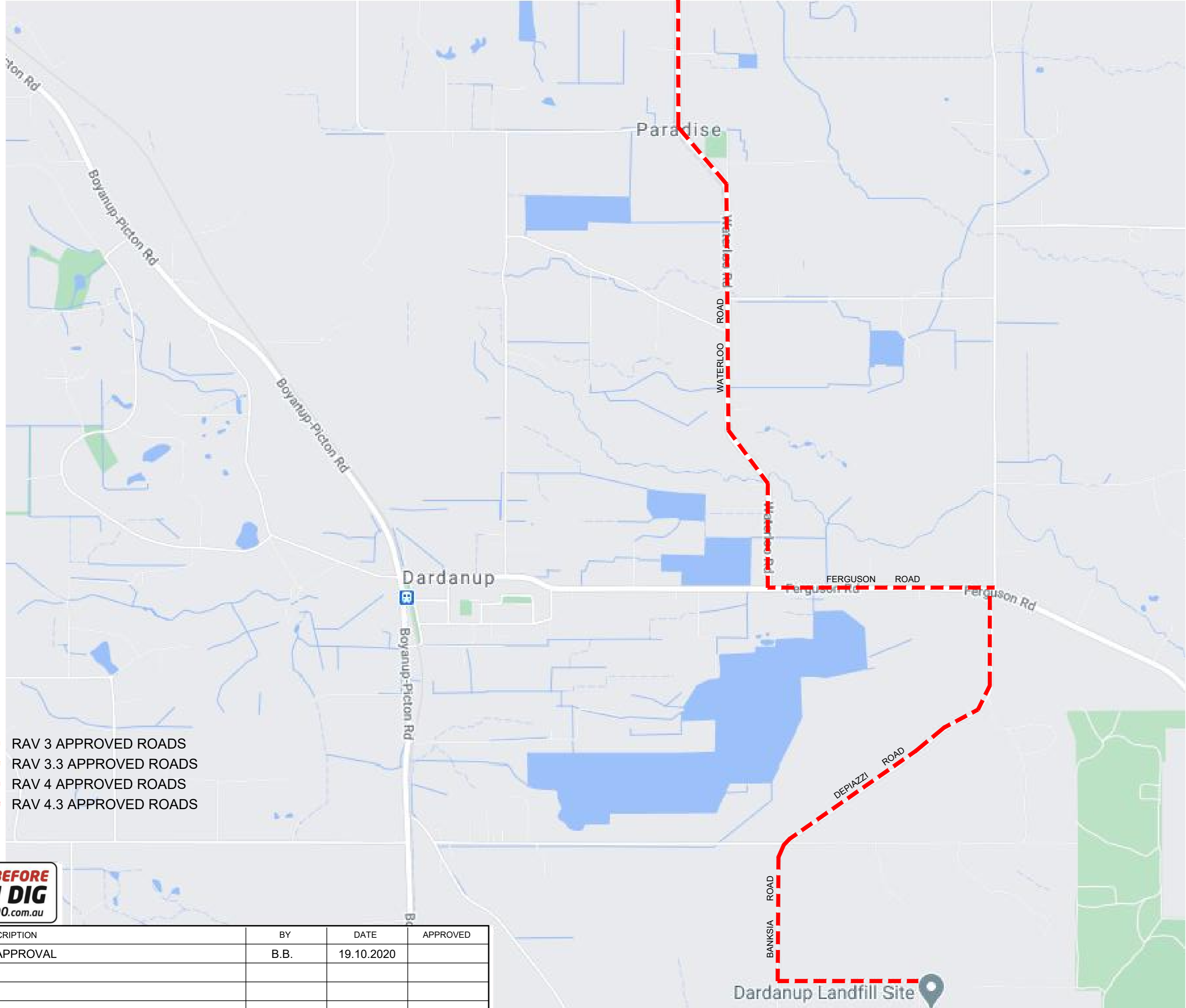
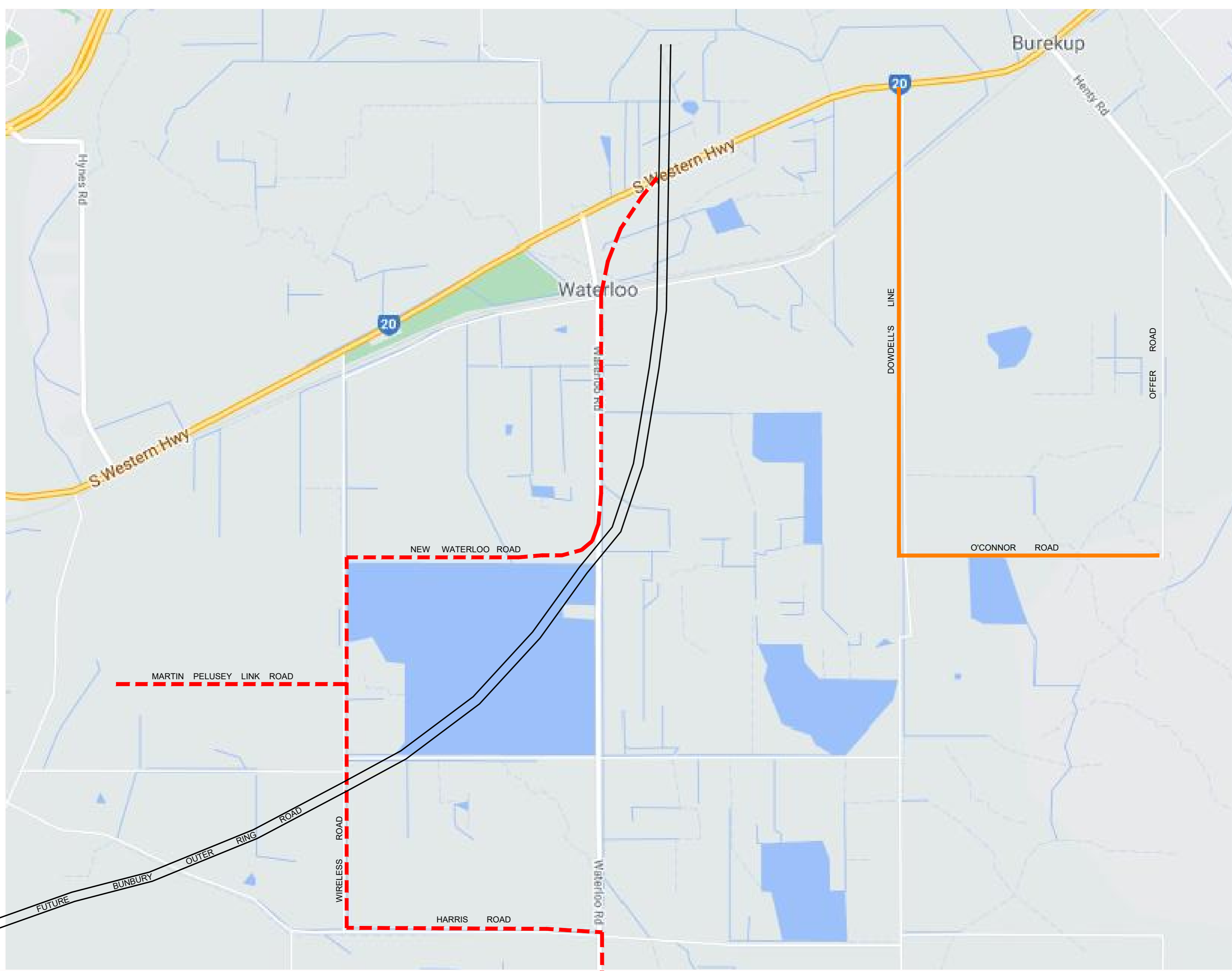
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PROPOSED RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

