



APPENDICES

ORDINARY MEETING

To Be Held

Wednesday, 10 October 2018
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

Request for Proposal

REQUEST TITLE:

Selection of the Location for the Bushfire Centre of Excellence

REQUEST NUMBER:

1795/18

CLOSING TIME:

11.00AM Wednesday 24 October 2018, Western Australia

ISSUED BY THE CUSTOMER:

Fire and Emergency Services Commissioner

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PART A – REQUEST NO 1795/18

1. INTRODUCTION

1.1 BACKGROUND

Through this Request for Proposal process, Department of Fire and Emergency Services (DFES) is seeking to:

- Acquire a parcel of land (or an existing facility) from a local government; and
- Have that local government build (possibly through an outsourced construction company) a new facility (or refurbish an existing facility) to DFES specifications, for the purposes of hosting the new Bushfire Centre of Excellence (BCoE). The establishment of the BCoE was a key recommendation of the Special Inquiry into the January 2016 Waroona Fire (Ferguson Inquiry).

On 13 April 2018, the WA State Government announced the creation of a Rural Fire Division (RFD) within the Department of Fire and Emergency Services (DFES), as part of a package of reforms to the bushfire management sector in Western Australia.

The RFD becomes one of the four command structures within the DFES, and incorporates the Office of Bushfire Risk Management, Bushfire Risk Management Program and its related activities, Land Use Planning and Bushfire Technical Services, and the new BCoE.

The BCoE aims to improve rural fire management outcomes through leadership, collaboration and innovation across the sector. The initial and primary focus of the BCoE is to enhance the coordination and delivery of rural fire management training in Western Australia.

The BCoE principles include:

- Reflect and serve the whole of the rural fire management sector – state agencies, local governments, organisations, volunteers and communities;
- Recognise excellence in rural fire management where it exists, irrespective of agency, organisation or affiliation;
- Be decentralised in its delivery of training programs and other services to the extent possible, to promote adaptability, accessibility and local relevance;
- Design its activities and services to be scalable, appreciating that many of the challenges in rural fire management in Western Australia are shared by other states and international partners;
- Promote sector interoperability through shared training programs and peer-to-peer learning;
- Have staffing that is representative of the community it serves, and meets the expectations of the Government of Western Australia for diversity and inclusion; and

- Acknowledge and incorporate the knowledge and experience of Aboriginal people in fire management in Australia.

The BCoE will provide a 'sense of belonging' to volunteers and the broader bushfire community. It will also afford career firefighters with enhanced training in bushfire management, hazard reduction burning, and bushfire behaviour. The BCoE will eventually include a networked capability for research, planned burning, lessons learned and facilitating training for rural firefighters, especially for members of volunteer Brigades.

DFES reserves the right to seek suitable sites for the BCoE outside this Request for Proposal process. The purpose of this Request is to identify a suitable site for the BCoE. The process for the provision of the facility itself has not been finalised and is subject to change.

1.2 SUBMISSION OF PROPOSAL

1.2.1 HAND AND POST LODGEMENT

The Respondent may submit the Proposal:

By hand at:	By post at:
Tender Box Department of Fire and Emergency Services 20 Stockton Bend Cockburn Central WA 6164 Attn.: RFP Bushfire Centre of Excellence (Show Map)	Tender Box Department of Fire and Emergency Services GPO Box P1174 PERTH WA 6844 Attn.: RFP Bushfire Centre of Excellence

If the Respondent submits the Proposal by hand or post, the Respondent must submit the Proposal to the relevant addresses above and provide One (1) unbound paper copy marked "Original Copy" together with an electronic copy on a USB drive.

1.2.2 FACSIMILE LODGEMENT

Proposals may not be submitted by facsimile.

1.2.3 ELECTRONIC LODGEMENT

The Respondent may submit the Proposal electronically by uploading at: www.tenders.wa.gov.au.

Tenders WA can facilitate the uploading of files to a maximum 100MB limit per upload request.

The Respondent must be registered to submit a Proposal electronically.

1.2.4 Conditions regarding the submission of Proposals (including late lodgement and mishandling) are contained in the Request Conditions.

1.3 PROPOSAL VALIDITY PERIOD

The Proposal Validity Period is for a period of six (6) months.

1.4 TENDERS WA

The Respondent may register (free) for the Tenders WA website to ensure that the complete Request has been downloaded including any and all addenda.

1.5 CONTACT PERSONS

Different enquiries can be best dealt with by the most appropriate contact, shown below. The Respondent must not contact any other person within Government or any consultant engaged in relation to this Request to discuss this Request.

ENQUIRIES:

Name: Randy Stone
Title: Senior Procurement Officer
Telephone: (08) 9395 9505
Email: randy.stone@dfes.wa.gov.au

ADVICE ON DELIVERING PROPOSALS:

Name: Randy Stone
Telephone: (08) 9395 9505
Email: randy.stone@dfes.wa.gov.au

ADVICE ON USING TENDERS WA:

Name: Procurement Systems Support
Telephone: (08) 6551 2020

1.6 REQUEST CONDITIONS

The "Request Conditions" are contained in Part A of the *Request Conditions and General Conditions of Contract* [August 2018] located at www.finance.wa.gov.au (select Government Procurement, then select "Goods and Services Templates, Guides and Conditions of Contract" from the Quick Links menu) and contain important provisions regarding the nature of this Request and the consequences of the Respondent submitting an Offer. The General Conditions of Contract parts do not apply to this RFP as a separate agreement may be entered into.

2. SELECTION PROCESS

2.1 SELECTION PROCESS

In determining the preferred Respondents, DFES will:

- a). apply relevant State Supply Commission and Government policies to the assessment of Proposals;
- b). require Proposals to meet the Pre-Qualification Requirement in Section 3 in Part B;
- c). assess Proposals against the Compliance and Disclosure Requirements in Section 4 in Part B;
- d). assess Proposals against the Qualitative Requirements in Section 5 in Part B. In this part DFES is wanting the Respondent to:
 - Provide as much information about the land/facility proposed to assist DFES due diligence on its suitability;
 - Provide examples of where the Respondent has undertaken a process to design and construct a community facility in its local government area;
 - Identify any risks, challenges or concerns it has with this project and how it would mitigate them;
 - Outline how the BCoE located in its local government area will benefit the community and local businesses; and
 - Outline how it would manage the relationship with DFES in the context of aligning its bushfire risk management activities to applicable DFES policies, standards and best-practice guidelines.
- e). assess the Major Cost Factors as outlined in Schedule 3.

DFES will use the above considerations to arrive at a shortlist of potential sites that meet the key requirements and demonstrate the potential for economic and social benefit to the local community and region, as well as any other factors it considers relevant.

DFES reserves the right in the evaluation process to recommend none of the respondents.

Shortlisted proposals may be required to provide a face-to-face presentation of the proposal to the selection panel. The selection panel may require an onsite inspection of the offered land or facility.

At the conclusion of this process a submission, by the Minister for Emergency Services will be made to the WA State Government recommending preferred Respondent/s. The WA State Government will make the final determination.

2.2 STATE SUPPLY COMMISSION AND GOVERNMENT POLICIES

DFES intends to apply the following State Supply Commission policies to the assessment of responses:

- a). Value for Money;
- b). Probity and Accountability; and
- c). Open and Effective Competition.

(Appendix ORD: 12.1)

These policies can be viewed and downloaded at www.ssc.wa.gov.au or copies of these policies are available from the State Supply Commission (telephone (08) 6551 1500).