DRAWING NO. 2020 - CIV - 009 - 07		
DATUM: AHD GRID SYSTEM: MGA94	SHEET NO.: N/A	SHEET SIZE: A3

Administration Centre Eaton
P.O. Box 7017- 1 Council Drive
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- LEGEND**
- RAV 3 APPROVED ROADS
 - RAV 3.3 APPROVED ROADS
 - RAV 4 APPROVED ROADS
 - RAV 4.3 APPROVED ROADS



AMENDMENT DESCRIPTION	BY	DATE	APPROVED
A ISSUED FOR APPROVAL	B.B.	19.10.2020	

DESIGNED T. WILLIAMSON	DRAWN DATE 19.10.2020	SURVEYED N/A
DRAWN B. BATRICK	AUTHORISED	TARDIS RECORD NUMBER

DRAWING TITLE BANKSIA ROAD WASTE SITE

INFRASTRUCTURE



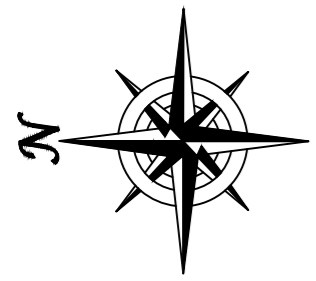
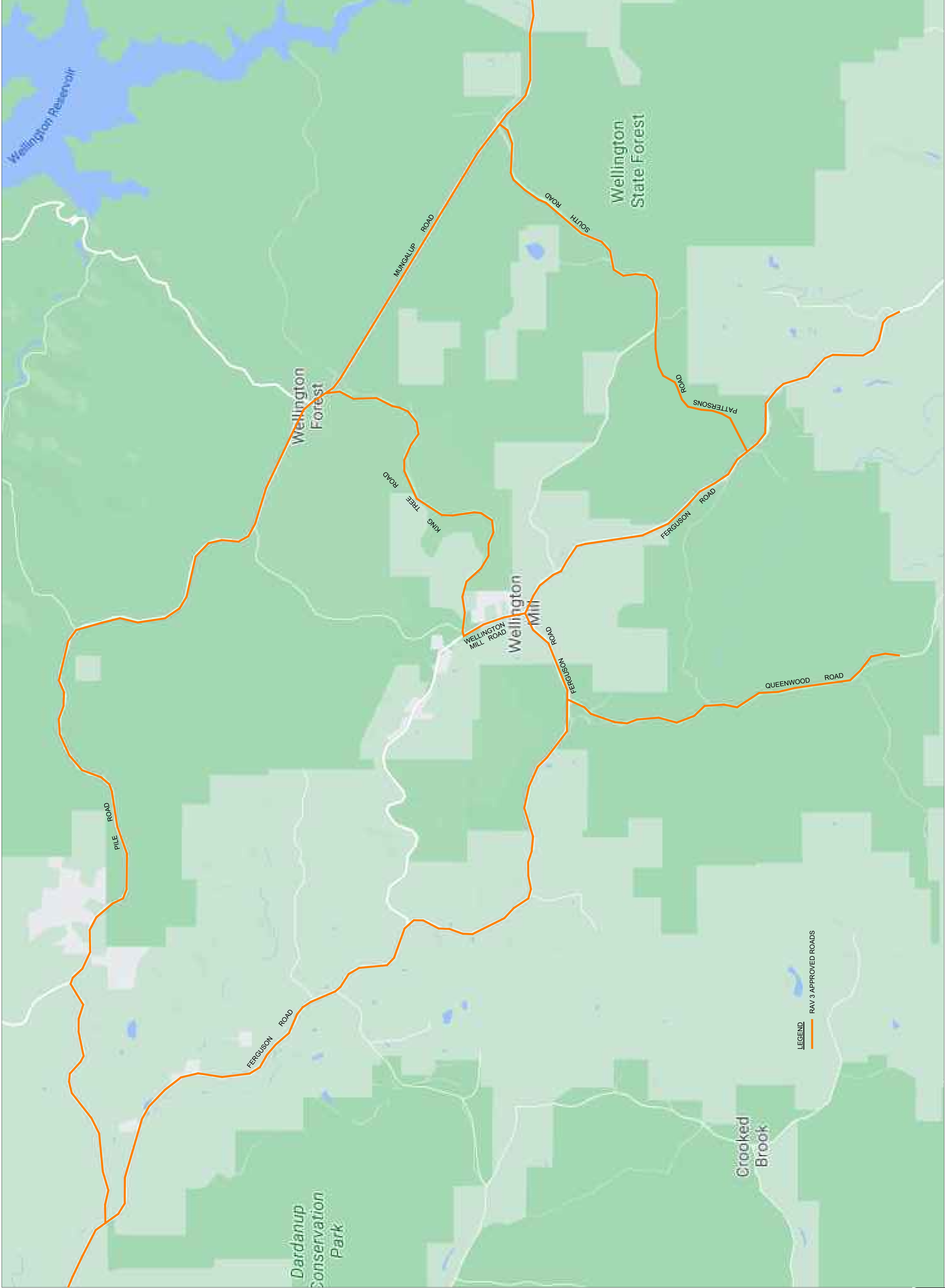
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ULTIMATE RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