SCHEDULE 1 - SERVICE LEVEL AGREEMENT

DFES may elect to enter into a Service Level Agreement with the successful Respondent.

SCHEDULE 2 - SPECIFICATION / STATEMENT OF REQUIREMENTS

1. STATEMENT OF REQUIREMENTS

On 13 April 2018, the WA State Government announced the creation of a Rural Fire Division (RFD) within DFES, as part of a package of reforms to the bushfire management sector in Western Australia.

Part of these reforms has led to the creation of the Bushfire Centre of Excellence (BCoE) aimed at improving rural fire management outcomes through leadership, collaboration and innovation across the sector. The initial and primary focus of the BCoE is to enhance the coordination and delivery of rural fire management training in Western Australia.

2. SPECIFICATION

Through this Request for Proposal process, Department of Fire and Emergency Services (DFES) is seeking to:

- Acquire a parcel of land (or an existing facility) from a local government; and
- Have that local government build (possibly through an outsourced construction company) a new facility (or refurbish an existing facility) to DFES specifications,

for the purposes of hosting the new Bushfire Centre of Excellence (BCoE). The establishment of the BCoE was a key recommendation of the Special Inquiry into the January 2016 Waroona Fire (Ferguson Inquiry).

The following stakeholder requirements relating to the location of the BCoE have been identified. It should be:

- Within the South West Land Division as defined by the Land Act 1933 (see Attachment A); and
- 60km or less by road to a regional centre (Albany, Bunbury, Busselton, Geraldton, Mandurah (within the South West Land Division); or
- Located in a sub-regional centre as defined by the State Planning Strategy 2050 (within the South West Land Division) (Northam, Collie, Katanning, Morawa, Jurien Bay, Boddington, Manjimup, Margaret River); or
- Within the Perth Metropolitan Area but having an existing or ongoing rural-urban interface (defined as the line or area where structures and other human development adjoin or overlap with undeveloped bushland (Australasian Fire and Emergency Service Authorities Council 2012, AFAC Bushfire Glossary, AFAC Limited, East Melbourne)

In order to meet the intention of Opportunity 23 (Ferguson Inquiry Report) it is necessary to locate the facility near the stakeholders who will be interacting with it, but separate from the DFES head office.

This will also ensure that DFES can attract and retain staff to deliver the services of the BCoE and access to service providers required to support its functions.

Accessibility for stakeholders will also allow for easier collaboration across the emergency services sector and for such stakeholders to be well served by its functions.

The facility may be an existing building or a proposed new building.

Funding may be provided to the successful Respondent to design and construct the facility (with DFES oversight and approval), on the land identified, in its local government area to meet the needs of a BCoE as outlined in this RFP and agreed in the design process. The Successful respondent will be required to enter into a formal agreement prior to receipt of this funding and commencement of the project.

2.1 Land/Facility Location

The land/facility should be located such that it:

- Permits the acquisition or granting of land size able to accommodate facility requirements (4ha (minimum));
- Maximises ease of access by DFES and stakeholder personnel insofar as its:
 - Proximity to rapid travel options including suitable main roadways; and
 - Meets the pre-qualification requirement outlined in Section 3, below.
- Minimises security risks, such as:
 - Suitably removed from areas identified as at high risk from terrorist attack; and
 - Able to be secured from public access.
- Provides suitable radio, internet (NBN) and telecommunications network coverage;
- Is located within 60 minutes driving time (by road) of suitable sites for onsite prescribed burning training;
- Is free from noise, odour or other irritants that may negatively impact functionality and amenity;
- Does not negatively impact the amenity of the local community (e.g. noise and traffic effects);
- Close to amenities such as:
 - Accommodation providers;
 - Catering providers for training courses;
 - Other facilities management and maintenance services; and
 - Airport (Regional or Perth).

The Respondent is to include any maps, and photographs showing the proposed location and its surrounds.

Note - DFES is also undertaking an analysis of sites that are already owned or under management order to the agency, as well as additional possible sites within the South West Land Division that could be considered as suitable sites for the BCoE. Should a site be recommended to Government outside of those presented by the Respondents, DFES would still be aiming to enter into an Agreement with a Respondent to host and project manage the facility.

2.2 Land/Facility Suitability

The Respondent must provide details as to the suitability of the land/facility in terms of any:

- Legal concerns;
- Construction issues; and
- Design issues.

These are outlined in more detail below. Where an issue is identified the Respondent shall outline how it intends to rectify the matter in its response.

Land that provides the opportunity for further expansion of the facility will be considered favourably.

Respondents can propose more than one parcel of land in its proposal.

2.2.1 LEGAL CONCERNS

The Respondent must provide a response (together with evidence) to the following questions in their submission with regard to the proposed land/facility:

- Has the site passed a percolation test that is still valid?
- Is it suitable for a conventional septic system?
- Are the boundaries clearly and accurately marked?
- Can the Respondent provide clear title for the property?
- Is it zoned for the type and size of facility proposed?
- Where can the facility be located on the site?
- Does the proposed facility location violate any rules: setbacks or other zoning restrictions, septic rules, rights-of-way, covenants, or other regulations?
- Is there legal access by road or right-of-way? Who maintains the road?
- Is there adequate road frontage to build?
- Are there any liens, rights-of-way, easements, covenants, or other deed restrictions or encroachments on the property?
- Are there building or development restrictions due to wetlands, water frontage, steep slopes, flora and fauna or other local, state, or federal regulations?
- Are there building or development restrictions due to historical or cultural requirements (particularly with regard to Aboriginal heritage)?
- Was the land formerly used to store old vehicles, unexploded ordinances, farm chemical, industrial chemicals, or other toxins that requires the land to be decontaminated?
- Is there sufficient potable water available to the site?
- Are there any endangered or protected species (flora and fauna) on the property?
- Is the location above the 100 year flood mark?

2.2.2 DESIGN ISSUES

The Respondent should provide a response (together with evidence) to the following questions in their submission with regard to the proposed land/facility:

- Is the land flat or sloping?
- Is the land in a wooded or open area?
- Is the land in a shaded or area with sufficient solar exposure?
- Is the land exposed to wind or buffering?
- Is there any planned development nearby: houses, commercial and industrial development, roads, highways etc. that would limit the building design?

2.2.3 CONSTRUCTION ISSUES

The Respondent should provide a response (together with evidence) to the following questions in their submission with regard to the proposed land/facility:

- Is there adequate access for construction equipment?
- Are there problem soils, including expansive clay, un-compacted fill, or ledge that may require blasting?
- Is the area prone to high radon readings?
- Is there a high seasonal water table, seasonal streams, or low-lying areas subject to flooding?
- Are there steep slopes or unstable land that requires special engineered foundations?
- Will large areas of cut and fill be required to level the land?
- Are there areas subject to erosion that will need stabilisation?

2.2.4 MAJOR COST FACTORS

The Respondent should provide information in their submission with regard to any cost / price issues with regard to the provision of the proposed land/facility such as:

- Cost of land acquisition;
- Legal fees: title search, title insurance, and other closing costs. Also may include variance applications, challenges from abutters, right of way issues, etc.;
- Site Survey;
- Any costs associated with the remediation of the site ready for construction; and
- Any other costs to DFES that may occur.

At some point following occupation of the facility, DFES will seek to have the land/facility transferred to DFES.

2.3 Facility Requirements

The facility proposed should be designed such to:

- Facilitate an integrated service provision across delivering training, coordinating research and administration to ensure that bushfire management is not considered in isolation, but also considers other, potentially conflicting ecological and environmental land management and legislative objectives and requirements; Facilitate changing use over time;
- Reflect industry best practice with regard to environmentally sustainable design and development and access and inclusion principles;
- Facilitate the likely impact of new technologies on service delivery and subsequent facility demand to ensure the facility can adapt to changing user/stakeholder needs; and
- Meet all current and relevant planning and building legislation, policies and standards.

Consideration should also be given to the development of a multi-purpose facility to provide for bushfire shelter options and/or for public meetings and to facilitate the location of an Incident Control Centre.

The basic requirements to ensure functionality of the facility are:

- Office space for up to 25 employees combining both open plan/cubical workstations and enclosed offices consistent with the WA Government Office Accommodation Policy regarding workstation size (see: <https://www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Pages/2018-01-Government-Office-Accommodation.aspx>)
- Training rooms suitable for up to 30 people each (possibly being a large room that can be used for a public meeting/shelter but can be partitioned to create training and meeting rooms of varying size and for various uses);
- Lunchroom and alfresco seating area;
- First aid facilities and services;
- Hardstand area for outdoor training;
- Compound and storage area;
- Vehicle parking (including ACROD);
- Ablution facilities (including accessible); and
- All standard building code requirements.

If the Respondent proposes an existing building then the building is to meet the requirements of this RFP. The Respondent should provide details as to its structural integrity and a quantity surveyor report detailing the costs to bring the facility up to the required standard and to meet stakeholder expectations is to be provided.

2.4 Development Services – Project Management

DFES expects to enter into an agreement with the successful Respondent in early 2019. The agreement may require the successful Respondent to:

- Coordinate the building design process (including facilitating community and stakeholder consultation in conjunction with DFES) and relevant development approvals;
- Coordinate a tender process to award a contract to a construction company to construct the facility, if required or refurbishment of an existing facility; and
- Coordinate the drafting of building contract documentation.

This component will be undertaken between January and June 2019, following which the successful respondent may be requested to manage the construction of the facility.

The successful Respondent will be required to demonstrate that they have the capacity to project manage the design and construction during the latter half of 2018/19, with construction commencing in 2019/20 and handover for Rural Fire Division occupation by June 2020.

Each of the stages will be undertaken with DFES oversight and final approval.

2.4.1 PLANNING, DESIGN, AND PRE-CONSTRUCTION PHASE

It is during this phase that the scope and budget of the project will be further defined. Community engagement will need to be undertaken in the planning stages of the facility to ensure the design is reflective of community and stakeholder needs and aspirations and to meet the intent of the Ferguson Report (Opportunity 23) and in particular the BCoE principles outlined in section 1.1, above.

The successful Respondent will be expected to work in collaboration with the DFES and may be the liaison and coordinator for all activity involving the construction of the facility. Services provided by the successful Respondent during this phase include (but not limited to):

- Managing a tender process to award a contract for the construction of the facility or refurbishment of an existing facility;
- Assist in defining the DFES's needs and setting the project criteria;
- Providing a value/cost analysis to both the DFES and government;
- Advising the DFES of construction methods, materials, and structural components as the project plan matures;
- Budgeting and cost estimating;
- Establishing operational procedures for the construction;
- Identifying long lead time material items;
- Organising responsibilities and work flow projections;
- Tender assessment and qualifying;

- Recommending the awarding of contracts; and
- Contract review and execution.

The Rural Fire Division should be used as a sounding board in providing information and analysing alternatives.

2.4.2 CONSTRUCTION AND DELIVERY PHASE

It is during this phase that the successful Respondent may be required to assume the leadership role (with the DFES oversight and approval) in delivering the facility within the agreed plans, specifications, and budgets ready for occupation by the BCoE personnel.

The successful Respondent will be expected to work in collaboration with DFES and act as the liaison and coordinator for all activity involving the construction of the facility. Services provided by the successful Respondent (through an outsourced construction company) during the construction and delivery phase will likely include (but not limited to):

- Providing on-site construction administration, supervision, and coordination;
- Scheduling and conducting all job site and construction meetings;
- Developing and maintaining construction schedules;
- Maintaining cost accounting and cost control records;
- Reviewing with the DFES the monthly status reports;
 - Cost vs. Budget;
 - Construction progress vs. schedule; and
 - Change order summary.
- Quality of workmanship review;
- Processing change requests initiated by the DFES;
- Preparing action lists in advance of completion and establishing management systems for correction of any deficient work by the appropriate contractor;
- Arranging for inspections by the appropriate governing authorities;
- Monitoring adherence to safety programs and coordinating all safety requirements;
- Coordinating all general condition items including temporary facilities;
- Accepting delivery and arranging storage, protection, and security for all DFES purchased materials, systems, and equipment;
- Obtaining for the DFES all building equipment, operating manuals and warranty information, and coordinating start-up of the building systems with operational personnel;
- Obtaining for the DFES As-built drawings;
- Finalising accounting on construction contracts, recommending retainage release, and obtaining final lien waivers;

- Coordinating contractor warranty work as required during the warranty period; and
- Assisting the DFES in occupancy, equipment start-up, and systems operations through the appropriate suppliers and trades.

Any other requirements will be documented in the agreement.

2.5 Community and Economic Development

The benefit to the local community beyond its immediate bushfire management function is an important element of the facility. This facility should provide for improved community engagement/development and help boost the local economy given the construction and ongoing management nature of this project.

From a community development perspective DFES would be interested in understanding engagement strategies at pre, during and post construction with regard to:

- Relevant community groups;
- Local volunteer bushfire and emergency services organisations;
- The Aboriginal community; and
- Community generally.

From an economic perspective, DFES would be interested in understanding how the Respondent is able to maximise local employment creation and ongoing business development in its local government area.

In particular it would be expected that a strategy for engaging with and fostering local businesses through subcontracting or material supply arrangements would be developed in addition that could lead to any training and development and/or traineeships created or the anticipated number of new jobs that may be generated and/or any industry development activities and/or any new initiatives, which may arise.

2.6 Relationship Management

DFES is keen to ensure that the successful Respondent is able to align its services management framework with the DFES strategy framework during the project delivery phase and during the operational phase of the facility.

In particular the Respondent should be able or willing to align its bushfire risk management activities to applicable DFES policies, standards and best-practice guidelines, such as the Bushfire Risk Management Planning Program (See: <https://www.dfes.wa.gov.au/waemergencyandriskmanagement/obrm/Documents/OBRM-Guidelines-for-Preparing-a-Bushfire-Risk-Management.pdf>)

PART B – CONTENT REQUIREMENT AND RESPONDENT’S PROPOSAL

PART B SHOULD BE COMPLETED BY THE RESPONDENT AND RETURNED TO THE DFES AS PER PART A, SECTION 1.2, ABOVE.

1. NOTE TO RESPONDENT

In preparing its Proposal, the Respondent must:

- a). address each requirement in the form set out in this Part B;
- b). take into account the DFES requirements.
- c). in respect of the Qualitative Requirements in Section 5 in this Part B, provide full details of any claims, statements or examples;
- d). assume that the DFES has no knowledge of the Respondent, its activities, experience or any previous work undertaken; and
- e). nominate any Proposal Information that the Respondent wishes to expressly and reasonably nominate as confidential for the purposes of this Request.