DRAWING NO. 2020 - CIV - 009 - 08		
DATUM: AHD GRID SYSTEM: MGA94	SHEET NO.: N/A	SHEET SIZE: A3

Administration Centre Eaton
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AMENDMENT DESCRIPTION	DATE	APPROVED	DESIGNED	DRAWN	DRAWN DATE	SURVEYED	DRAWING TITLE
A ISSUED FOR APPROVAL	19.10.2020		T.WILLIAMSON	B.BATRICK	19.10.2020		FERGUSON VALLEY

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CURRENT / PROPOSED / ULTIMATE RESTRICTED ACCESS VEHICLE ROAD SPECIFICATION

INFRASTRUCTURE

DRAWING NO.
2020 - CIV - 009 - 09

DATUM:	AHD	SHEET NO.	N/A	SHEET SIZE	A1
GRID SYSTEM	GDA94				

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Amendment to Dust Control Local Law 2011 - Proposed Dust Control Amendment Local Law 2021									
RISK THEME PROFILE:									
3 - Failure to Fulfill Compliance Requirements (Statutory, Regulatory)			4 - Document Management Processes						
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	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	Failing to review in the 8 yearly cycle as stipulated in S3.16 of Local Government Act 1995.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council would be seen in a negative light if we failed in our legislative requirements.	Minor (2)	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.

LOCAL GOVERNMENT ACT 1995
WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007

SHIRE OF DARDANUP

SHIRE OF DARDANUP
DUST CONTROL LOCAL LAW 2011
&
DUST CONTROL AMENDMENT
LOCAL LAW 2021

LOCAL GOVERNMENT ACT 1995
WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007

SHIRE OF DARDANUP

DUST CONTROL LOCAL LAW 2011

CONTENTS

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- 1.2 Commencement
- 1.3 Application
- 1.4 Interpretation

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- 2.2 Escape of loads being transported

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- 3.2 Requirement for a dust management plan
- 3.3 Content of dust management plan
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- 4.3 Notice to prevent possible breach
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- 4.5 Revoking a notice

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- 6.2 Penalties
- 6.3 Prescribed offences
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Schedule 1 – Prescribed Offences

LOCAL GOVERNMENT ACT 1995
WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007

SHIRE OF DARDANUP

DUST CONTROL LOCAL LAW 2011

Under the powers conferred by the *Local Government Act 1995* and the *Waste Avoidance and Resource Recovery Act 2007*, and under all other powers enabling it, the Council of the Shire of Dardanup resolved on to make this local law.

Part 1—Preliminary

1.1 Citation

This local law may be cited as the *Shire of Dardanup Dust Control Local Law 2011*.

1.2 Commencement

This local law comes into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

(1) In this local law, unless the contrary intention appears—

Act means the *Local Government Act 1995*;

authorised person means a person appointed by the local government under section 9.10 of the Act to perform any of the functions of the local government under this local law;

building site means a site on which building work is being, or is proposed to be, undertaken;

building waste means builders rubble, demolition waste and other waste, from or in connection with a building site;

building work has the meaning given to it by the *Building Act 2011*;

CEO means Chief Executive Officer of the local government;

development means the development or use of any land, including—

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land; and
- (b) the carrying out on the land of any excavation or other works;

district means the district of the local government and includes any area placed under the jurisdiction of the local government under any written law;

dust means any visible granular or particulate material which has or has the potential to become airborne and includes organic matter and sand, but does not include smoke;

dust generating development means a development referred to in clause 3.1 of this local law;

dust management plan means a plan referred to in Part 3 of this local law;

equipment means equipment, machinery or vehicles used for or in connection with the development of land;

extractive industry means an activity which involves the extraction of sand, gravel, clay, soil, rock, stone or similar substance from land, and includes—

(a) the management of products from any of those materials when the manufacture is carried out on the land from which any of the materials so used is extracted or on land adjacent to that land; and

(b) the storage of such materials or products;

land includes any premises, building or other structure on the land;

local government means the Shire of Dardanup;

occupier has the same meaning as given to it in the Act;

owner has the same meaning as given to it in the Act;

person in charge means the person on or near a site who appears to the local government to be the person apparently in charge of a dust generating development on the site; ~~and~~

Regulations mean the *Local Government (Functions and General) Regulations 1996*; and

waste has the meaning given to it in section 3(1) of the *Waste Avoidance and Resource Recovery Act 2007*.

- (2) Where, under this local law, a duty or liability is imposed on an owner and occupier, the duty or liability, as the case may be, is deemed to be imposed jointly and severally on each owner and occupier.
- (3) Where, under this local law, an act is required to be done in relation to any land, the owner and occupier of the land each have the duty of causing that act to be done.
- (4) Where, under this local law, an act is forbidden to be done in relation to any land, the owner and occupier of the land each have the duty of preventing that act from being done.
- (5) Where this local law refers to the giving of notice no particular form of notice is required but may be given in each of the ways set out in sections 9.50, 9.52 and 9.53 of the Act.

Part 2—General Control Measures

2.1 Dust and sand control measures

An owner or occupier of land must take effective measures to—

- (a) stabilise dust and sand on the land;
- (b) ensure that no dust or sand released or escapes from the land whether by means of wind, water or any other cause; and
- (c) notify the owners or occupiers of adjoining land in writing 48 hours prior to the commencement of any activity that has the potential to cause the release or escape of dust or sand from the land giving details of—
 - (i) the nature of the activity;
 - (ii) the proposed time and location of the activity; and
 - (iii) the name of the person responsible for carrying out the activity and how and where that person may be contacted.

2.2 Escape of loads being transported

- (1) A person must not drive a vehicle carrying a load from a dust generating development or a building site unless effective measures have been taken to ensure that the load, or any part of it, cannot escape from the vehicle.
- (2) In this clause—

load includes any material or other thing used in connection with the load; and

vehicle has the same meaning as in the *Road Traffic Code 2000*.

2.3 Building Waste Control measures

- (1) A person must not commence or continue, or permit the commencement or continuation, of building works on a building site unless—
 - (a) an Approved Receptacle is provided and maintained on the building site;
 - (b) all building waste is placed in, and kept securely in, the Approved Receptacle; and
 - (c) if the Approved Receptacle has a lid or cover, the lid or cover is kept securely in place at all times except when building waste is being placed in, or removed from, the Approved Receptacle.
- (2) In this clause—

Approved Receptacle means—

 - (a) a receptacle with a capacity of at least 4 cubic metres with a lid or cover;
 - (b) a wire enclosure with a capacity of at least 4 cubic metres with a lid or cover; or
 - (c) any other receptacle or container approved by the Shire or an authorised person.

Part 3—Dust Management Plans

3.1 Dust generating development

- (1) A dust generating development is a development that—
 - (a) has been authorised, or requires authorisation, under an application for subdivision approval for land exceeding an area of 5,000 square metres;
 - (b) is an extractive industry; or
 - (c) is determined by the local government, under this clause, to be dust generating.
- (2) The local government may determine that a development which—
 - (a) is proposed to be carried out, or is being carried out; and
 - (b) involves or may involve a significant risk of the release or escape of dust or sand affecting adjoining land,is a dust generating development.
- (3) Examples of proposed developments for the purpose of subclause (2) are those that are the subject of—
 - (a) an application for subdivision approval for land;
 - (b) an application for planning approval under a town planning scheme of the local government; or
 - (c) an application for a building ~~licence~~ permit or a demolition ~~licence~~ permit.
- (4) Written notice of a determination made under subclause (2) is to be given, in whatever form the local government considers to be appropriate, to—
 - (a) the owner or occupier of the land on which the dust generating development is to be carried out or is being carried out;
 - (b) a contractor or developer carrying out the dust generating development;
 - (c) an applicant for approval for, or in relation to, the dust generating development; or
 - (d) the person in charge.

3.2 Requirement for a dust management plan

- (1) A person must not commence or carry out any dust generating development unless—
 - (a) a dust management plan, in a form accepted by the local government, has been lodged with the local government;
 - (b) the local government has accepted the dust management plan; and
 - (c) the person complies with any term or condition to which the accepted dust management plan is subject.
- (2) Subclause (1) does not apply to an existing extractive industry until a period of 6 months has elapsed from the date that this local law comes into operation.
- (3) In subclause (2)—

existing extractive industry means an extractive industry that is operating on, or has been operating before, the date on which this local law comes into operation.

3.3 Content of dust management plan

A dust management plan must—

- (a) specify the nature and extent of the proposed development;
- (b) identify the dust exposure risks associated with that development;
- (c) specify the measures that are proposed to be taken to address the risks;
- (d) specify targets for maximum atmospheric concentrations of dust;
- (e) specify the measures to be taken for the monitoring of dust including, where appropriate, professionally monitored dust measuring devices to be stationed at the dust generating development site;
- (f) be signed by the owner of the land which is the subject of the dust generating development; and
- (g) be given to the local government and accompanied by whatever plans, documents or other information as the local government may reasonably require.