2. IDENTITY OF RESPONDENT

The Respondent must provide the following details:

RESPONDENT TO COMPLETE:	
(a) Name of Respondent:
(b) Address of principal place of business:
(c) ABN:
(d) Contact Person:
(e) Contact Person Position Title:
(f) Email:
(g) Telephone:
(h) Address and email for service of notices:

NB: The Proposal does not require the Respondent’s signature.

3. PRE-QUALIFICATION REQUIREMENTS

DFES may elect not to consider any Proposal that does not meet the following Pre-Qualification Requirement:

a) LOCATION OF LAND/PREMISES

In order to meet this pre-qualification requirement, the Respondent **MUST** answer yes to Question (i). The Respondent **MUST** then answer yes to either questions (ii), (iii) or (iv). If the answer to question (i) is no, then the Respondent will not meet this pre-qualification requirement.

RESPONDENT TO COMPLETE:		
Is the location of the proposed land/facility:		
Requirement	Yes	No
(i) Within the South West Land Division as defined by the Land Act 1933 (see Attachment A); and		
(ii) 60km or less by road to a regional centre (Albany, Bunbury, Busselton, Geraldton, Mandurah (within the South West Land Division); or		
(iii) Located in a sub-regional centre as defined by the <i>State Planning Strategy 2050</i> (within the South West Land Division) (Northam, Collie, Katanning, Morawa, Jurien Bay, Boddington, Manjimup, Margaret River); or		
(iv) Within the Perth Metropolitan Area but having an existing or ongoing rural-urban interface (defined as the line or area where structures and other human development adjoin or overlap with undeveloped bushland (Australasian Fire and Emergency Service Authorities Council 2012, AFAC Bushfire Glossary, AFAC Limited, East Melbourne).		
State which Regional Centre (if applicable):		
State which Sub-regional Centre (if applicable):		

4. COMPLIANCE AND DISCLOSURE REQUIREMENTS

DFES will, in its assessment, consider the extent to which the Proposal satisfies the following Compliance and Disclosure Requirements. DFES reserves the right to reject any Proposal that does not properly address any of the Compliance and Disclosure Requirements, and/or which contains material departures from the description set out in Schedule 2 - Specification / Statement of Requirements.

a) COMPLIANCE

(i) DFES Policies, Standards and Best Practice Guidelines

RESPONDENT TO COMPLETE:	
The Respondent must confirm whether it will align its bushfire risk management activities to applicable DFES policies, standards and best-practice guidelines, such as the Bushfire Risk Management Planning Program. If the Respondent will not comply with any aspect of the DFES policies, standards and best-practice guidelines the Respondent must set out:	
(A) the extent of non-compliance; and	
(B) the reason for non-compliance.	
Does the Respondent agree to this requirement?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, provide details.	

b) DISCLOSURE

i) PARTICIPANTS

RESPONDENT TO COMPLETE:	
Is the Respondent acting jointly or in association with another party or parties?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details (particularly with regard to how the Respondent intends to manage the relationship with the other party/parties to deliver the requirements set out in Schedule 2 - Specification / Statement of Requirements).	

5. QUALITATIVE REQUIREMENTS

DFES will consider the extent to which the Proposal satisfies the following Qualitative Requirements. DFES reserves the right to reject any Proposal that does not properly address and satisfy any of the Qualitative Requirements.

The Qualitative Requirements are not weighted equally. Refer to the % weighting for each Requirement listed below.

a) SUITABILITY OF PROPOSED LOCATION (35% WEIGHTING)

- (i) The Respondent must demonstrate how the proposed land/facility is suitable and fit for purpose, in accordance with the description and questions set out in Schedule 2 - Specification / Statement of Requirements; and
- (ii) Provide any relevant information detailing the features of the proposed location and land/facility.

RESPONDENT TO COMPLETE:

Respondent to demonstrate suitability of proposed location.

b) DEMONSTRATED UNDERSTANDING (20% WEIGHTING)

- (i) The Respondent must demonstrate an appreciation and understanding of the requirements specified in Schedule 2 - Specification / Statement of Requirements by providing a summary of the key issues, challenges and risks that the Respondent considers relevant to the successful completion of the project.
- (ii) The Respondent must outline any strategies or quality control mechanisms used to manage the key issues, challenges and risks.
- (iii) The Respondent must provide a brief outline of its proposed methodology and approach for delivering the requirements specified in Schedule 2 - Specification / Statement of Requirements with regard to the project delivery phase.

RESPONDENT TO COMPLETE:

Respondent to provide the organisational capacity information required under this clause.

**c) DEMONSTRATED EXPERIENCE AND ORGANISATIONAL CAPACITY
(30% WEIGHTING)**

- (i) The Respondent must demonstrate that it has the organisational capacity to deliver the works specified in Schedule 2 - Specification / Statement of Requirements with regard to the project delivery phase.
- (ii) The Respondent must provide details of projects of a similar nature undertaken by it in its local government area. The Respondent must provide:
 - (A) A detailed description of the projects;
 - (B) Similarities between the previous projects and this Request;
 - (C) When the previous projects were performed;
 - (D) Any challenges or issues that arose and how these were addressed; and
 - (E) The outcome of the previous projects.
- (iii) The Respondent must also provide a minimum of [2] referees in respect of the projects detailed above. Referee details must include:
 - (A) The referee's name and position;
 - (B) Organisation name;
 - (C) The contact telephone number and email; and
 - (D) The project title.

RESPONDENT TO COMPLETE:

Respondent to provide the demonstrated experience and organisational capacity information required under this clause.

d) COMMUNITY AND ECONOMIC DEVELOPMENT (10% WEIGHTING)

- (i) The Respondent must provide details of how it will use this facility to promote economic development within its Local Government Area.
- (ii) The Respondent must provide details of how it will use this facility to strengthen community development within its Local Government Area.

RESPONDENT TO COMPLETE:

Respondent to provide the information required under this clause.

e) RELATIONSHIP MANAGEMENT (5% WEIGHTING)

The Respondent must provide details of its ability to align its bushfire risk management activities to applicable DFES policies, standards and best-practice guidelines, such as the Bushfire Risk Management Planning Program.

RESPONDENT TO COMPLETE:

Respondent to provide the Bushfire alignment strategy information required under this clause.

SCHEDULE 3 - MAJOR COST FACTORS

The DFES will, in its assessment of Proposals, consider the Major Cost Factors likely to influence the cost to deliver the BCoE, including as these align with the Development Service phases outlined in section 2.4 above.

a) MAJOR COST FACTORS

(i) The Respondent must provide details of the major cost factors.

RESPONDENT TO COMPLETE

ATTACHMENT A – SOUTH WEST LAND DIVISION MAP



SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP CORPORATE & COMMUNITY SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 19 SEPTEMBER 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 3.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Cr Michael Bennett declared the meeting open at 3.00pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures, the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Peter Robinson	-	Deputy Shire President
Cr. Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Tyrell Gardiner	-	Elected Member
Mr Mark Chester	-	Chief Executive Officer
Mr Phil Anastasakis	-	Director Corporate & Community Services
Mr Luke Botica	-	Director Engineering & Development Services
Mrs Lee Holben	-	Manager Community Services
Mr Ray Pryce	-	Acting Manager Finance Services
Mrs Donna Bailye	-	Executive Governance Officer

2.2 Apologies

Cr. C N Boyce	-	Elected Member
Cr. Luke Davies	-	Elected Member
Cr. James Lee	-	Elected Member
Mrs Natalie Hopkins	-	Manager Finance Services

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Corporate & Community Services Committee Meeting Held 18 April 2018**OFFICER RECOMMENDED RESOLUTION & CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION**

CCSC 12-18 MOVED - Cr. P Robinson SECONDED - Cr. J Dow

THAT the Minutes of the Corporate & Community Services Committee Meeting held on 18 April 2018, be confirmed as true and correct subject to no corrections.

CARRIED
5/0

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

7. DECLARATION OF INTEREST

Discussion:

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

There were no Declarations of Interest made.

8. REPORTS OF OFFICERS AND COMMITTEES

8.1 Title: Minor and Community Grants Scheme – Round 1 – 2018-19

Reporting Department: Corporate & Community Services

Reporting Officer: Mrs Melanie Serra – Culture & Community Services Officer

Legislation: Local Government Act 1995

Overview

This report notes the applications received in relation to the Minor and Community Grants Scheme, Round 1, 2018 – 2019, and recommends Council approval of specific applications.

Background

The Minor and Community Grants Scheme is a bi-annual grant program delivered by the Shire of Dardanup. The purpose of the grants is to provide positive financial support to not for profit community groups/organisations, educational institutions and individuals to assist with the development of their chosen interest. Applications are assessed in accordance with the Donations and Grants Policy CP044.

There are 3 categories that financial support can fall into:

- Educational;
- Community Groups/Organisations – Shire of Dardanup; and
- Personal Development.

The objective of the policy is to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

The policy sets out the criteria for each category of financial support available.

There are two categories of grants under the Minor and Community Grants Scheme that community groups can apply for:

- *Minor Community Grant*

Council may provide funding of less than \$1,000 with no matching contribution from the group.

- *Community Grant*

Council may fund between \$1,000 and \$5,000 towards a project with a matching 50:50 component from the community group.

Applications for 2018-19 Round 1 opened on Monday, 16 July 2018 and closed on Monday, 27 August 2018. A Public Notice was placed in the South Western Times, advertised on the Council website, advertised on the electronic display trailer, Dardanup Times, in the Shire newsletter and on Bunbury Community Radio. A total of 15 applications were received for both Minor Community Grants (Appendix CCS: 8.1A) and Major Community Grants (Appendix CCS: 8.1B). One application was received after the closing date.

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High).

Environment - None.

Precedents

The Minor and Community Grants Scheme has been running bi-annually for a number of years.

Budget Implications

Council allocated \$62,350 to the Minor and Community Grants Scheme for 2018/19.

Budget – Whole of Life Cost - None.

Council Policy Compliance

All applications for grant funding are required to comply with Policy CP044 and have been assessed against the relevant criteria. Consideration should be given to Policy CP007 Cost Shifting Assessment and this has been taken into consideration during the assessment process.

Risk Assessment - Low.

The risk is considered low, as all successful applicants must complete an acquittal once the project is complete. The acquittal requires the applicant to account for all funding provided through the Minor and Community Grants Scheme. Regular contact is made with the applicant to ensure they are abiding by the grant acceptance terms to which they agree to, once Council has approved their grant application.

Officer Comment

Applications have been assessed and all applications have been considered against the criteria of Policy CP044. See officer comments for further details (Appendix CCS: 8.1A & 8.1B).

MINOR COMMUNITY GRANTS	
Burekup Bushfire Brigade	<p>The dash camera system is not eligible for funding under the Emergency Services Levy/Local Government Grant Scheme funding.</p> <p>Recommend approval: Yes</p>
Eaton Basketball Association	<p>As per previous rounds of funding, groups that have recently received grant funding have not typically been recommended for funding. This allows other groups an opportunity to receive funding who have not applied in the past.</p> <p>EBA are keen to improve their skill set and provide a high quality of professionalism when visiting athletes come to town for state or national championships.</p> <p>Recommend approval: Yes</p>
Eaton Eagles Junior Hockey Team	<p>Benefits to young people on multiple facets (physical health, emotional wellbeing, mental health, friendships, new skills etc).</p> <p>Free opportunity for young people to try something new.</p> <p>Recommend approval: Yes</p>
Eaton Lions	<p>As per previous rounds of funding, groups that have recently received grant funding have not typically been recommended for funding. This allows other groups an opportunity to receive funding who have not applied in the past.</p> <p>Eaton Lions receive allocated funding as per the budget for: Australia Day breakfast and Christmas Hampers. Eaton Lions sponsor the cost of half a scholarship for the Leeuwin Voyage program.</p> <p>Recommend approval: Yes</p>
Kinesiology South West Practitioner Group	<p>Event is free for the emergency service volunteers within the Shire.</p> <p>Event to occur at the Eaton Recreation Centre.</p> <p>Each session is 40 minutes, 15 sessions available **</p> <p>Event won't be able to occur, if grant not approved.</p> <p>** Awaiting confirmation from applicant and further details.</p> <p>Recommend approval: Yes</p>

MINOR COMMUNITY GRANTS	
Knitted Knockers Bunbury	<p>As per previous rounds of funding, groups that have recently received grant funding have not typically been recommended for funding. This allows other groups an opportunity to receive funding who have not applied in the past.</p> <p>A group of volunteers donating their time to give a gift to women who have been through breast cancer.</p> <p>Recommend approval: Yes</p>
Leschenault Biosecurity Group Inc	<p>As per previous rounds of funding, groups that have recently received grant funding have not typically been recommended for funding. This allows other groups an opportunity to receive funding who have not applied in the past.</p> <p>Cost shifting – in particular paying an employee of the Leschenault Catchment Council? Is this a Local Government responsibility to cover costs associated with community consultation? Group is requested to complete tasks, however no funding provided to them!</p> <p>Community consultation is required prior to submitting the application to the Minister in relation to introducing the proposed rate for landholders.</p> <p>Recommend approval: Yes</p>
Upper Ferguson Bushfire Brigade	<p>Application is not recommended due to eligibility of funding available through Local Government Grant Scheme/Emergency Services Levy. Brigade has been made aware of this and further information provided.</p> <p>Recommend approval: No</p>
West Dardanup Volunteer Bushfire Brigade	<p>Application is not recommended due to eligibility of funding available through Local Government Grant Scheme/Emergency Services Levy. Brigade has been made aware of this and further information provided.</p> <p>Recommend approval: No</p>

MAJOR COMMUNITY GRANTS	
Bunbury Repertory Club Inc	<p>Bunbury Repertory Club allows community groups to utilise the Little Theatre hall for meetings for a small fee or no cost.</p> <p>Recommend approval: Yes</p>
Eaton Junior Football Club	<p>The Eaton Junior Football Club is part of the Eaton Sporting Precinct Working Group (Council meeting 28/03/2018, the purpose of the group is to develop the project scope and designs for the redevelopment of the Eaton Oval Sporting Precinct. Resolution [85-18]).</p> <p>The progress of the working group is slow.</p> <p>Shire of Dardanup has made contact with the clubs in writing as of 24/08/18, requesting nominations from the clubs (including the Eaton Junior Football Club).</p>

MAJOR COMMUNITY GRANTS	
	<p>A discussion with James Reilly, Project Development Engineer, indicated that once the working group is formed, it's estimated that there will be at least 12 months before any upgrades commence.</p> <p>The Club are also contributing a significant amount of cash into the project. To allow the Club to continue moving forward, increasing member numbers and being able to train in a safe environment, the grant should be recommended for approval.</p> <p>Recommend approval: Yes</p>
Dardanup Community Centre	<p>A new playground is a necessity for the community centre. The centre is hoping to attract a day care centre to operate to allow families to have care available locally for their children. The community centre also facilitates the playgroup which meet weekly and allow families to build relationships within their own community.</p> <p>The Dardanup Community Centre has been proactive and managed to secure additional funding to assist them with their project.</p> <p>The playground will only be accessible for those attending the Community Centre; however the benefit for the community is still prevalent.</p> <p>Recommend approval: Yes</p>
Dardanup Senior Citizens Inc	<p>As per previous rounds of funding, groups that have recently received grant funding have not typically been recommended for funding. This allows other groups an opportunity to receive funding who have not applied in the past.</p> <p>The Dardanup Senior Citizens are an exceptionally proactive group within the community. Providing support to one another and the greater community. Involved in numerous activities, volunteering their time to help others.</p> <p>Recommend approval: Yes</p>
Our Lady of Lourdes School – Parent & Friends Association	<p>As per previous rounds of funding, groups that have recently received grant funding have not typically been recommended for funding. This allows other groups an opportunity to receive funding who have not applied in the past.</p> <p>As per application – the nature playground is on school grounds, and only accessible for students, or the church community, not the wider community.</p> <p>Recommend approval: No</p>
The Australian Stock Horse Society South West Branch Inc	<p>Providing sunshade for volunteers, competitors and spectators is imperative, can be utilised throughout all the seasons.</p> <p>Recommend approval: Yes</p>

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION &
CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION

THAT the Corporate and Community Services Committee recommends that Council:

1. Approve funding to the following organisations under Round 1 Minor Community Grants 2018/19 - funding less than \$1,000.

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Burekup Bushfire Brigade	Dash camera for brigade truck	\$1,000.00
Eaton Basketball Association	Equipment for competitions	\$1,000.00
Eaton Eagles Junior Hockey Team	Hockey equipment to run introduction to hockey sessions at local primary	\$550.00
Eaton Lions	Portable BBQ	\$1,000.00
Kinesiology South West Practitioner Group	Free stress release day for emergency services volunteers	\$1,000.00
Knitted Knockers Bunbury	Materials for knitted knockers	\$980.00
Leschenault Biosecurity Group Inc	Financial assistance for community consultation	\$1,000.00
TOTAL		\$6,530.00

2. Approve funding to the following organisations under Round 1 Major Community Grants 2018/19 - funding between \$1,000 - \$5,000.

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Bunbury Repertory Club Inc	Purchase chairs for non stage use/community meeting use	\$2,600.00
Eaton Junior Football Club	Lighting Upgrade	\$5,000.00
Dardanup Community Centre	Playground	\$3,500.00
Dardanup Senior Citizens Inc	Seniors Trip	\$1,909.50
The Australian Stock Horse Society South West Branch Inc	Marquee	\$1,185.03
TOTAL		\$14,194.53

Discussion:

The Committee discussed the applications. Cr Dow requested the removal of the Leschenault Biosecurity Group Inc and the Kinesiology South West Practitioner Group from the approved applications and that they be

replaced by the Upper Ferguson Bushfire Brigade and West Dardanup Volunteer Bushfire Brigade applications.

Cr. M T Bennett advised that funding for the brigades was available through FESA and that the brigades can apply through the ESL rather than the community grant system.

Chief Executive Officer Mr Mark Chester advised that whilst approval has been recommended for the Leschenault Biosecurity Group Inc, action for this has commenced, through a mail out undertaken by the Shire for the group. The mail out cost was \$920.

Note: Cr. J Dow left the room [3.09pm] and returned at [3.10pm].

The committee further discussed the Kinesiology South West Practitioner Group application and it was agreed that the application be removed from the current resolution and a separation resolution be put to deal with the application separately.

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

The Committee agreed to remove the Kinesiology South West Practitioner Group application and deal with the application as a separate resolution as there were questions relating to the use of the funds for wages.

OFFICER RECOMMENDED RESOLUTION & CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION

CCSC 13-18 MOVED - Cr. P Perks SECONDED - Cr. J Dow

THAT the Corporate and Community Services Committee recommends that Council:

- Approve funding to the following organisations under Round 1 Minor Community Grants 2018/19 - funding less than \$1,000.**

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Burekup Bushfire Brigade	Dash camera for brigade truck	\$1,000.00
Eaton Basketball Association	Equipment for competitions	\$1,000.00
Eaton Eagles Junior Hockey Team	Hockey equipment to run introduction to hockey sessions at local primary	\$550.00
Eaton Lions	Portable BBQ	\$1,000.00
Knitted Knockers Bunbury	Materials for knitted knockers	\$980.00
Leschenault Biosecurity Group Inc	Financial assistance for community consultation	\$1,000.00
	TOTAL	\$5,530.00

2. Approve funding to the following organisations under Round 1 Major Community Grants 2018/19 - funding between \$1,000 - \$5,000.

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Bunbury Repertory Club Inc	Purchase chairs for non stage use/community meeting use	\$2,600.00
Eaton Junior Football Club	Lighting Upgrade	\$5,000.00
Dardanup Community Centre	Playground	\$3,500.00
Dardanup Senior Citizens Inc	Seniors Trip	\$1,909.50
The Australian Stock Horse Society South West Branch Inc	Marquee	\$1,185.03
TOTAL		\$14,194.53

CARRIED
5/0

CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION

CCSC 14-18 MOVED - Cr. P Robinson SECONDED - Cr. P Perks

THAT the Corporate and Community Services Committee recommends that Council not approve the Kinesiology South West Practitioner Group Minor Community Grant application.

CARRIED
4/1

8.2 Title: South West Community Care Funding Request

Reporting Department: Corporate & Community Services

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

Legislation: Local Government Act 1995

Overview

South West Community Care has written to Council requesting that the Shire of Dardanup once again provide sponsorship support to their organisation.

Background

South West Community Care (SWCC) is a not-for-profit community organisation currently employing 74 local staff with a team of 60 local volunteers. SWCC offers services under the Commonwealth Home Support Program (CHSP), formerly the HACC Program, and Home Care Packages (HCP).

SWCC supports older people to stay independent in their homes longer and to participate in their local community.

On 1 February 2017, the Australian Government announced the transition of responsibilities for Western Australian (WA) Home and Community Care (HACC) services and specialist disability services for older people (aged 65 years and over and 50 years and over for Aboriginal and Torres Strait Islander people) to the Commonwealth.

WA HACC services for older people will transition to the Commonwealth Home Support Programme (CHSP) from 1 July 2018. This will enable the Commonwealth to have full funding policy and operational responsibility for the delivery of aged care services nationally.

Two year funding agreements will be offered to eligible HACC service providers and assessment services in WA transitioning to the CHSP from 1 July 2018.

Currently SWCC supports 487 clients in the Shire of Dardanup and a further 500 clients in other rural and remote areas of the South West.

Originally SWCC operated as the Capel Dardanup HACC, and came under the governance of the Shire of Capel. In April 2010 the Shire of Capel requested Council reconsider its position with regard to waiving rates for the property located at 15 Albatross Crescent Eaton, which was at that time leased by the Shire of Capel for the Capel Dardanup Home & Community Care (HACC).

Council resolved [105/10] the following position:

THAT Council:

- a) *Reaffirms its support for Capel Dardanup Home and Community Care (HACC) as a self-funding operation.*
- b) *Decline the invitation by the Shire of Capel for funding of Capel Dardanup HACC as other service providers are able to meet demand.*

- c) *Decline a rates exemption to 15 Albatross Crescent, Eaton, as Council supports Capel Dardanup HACC as a self-funding operation.*

Council later resolved [326/11] in October 2011 the following:

THAT Council:

1. *Reaffirms its support for Capel Dardanup Home and Community Care (HACC) as a self-funding operation.*
2. *Make a cash donation of \$9,000 towards to assist with rates and costs of HACC.*
3. *Investigate Shire of Dardanup taking over the management of HACC.*

Correspondence was received from SWCC advising that from 1 July 2015 it had taken on the governance and management of HACC from the Shire of Capel. South West Community Care requested continuation of the current financial support the Shire of Dardanup provides to HACC.

Council resolved [233/15] in August 2015 the following:

THAT Council:

1. *Reallocates the donation of \$9,600 per annum indexed annually by CPI to South West Community Care for the funding of Capel Dardanup Home & Community Care.*
2. *Place a condition on the donation that it is to be allocated in its entirety to the Capel Dardanup Home & Community Care.*

South West Community Care operates out of facilities in Capel (25 James Stirling Place) and Eaton, (15 Albatross Crescent).

The Eaton premises are leased from West Coast Property Development. Rates and charges on the subject property for the 2015/2016 financial year were \$7,757.41, \$8,248.41 in 2016/17, \$8,149.71 in 2017/2018, and \$8,513.53 in 2018/19.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the Local Government Act 1995 states:

6.2. Local government to prepare annual budget

(4) *The annual budget is to incorporate —*

(a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the Local Government (Financial Management) 1996 Regulation states:

5. CEO's duties as to financial management

(1) *Efficient systems and procedures are to be established by the CEO of a local government —*

(g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Strategic Community Plan

Strategy 3.2.1 – To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High).

Strategy 3.6.1 – Facilitate and lobby for the provision of adequate health care and community services. (Service Priority: Moderate).

Environment - None.

Precedents

Since 2011/12 the Shire of Dardanup has contributed an amount equivalent to annual property rates to the HACC Service.

Budget Implications

In the 2018/2019 budget there is an allocation of \$10,238 as a donation for the South West Community Care (HACC) service.

The following table provides a summary of the historical donations made towards this service.

108140010.27	Financial Year	Payments	Budget
Shire of Capel – HACC contribution (creditor 90359)	2010/2011	\$2,000.00	\$2,000
	2011/2012	\$2,000.00	\$2,000 +
	2011/2012	\$7,000.00	Amendments \$7,000 = \$9,000
	2012/2013	\$9,000.00	\$9,000
	2013/2014	\$9,223.88	\$9,300
	2014/2015	\$9,528.35	\$9,600
South West Community Care (creditor 95103)	2015/2016	\$9,600.00	\$9,600
	2016/2017	\$9,840.00	\$9,840
	2017/2018	\$10,037.00	\$10,037
	2018/2019		\$10,238

Budget – Whole of Life Cost - None.

Council Policy Compliance

While this donation has been included in the 2018/19 budget based on Council's historical contribution towards the service, Council has not specifically considered this item.

This request requires reference to Council's Policy not to support cost shifting. That is, the State or Commonwealth Government requiring Local Government to fund services and facilities that are the realm of State or Commonwealth Government.

This request is a variation of cost shifting as the request has come from SWCC which has its services primarily funded by the Commonwealth government.

Risk Assessment - Medium.

- *Reputational Risk*

The Council has consistently maintained opposition to cost shifting by services provided by the Government being pushed on to Local Government.

The consequence of this perception is that the Shire's reputation as a community leader could be affected, in both a positive and a negative way. If the request is not supported the Shire may be seen in a negative light.

The project may have been seen as a positive by the beneficiaries of the service. If the request is supported other ratepayers may be concerned about the amount of dollars that are being donated towards a service that is funded primarily by the Federal Government.

Officer Comment

In previous years the Shire has supported HAAC service and more recently South West Community Care.

The service provided supports older people to stay independent in their homes longer and to participate in their local community.

It is unclear whether the changes to the services funding from the State Government through the Commonwealth Government will result in more or less funding. Council is also unaware of the current financial needs of the organisation, nor whether it is in keeping with Council Cost Shifting Policy to support a service that is essentially funded from the Federal Government.

It is recommended that Council invite a representative from SWCC to attend a future Council meeting and provide Council will the following:

1. An overview of the current services provided by SWCC to Dardanup and other aged residents, including the number of clients.
2. An overview of the current organisational structure and financial position of the organisation.
3. An overview of the implications of the CHSP funding model on current and future services.
4. The future vision of the organisation.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Discussion:

Director Corporate & Community Services, Mr Phil Anastasakis spoke to the report and provided the Committee with an overview of the proposed changes affecting the group.

Note: Cr. J Dow left the room [3.21pm] and returned at [3.23pm].

**OFFICER RECOMMENDED RESOLUTION &
CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION**

CCSC 15-18 MOVED - Cr. T Gardiner SECONDED - Cr. P Perks

THAT the Corporate & Community Services Committee recommends that Council invites South West Community Care to give a presentation to Council to support their funding request.

CARRIED
5/0

8.3 Title: Grant Administration Report Update

Reporting Department: Corporate & Community Services

Reporting Officer: Mrs Natalie Hopkins - Manager Financial Services

Legislation: Local Government Act 1995

Overview

Pursuant to Council's "Flagship" outcome from the 2018-2028 Strategic Community Plan (SCP) - 1.3.3 'Maximise Grant Funding', this report provides the Corporate and Community Services Committee with an update on the operational changes implemented for the administration and procedure for staff applying for externally sourced grant funding.

Background

The 2018-2028 Strategic Community Plan (SCP) was adopted by Council on 28 March 2018 (Council Resolution 89-18), which highlighted Council's number one Flagship priority to 'maximise grant funding'. Since the adoption of the SCP the Corporate and Community Services directorate has undertaken procedural changes to focus on the grant administration of each project, ensuring grant applications align to one (or more) of Council's strategic objectives as detailed in the Strategic Community Plan.

To achieve a cohesive approach in grant management across the organisation, a new Grant Administrative Checklist Form 196 (Appendix CCS: 8.3A) was produced. The Grant Administration Form 196 has been in operation since March 2018, and provides Management and the Executive with an explanatory overview of each external source of funding. All departments' within Council now utilise this form for new grant applications. It provides a consistent approach in determining if the grant should be applied for or accepted, and includes an approval process as part of the administration. The form also defines any other implications that may result if the grant is successful (eg In kind works).

Another benefit attributed to the new process is that all successful grant applications are input into Council's Grant Register. Council's Grant Register records all operational and capital grant revenue and is annually inspected by Council's auditors (refer to Appendix CCS: 8.3B).

This ensures a close working relationship between both the Financial Services and Community Services departments. Additionally, the new Grant Administration process also supports any Budget Variance that may arise, and subsequently, requires Council adoption through a separate process.

Legal Implications - None.

Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding. (Service Priority: Flagship)

Environment - None.

Precedents - None.

Budget Implications

The 2018/19 Annual Budget provides an allocation of grant funding revenue across most programs of the budget, which is offset by corresponding project expenditure.

Budget – Whole of Life Cost - None.

Capital funded acquisitions are recognised in Council's asset register in the year of completion in accordance with Australian Accounting Standards AASB116 – Property, Plant and Equipment.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

There are many grants available each year to Council, Community Groups and Not-for-Profit organisations which assist in community projects and events. In 2017/18 Council was successful in receiving an estimated \$1.6M in operating grant revenue, and approximately \$3.5M in grant funding for the development of assets. These funding sources include:

- WA Local Government Grant Commission;
- DFES Bushfire Brigade Operational and Minor Plant and Equipment Grants;
- Emergency Management – Local Risk Project Funding;
- WA Seniors Week Grant;
- WA Youth Week Grant;
- 'Be Connected' Library Grant – new computer for seniors at the library;
- Kidsport Funding (agency);
- Local Projects Local Jobs Grant Funding for Burekup Hall Renovations;
- Lotterywest Funding for Glen Huon Playground;
- Parks and Reserves Upgrades Funding; and
- Various Road/Transport Grant Funding.

Council encourages community groups to apply for funding and is investigating alternative approaches in which to deliver this service better, for example website links to grant funding bodies; engagement with clubs/organisations. It is acknowledged that further strategic development in grant administration is required in order for Council to achieve its flagship SCP Outcome: 'Maximise Grant Funding'.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION**

CCSC 16-18 MOVED - Cr. P Perks SECONDED - Cr. T Gardiner

THAT the Corporate & Community Services Committee recommends that Council receives the Grant Administration Report Update for September 2018.

CARRIED
5/0

8.4 Title: Unbudgeted Expenditure – Capital Equipment Eaton Community Library

Reporting Department: Corporate & Community Services

Reporting Officer: Ms Lee Holben – Manager Community Services

Legislation: Local Government Act 1995

Overview

Council is requested to endorse unbudgeted grant expenditure of \$500 for the Eaton Community Library.

Background

The Be Connected 2018 – Activation program (also referred to as Digital Literacy for Older Australians, DLOA) aims to support people over the age of 50 who do not engage with digital technology to thrive in a digital world.

This funding is available through The Good Things Foundation in conjunction with Department of Social Services.

In 2017/2018 the Eaton Community Library was successful in receiving \$1,500 from Be Connected 2018 – Activation program for a dedicated senior's computer to be used for training opportunities for the Shire's senior residents. Library staff coordinates a number of programs and workshops for the seniors.

Good Things Foundation has offered the Shire of Dardanup a top up of \$500 to the original grant for equipment purchase relating to the original grant.

This notification was received after the 2018/2019 budget and is not listed as a line item in the current budget.

Legal Implications

Local Government Act 1995, Section 6.8 requires the prior approval of Council before unbudgeted funds are expended.

Strategic Community Plan

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 3.4.1 - To enable community safety and a sense of security. (Service Priority: Very High)

Strategy 5.2.2 - To enhance the sharing of knowledge by encouraging active citizenship through engagement in shared lifelong learning activities. (Service Priority: High)

Environment - None.

Precedents

Council has previously approved unbudgeted expenditure. In this case the expenditure is offset by a grant to cover the total cost.

Budget Implications

Unbudgeted. - There is no impact to the bottom line of the 2018/2019 budget as no matching funds are required.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

The risk is low as the expenditure is covered by the grant and the Council is complying with s6.8 of the LGA by pre-approving the expenditure.

Officer Comment

To compliment the original grant (Computer), the top up grant of \$500 would be used to purchase:

- 40" Smart TV to be used for showing workshop materials more effectively.
- Resource a set of technology for senior's books to compliment programs and workshops. This Includes:
 - My iPhone for Seniors;
 - My iPad for Seniors;
 - My Social Media for Seniors;
 - My Smart Home for Seniors;
 - My Health Technology for Seniors;
 - My Digital Travel for Seniors;
 - My Facebook for Seniors; and
 - My Internet for Seniors.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION**

CCSC 17-18 MOVED - Cr. M T Bennett SECONDED - Cr. P Perks

THAT the Corporate & Community Services Committee recommends that Council:

1. **Approves unbudgeted expenditure of \$500 for capital equipment at the Eaton Community Library from General Ledger No 1116503.**
2. **Acknowledges the "Be Connected" Grant of \$500 as revenue to cover the project cost in General Ledger 1126501.**

By Absolute Majority
CARRIED
5/0

8.5 Title: Leeuwin Scholarship Selection Panel

Reporting Department: Corporate & Community Services

Reporting Officer: Ms Lee Holben – Manager Community Services

Legislation: Local Government Act 1995

Overview

Council is requested to confirm the 2018/2019 Leeuwin Scholarship selection panel.

Background

In previous years Council has supported youth development through sponsoring positions on the Sail Training Ship Leeuwin.

The number of scholarships offered is based on the amount allocated by Council each year plus any external sponsorship obtained from business and community groups.

Scholarship Timeline:

Thursday, 4 October	Applications Open (Public notice required. Advertise in the papers as per new advertising dates).
Friday, 2 November	Applications Close
Monday, 5 November to Friday 9 November	Selection Planning Process
Thursday, 15 November and Friday, 16 November	Interviews with young people
Friday, 23 November	Recommended candidates referred to Leeuwin Foundation for approval.

External funding has been secured in previous years which have enabled a total of 5 scholarships to be offered.

External sponsors for 2018/2019 are:

Note: Cr Mick Bennett advised of a correction to the sponsors for the 2018/2019 period and number of responses.

- Eaton Lions Club Half Scholarship
- Doral Half Scholarship

The voyage dates were confirmed as follows: Depart Albany 17 January 2019, arrive Fremantle 24 January 2019. Travel to Albany/Fremantle will be the financial responsibility of the successful Leeuwin participants.

Currently waiting on response from a further five organisations re sponsorship.

Legal Implications

Applicants submit an Application Form which states the accepted terms and conditions of the Leeuwin Training course.

Strategic Community Plan

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 5.2.2 - To enhance the sharing of knowledge by encouraging active citizenship through engagement in shared lifelong learning activities. (Service Priority: High)

Strategy 5.2.1 - To encourage physical activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Environment - None.

Precedents

The selection panel for 2017/2018 was compromised of Cr Patricia Perks and Cr Peter Robinson.

Budget Implications

\$6,867 is allocated in the 2018/2019 budget to support 3 youth scholarship positions on the Sail Training Ship Leeuwin.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Six (6) scholarship places have been booked through Leeuwin Ocean Adventure's, departing Albany and arriving in Fremantle January 2019.

The 2017/2018 Scholarship program had a limit of two (2) Councillors, as the selection process can be overwhelming for applicants who are respectfully aged between 14 – 18 years old. Some potentially have never participated in a selection and interview process before. For this reason it is recommended that the selection panel remain at two (2) members for the 2018/19 round.

It is proposed that the Community Services Officer participate as a panel member in the interview and selection process, due to the level of background knowledge and broader role with community development. The Manager Community Services will act as an observer to monitor and review the process.

Council is therefore requested to consider and appoint two (2) Councillors as panel members to participate in the 2018/19 scholarship.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
CORPORATE & COMMUNITY SERVICES COMMITTEE RESOLUTION**

CCSC 18-18 MOVED - Cr. P Robinson SECONDED - Cr. T Gardiner

THAT the Corporate & Community Services Committee recommends that Council supports the appointment of the following Elected Members and staff to the Leeuwin Scholarship Selection Panel to interview and recommend to Council preferred recipients of the Leeuwin Sailing Ship Scholarship for 2018/2019:

- Cr. M T Bennett
- Cr. P Perks
- Culture and Community Services Officer.

CARRIED
5/0

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

None.

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

The date of the next Corporate & Community Services Committee Meeting will be advised.

There being no further business the Chairperson to declare the meeting closed at 3.29pm.