3.4 Assessing a dust management plan

- (1) The local government may—
 - (a) refuse to consider a dust management plan that does not comply, or in its opinion does not adequately comply, with the requirements of this Part; and
 - (b) require the owner or occupier to provide further plans, documents or other information to enable it to properly assess the dust management plan.
- (2) In assessing a dust management plan, the local government may—
 - (a) consult with any person or body; and
 - (b) have regard to any relevant publications of a State environmental agency **or other relevant State Authority. including—**
 - (i) ~~“Land development sites and impacts on air quality; A guideline for the prevention of dust and smoke pollution from land development sites in Western Australia” (November 1996); and~~
 - (ii) ~~“Guidance for the Assessment of Environmental Factors—Prevention of Air Quality Impacts from Land Development Sites” (No. 18, March 2000).~~
- (3) The local government may refuse to accept or may accept a dust management plan.
- (4) The local government may—
 - (a) impose whatever conditions it considers appropriate in accepting a dust management plan; and
 - (b) limit the period during which the acceptance of the dust management plan is to be valid.

3.5 Other situations where a dust management plan required

Where it appears to an authorised person that dust or sand is escaping, being released or being carried, or is likely to escape, be released or be carried, from any land, the authorised person may, by notice in writing, direct the owner or occupier, within a time specified in the notice, to submit to the Shire a dust management plan.

Part 4—Notices

4.1 Notice to comply

- (1) This clause applies where the local government is of the opinion that—
 - (a) an owner or occupier has not complied with clause 2.1(a) or (b);
 - (b) dust or sand has been released or escaped from the owner's or occupier's land; or
 - (c) a person has not complied with a term or condition of an accepted dust management plan.

- (2) Where the local government is of the opinion referred to in subclause (1), it may give to the owner or occupier of the land, or the person who has not complied, a notice requiring the owner or occupier, or other person, to do one or more of the following—
 - (a) comply with clause 2.1(a) or (b);
 - (b) clean up and properly dispose of any released or escaped dust, sand or building waste;
 - (c) comply with the terms and conditions of the accepted dust management plan;
 - (d) clean up and make good any damage resulting from the released or escaped dust, sand or building waste; and
 - (e) take effective measures to stop any further release or escape of dust, sand or building waste.

- (3) The requirements set out in a notice issued under subclause (2) must be complied with—
 - (a) where no other time is specified in the notice, within 24 hours of the notice being given to the owner or occupier;
 - (b) within such other period as is specified in the notice; or
 - (c) immediately, if the notice so specifies.

4.2 Notice to cease activity

- (1) This clause applies where the local government is of the opinion that—
 - (a) dust has escaped or has been released as the result of an activity undertaken on land or as a consequence of the use of equipment on land; or
 - (b) as a result of the failure of a person to comply with a term or condition of an accepted dust management plan, there is a risk that dust may be released or may escape from the land.

- (2) Where the local government is of the opinion referred to in subclause (1), it may give a notice to the owner or occupier of the land, the person responsible for complying with the accepted dust management plan or the person in charge, as the case may be, requiring that, for the period specified in the notice—
 - (a) the activity or use of the equipment on the land cease immediately; or
 - (b) any development on the land under the dust generating development cease immediately.

4.3 Notice to prevent possible breach

Where the local government is of the opinion that dust, sand or building waste may be released or escape as a result of an activity which is likely to be carried on from any land, the local government may give to the owner or occupier of the land, or the person in charge, a notice prohibiting the activity from being carried on except in accordance with the conditions that are specified in the notice.

4.4 Local government may undertake requirements of notice

If a person fails to comply with a notice under clause 4.1 or 4.3, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

4.5 Revoking a notice

- (1) The local government may revoke a notice that is given under this local law to the owner or occupier of any land, or any other person, if the owner, occupier or other person satisfies the local government, within 48 hours or within any other period that is specified in the notice from the date of giving of the notice, that—
 - (a) he or she was not responsible for the conduct in respect of which the notice was given under clause 4.1, or the activity in respect of which a notice was given under clause 4.2, as the case may be;
 - (b) he or she took all reasonable precautions to prevent the conduct or activity, as the case may be; and
 - (c) where another person was responsible for the conduct or activity, he or she identifies the person responsible for the conduct or activity sufficiently to enable the notice to be issued to that person.
- (2) Subclause (1) is not to apply where a notice is issued to which clause 4.1(2)(c) applies.

Part 5—Other Operational Powers

5.1 Obstruction of employees and others

A person must not prevent or obstruct an authorised person or employee of the local government from carrying out his or her duties under this local law.

Part 6—Offences and Penalties

6.1 Offences

Any person who—

- (a) fails to comply with a notice issued under this local law; ~~or~~
 - (b) contravenes any provision of this local law;
 - (c) fails to do anything required or directed to be done under this local law; or
 - (d) does anything which under this local law the person is prohibited from doing,
- commits an offence.

6.2 Penalties

A person who commits an offence under this local law is to be liable to—

- (a) a penalty not exceeding \$5,000 and not less than—
 - (i) in the case of a first such offence, \$1,000;
 - (ii) in the case of a second such offence, \$2,000; and
 - (iii) in the case of a third or subsequent offence, \$3,000, and
- (b) if the offence is of a continuing nature, an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

6.3 Prescribed offences

- (1) An offence against a clause of this local law specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

6.4 Prescribed notices

For the purposes of this local law—

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (b) a form of the infringement withdrawal notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

Schedule 1 – Prescribed Offences
[Clause 6.3(1)]

Item No.	Clause No.	Nature of Offence	Modified Penalty \$
1	2.1(a)	Failure to take effective measures to stabilise dust and sand ; or	500
2	2.1(b)	Failure to take effective measures to ensure no dust or sand is released or escapes from the land as required.	500
3	2.1(c)	Failure to notify the owners or occupiers of adjoining land as required.	500
3 4	2.2	Failure to take effective measures to prevent a load or any part of it escaping.	500
5	2.3(1)(a)	Failure to provide an approved receptacle or enclosure or approved container on a building site.	500
6	2.3(1)(b)	Failure to place in, and secure, all building waste in an approved receptacle.	500
7	2.3(1)(c)	Failure to keep secure lid of approved receptacle	500
4 8	3.2(1)(a)	Commencing or carrying out a dust generating development without lodging a dust management plan.	500
5 9	3.2(1)(c)	Commencing or carrying out a dust generating development contrary to a term or condition of dust management plan.	500
10	3.5	Failure to provide a dust management plan.	500
6 11	4.1(3)	Failure to comply with a notice.	500
7 12	4.2(2)	Failure to comply with a notice to cease activity or development.	500
8 13	4.3	Failure to comply with a notice to prevent a possible breach.	500
9 14	5.1	Preventing or obstructing an authorised person or employee from carrying out his or her duties.	500

Dated:

The Common Seal of the Shire of Dardanup was affixed by authority of a resolution of the Council in the presence of—

CR MICHAEL T BENNETT
Shire President

MR ANDRIES S SCHÖNFELDT
Chief Executive Officer

DRAFT
SHIRE OF DARDANUP
BUSH FIRE BRIGADES LOCAL LAW 2021

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF DARDANUP

BUSH FIRE BRIGADES LOCAL LAW 2021

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *SHIRE OF DARDANUP* resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Dardanup Bush Fire Brigades Local Law 2021.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Dardanup;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the *Shire of Dardanup*;

“**normal brigade activities**” is defined in Section 35A of the Act;

“**Regulations**” means Regulations made under the Act; and

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The Shire of Dardanup Bush Fire Brigades Local Law published in the Government Gazette of 17th April 2003 and the Shire of Dardanup Bush Fire Brigades Amendment Local law published in the Government Gazette on 8th April 2008 are repealed.

1.4 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.
 - (ix) a Bush Fire Control Officer
 - (x) Any other position(s) deemed necessary for the effective management of brigade activities (eg; a Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(Appendix ORD: 12.9C)

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
“**commencement day**” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law, local government code of conduct and polices and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

3.14 Duties of Bush Fire Control Officer

The Bush Fire Control Officer is to –

- (a) provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- (b) Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup;
- (c) Issue permits to burn as authorised under the Act within their area of the district;
- (d) Inspect and report on fire hazards within their district and in the Shire of Dardanup;
- (e) Carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup;
- (f) Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (g) conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (h) to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures;
- (i) to adopt policies on behalf of the brigade as recommended by the local government;
- (j) to ensure the behaviour of members is in accordance with the Local Government's code of conduct;
- (k) liaise with the local government concerning fire prevention/suppression matters generally.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting (active) members;
- (b) associate (auxiliary) members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting (active) members

- (1) Fire fighting (active) members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.
- (2) Notwithstanding subclause (1), a fire fighting (active) member between the age of 16 and 18 must not attend a fire or other emergency incident unless the member has the consent of their parent or guardian and is accompanied by an appropriately trained fire fighting member over the age of 18.

4.3 Associate (auxiliary) members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) A brigade member who has achieved 15 years active service to a brigade within the Shire of Dardanup;
- (3) No membership fees are to be payable by an honorary life member.
- (4) The Shire of Dardanup and Department of Fire & Emergency Services (DFES) to be notified of nominees.

4.6 Notification of membership

No later than 15 April in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 15 April in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
“**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;
“**local law**” means the *SHIRE OF DARDANUP* Bush Fire Brigades Local Law 2021; and
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership, and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form in the form of that in Appendix I.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES and Local Government to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department and Local Government within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the Bush Fires Act 1954 and Shire of Dardanup Bush Fire Response Plan.

3.2 Duties Of Captain

The Captain is to –

- (a) preside over all Brigade meetings and ensure meeting procedures are followed at all times;
- (b) promote the objectives of the Brigade;
- (c) demonstrate positive leadership and mentors members;
- (d) attend meetings as requested by the local government;
- (e) in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (f) provide leadership for the Brigade and related administration;
- (g) ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- (h) is to deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- (i) advise the brigade on administrative matters;
- (j) ensures Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- (k) in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (l) conduct brigade briefings and post incident analysis of any management issues;
- (m) to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.3 Lieutenants

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows -
 - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority;
 - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.
- (3) The duties of the Lieutenant is to –
 - (a) in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
 - (b) provide support to the Captain;
 - (c) command and manage members during emergencies and other Brigade related activities;
 - (d) demonstrate positive leadership and mentor members;
 - (e) maintain open lines of communications. Encourage positive interaction and teamwork between members;
 - (f) ensure Bush Fire Operating Procedures are adhered to at brigade activities;
 - (g) ensure members engaged in fire-fighting activities hold competencies relevant to the task;
 - (h) work cohesively with the brigade Training Officer and conduct training activities for members;

(Appendix ORD: 12.9C)

- (i) to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.4 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.5 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.
- (g) submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.

3.6 Equipment Officer

- (1) The Equipment Officer is to –
 - (a) be responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).
 - (b) provide, no later than 15 April of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).
 - (c) ensure all of the equipment of the bush fire brigade is stored at a place approved by the Captain (the "station").

(Appendix ORD: 12.9C)

- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Training Officer

The Training Officer is to –

- (a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the Shire of Dardanup;
- (b) ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- (c) maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- (d) provide mentoring for members who express an interest in training to encourage future facilitators;
- (e) represent the brigade at training committee meetings.
- (f) The Training Officer is to provide, no later than 30 November of each year, a report to the local government of any identified training needs of the bush fire brigade.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer, Bush Fire Control Officers and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post;
 - (iii) facsimile transmission; or
 - (iv) email.
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's email or transmission report.

(Appendix ORD: 12.9C)

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

“PROXY

[INSERT NAME] BUSH FIRE BRIGADE

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____,

Being a brigade member appoint _____ to
be my proxy and vote on my behalf at the meeting of the
bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

- 1.
- 2.

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to vote
or whether to vote at all. In respect of any vote taken at the
meeting on a matter which does not appear on the agenda, the
proxy shall exercise her or his discretion as to the way he or
she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Secretary of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 20

APPENDIX I

APPLICATION TO JOIN A BUSH FIRE BRIGADE

- 1. Brigade Name.....Local Government.....
- 2. Mr.....Mrs.....Miss.....Ms.....
- 3. Surname.....
- 4. Given Names
- 5. Date of Birth.....Female.....Male.....Other.....
- 6. Home Address
- Postal Address
- 7. Contact No: (Home)(Work).....Mobile.....Pager.....
Email
- 8. Membership Type (please tick):
 - Active (a person who will become involved in the operational work of the brigade)
 - Auxiliary (a person involved only in a support role [eg. Communications/Admin]).....
 - Cadet (an enrollee who is under 16 years of age).....
- 9.. Next of Kin Details:
 Full Name.....
 Address.....
 TelephoneRelationship
- 10. Brigade Training Carried Out (if known).
 - Course Title:
 - Location:.....
 - Date of Course:.....

I certify that the above particular are true and correct:

- 11. Applicant Signature:.....Date:
 Parent / Guardian Signature (if under 18 years of age):Date:
- 12. Authorised: Brigade Captain/Secretary:.....Date:

