

The logo for the Shire of Dardanup features two stylized, overlapping mountain peaks. The left peak is blue and the right peak is green, with a white swoosh connecting them at the base.

Shire of Dardanup

APPENDICES

PART 2

ORDINARY MEETING

To Be Held

Wednesday, 31 October 2018
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP EATON TOWNSCAPE COMMITTEE MEETING HELD ON WEDNESDAY 10 OCTOBER 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 1.30PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Director Engineering & Development Services, Mr Luke Botica declared the meeting open at 1.33pm, welcomed those in attendance and referred to the Acknowledgement of Country; 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	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Cr. Carmel Boyce	-	Elected Member

Cr. James Lee	-	Elected Member [1.50pm]
Mrs Julie King	-	Community
Mr Ken Lowth	-	Community
Mr Panjak Sinha	-	Community
Mr Luke Botica	-	Director Engineering & Development Services
Mr Steve Potter	-	Manager Development Services
Mr Mick Saunders	-	Manager Assets

2.2 Apologies

Mr Robert Hooyberg	-	Community
Ms Katrina McKain	-	Community

2.2 Observer

Mr Nathan Ryder	-	Manager Operations
Mr Ben Gregory	-	Engineering Technical Officer
Ms Vicki Pretorius	-	Landscape Design Officer

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON

3.1 Election of Chairperson

Nominations for the position of Chairperson are to be given to the Director Engineering & Development Services, Mr Luke Botica who will be the Presiding Officer for the election [forms available from the Presiding Officer].

The position of Chairperson will expire on 19 October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Cr. P R Perks was nominated for the position of Chairperson by Cr. C N Boyce.

As there were no other nominations Cr. P R Perks was declared as Chairperson.

Cr. P R Perks assumed the Chair.

3.2 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson are to be given to the Chairperson in writing [forms available from the Presiding Officer].

The position of Deputy Chairperson will expire on 19 October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Cr. M T Bennett was nominated for the position of Deputy Chairperson by Cr. C N Boyce. Cr. M T Bennett accepted the nomination.

As there were no other nominations Cr. M T Bennett was declared as Deputy Chairperson.

DECLARATION

Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:

**Cr. P R Perks - Chairperson
Cr. M T Bennett - Deputy Chairperson**

of the Eaton Townscape Committee.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

4.1 Project Overview – Manager Assets - Mr Mick Saunders

Manager Assets, Mr Mick Saunders provided an overview of some of the major projects relevant to the Eaton Townscape Committee.

Eaton Foreshore Playground – included in the Agenda for discussion.

Peninsula Lakes Playground – included in the Agenda for discussion.

Watsons Reserve Master Plan – to be presented at next Eaton Townscape Committee Meeting. The community consultation phase was completed in June/July 2018. A large amount of feedback was received that staff have been addressing in the planning process. Cr. C N Boyce advised that there are some concerns from community about the progress of this project. Manager Assets, Mr M Saunders confirmed that the Concept Plan will be ready for presentation at the next Committee meeting and will then be presented to Council for endorsement to proceed to community comment.

Heritage Walk Trail - \$250,000 has been received from Royalties for Regions Funding to build a heritage walk trail, along the Eaton Foreshore. This project aligns with the Strategic Community Plan and assists in delivering the Pathways Asset Management Plan. This is a large project and will involve considerable time to meet the funding requirements. The funds must be received this year and therefore a design will need to be confirmed. All Heritage aspects will be considered and will focus mainly on the immediate trail area. The Community will be involved in the gathering of information.

Eaton Sporting Precinct – A Working Group has been formed to work on a master plan for this area.

Eaton Skate Park – A Working Group has been formed and has undertaken a tour of skate parks within the region.

Eaton Bowling Club Redevelopment - \$2 million has been provided to the Bowling Club as an election commitment from the Hon. Mick Murray MLA for the redevelopment of the Bowling Club Building. A Working Group has been formed to progress planning and traffic studies are currently being undertaken.

Note: Cr James Lee joined the meeting [1.50pm].

Discussion:

Cr. P R Perks requested an update on the Fenced off Dog Exercise Working Group and it was advised that this Group will meet prior to the next meeting of the Eaton Townscape Committee.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 *Eaton Townscape Committee Meeting Held 12 April 2017*

OFFICER RECOMMENDED RESOLUTION & EATON TOWNSCAPE COMMITTEE

ETC 1-18 MOVED - Cr. C N Boyce SECONDED - Cr. M T Bennett

THAT the Minutes of the Eaton Townscape Committee Meeting held on 12 April 2017, be confirmed as true and correct subject to no corrections.

CARRIED

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

8. DECLARATION OF INTEREST

None.

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 *Title: Eaton Foreshore Playground Project*

Reporting Department: Engineering & Development Services
 Reporting Officer: Mr Nathan Ryder – Manager Operations
 Legislation: Local Government Act 1995

Background

Council recently approved a budget variance of \$200,000 via Council Resolution [278-18] at the Ordinary Meeting of Council held 29 August 2018, repeated herewith:

THAT Council:

1. *Acknowledges the receipt of a \$50,000 donation for further expansion of the Colin Spragg Adventure Playground at the Eaton Foreshore, through the provision of a flying fox at the playground.*
2. *Acknowledges the commitment of a donation of \$2,000 by the Lions Club of Eaton towards the supply and installation of shelter over the barbecue adjacent to the Colin Spragg Adventure Playground at the Eaton Foreshore.*
3. *Supports further development of the Eaton Foreshore through the provision of the following works:*
 - a) *Supply and installation of shade sails covering three areas of the Colin Spragg Adventure Playground;*
 - b) *Supply and installation of flying-fox play equipment at the Colin Spragg Adventure Playground; and*
 - c) *Supply and installation of a shelter structure over the barbecue facilities adjacent to the Colin Spragg Adventure playground.*

4. *Approves a variance to the 2018-2019 Budget as follows:*

Job No.	Expenditure	Income			Net Cost to Council
		C/Fwd Reserve	Donations	Grant Funding	
J11594	\$200,000	\$65,700	\$52,000	\$82,300	\$0

5. *Authorises the Chief Executive Officer to seek grant funding for the project as required in Point 2 above, and no works are undertaken until the grant funding is secured.*

CARRIED

8/0

By Absolute Majority

Options for a Flying Fox at the Colin Spragg Adventure Playground were sought from three suppliers. (Appendix ETC: 9.1A).

As part of the Strategic Community Plan survey conducted in 2017, a high number of responses conveying a need for shade at the Colin Spragg Adventure Playground were received. Options for shade structures were sought from three suppliers. (Appendix ETC: 9.1B).

Two options were received from suppliers for the BBQ shelter, to be installed over the top of the existing barbecue and slab. (Appendix ETC: 9.1C).

Legal Implications - None.

Strategic Community Plan

- Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)
- 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 5.2.1 - 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.

Predominantly an interactive space, inclusion of the proposed new facilities will improve the cultural, social and community environment of the precinct.

Precedents

The Eaton Foreshore Playground forms part of the Eaton Foreshore Redevelopment Master Plan, adopted via the previous Strategic Community Plan:

Budget Implications

The following preliminary costs of the proposed works:

Shade Sails	\$45,000
Flying-Fox with earthworks & rubber soft fall	\$150,000
Barbecue Shelter	\$5,000
TOTAL	\$200,000

The net cost to Council is zero, contingent on receiving \$82,300 from an external funding source. Shire Staff are currently in the process of applying for the grant funding.

Officer Comment

The following comments are presented to the Committee for discussion:

1. *Flying Fox Options*

Options and layouts are provided (Appendix ETC: 9.1A).

The timber frame of the Lypa submission is in keeping with the nature based theme of the playground. The apparatus also includes two lines and an all abilities harness. The layout would be complemented with rubber soft fall at each end to enable wheelchair access.

The submission from Miracle Recreation Equipment has the following attributes:

- Platform - mitigating the need for mounding;
- Double line - facilitating simultaneous interaction by multiple users;
- An accessibility seat to encourage users of all abilities; and
- A pommel seat for those more adventurous.

The submission from Forpark Australia has a single 30m line, erected on mound, with timber-coloured steel.

2. *Shade Sails Options*

Options provided in (Appendix ETC: 9.1B).

- Exteria
 - Supplying solid roof structures only; and
 - Solid roof shade not in line with nature based design.
- Weathersafe WA
 - Unique designs complementing the nature play motif;
 - Only 8 poles required – limiting intrusion and safety considerations;
 - Not the cheapest option; and
 - Ongoing maintenance costs with annual removal and reinstallation of sails.
- Cape Shades
 - 16 poles becoming intrusive;
 - Classic shade design not unique to the foreshore area; and
 - Ongoing maintenance costs with annual removal and reinstallation of sails.

In order to maintain the high level of service and unique experience offered at the Eaton Foreshore, the recommendation is for the Weathersafe WA option.

3. *Barbecue Shelter*

The first option, the curved shelter from Weathersafe WA, appears to offer an aesthetically pleasing form. (Appendix ETC: 9.1C)

The other option considered was the Exteria flat skillion structure, which was comparatively more expensive than the aforementioned option.

The officer recommendation is for the Weathersafe WA option.

Voting Requirements - Simple Majority.

Discussion:

Cr. P R Perks referred to the Options regarding the Cape Shades. The area appears to be bigger than the sails. There was discussion about the amount of poles. Manager Operations, Mr N Ryder advised that he can investigate the shade area versus cost. Director Engineering & Development Services, Mr L Botica advised that when looking at options staff looked at the style and consider the number of poles. He advised that less poles means a greater price. In this particular project staff looked at something different for this regional space and also a quality product.

Cr. P R Perks referred to the last quote from Exteria where they are referring to a hard shade sail. She asked if this could be considered to allow for usability throughout the year. Mr N Ryder will investigate this further as an option.

Mr L Botica advised that shelters that can be removed are preferred as they need to consider wind loading and rain etc.

**OFFICER RECOMMENDED RESOLUTION
& EATON TOWNSCAPE RESOLUTION**

ETC 02/18 MOVED – Cr. C N Boyce SECONDED – Mr Ken Lowth

THAT the Eaton Townscape Committee recommends that Council:

1. **Endorses the preferred option for the flying fox, in concept, as per the one offered by Lypa;**
2. **Endorses the preferred option for the shade sails, in concept, as per the one offered by Weathersafe WA;**
3. **Endorses the preferred option for the barbecue shelter, in concept, as per the one offered by Weathersafe WA; and**
4. **Requests that Shire staff carry out further design development based on the selections of:**

Flying Fox – Lypa (Appendix ETC: 9.1A)

Shade Sails – Weathersafe (Appendix ETC: 9.1B)

Barbecue Shelter – Weathersafe (Appendix ETC: 9.1C)

CARRIED

9.2 Title: Peninsula Lakes Playground

Reporting Department: Engineering & Development Services

Reporting Officer: Ms Vicki Pretorius – Landscape Design Officer

Legislation: Local Government Act 1995

Background

Peninsula Lakes Park is a 2.5ha Shire Reserve located on the corner of Peninsula Lakes Drive and Glen Huon Boulevard in Parkridge Estate. It is intended to serve the community as local open space and is well connected to the existing path network.

Cash in Lieu of Public Open Space was held by the Shire for later use in developing the reserve to a satisfactory standard to meet community needs and expectations.

At the Special Council meeting on 20 June 2018 it was resolved [183-18] to allocate \$100,000 to the construction of a new playground for Peninsula Lakes Park. This is expected to be constructed in the 2018-19 financial year.

Additional landscape improvements are planned for construction in subsequent financial years, dependent on funding and formal budget allocations.

Legal Implications - None.

Strategic Community Plan

Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

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 5.2.1 - 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 -

Predominantly an interactive space, inclusion of the proposed new facilities will improve the cultural, social and community environment of the precinct.

Precedents - None.

The development of this public open space has been identified in the Shires PRAMP.

Budget Implications

It is proposed that from the \$100,000 budget allocation, the following items be funded as part of the Stage 1 playground construction works:

PROPOSED COST ITEM (all supply and install)	BUDGET ESTIMATE
Site preliminaries	\$9,720
Limestone block / rock edge	\$11,454
Play equipment	\$71,576

PROPOSED COST ITEM (all supply and install)	BUDGET ESTIMATE
Sand soft fall – supply and spread	\$7,250
Total	\$100,000
Provisional Sum Items:	
If additional minor funding can be secured, prompt purchase and installation of new multi sports goals to open area (three quotes have been sourced) is recommended.	(estimate) \$3,000
If additional \$15,000 can be secured, installation of a single arm pendulum birds nest swing is recommended.	(estimate) \$15,000

Risk Assessment - Low.

Officer Comment

- *Current Use of the Park*

The local community enjoys active recreation activities including walking around the circuit path, exercising dogs on lead and playing informal ball games. Passive activities include enjoying the sunset over the lake, bird watching and waiting for the bus – there are bus stops on both Peninsula Lakes Drive and Ryeland Avenue. Cars are often seen parked on the northern verge, at and near the hydrant location.

Goal posts installed in the reserve in 2016 for informal use were well received, but these have since been moved back to their original site in Glenhuon Oval. The only formal amenities on site currently are a circuit footpath, one seat, several old signs and wheelie bins.

- *Upgrade Opportunities / Visions*

Stage 1 of the landscape upgrade will focus on the design and construction of a new playground, proposed to extend in curvilinear form along the existing pathway. This has been sited to keep the 'open field area' unobstructed as an informal recreation area such as for ball games.

The overall design vision is to create an engaging multigenerational space allowing opportunities for people of all ages to enjoy passive and active recreation in their local park. The opportunity exists to activate this space as a key local recreational and social gathering hub, with an exciting major adventure circuit rope play feature proposed that is different to anything else existing in the Shire. Themes of water and sky are picked up in vibrant shades of blue and green, with opportunities existing for future public art initiatives in the park based on these themes.

While the Shire does have a groundwater license for the site, there is currently no bore or known water connection point within the reserve. So there is currently no confirmed water provision for reticulation in the park. It may be possible to irrigate minimally from the shallow onsite lake, if natural recharge is sufficient; otherwise a new bore may be required at a cost of approximately \$100,000.

- *Proposed Play Features For Stage 1*

- Custom high-quality ropes adventure course in circuit format, with unique elevated 'nest' feature and elements selected for maximum play value including a hammock swing, balancing ropes, rope 'monkey bars' and nets;

- Cocoon spinner – inclusive sensory feature with spinning motion function;
- Rockers x 2 – one 'plank' style, one 'cluster' style – both for inclusive play; and
- Formal edge comprising a two-course limestone block wall (straight with feature 'turret' sections of varying block heights and orientations), rock work and a feature hand formed concrete 'beach' edge for sensory play value.

For future suggested additional play and active recreational elements, plus future recommended ancillary landscape features, refer to (Appendix ETC: 9.2A)

Voting Requirements - Simple Majority.

Discussion:

Landscape Design Officer, Ms Vicki Pretorius advised that this is Stage 1 of the project and there are plans for future stages that will include accessibility.

Mr Ken Lowth queried whether the \$100,000 Shire contribution was public open space cash in lieu funds being held by the Shire, which was confirmed as being the case by Cr Bennett.

Cr. C N Boyce advised that she had a site visit yesterday and there appears to be a lot of open space to the East.

Ms V Pretorius advised that she did have a look at the space and it was decided to retain this as a more active space for a kicking area, possibly goal posts.

Cr. C N Boyce asked what our duty of care is with regard to water. Ms V Pretorius advised that this has been considered and is approximately 3- 4 metres from the edge. Cr. C N Boyce suggested that there is some planting as a barrier. Ms V Pretorius advised that they will look at this further as there is also consideration of passive surveillance.

Cr. J Lee advised that there is an Orientation Group who use this land and requested that this group be consulted.

Cr. M Bennett asked about the water and the irrigation. Mr L Botica advised that there is a need to do some monitoring as it may be possible that a pump could be used from the lake. He further advised that much of this area does stay green throughout the year which is positive.

Mr L Botica advised that they will also look at alternative power solutions.

Cr. M Bennett suggested that we look at getting goal posts back to the area and for the Council to look at funding for this.

**OFFICER RECOMMENDED RESOLUTION
& EATON TOWNSCAPE RESOLUTION**

ETC 3/18 MOVED – Cr. M T Bennett SECONDED – Cr. C N Boyce

THAT the Eaton Townscape Committee recommends that Council:

1. **Endorse the following:**
 - a) **Landscape concept design for the Proposed Stage 1: New Playground Concept Plan (Appendix ETC: 9.2A)**
 - b) **Proposed New Playground Location Plan, (Appendix ETC: 9.2B); and**
 - c) **Proposed New Playground Indicative Images for Concept (Appendix ETC: 9.2C).**
2. **Advertise the Peninsula Lakes Park Landscape Concept Design plan to the local community for comment.**

CARRIED

9.3 Title: Collie River Foreshore Stabilisation Project*Reporting Department: Engineering & Development Services**Reporting Officer: Environmental Officer – Ms Jackie Nichol**Legislation: Local Government Act 1995*Background

The Shire of Dardanup is part of a Collie River Foreshore Stabilisation project along with Shire of Harvey, City of Bunbury and Department of Biodiversity, Conservation and Attractions. The project is coordinated through the Department of Water and Environmental Regulation and commenced in May this year.

Legal Implications - None.Strategic Community Plan

- Strategy 2.1.1- To protect and preserve open spaces, natural vegetation and bushland. (Service Priority: Very High)
- Strategy 2.1.2- Preserve and protect the ecological value of watercourses. (Service Priority: Very High)

Environment - None.Precedents - None.

Budget Implications - None.

As currently there is no funding identified to address these issues immediately, areas of significant irreversible erosion will be identified across the different management authorities and works prioritised.

Risk Assessment - Low.

Officer Comment

The Shire received a request to undertake formal field assessments of the condition of the foreshore within the Shire's management.

The assessments involve considering a wealth of relevant environmental information including an assessment of erosion along the riparian zones (including recreation areas and some Shire assets) by assessing threats and values. Issues such as previous erosion control works, weed species, rate and extent of erosion, storm water impacts, density of existing riparian vegetation and existing foreshore assets, amongst other factors, were identified.

The Shire was the first of those contributing to the project by providing all of the assessments (five in total) from the Collie River Bridge on Old Coast Road to the Scout hall adjacent to Watson's reserve, to the Department. Photographs have been recorded as a formal assessment of the Foreshore at winter 2018 as a baseline for subsequent assessments and to track changes accurately for future management decision-making.

The results indicate the condition of the foreshore varies greatly, but in general is under considerable strain and is suffering from significant erosion, stemming mainly from vegetation loss, which itself is caused by a multitude of complex issues. Vegetation loss is caused by unauthorised access, lack of formal management and public recreational sites, past failed engineering works to control or stabilise the banks, lack of comprehensive and targeted approaches to revegetation, high tides, storm surges and increased water traffic. Removal of riparian vegetation for aesthetics has also lead to degradation of protective buffers and barriers within the water column itself.

The results of the project will be tabled at a meeting in early October with other stakeholders. It is likely most of the other stakeholders have similar issues and concerns, based on informal discussions with peers.

The meeting will also discuss various methods to address erosion depending on the types of erosion and the specific site considerations. Based on the variability of issues and locations in Dardanup, it has been recognised there will need to be varied methods to treat different sections of River over time. The costs for such works will vary depending on the extent of damage and likely opportunities to address the concerns with soft or hard erosion management techniques, the expected levels of acceptable outcomes and time-frames for achievement.

This meeting will also involve a discussion around how the project will be funded, if there are grants that can be sourced on behalf of the whole working group, and future scope of works.

Discussion:

Mr L Botica advised that these issues have been discussed for some time and this project will provide a bigger picture of what is going on in this area.

ACTION 01-18:

The Environmental Officer, Mrs Jackie Nichol present the outcomes of the forthcoming regional meetings to the Eaton Townscape Committee at its' December meeting.

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

None.

11. NEW BUSINESS OF AN URGENT NATURE**11.1** Structure Plan for Parkridge Estate

Cr. M T Bennett queried the progress of the Structure Plan for Parkridge Estate and whether there was any opportunity as a result of the Flora and Fauna Survey recommended by Council to protect the Collie/ Brunswick intersection of Regional Open Space. He suggested that Council consider fencing this area off to avoid livestock causing damage to the natural environment in this locality.

Manager Development Services, Mr S Potter advised that the structure plan has been forwarded to the Western Australian Planning Commission for determination, however the structure plan only applies to Lot 9004, not the adjacent land being referred to by Cr. Bennett.

He further advised that under the Regulations the Commission has 120 days to determine the proposed structure plan however it may take longer. He advised that Council's recommendation for the landowner to prepare a Flora and Fauna Survey is being considered by the Commission and may or may not be supported. He advised that a structure plan is valid for 10 years, however there is no obligation for the landowner to commence development by any particular time, even if the structure plan is approved.

Mr Potter advised that it was his understanding that the land owner had received compensation for adjacent land being reserved for Regional Open Space. At some stage the Shire may receive a request to accept a management order to manage this land however at the moment it remains in private ownership.

ACTION 02-18:

Manager Development Services, Mr Steve Potter to investigate the current status of the Structure Plan and clarify the process for Regional Open Space that has been the subject of compensation being paid, to be subsequently ceded to the Crown.

12. MATTERS BEHIND CLOSED DOORS

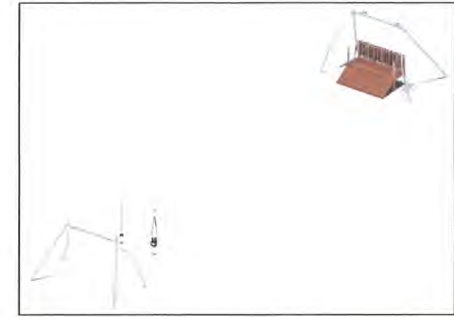
None.

13. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Eaton Townscape Committee Meeting will be Wednesday 5 December 2018, commencing at 1.30pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 2.25pm.

FLYING FOX OPTIONS AND LAYOUTS



NOTES:

FLYING FOX SUPPLIED AND INSTALLED BY MIRACLE RECREATION EQUIPMENT.

INSTALL INCLUDES SUPPLY OF SAND (225m2) AND APPROX. 91M OF LIMESTONE EDGING.

- 26m DOUBLE LINE
- NO MOUND
- STEEL FRAME WITH TIMBER PLATFORM
- 1X ACCESSIBILITY SEAT
- 1X POMMEL SEAT

COST ~ \$60,000 EXC. GST

AMENDMENT DESCRIPTION	BY	DATE	APPR.
A INITIAL DRAWING	B.G.	06/03/2018	

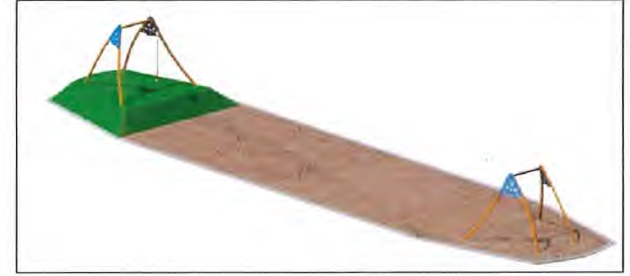


DESIGNED B.GREGORY	DRAWN DATE 06/03/2018	SURVEYED MGA94
DRAWN B.GREGORY	AUTHORISED AUTHORISED	OUR REF. EDR-0000000

DRAWING TITLE COLIN SPRAGG ADVENTURE PLAYGROUND FLYING FOX CONCEPT MIRACLE RECREATION EQUIPMENT
--

ENGINEERING & DEVELOPMENT SERVICES
DRAWING NO. SHEET REVISED 022-17-1-A





NOTES:

FLYING FOX INC. RUBBER MOUND SUPPLIED AND INSTALLED BY FORPARK AUSTRALIA.

SUPPLY OF SAND OR PINE BARK MULCH (225m2) AND APROX. 91M OF LIMESTONE EDGING TO BE INSTALLED BY OTHERS.

- 30m SINGLE LINE
- ELEVATED ON MOUND
- TIMBER COLOR STEEL FRAME
- POMMEL SEAT ONLY

COST ~ \$75,000 EXC. GST

AMENDMENT DESCRIPTION	BY	DATE	APPR
A. INITIAL DRAWING	B.G.	06/03/2018	



DESIGNED	DRAWN DATE	SURVEYED
B.GREGORY	06/03/2018	MGA94
DRAWN	AUTHORISED	DMR REF.
B.GREGORY	AUTHORISED	EDR-0000000

DRAWING TITLE
COLIN SPRAGG ADVENTURE PLAYGROUND FLYING FOX CONCEPT FORPARK AUSTRALIA

ENGINEERING & DEVELOPMENT SERVICES
DRAWING NO. SHEET REF: 022-17-2-A





NOTES:

FLYING FOX SUPPLIED AND INSTALLED BY LYPA.

SUPPLY OF SAND OR PINE BARK MULCH (225m²) AND APROX. 91M OF LIMESTONE EDGING TO BE INSTALLED BY OTHERS.

- 30m DOUBLE LINE
- NO MOUND
- TIMBER FRAME TO MATCH NATURE BASED PLAYGROUND
- 1X POMMEL SEAT
- 1X ALL ABILITIES HARNESS

COST ~ \$95,000 EXC. GST

AMENDMENT DESCRIPTION	BY	DATE	APPR
A INITIAL DRAWING	B.G.	06/03/2018	



DESIGNED B.GREGORY	DRAWN DATE 06/03/2018	SURVEYED MGA94
DRAWN B.GREGORY	AUTHORISED AUTHORISED	DWR REF. EDR-0000000

DRAWING TITLE COLIN SPRAGG ADVENTURE PLAYGROUND FLYING FOX CONCEPT LYPA
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ENGINEERING & DEVELOPMENT SERVICES
DRAWING NO. SHEET REF: 022-17-3-A



SHADE SAILS OPTIONS

Quote No. BB5523

10th May 2017

Shire Dardanup
Attn David Mort
David.mort@dardanup.wa.gov.au



outdoor weather protection
www.weathersafewa.com.au

Outdoor Blinds, Shades and Covers
Designed to Protect You and Enhance Your Lifestyle

Re: Shade structures to the nature playground at the Eaton Foreshore.

Hi David,

Thank you for your enquiry for shade solutions for the new nature playground at the Eaton Foreshore. It is my pleasure to offer you the following options.

Due to the fact this is a rather unique playground I would like to offer you something different in the way of shade structures.



I have sectioned off each structure into Areas 1-3

The first area is over the round swing.

Here we propose a 'Snake' structure to cover the swing and the sand pit surrounding it.

Approximately 9m long and 5m wide this structure will not only look striking, but will give good shade coverage and can remain up all year round



'The Snake'

The Snake is a fully engineered galvanised steel framed structure covered with Monotec 370 Shadecloth, arguably the strongest shadecloth available on the market today. It is designed to be up all year round so there is no need to remove the membrane during the winter months

Area 2

This area is mainly to provide protection over the rope climbing equipment next to the fort. Due to the 3.5m height of the fort, we have opted for two options ..A hyperbar shadesail or a 'Claw'.

Option 1 Shade sail:

Located approx. 1.5m away from the fort to reduce the chance of children climbing onto the sail ,we propose a four point shadesail for this location.

Poles will have diagonally opposite high and low fixings, to give the sail the classic hyperbar twist, which looks great and gives the sail its own structural integrity.

The low poles will be north west and south east at 4m high and the high poles will be 6m high.

These heights will not only accentuate the twist, but should make it difficult for any attempt to climb.



Hyperbar Twisted sail examples

Option 2 The Claw



Again in an endeavour to deliver something unique, stunning looking and vandal proof (ie deters climbing and treating like a trampoline) I offer the Claw design as an alternative shade structure. Claw structures are an engineered framed structure where the shade cloth is permanently attached.



Single Claw



Double Claw



Area 3

This is located over the slide and we propose another different style of shade structure here, using a framed cantilever.

This option gives a good amount of protection with only two poles and can be set on the hill and projecting over the slide without the need for more poles in the sandpit .



Again this style of structure is fully engineered to W33 conditions which we experience in Eaton and does not need the shade cloth to be removed as it can remain up all year round.

We offer our clients a choice of fabrics and construction when quoting for shadesails and shade structures.

We have relied on Australian made Monotec 370 Shade cloth for many years as it is the strongest and most suitable cloth for tension shade sails on the market today.

Due to its outstanding qualities it also comes at a premium price, so we also offer a 2nd tier fabric – ShadeTex 320. Although not displaying the same structural attributes as the Monotec, it is a quality fabric none the less and has a considerably lower price per metre.

Due to the location and sizes of the proposed shade structures WeatherSafe WA recommends the wire edged construction method of fabricating the shade cloth membranes



The Deluxe wire edged style shade sail has special stainless steel fittings at every attachment point, 'EzySlide D rings' and has a continuous wire running around the perimeter of the sail. The Ezy D's allow the perimeter wire to free flow around the sail and this creates an even weight load on each of the attachment points.

We also have an extremely strong reinforcement pattern at these points as this is where most failures occur on a poorly made sail. By using strategically placed tensioners we can ensure that our deluxe sails remain evenly tensioned and tight. With the right design and varying heights of attachment, a sail constructed in this method should never flap even in strong winds.



We stitch all our sails with Tenara thread, a long life and UV resistant thread. If a sail is ever going to fail, it will be on a seam, corner or edge of a sail that has been sewn with an inferior polycotton thread. Most poly threads have a life of about 8 years, whereas Tenara thread has a life of more than 15 years before it will deteriorate.

Please find attached a copy of our 'Shade Sail Technical Guide'. It is a comprehensive manual on what to look for when purchasing your ideal shadesail along with technical tips and information.

Council Approval

Due to the size and proximity of these structures they will require both planning and building approval by your relevant departments.

I can provide all the technical details and leave it up to you to run past your peers and gain approval.

Pricing:

Area 1

To Supply and install a 9m x 5m *Snake Structure*:

Monotec 370 Shadecloth: \$16,400 + GST

Option to powder coat or two pack paint the galvanised framework to your colour choice add approx. \$2,000.00 + GST

Area 2 Option A Hyperbar Shade sail

To Supply and install a 7m x 7m *Hyperbar shade sail*:

Monotec 370 Shadecloth: \$8,370 + GST

Option to powder coat or two pack paint the galvanised framework to your colour choice add approx. \$1,200.00 + GST

Area 2 Option B Claw Structure

To Supply and install a 7m x 7m *Snake Structure* to the driveway:

Monotec 370 Shadecloth: \$14,700 + GST

Option to powder coat or two pack paint the galvanised framework to your colour choice add approx. \$2,000.00 + GST

Area 3 Cantilever Structure

To Supply and install a 4m x 4m *Starburst Cantilever*:

Monotec 370 Shadecloth: \$5,600 + GST

Option to powder coat or two pack paint the galvanised framework to your colour choice add approx. \$12,00.00 + GST

Price includes:

- All drafting services.
- Hot dipped galvanised engineered steel frames.
- Engineered 25MPA footings
- Monotec 370 Shadecloth or PDVF coated PVC fabric with Tenara thread.
- All council submissions.
 - **Fees will incur extra costs as we become aware.** We do not add anything to these costs.
- Expert installation and three month maintenance check and tension.
- Ten year warranty on all framework, installation and fabric workmanship.
- 15 year warranty on fabric and thread UV degradation.

***It does not include the removal of spoil.**

Please Note: We make every effort to ascertain the ground conditions before we commence excavations. However unforeseen circumstances in conditions below ground level can arise requiring

(Appendix ORD: 12.8C)

further assessment, machinery or extra labour time. This may incur extra charges. Please see our rock clause in the terms and conditions.

Terms: 50% deposit with relevant purchase order, and balance on completion. .

As an option we will offer you our yearly maintenance program where we examine the structure every twelve months and check tension to ensure the structure remains sound and fully tensioned. We have found that clients who undertake this programme have a structure with increased longevity thus extending the value of your investment.

If your structure is not correctly maintained then it may void your warranty.

Please find attached to this quote our Cantilever Structure technical guide which addresses some of the technical issues of designing and building cantilever shade structures.

Estimated Time Frame (Framed Structures):

Engineer Certification and workshop Drawings: approx 10-30 working Days

Shire Planning and Building approval: approx. 30 working days

Manufacture frames and membranes: 3 working weeks

Site survey Dig and concrete footings: 1 working day.

Concrete setting time required 7 days

Install framework & install membrane: 1 working day

The first part of the process is to get the structures drafted and certified to be able to give to the Shire building and planning department. This could take up to four weeks but we have been able to expedite this process in the past.

Once council has approved our structure we will commence manufacture of the framework and membrane as well as commence ground works and footings. These take a week to cure.

Estimated Time Frame (Shadesail):

Shire Planning and Building approval: approx. 30 working days

Install Poles & Plates: approx. 1-2 weeks from shire approval.

Install shades: Approx 1 week from pole and plate install

Large white skin cantilever with Hot dipped galvanised pole finish. This example has the square ends rather than the Starburst option

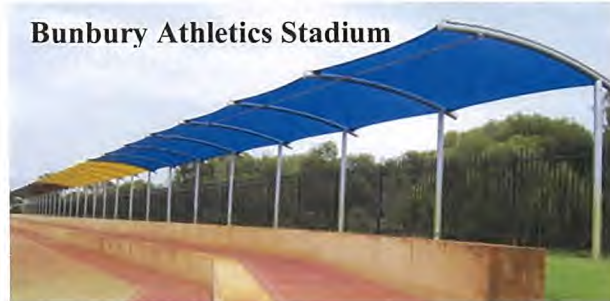


The cantilever style can be made to any shape or design only limited to your imagination!

A bit about WeatherSafe WA

Located in Bunbury, WeatherSafe WA has been solving West Australian outdoor weather problems for more than 40 years.

Formally Del-Ray Canvas Australia, a family business operated by the Lewis family, the business was bought out by Mark Lewis in 2010 and the name was changed to WeatherSafe WA to give the organisation broader appeal in the outdoor weather protection industry.



The company has three divisions,

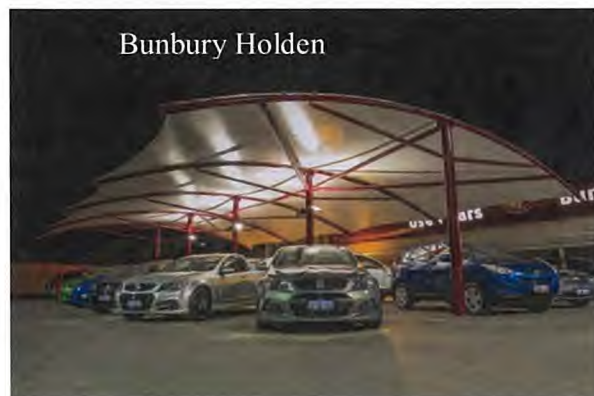
- Outdoor blinds and awnings. Focusing on domestic and commercial applications, the company provides the **WeatherBlock** range of Alfresco, Café and Patio blinds, and **SolarSafe** brand of fixed and retractable window shades and outdoor awnings..
- Outdoor shade sails and Shade structures. The company offers the **SunBan** range of shadecloth shade sails and shade structures and the **WaterShed** brand of waterproof structures
- WeatherSafe Industrial. Supplying all types of industrial textile products to the mining, industrial, commercial and tradesman industries. Products such as tarpaulins and custom made covers to the mining, transport and marine sectors through our **WeatherProof** brand.



(Appendix ORD: 12.8C)

Our experience is extensive throughout Western Australia and being based in Bunbury is no hindrance to our ability to service the entire state.

Although our focus is based in the South West, we have provided large industrial covers to BHP mining in the north west, shade shelters to the Punmu Aboriginal community north east of Telfer, PVC structures for the Stock Rd Markets in Bibra Lakes, Cantilever structures at the Red Hill Waste Station in Midland, car park structures in Bunbury, Coogee and Collie and numerous shade structures throughout regional WA



David, I would like to thank you for the opportunity to quote on this project and service your requirements. You can be assured of our best attention.

A project like this will obviously need some further consultation. We could simply cover the playground with a series of square and diamond shaped shade sails for a lot less capital outlay however I am thinking you may be interested in new innovative and unique to the area designs.

So please feel free to contact me at your convenience. Call the office on 9725 4433 during business or my personal mobile number is 0419 25 4433 to speak with me direct.

If you would like to place your order with WeatherSafe WA please contact me in the first instance so I can arrange the appropriate contractual paperwork.

Kind regards



Mark Lewis
Managing Director
WeatherSafe WA

PS For more information check out our web site www.weathersafewa.com.au
PPS I have attached a copy of our terms and conditions for your perusal



Outdoor Blinds, Shades and Covers
Designed to Protect You and Enhance Your Lifestyle

Terms and Conditions

- A. Trading Terms and conditions of sale.
- A deposit of at least 50% is to be paid to WeatherSafe WA upon written acceptance of this contract.
 - There is no cooling off period.
 - All variations to original contract price and this contract must be in writing.
 - Final payment is due at the completion of works unless otherwise agreed to in writing at the time of quotation.
 - All goods remain the sole and absolute property of WeatherSafe WA as legal or equitable owner until paid in full. We have the right to enter premises and remove any structure made by our company if payment is not received within the agreed period.
 - Collection costs will be incurred at a rate of 6% per month or part thereof, of the outstanding amounts due if trading terms are exceeded. Further legal and court costs may apply.
 - Goods returned for credit will not be accepted unless authorized and accompanied by a request for credit showing the original invoice number, date and reason for return.
 - Acceptance of goods returned for credit does not imply agreement to automatically issue a credit note or refund. A credit note or refund will only be issued if the returned goods are unable to be repaired or replaced satisfactorily to the claim by WeatherSafe WA
- B. Access and Facilities
- We have assumed delivery using a small truck / Ute within 10m of true position. Structures will not be carried up stairs, in lift shafts or through unfinished buildings unless specifically agreed to at time of quotation.
 - It is an assumption of being on your premises to do the work as described in the above scope of work, that any vehicles or machinery used on site are there with your approval.
 - Protection to finished surfaces, working over established plant, or loss of access to easily install our product, that was not identified on plans or highlighted at the time of the quotation, that can cause construction delays will be charged out as a variation.
 - We will take all reasonable care to prevent damage to existing info structure. Including but not limited to paths, driveways, flooring, columns, balustrades, finished/dressed surfaces etc., and will not accept any responsibility for damage in the course of installing or erecting our products.
 - Specialist services, e.g. Paving, plumbing, electrics, reticulation or concreting, if required, are outside the scope of our skills and will need to be arranged separately unless specified within our quotation. If these services are required due to any unforeseen circumstances then they will be charged as a variant.
 - Single phase power, water, toilet facilities, barricades (if required) and suitable rubbish receptacles are to be provided during installation unless agreed at time of quotation. We have assumed unrestrictive access to the site from 7.00am to 6.00pm Monday to Friday.
 - WeatherSafe WA will contact you ahead of time to arrange a day and time for site inspections and installation. Work performed outside of these hours may incur a labour surcharge.
 - The safety of the public and client during construction / installation means the site and access to the site may need to be barriered off. The hire of suitable barricades and restrictions on access must be agreed prior to the commencement of construction.
- C. Exclusions.
- No allowance has been made for gutters, down pipes, drainage or detailed services unless specified in the quotation.

(Appendix ORD: 12.8C)

- We have assumed that any existing foundations or structural attachment point has been originally engineered to take the appropriate load strength requirements. The client is responsible for confirming this with their engineer unless we have quoted to do so.
- The job is as quoted in the above scope of work. Any modifications, additional work that was not quoted may be charged back to the client. This will be documented and invoiced.
- Rock Clause. We will endeavor to determine what is under the ground with your help. If however we strike impenetrable objects or rocks that require specialist machinery to get through then the cost of this machinery shall be borne by the customer.
- Underground services. If we find or damage underground services that were not known to us then the cost to repair, move or replace these services shall be borne by the customer.

D. Approvals

- The client shall be liable for the cost of obtaining from the relevant local authority, any building permit, license, or the like required pursuant to the local government laws of Western Australia in respect of the works the subject of this contract. In most circumstances WeatherSafe WA will author and present the relevant submissions.

E. Guarantees

- All manufacturers' materials warranties will be passed onto the client along with Weathersafe WA's in house warranties/guarantees that is to be presented to the client at the time of quoting. Please contact the supplier directly.
- A small name tag (approx 100 x 60mm) appears on all our work to identify WeatherSafe WA as the manufacturer for all warranty claims.
- WeatherSafe WA is limited only to the replacement or repair of defective materials or faulty workmanship of the structure we have provided. We are not liable for repairs or replacement of any peripheral object that may be damaged by the failure of our product.
- The client shall do all in their power that is reasonable to mitigate losses occurring from any perceived or actual defect.
- Alterations, additions or damage made by others invalidates the guarantee.
- Failure to maintain blinds and awnings, with cleaning, tightening, and following the maintenance schedule provided at time of purchase may void warranty claims.
- WeatherSafe WA suggest, once you have purchased your shade structures, you contact your insurance company and have your shade structures placed on your business or home and contents insurance register.

This contract is issued unaltered from sections A – E. Hand written additions or alterations made on this contract are not acceptable. Any addition or alteration to this contract must be received on a separate document, to be determined and if accepted, dated and signed by an authorized officer of WeatherSafe WA for such addition or alteration to form part of this contract.

**Thank you for choosing WeatherSafe WA.
(Formally Del-Ray Canvas Australia)**

We protect you from the Sun Wind and Rain
www.weathersafewa.com.au



We would love you to join our WeatherSafe Tribe!



WeatherSafe WA 1 Richter Rd (PO Box 195) Bunbury Western Australia 6230

P (08) 9725 4433 F (08) 9725 4951 E reception@weathersafewa.com.au Pg

Craig Browne

From: WeatherSafe WA Sales <sales@weathersafewa.com.au>
Sent: Friday, 2 March 2018 11:21 AM
To: 'Craig Browne'
Subject: RE: Shade structures Eaton Foreshore

Hi Craig

Sorry in the delay getting back to you .

I have spoken to mark re – design of the shade sails in respect to children accessing the shade sails and this was taken into consideration though there is no guarantees that they may manage to find a way to scale the structure. The easiest way to ensure this does not occur is to install anti climbing spikes which cost around \$70each .

The dots on the diagram are the 8 poles.

Area 2 option B is the “Claw”.

All the structures except for the shade sail option are permanent . With the shade sail option, the cloth will have to be removed in winter and reinstalled during summer. For this reason we would recommend the other structures .

I hope this addresses some of your queries

Craig, if you wish to go ahead we would love to hear from you .

If you have any further questions, please do not hesitate to contact me

From: Craig Browne [mailto:craig.browne@dardanup.wa.gov.au]
Sent: Monday, 26 February 2018 3:33 PM
To: WeatherSafe WA Sales
Subject: RE: Shade structures Eaton Foreshore

Thank You Veronica,

The shire has also had some issues with children accessing the shade sails from play equipment. Can you also give assurances that this has been considered in the design?

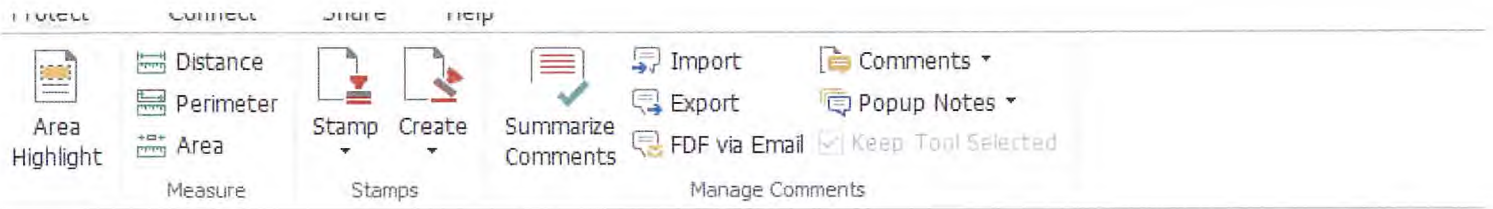
Regards

Craig Browne

Senior ETO-Operations

SHIRE OF DARDANUP | 1 Council Drive | PO Box 7016 | Eaton WA 6232
p: 08 9724 0348 | m: 0428195882 | e: craig.browne@dardanup.wa.gov.au

 Shire of Dardanup www.dardanup.wa.gov.au  Like us on Facebook





12a Commerce Road
VASSE WA 6280



Quote

A.B.N. 62 303 001 334

A.C.N. 167 567 160

Bill To:

Shire of Dardanup
1 Council drive
Eaton WA 6232

Quote No.: 00003041

Date: 16/03/2018

DESCRIPTION	TOTAL AMOUNT	CODE
Supply and install 16 x 165 x 5mm round galvanised columns, and 5 custom manufactured shade sails as per attached plan	\$25,597.44	GST
*Monotec 270 shade sails, with reinforced corners - stainless steel cable perimeters	\$0.00	GST
*All fittings are 316 stainless steel		
*Includes engineer certification		
*Includes site clean up		
*10 yr warranty provided Cape Shades dismantle sails during calendar months May-September	\$0.00	GST

Comment:

This quote is valid for 30 days

Terms: Quote valid for 30 days only	GST:	\$2,327.04
	Total Inc GST:	\$25,597.44
	Amount Applied:	\$0.00
	Balance Due:	\$25,597.44

Craig Browne

From: ermin@capeshades.com.au
Sent: Friday, 16 March 2018 2:28 PM
To: Craig Browne
Subject: RE: Eaton Foreshore shade quote
Attachments: Eaton Foreshore 2.pdf; QUO00003041.pdf; Monotec Brochure.pdf

Good afternoon Craig,

Sorry for the delay with this.

Please see your revised quote attached for this one. Confirming that 16 posts are required with this design. I am aware that inconsiderate children have been an issue, and I confirm the post heights have been taken into consideration, and allowances made (as much as possible and reasonable).

If you have any further queries, please be in touch.

Best regards,
Ermin Veurink
Director



12A Commerce Road
VASSE WA 6280
Phone: 0439 982 110
facebook.com/CapeShades

EMAIL ermin@capeshades.com.au
WEBSITE www.capeshades.com.au
ABN 62 303 001 334
ACN 167 567 160



The information contained in this e-mail and any attachments may be confidential. If you are not the intended recipient of this e-mail you must not copy, print, forward or otherwise use the e-mail, or distribute or disclose its contents to anyone else. If you have received this e-mail in error please notify us immediately and then destroy all copies of it. All messages entering and leaving the company have been thoroughly scanned for viruses. We do not, however, guarantee that this e-mail is virus or error free and can take no responsibility for any computer virus which might be transferred by way of this e-mail.

From: Craig Browne <craig.browne@dardanup.wa.gov.au>
Sent: Monday, 26 February 2018 3:30 PM
To: Ermin Veurink <ermin@capeshades.com.au>
Subject: RE: Eaton Foreshore shade quote

Good Afternoon Ermin,

Can you please validate and resend this quote as some time has lapsed since it was submitted.
Can you also please confirm the number of poles required for the design.
The Shire has had issues with children accessing the sails from play equipment, can you give assurances that this design has taken this into consideration?

Regards

Craig Browne
Senior ETO-Operations

SHIRE OF DARDANUP | 1 Council Drive | PO Box 7016 | Eaton WA 6232
p: 08 9724 0348 | m: 0428195882 | e: craig.browne@dardanup.wa.gov.au

Craig Browne

From: Damien Davies | Exteria <damien@exteria.com.au>
Sent: Friday, 8 December 2017 1:41 PM
To: Craig Browne
Subject: RE: RFQ Playground Shade

Thanks Craig,

Unfortunately we don't supply the shade sails, only the solid roof structure.

All the best though.


Kind regards,

Damien Davies
Sales Consultant

M. 0400 620 549
E. damien@exteria.com.au



T. 1300 785 765 A. 26 Wildfire Rd Maddington WA 6109 W. exteria.com.au

 Connect with me

EMAIL DISCLAIMER

From: Craig Browne [<mailto:craig.browne@dardanup.wa.gov.au>]
Sent: Friday, 8 December 2017 11:49 AM
To: Damien Davies | Exteria <damien@exteria.com.au>
Subject: RE: RFQ Playground Shade

Hi Damien,

The preference would be for sails as this may be in keeping with the organic nature of the playground.

Furthermore, there are 3 main areas to be shaded:

1. The birds nest swing in the northern sand area.
2. The climbing tower in the centre sand area and;
3. The slide on top of the southern grassed hill.

Regards



Craig Browne

Senior ETO-Operations

SHIRE OF DARDANUP | 1 Council Drive | PO Box 7016 | Eaton WA 6232
p: 08 9724 0348 | m: 0428195882 | e: craig.browne@dardanup.wa.gov.au



From: Damien Davies | Exteria [<mailto:damien@exteria.com.au>]
Sent: Thursday, 7 December 2017 7:31 AM
To: Craig Browne
Subject: RE: RFQ Playground Shade

Hello Craig,

Thank you very much for your enquiry, we are happy to assist with pricing for the shade structures as requested.

Can you please confirm whether you are after shade sails or a solid roof structure?

Many thanks,

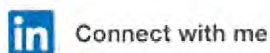
Kind regards,

Damien Davies
Sales Consultant

M. 0400 620 549
E. damien@exteria.com.au



T. 1300 785 765 A. 26 Wildfire Rd Maddington WA 6109 W. exteria.com.au



EMAIL DISCLAIMER

From: Craig Browne [<mailto:craig.browne@dardanup.wa.gov.au>]
Sent: Wednesday, 6 December 2017 12:06 PM
To: Outfitters | Exteria <outfitters@exteria.onmicrosoft.com>
Subject: RFQ Playground Shade


Good Morning,

The Shire of Dardanup is seeking quotes for the supply and installation of shade over our foreshore nature-based playground.

The Shire would like the shade design to reflect the nature based theme of the playground and river surrounds.

Please find attached aerial image of the playground: Pratt Rd Eaton.

Regards



Craig Browne

Senior ETO-Operations

SHIRE OF DARDANUP | 1 Council Drive | PO Box 7016 | Eaton WA 6232
p: 08 9724 0348 | m: 0428195882 | e: craig.browne@dardanup.wa.gov.au

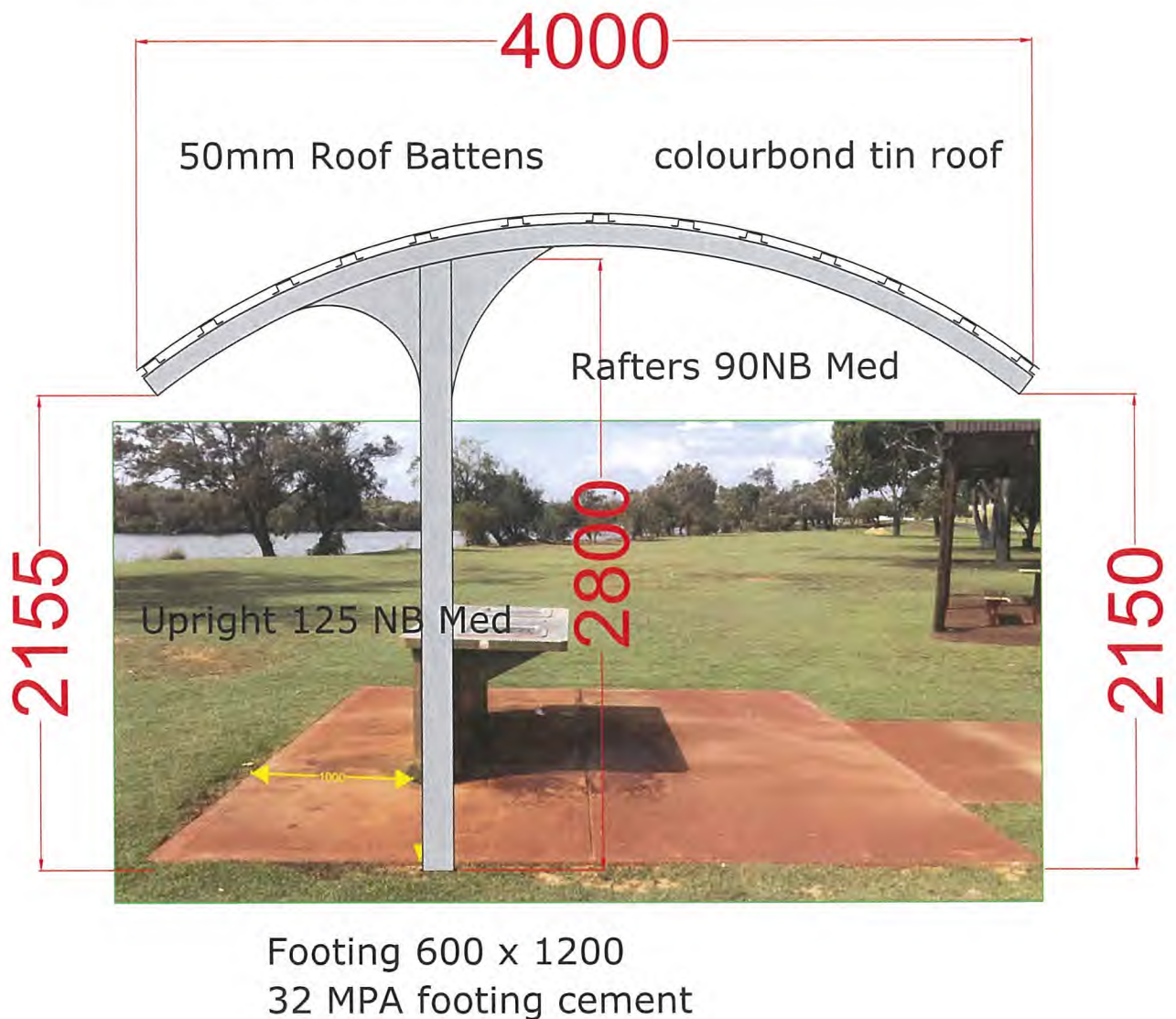
 Shire of Dardanup www.dardanup.wa.gov.au  Like us on Facebook

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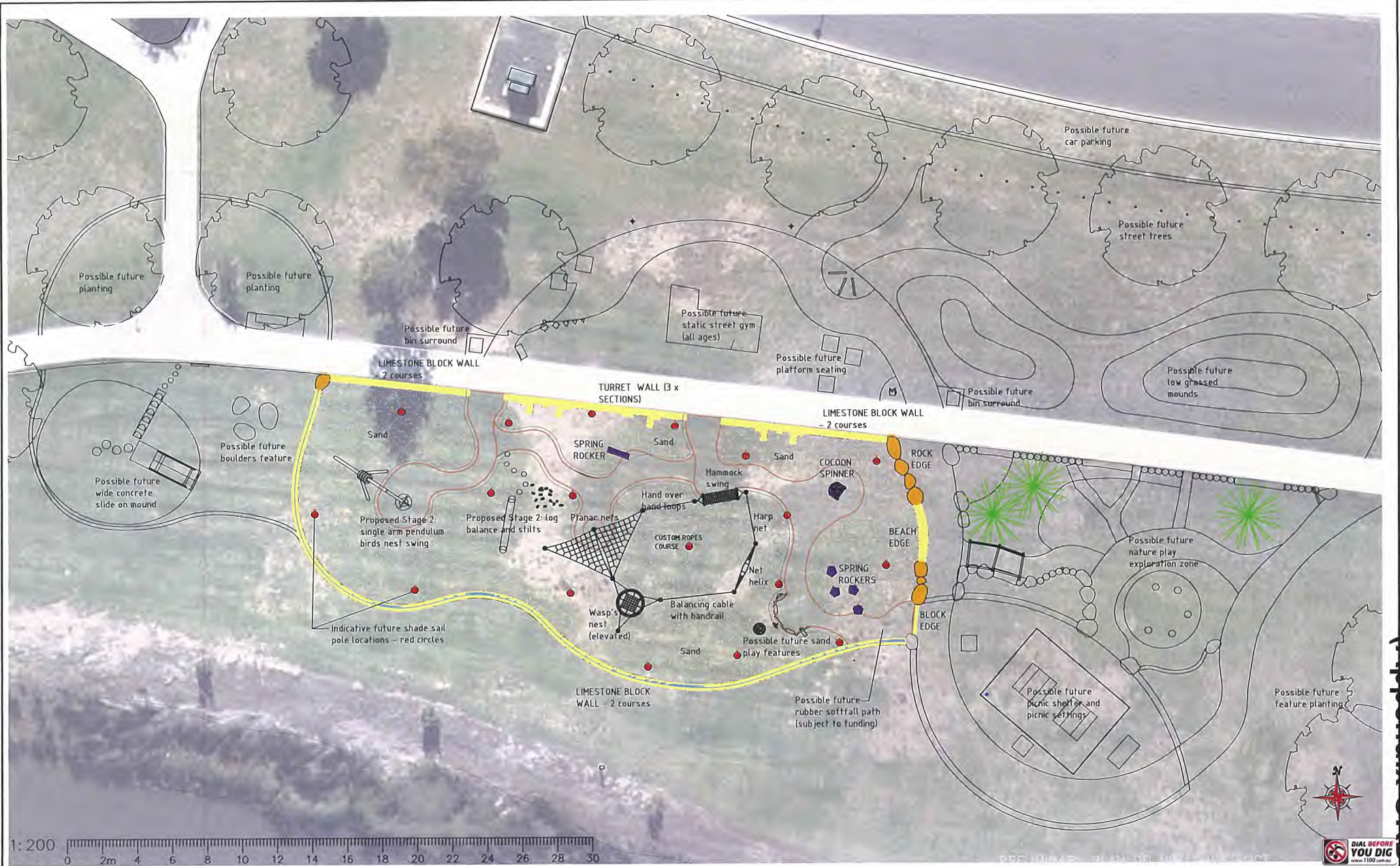
“This message contains privileged and confidential information intended only for the use of the addressee or entity named above. Use of this information beyond this intended use is unauthorised”

BBQ SHELTER OPTIONS

Shire Dardanup Proposed 4m x 4m BBQ Cover

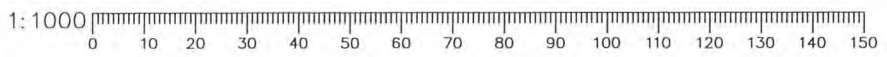






AMENDMENT DESCRIPTION				BY	DATE	APPR.	DESIGNED VP	DRAWN DATE 5/09/2018	SURVEYED BD	DRAWING TITLE PENINSULA LAKES PARK PARKRIDGE ESTATE		ENGINEERING & DEVELOPMENT SERVICES		
							DRAWN VP	AUTHORISED	JOB NUMBER: 00000	LANDSCAPE CONCEPT PLAN - DRAFT STAGE 1 NEW ADVENTURE PLAYGROUND		DRAWING NO. YEAR SHEET REVISED	Administration Centre Eaton P.O. Box 700 111 Crown Rd Eaton Western Australia 6232 ABN 57 305 829 453	
GENERAL NOTES							1. THIS DRAWING IS TO REMAIN THE PROPERTY OF THE OFFICE OF SHIRE OF DARDANUP AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE SHIRE OF DARDANUP.					DRAWING NO. YEAR SHEET REVISED A-R48933-18-602-A		Telephone 08 9724 0000 Facsimile 08 9724 0081 Online www.dardanup.wa.gov.au
NOTES							2. ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE TO FACE UNLESS INDICATED OTHERWISE.					DATE: DATE: DATE: DATE: DATE: GRID SYSTEM: GRID		SHEET NO. A3

Appendix ORD - 12.8E)



AMENDMENT DESCRIPTION	BY	DATE	APPR.	DESIGNED	DRAWN DATE	SURVEYED	DRAWING TITLE
	VP	5/09/2018		VP	5/09/2018	BD	PENINSULA LAKES PARK PARKRIDGE ESTATES
	DRAWN			DRAWN		JOB NUMBER:	
	VP			VP		J11606	
GENERAL NOTES							
1. THE ENGINEER'S SERVICES RELATE TO THE PROPERTY OF THE CLIENT AND ARE NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.							
2. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS TAKEN REASONABLE CARE TO OBTAIN ALL NECESSARY INFORMATION FOR THE DESIGN OF THE WORK.							
3. ALL INFORMATION OBTAINED FROM VISUAL INSPECTIONS AND FROM THE CLIENT IS TO BE USED FOR THE DESIGN OF THE WORK.							
4. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF STRUCTURES OR THE DESIGN OF FOUNDATIONS.							
5. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
6. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
7. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
8. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
9. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
10. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
NOTES							
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS AND CODES OF PRACTICE.							
2. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
3. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
4. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							
5. THE ENGINEER'S SERVICES DO NOT INCLUDE THE DESIGN OF RETAINING WALLS OR THE DESIGN OF FOUNDATIONS.							

ENGINEERING & DEVELOPMENT SERVICES
DRAWING NO. VLMR SHEET REVISED
A-R48933-18-600-A
DATE: DATUM
GRID SYSTEM: GRID

ENGINEERING & DEVELOPMENT SERVICES		
DRAWING NO.	VLMR	SHEET
A-R48933-18-600-A		
DATE:	DATUM	
GRID SYSTEM:	GRID	

Shire of Dardanup

Administration Center Estate
P.O. Box 7017 1st Floor #010
Eastern Western Australia 6232
ABC ST 305 829 653

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Appendix ORD - 12.8(E)



Site context—suburban setting



Enhance the experience of water connection and improved access



Future: Artworks to activate the space (example)



Stage 2: Shade sails. Radiating formation.



Stg 2: Exteria custom wave form shelter or similar



Stg 2: Rainbow Sambas or similar



Stg 1: Major Feature: Berliner Terranos custom layout including unique 'wasps nest' suspended cubby and carefully selected features offering play values including climbing and scrambling, balancing, swinging (hammock). Powdercoated steel uprights in marine / sky hues.



Stg 2: Concrete slide on rock / mulch / log mound



Stg 2: Drinking fountain with dog bowl—Landmark or similar



Stg 2: Accessible BBQ—(recommend stainless steel)



Stg 2: Arbour dome with native climbers, set in exploration area of slender clean trunked native trees and tussock planting. Lypa or similar



Stg 2: Exteria roller bike rails or similar



Stg 2: FHS Holztechnik single arm pendulum swing or similar



Indicative image of proposed circuit format ropes adventure course. Note: latest draft concept design has one additional triangular net added next to the one shown.



Stg 1: Cozy Cocoon spinner—Inclusive sensory play feature



Stg 2: Stepping logs—cut from Jarrah stored in gravel pit



Stg 1: Plank and stepping stone spring rockers



Stg 2: Street gym equipment for teens and adults. Proludic J5200 or similar



Stg 2: Sand fossil digging sculpture



Stg 2: Sand Play—inclusive feature by Playworks (Playrope) or similar



MINUTES

BUNBURY GEOGRAPHE TOURISM PARTNERSHIP

Steering Committee

Held on 15 October 2018 at the Council Chamber

Shire of Donnybrook Balingup

1. DECLARATION OF OPENING

The Chair, Ben Rose, declared the meeting open at 2.10pm and welcomed everyone in attendance.

2. ATTENDANCE AND APOLOGIES

2.1 Attendance:

Ben Rose (Chair) – Chief Executive Officer, Shire of Donnybrook Balingup

Michelle McCully – Tourism and Marketing Manager, Bunbury Geographe Tourism Partnership

David Blurton – Chief Executive Officer, Shire of Collie

Mal Osbourne - Chief Executive Officer, City of Bunbury

Mark Chester – Chief Executive Officer, Shire of Dardanup

Ian McCabe – Chief Executive Officer, Shire of Capel

Shane Collie - A/ Chief Executive Officer, Shire of Harvey

Mark Exeter – South West Development Commission

Kate O’Keeffe – Minute Taker

2.2 Apologies:

Alan Lamb – Chief Executive Officer, Shire of Boyup Brook

Catrin Alsop – Chief Executive Officer, Tourism Australia

3. ANNOUNCEMENTS BY THE CHAIR

Nil

4. DISCLOSURES OF INTEREST

Nil

5. REVIEW OF ITEMS LISTED UNDER AGENDA BRIEFING



5.1 Sub Regional Tourism Organisation

Attachments:	BWEA Sub Regional Tourism Organisation
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Summary

The Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy outlines potential for Sub Regional Tourism Organisation (SRTO) stakeholders to form an alliance as a first step in establishing an operator-driven and regionally-focused SRTO to grow tourism.

The Bunbury Wellington Economic Alliance (BWEA) is looking to lobby and partner with stakeholders for a Regional Tourism Cluster which could work towards becoming a future STRO.

Executive Recommendation

That the Steering Committee:

1. Agrees to support the Regional Tourism Cluster in principle.
2. Agrees to support the BWEA's application for Regional Economic Development (RED) funding.
3. Approves the Tourism Marketing and Development Manager (TMDM) assisting the BWEA in the preparation of a grant application by providing in kind support.

COMMITTEE DECISION

Moved: Mal Osborne

Seconded: Mark Chester

That the Steering Committee:

1. **Agrees to support the Regional Tourism Cluster in principle providing that the intent is to transition to a Regional Tourism Association in accordance with the Regional Tourism Strategy.**
2. **Agrees to support the BWEA's application for Regional Economic Development (RED) funding.**
3. **Approves the Tourism Marketing and Development Manager (TMDM) assisting the BWEA in the preparation of a grant application by providing in kind support.**

Carried

Strategic Relevance

Regional Action Plan –Key Priority Area



- 5. To develop regional approaches for organising and developing tourism.
- 5.2 Potential SRTO stakeholders form an alliance as a first step in establishing an operator-driven and regionally-focused SRTO to grow tourism.
- 5.3 Upon forming an alliance, establish a constitution, a legal entity, funding and resources and a program of networking events and operator forums to build collaboration among operators.

Background

A priority of the MOU/Regional Action Plans was to create a unified approach to the management of tourism development, marketing and infrastructure and establish an operator driven and regionally focused SRTO.

The formation of a Regional Tourism Cluster could consist of prominent industry representatives, government agencies and the Bunbury Geographe Tourism Advisory Working Group.

Moving forward the Regional Tourism Cluster could advance the establishment of a constitution and legal entity.

Please see attachment for projects for consideration.

Analysis of Financial and Budget Implications

Following the release of the RED Grants it is recommend that the BWEA applies for funding of up to \$15k and seeks additional funding from the BWEA members. It is estimated that BWEA project would start up cost between \$20-\$30K.

5.2 Implementation of Plan Delivery

Attachments:	RTS Implementation Plan 2017-2018
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Summary

Members of the MOU (7 LGAs, SWDC and ASW) are required to fulfil the commitments of the MOU and report achievements against Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy – Action & Marketing Plans.

There are a number of deliverables in the plan where no action has been reported, in particular those required to be delivered by LGAs.



Executive Recommendation

1. The Steering Committee review the below deliverables to develop key implementation actions for the next 6-12 months or modify the action item as required.
2. The Steering Committee requests all Local Governments to urgently provide confirmation of their actions in regards to the following actions:
 - LGAs to ensure town planning controls and guidelines encourage tourism investment; planning departments practice the intent to facilitate the strategic development of tourism.
 - LGAs establish a common policy on standards governing private residences marketed online, operating short-stay accommodation on a semi-commercial / semi-permanent basis.
 - Open dialogue with DPaW's regional managers to investigate product development opportunities at Ludlow Tuart Forest and Wellington National Parks, Wellington Dam and Harvey Dam.

COMMITTEE DECISION

Moved: Ian McCabe

Seconded: Mark Chester

1. The Steering Committee review the attached deliverables to develop key implementation actions for the next 6-12 months or modify the action item as required.
2. The Steering Committee requests all Local Governments to urgently provide confirmation of their actions in regards to the following actions:
 - LGAs to ensure town planning controls and guidelines encourage tourism investment; planning departments practice the intent to facilitate the strategic development of tourism.
 - LGAs establish a common policy on standards governing private residences marketed online, operating short-stay accommodation on a semi-commercial / semi-permanent basis.
 - Open dialogue with DPaW's regional managers to investigate product development opportunities at Ludlow Tuart Forest and Wellington National Parks, Wellington Dam and Harvey Dam.
3. The Executive Committee to meet to review and set the priorities from the list of deliverables prior to the next BGTP Steering Committee meeting.
4. That BWEA (Chris McNamara) be invited to the next BWGC meeting to share in an information/ projects update exchange.

Carried



Strategic Relevance

MOU

Background

As part of our MOU and funding commitments, the BGTP is required to report against the Strategy Action and Marketing Plans.

It is important that Local Government Authorities either deliver actions against their respective action items or modify the plan.

To achieve this, the TMDM will present one to three items at each meeting for discussion and consideration.

The following three deliverables have no action reported:

- LGAs to ensure town planning controls and guidelines encourage tourism investment; planning departments practice the intent to facilitate the strategic development of tourism.
- LGAs establish a common policy on standards governing private residences marketed online, operating short-stay accommodation on a semi-commercial / semi-permanent basis.
- Open dialogue with DPaW's regional managers to investigate product development opportunities at Ludlow Tuart Forest and Wellington National Parks, Wellington Dam and Harvey Dam.

Analysis of Financial and Budget Implications

To be determined.

6. CLOSURE OF AGENDA BRIEFING

7. OTHER REPORTS

Nil

8. GENERAL BUSINESS

8.1 REDS Grant Funding Opportunity

Seeking collaboration from the seven local governments and private stakeholders, separating the components, to submit a Regional Application focussing on the high priorities identified in the BGTP Action Plan.



COMMITTEE DECISION

Moved: Mal Osborne

Seconded: Shane Collie

That the BGTP Steering Committee endorse the following projects for a collaborative regional grant application to the REDS funding program:

- a) Formation of Regional Tourism Cluster;**
- b) Free Regional WIFI Project in key localities/town sites (including a mobile portable WIFI facility for events); and**
- c) Priority Projects from the Bunbury Geographe Tourism Partnership Action Plan.**

Carried

9. Date for the Next Meeting

The next meeting will take place at 2.00pm on Monday, 10 December 2018 in the Council Chamber, Shire of Donnybrook Balingup.

10. Close of Meeting

The Chair declared the meeting closed at 3.42pm.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP BUREKUP TOWNSCAPE COMMITTEE MEETING HELD ON MONDAY 15 OCTOBER 2018, AT BUREKUP COUNTRY CLUB, CORNER RUSSELL ROAD AND GARDINER STREET, BUREKUP, COMMENCING AT 3.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Deputy Chairperson, Cr. P R Perks declared the meeting open at 3.07pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedure; 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 where we will meet (and complete a roll call).

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

2.1 Attendance

Cr. Patricia Perks	-	Deputy Chairperson
Cr. Janice Dow	-	Elected Member
Mr Luke Botica	-	Director Engineering & Development Services
Mr Steve Potter	-	Manager Development Services
Mr Mick Saunders	-	Manager Assets
Mrs Lee Holben	-	Manager Community Services
Ms Cassie Fry	-	Community Member
Ms Kahlia Murray	-	Community Member
Ms Jasmine Baker	-	Community Member
Mrs Peta Nolan	-	Executive Governance Officer

2.2 Apologies

Cr. Michael Bennett - Elected Member (Chairperson)

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Burekup Townscape Committee Meeting Held 17 August 2018

**OFFICER RECOMMENDED RESOLUTION
& BUREKUP TOWNSCAPE COMMITTEE RESOLUTION**

BTC 11-18 MOVED - Mrs. C Fry SECONDED - Cr. J Dow

THAT the Minutes of the Burekup Townscape Committee Meeting held on 17 August 2018, be confirmed as true and correct subject to the following correction:

- **Page 9 – Correction to the voting from 8/0 to read 7/1.**

CARRIED

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:

Chairperson, Cr. P R Perks asked Councillors and staff if there were any Declarations of Interest to be made.

- Community Member, Mrs Cassie Fry declared an Impartiality Interest in Item 8.2 as she holds the position of President for the Burekup and Districts Country Club. Mrs C Fry remained in the room and would consider matters on their merits and vote accordingly.
- Community Member, Mrs Kahlia Murray declared an Impartiality Interest in Item 8.2 as she holds the position of on the Committee Member of the Burekup and Districts Country Club. Mrs K Murray remained in the room and would consider matters on their merits and vote accordingly.

8. REPORTS OF OFFICERS AND COMMITTEES

8.1 Title: Overnight Caravan & Camping in Burekup

Reporting Department: Engineering & Development Services
Reporting Officer: Mr Steve Potter - Manager Development Services
Legislation: Local Government Act 1995

Background

At the previous Burekup Townscape Committee Meeting the Manager Development Services was requested to investigate the status of a previous Council Resolution from 2015 supporting free short-term caravan parking in Burekup on Council managed land.

The idea of providing overnight stays for self-contained vehicles originated from a report presented to the Engineering Services Committee which subsequently resulted in the following resolution being adopted by Council at its meeting held on the 28 January 2015:

“THAT Council supports the overnight stays of self-contained vehicles at Dardanup Hall carpark and also Burekup Hall carpark, for the occupancy period to a maximum of 3 consecutive nights, and that relevant signage be installed and the availability of this site be promoted on Council’s website and social media, with the project being implemented before 31 March 2015.”

The matter was presented to the Burekup Townscape Committee at its meeting held on the 13 August 2015 to determine the exact location of the proposed parking. At its meeting on 2 September 2015 Council resolved [248/15] to support the Committee's recommendation for locating a 'Transit Park' in the location indicated in the following plan. A full copy of the original report and Council resolution is provided in (Appendix BTC: 8.1).



The supported area traverses the common boundary of Lot 4 and Lot 107 (Reserve R46902) with access achieved via an existing crossover on Gardiner Street to the south east of the skate park.

Despite Council's decisions, the matter has not progressed, largely due to the use of the term 'Transit Park' in the resolution from the Burekup Townscape Committee and the requirements that this triggers under the *Caravan Parks and Camping Grounds Regulations 1997* (Regulations) which is administered by the Shire's Environmental Health staff.

Furthermore, Planning staff have identified that the proposed use is required to obtain formal development approval under Town Planning Scheme No. 3 (TPS3). Officers consider that this should also involve advertising the proposal to the local community and nearby landowners, prior to determination, which did not occur when the matter was first considered in 2015.

These aspects are addressed further in the officer comment section of this report.

Legal Implications - None.

Strategic Community Plan

Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications - None.

Risk Assessment - Low.

Officer Comment -

The report presented to the Burekup Townscape Committee and subsequently Council in 2015 sought Council support for locating a proposed 'Transit Park' in Burekup. The report did not explore the legal requirements for establishing a 'Transit Park' under the Regulations administered by Environmental Health staff, or the requirement for obtaining development (planning) approval under TPS3. This current report provides information on these requirements.

Environmental Health Requirements

Subsequent to Council's decision in 2015, Environmental Health staff identified that under the Regulations, there were a number of legal requirements in creating a 'Transit Park', for which there was no allocated budget.

In particular the following were identified as the minimum requirements in establishing a transit park at the approved Burekup site:

- An ablution block including the provision of two showers, two toilets and two hand basins;
- Tap, fire extinguisher/s, and electricity point;
- The facility is to be licensed, a register of occupiers must be kept, and a responsible person must reside on or near the facility.

It is noted that these provisions apply to the establishment of a 'Transit Park' however after discussing the matter further with the Department of Local Government, Sport and Cultural Industries, officers have been advised that there is provision for Council to consider permitting short stays on the subject land without creating a 'transit park' under Regulation 11 (a) which states:

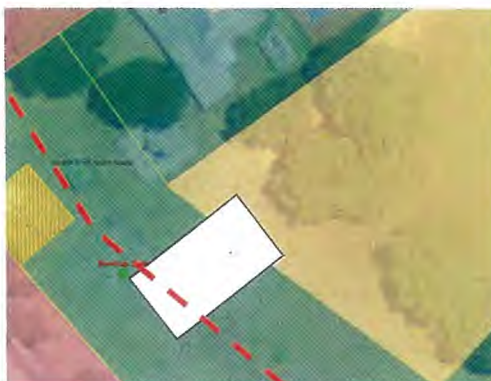
"A person may camp —

- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval."*

In light of Reg. 11(a) officers have been advised that Council may provide RV owners with the 'legal right to occupy' the subject land for a maximum of three consecutive nights in any 28 day period.

Town Planning Requirements

The following plan indicates the location of the proposed RV parking area on an overlay of the Scheme map from TPS3 relevant to the locality:



The majority of the designated site falls within Lot 4 which is a Reserve for both 'Recreation' (green) and 'School' (yellow), with a small portion being located on Lot 107 which is a Reserve for 'Recreation' (green).

Under Cl. 1.13 *Use and Development of Local Reserves* of TPS3 it states:

"1.13.1 A person must not –

(a) Use a local reserve; or

(b) Commence or carry out development on a Local Reserve,

without first having obtained planning approval under part 9 of the Scheme."

Based on the above, it has been determined that the proposal requires development approval prior to commencing. It has also been noted that the original Council resolution was somewhat vague in terms of identifying the maximum number of vehicles permitted at a single time.

In addition, there are a number of other users of this parcel of land including the Burekup Country Club, the Riverlands Primary School, the Cricket Club, the skate park and residents using the playground. A thorough planning process will facilitate consideration of all users to reduce the potential for conflict between large RVs and other recreational users.

Furthermore, Planning staff are concerned with the lack of community consultation undertaken as part of the original report considered by Council. It is envisaged that a Planning application would be referred to neighbouring landowners, local community groups using the reserve(s) and the general public who would be provided with an opportunity to comment on the proposal, prior to it being determined by Council.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION

THAT the Burekup Townscape Committee recommends that Council:

1. Requests the Chief Executive Officer to prepare an Application for Development Approval for the creation of a 'self-contained recreational vehicle short-stay facility' in the locality supported under Resolution [248/15] with the following parameters:
 - a) Fully self-contained recreational vehicles only;
 - b) Maximum of five recreational vehicles at any one time, to be parked in marked bays;
 - c) Maximum of three night consecutive stay within any 28 day period.
2. Authorises staff to advertise the Application for Development Approval to neighbouring landowners, local community groups and the wider Burekup community.

3. Subsequent to advertising, requests staff to bring a further report back to the Burekup Townscape Committee for further consideration.

Discussion:

Cr. J Dow commented that this location is quite close to the Country Club. Cr. P R Perks advised that she agrees that the Committee should consider other sites due to its location.

Cr. J Dow recommended to defer this and include it in the Burekup Community Facilities Plan consultations.

This was generally agreed by the Committee.

Change to Officer Recommendation - As per Local Government (Administration) Regulations 1996 11(da) the Committee records the following reasons for amending the Officer Recommended Resolution:

It was agreed by the Committee that further research and community consultation is required to confirm the best location for the Overnight Caravanning and Camping site.

BUREKUP TOWNSCAPE COMMITTEE RESOLUTION

BTC 12-18 MOVED - Mrs. J Baker SECONDED - Cr. J Dow

THAT the Burekup Townscape Committee recommends to Council that the Overnight Caravanning and Camping Project be deferred and considered in the Burekup Community Facilities Plan Consultations.

CARRIED

8.2 Title: Consideration of the Provision of Soccer and Football Goals

Reporting Department: Engineering & Development Services

Reporting Officer: Mr Nathan Ryder – Manager Operations

Legislation: Local Government Act 1995

Background

At the last meeting it was requested that consideration be given to providing soccer and football goals at the Burekup Oval.

Legal Implications - None.

Strategic Community Plan

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 - None.

Budget Implications - None.

Risk Assessment - Low

Officer Comment

1. Football goals

After undertaking a site review, Shire staff believe the best location for the football goals would be in front of the now redundant cricket nets located on the Burekup school oval. There is plenty of good grass coverage in this section of the oval and the irrigation network also covers this segment of the oval. The location should also be outside any running track marked out on the oval for school athletic carnivals. The Shire is contacting the cricket club to speak about removing the old nets since the new nets are now in place.

One set of football goal posts (2 x 7.5m and 2 x 5m 80mm untapered AFL goal posts) cost \$1,800 excluding delivery and installation. Installation requires a crane plus staff time to dig holes and concrete in the posts, so the total would be likely in the order of \$4,000 to \$5,000.

2. Soccer goals

Two options were considered for the installation of soccer goals:

- Gardiner Reserve
- Burekup Oval

a) Gardiner Reserve

While the area is sufficiently large to put one goal at each end of a soccer ground, Gardiner Reserve is not ideal due to a lack of turf coverage. The area adjacent to the Burekup oval is predominately covered in weeds with a small strip of kikuyu running down the middle. The ground is very uneven and has surface expressions of coffee rock and clay and is extremely hard. There is no irrigation on this section of the reserve and when it dries out in summer most of this area will be devoid of any vegetation. This can be remedied with funds, however, in its current state, Shire staff believe that this is not a good location.

b) Burekup Oval

It would be possible to install soccer goals on Burekup oval behind the tennis courts and/or directly on the other side of the oval. Putting in two goals to enable a game may not work due to the presence of the cricket pitch. There is also the consideration of whether the soccer goals may present an obstacle for cricket games, so comment would need to be sought from the cricket club. If the intention is simply for kicking goal practice, such as the football goals, then one set of soccer goals at either end may suffice.

To supply and install two soccer goals, the estimated cost is \$2,500-\$3,000

It should be noted that there is currently no budget allowance for either the football goals or the soccer goals.

Refer below to approximate possible locations for the football goals and soccer goals.



Discussion:

Community Member Mrs Kahlia Murray advised that this was her idea and that she is happy to do some fundraising to assist to move this project forward if possible. She advised that the football goals would be the priority and she would approach the CWA for funding of the football goals and recommend further fundraising for this project.

Director Engineering & Development Services, Mr Luke Botica advised that it is possible to bring the project forward if external funds become available. It is also possible for the project to be included in the mid-year budget review for consideration by the Council. If there is a matching contribution from the Shire then this would need to go through the Council decision making process. It was confirmed that the location has been nominated in the report and that it is anticipated that the goals would be removable.

Mrs K Murray advised that she would work on this further and it was agreed that the project would be placed in the budget considerations for the next financial year.

BTC 13-18 MOVED - Cr. J Dow

SECONDED - Mrs. K Murray

THAT the Burekup Townscape Committee recommends that Council schedules the installation of football and soccer goals in Burekup in the 2019/2020 Parks and Reserves Asset Management Plan.

CARRIED

8.3 Title: Additional Budget - Relocation of Barbecue Facilities, Burekup

Reporting Department: Engineering & Development Services

Reporting Officer: Mr Nathan Ryder - Manager Operations

Legislation: Local Government Act 1995

Background

At its meeting held on 29 August 2018 Council resolved (295-18):

“THAT Council, in reference to Council Resolution [338-17] that reads:

1. *Approve the purchase of the barbecue for Burekup as soon as the Burekup Townscape Committee has approved the location for the installation and the recommendation from the Committee is approved by Council.*
2. *Acknowledge that the purchase is unbudgeted expenditure.”*

approves the installation of the new barbecue at a suitable location at Gardiner Reserve in the vicinity of the Country Club.

Subsequent discussions on site were held with the Burekup Country Club and the most suitable location for the new barbecue at Gardiner Reserve was determined to be as indicated below.



The originally allocated budget for the supply and installation of the new barbecue was \$10,000, which was based on the replacement of the old gas barbecue at McCaughan Park. However, this budget has since been determined to be inadequate for the proposed new location at Gardiner Reserve. The Burekup Townscape Committee is requested to consider making a recommendation to Council that it allocates a further \$6,000 in order for this project to be completed at the nominated location.

Legal Implications - None.

Strategic Community Plan

Strategy 4.1.4 - To provide essential infrastructure: Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications - None.

Risk Assessment - Low.

Officer Comment

The new barbecue project comprises three items:

- Procurement of a barbecue;
- Installation and commissioning of the barbecue on a concrete slab; and
- Provision of site power, since Gardiner Reserve does not have a point of supply.

Quotes for the barbecue (modular single bench with baffled fat tray) have been sought and this has already been procured at a cost of \$5,010 ex. GST.

An estimate was sought for the provision of a new metered supply to the barbecue location as well as installation and commissioning of the barbecue on a 4m x 4m concrete slab. Western Power advised that an underground power supply from the north side of Russell Road and a dome is required. This in itself is \$4,900.

The following revised budget is proposed:

Item	Budget
Barbecue	\$ 5,010
Site power (Western Power)	\$ 4,900
Construction and installation	\$ 5,500
Miscellaneous site works	\$ 590
TOTAL	\$16,000

The original budget was \$10,000, therefore, a further \$6,000 is required.

Discussion:

Manager Operations, Mr Nathan Ryder advised that there will need to be an underground power supply required for the installation.

Cr. P R Perks advised that once installed, the underground power will also benefit for future consideration of further facilities in the area such as lighting.

Voting Requirements - Absolute Majority.

**OFFICER RECOMMENDED RESOLUTION
& BUREKUP TOWNSCAPE COMMITTEE RESOLUTION**

BTC 14-18 MOVED - Cr. J Dow SECONDED - Mrs. J Baker

THAT the Burekup Townscape Committee recommends that Council: -

- 1. Approve \$6,000 to be added to the current budget of J11513 to enable the new barbecue to be installed at Gardiner Reserve.**
- 2. Acknowledge that the purchase is unbudgeted expenditure.**

CARRIED

8.4 Title: Burekup Townscape Committee - Resolutions and Actions

Reporting Department: Engineering & Development Services
Reporting Officer: Mr Luke Botica
Legislation: Local Government Act 1995

BTC RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
ACT 01-18	17-08-17	Steve Potter	Investigate the status of the previous Council Resolution and the opportunities for overnight caravan and camping in Burekup and report this to the next meeting.	See Agenda Item 8.1 of Meeting of 15-10-2018	Current
BTC3/17	04-12-17	Mick Saunders	THAT the Burekup Townscape Committee recommends to Council that Council support the development of a Community Facilities Plan for Burekup.	Endorsed by Council 13-12-2017	Noted
BTC 04-17	04-12-17	Luke Botica	That Council consider a name change from the Burekup Townscape Committee to the Burekup Townscape & Community Development Committee.	Decision by Council 17-08-2018. Manager of Community Services included on the Committee	Complete
BTC 06-18	17-08-17	Mick Saunders	THAT the Burekup Townscape Committee supports the consideration of a Black Waste Dump Point in Burekup as part of the development of the Burekup Community Facilities Plan.	Noted.	Complete
BTC 07-18	17-08-2018	Mick Saunders	That Council instructs the Chief Executive Officer to develop a project plan for the development of the Burekup Community Facilities Plan to be ready for commencement in April 2019.	Endorsed by Council 29-08-2018.	Complete
ACT 02-18	17-08-17	Nathan Ryder	Consideration of the provision of soccer and football goals on Burekup Oval being placed on the agenda at the next Burekup Townscape Committee meeting.	See Agenda Item 8.2 of Meeting of 15-10-2018.	Current
BTC 08-18	17-08-2018	Nathan Ryder	That Council, in reference to Council Resolution (338-17) that reads:	Endorsed by Council 29-08-2018. See Agenda Item 8.3	Current

BTC RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>"THAT Council: -</p> <p>1. Approve the purchase of the barbecue for Burekup as soon as the Burekup Townscape Committee has approved the location for the installation and the recommendation from the Committee is approved by Council.</p> <p>2. Acknowledge that the purchase is unbudgeted expenditure."</p> <p>approves the installation of the new barbecue at a suitable location at Gardiner Reserve in the vicinity of the Country Club.</p>		
ACT 03-18	17-08-2018	Peta Nolan	Investigate the mowing and clean up of the Burekup railway reserve land with ARC Infrastructure.	Peta contacted ARC Bunbury office who inspected the area and advised that when area was dry they would arrange for slashing to occur.	Current
ACT 04-18	17-08-2018	Peta Nolan	Contact ARC Infrastructure enquiring about any future plans for projects on the railway line in the Burekup area.	Peta contacted ARC. It was advised that there are no short term plans for the railway line passing through Burekup at this time that he is aware of. He advised that there has been talk of the duplication however to date there is no demand for this and there is no further action until such time that there is.	Complete
BTC 09-18	17-08-2018	Mick Saunders	THAT the Burekup Townscape Committee recommends that Council authorise a sign be incorporated in the Ferguson Valley sign	Endorsed by Council 29-08-2018. Existing sign is weathered and may need replacement.	Current

BTC RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			at the northern entrance of Burekup stating "Welcome to Burekup".	Adding "Welcome to Burekup" on top of existing sign will look peculiar. Existing sign could be renewed and include Burekup. A MRWA standard 'Town sign" could be installed. Images will be tabled at the Meeting.	
Act 05-18	17-08-2018	Cassie Fry	Mrs Cassie Fry to undertake further investigations into the provision of two quarter pipes at the Burekup Skate Park and refer further details back to the Committee for consideration.		Current
BTC 10-18	17-08-2018	Mick Saunders	THAT the Burekup Townscape Committee recommends the Burekup skate park to be included in the development of the Burekup Community Facilities Plan.	To be included in the Burekup Community Facilities Plan	Noted

Discussion:

Cr. J Dow questioned whether there was a light going to be installed at Castieau and Gardiner Street in Burekup. Manager Operations, Mr N Ryder advised this light has been replaced by Western Power. This was carried out at no cost to the Shire. In view of this, a street light audit will be carried out by a lighting consultant with remaining funds.

Cr. J Dow also queried the pathways program progress for Burekup. Mr L Botica advised that these are being organised through the capital works program. Manager of Assets, Mr M Saunders advised that designs are being completed and will be handed over to the Operations team to build. The process will involve calling for tenders. The Committee will then be advised of the outcomes.

BTC 09-18 - Burekup Entry Statement – Manager of Assets, Mr M Saunders advised that staff commenced work on this project however wanted to come back to the Committee for comment as there are further considerations. It was advised that the sign is located on MRWA road reserve.

Cr. P R Perks suggested that we prepare another sign that is closer to the Highway. Mr L Botica agreed that if the Shire was to keep the sign it should be relocated closer to the Highway and confirmed that at the time these signs were erected they were located at the Shire boundaries to promote the Ferguson Valley brand.

Cr. J Dow advised that the idea is to have an entrance statement to Burekup that is unique not just a standard sign.

There was discussion and general consent that there should be community involvement in this project. Manager Community Services, Ms Lee Holben advised that she has been involved in similar projects in other towns and Lake King and Newdegate had community involvement in their entry statements. There are a number of options that can be presented for consideration and Ms L Holben advised that she is able to provide the working group with some options for the project.

ACTION 06-18:

Manager Community Services, Ms Lee Holben to investigate a range of options for a Burekup Entry Statement to be presented for the Committee's consideration at the next meeting of the Eaton Townscape Committee.

Manager Development Services, Mr S Potter advised that the Shire of Harvey undertook an entry statement project across the Shire. One statement was undertaken each year of about \$15,000 to \$20,000.

Mr L Botica advised that the Shire has a project already listed in its project management system to consider updating the Shire's entry signage.

Mr L Botica advised that some criteria could be developed with the community being involved in its development. There is also an option to consign an artist to assist with the concept and design.

& BUREKUP TOWNSCAPE COMMITTEE RESOLUTION

BTC 14-18 MOVED - Mrs. C Fry SECONDED - Mrs. J Baker

THAT the Burekup Townscape Committee recommends that Council: -

- 1. Consider allocating \$20,000 in the 2019/20 Budget considerations for entry statement signage to Burekup; and**
- 2. Engage the community in the process of the design and concept planning.**

CARRIED

Act 05-18 – Burekup Skate Park - Mrs C Fry advised that she has investigated some external funding however it has to be matched. Her preliminary investigations into the cost of the facilities that the young people in town have requested is approximately \$19,500.

Cr. J Dow suggested that the Committee wait until the Burekup Facilities Consultation Process next year for the permanent improvements to the skate park.

Ms L Holben advised that work has been undertaken on the Eaton Skate Park. She advised that the Department of Sport and Recreation and Lottery West will only fund 25% of the actual skate park facility and they will only fund one skate park per year. They do not fund for design or community consultation etc. Ms L Holben is currently preparing a budget for the Eaton Project.

Due to the considerable expense of the proposed temporary facilities it was agreed to wait until the Burekup Community Facilities Plan consultations.

8.5

Title: Burekup Telstra Utility Box – Improvements to Area

Reporting Department: Engineering & Development Services

Reporting Officer: Mrs Peta Nolan

Legislation: Local Government Act 1995

Background

Community Member, Mrs Cassie Fry has requested that consideration be given to some ideas for the beautification of the Telstra utility box and surrounds. The location of the facility is shown below:-



Officer Comment

Initial investigations with the Regional Manager of Telstra was undertaken regarding opportunities for support from Telstra to undertake an improvement project. It was advised that projects are considered on a case by case basis and she would be willing to assess any proposal that the community may have for this area.

Ideas include the provision of a mural arts project involving the community, the decrease in the size of the fenced area around the utility box and landscaping.

Discussion:

Manager Community Services, Ms L Holben advised that the Shire has increased its' public art funding in the current budget and it is anticipated that these funds will be used for a mural program of a number of utility boxes within the community. This may include the appointment of an artist. Shire staff are currently working with Water Corporation on this project

The Burekup Telstra Utility Box could be considered in this whole of Shire Project being delivered by Community Services.

Landscaping outside of the fenced area to screen this facility can also be considered.

It was agreed that the mural project could be undertaken by local artists and may not be an excessive budget.

ACTION 07-18:

Manager Community Services, Mrs Lee Holben consider the Burekup Telstra Utility Box Mural Project within the Shire wide mural project currently being investigated with Water Corporation.

ACTION -08-18:

The Director Engineering & Development Services work with Shire staff to consider the project with the aim of preparing a project proposal to present to Telstra.

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

The date of the next Burekup Townscape Committee Meeting is to be advised.

There being no further business the Chairperson declared the meeting closed at 4.21pm.

BUNBURY WELLINGTON GROUP OF COUNCILS

Minutes from the Bunbury Wellington Group of Councils meeting held on Monday, 15 October 2018, in the Shire of Donnybrook Balingup Council Chamber, Collins Street, Donnybrook.

1 DECLARATION OF OPENING

The Chairman declared the meeting open at 3.45pm.

2 RECORD OF ATTENDANCE – APOLOGIES

2.1 Attendance

Ben Rose (Chair) – Chief Executive Officer, Shire of Donnybrook Balingup
David Blurton – Chief Executive Officer, Shire of Collie
Mal Osbourne - Chief Executive Officer, City of Bunbury
Mark Chester – Chief Executive Officer, Shire of Dardanup
Ian McCabe – Chief Executive Officer, Shire of Capel
Shane Collie - A/ Chief Executive Officer, Shire of Harvey
Kate O'Keeffe – Minute Taker

2.2 Apologies

Alan Lamb – Chief Executive Officer, Shire of Boyup Brook

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 Confirmation of Minutes – 13 August 2018

The minutes for the meeting held on 13 August 2018 are distributed to members at **Appendix 1**.

BUNBURY WELLINGTON GROUP OF COUNCILS RECOMMENDATION

MOVED – Mark Chester

SECONDED – David Blurton

THAT the Minutes from the meeting of the Bunbury Wellington Group of Councils held on 13 August 2018 be confirmed as true and correct subject to the following corrections:

Carried

4 BUSINESS ARISING FROM THE MINUTES

4.1 City Deal Proposal

The Bunbury Wellington Group of Councils resolved at the April 2018 BWGC meeting to refer the potential for a City Deal to be developed to the Bunbury Geographe Growth Partnership/BWEA for their consideration.

BUNBURY WELLINGTON GROUP OF COUNCILS RECOMMENDATION

MOVED – Mal Osborne

SECONDED – Shane Collie

THAT the members of the Bunbury Wellington Group of Councils request the City of Bunbury prepare a report for the November 2018 WALGA South West Zone Meeting recommending a list of regional projects be identified from the Regional Blueprint document in preparation for the next Federal Election.

Carried

4.2 Consistent Communication for Recycling

It was recommended at the August 2018 BWGC meeting that the BWGC and WALGA South West Zone establish a uniform position to respond to the issue. A paper was presented to the August 2018 South West Zone meeting.

Suez may seek to renegotiate contract prices with individual local governments. Education around the contamination issue are being undertaken by individual local governments.

4.3 South West Regional Waste

The Bunbury Wellington Group of Councils resolved at the August BWGC meeting to continue working together to procure a Regional Waste Officer and to Advise Minister Dawson that the South West Group of Councils are continuing to work together for a regional waste solution and will seek state funding to implement the proposal. Update to be provided. The position is in the process of being advertised for recruitment.

5 BUSINESS FOR DISCUSSION

5.1 Draft Waste Strategy

Reporting Department:	Executive
Reporting Officer:	Ben Rose – Chief Executive Officer
Attachments:	Appendix 2 - Draft Waste Strategy

BACKGROUND

The Waste Authority, on behalf of the State Government, is reviewing the waste strategy to make Western Australia a sustainable low-waste society in which human health and the environment are valued and protected.

A consultation paper was released in October 2017. Inputs into the waste strategy review consultation process were received via an online survey, written submissions and consultation workshops.

The Waste Authority has analysed inputs received during the consultation process and developed an amended draft named Waste Strategy 2030. The draft strategy has now been circulated for comment. Feedback to WALGA is required by 24 October 2018.

COMMENT

The headline strategies listed in the document are more targeted for the metropolitan areas:

- Deliver a harmonised kerbside collection system, which includes food organics and garden organics (FOGO), in all Perth and Peel regions by 2025 – provided by local governments with funding support from the state.
- Implement local government waste plans, which align local government waste planning processes with the Waste Strategy 2030.
- Implement sustainable government procurement practices that encourage greater use of recycled products and support local market development.
- Provide funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.
- Review the scope and application of the waste levy to ensure it meets the objectives of the Waste Strategy 2030.
- Develop state-wide communications to support consistent messaging on waste avoidance, resource recovery and appropriate waste disposal behaviours.
- Review and update data collection and reporting systems to allow waste generation, recovery and disposal performance to be assessed in a timely manner.
- Undertake a strategic review of Western Australia's waste infrastructure (including landfills) by 2020 to guide future infrastructure development.

From a regional perspective, the key points to consider are:

- Waste avoidance targets; and
- Requirements for Local Government Waste Plans.

RECOMMENDATION

Recommend Vitor Martins from City of Busselton, or the Regional Waste Officer, prepare a submission on behalf of the South West Region.

BUNBURY WELLINGTON GROUP OF COUNCILS RECOMMENDATION

MOVED – Mark Chester

SECONDED – David Blurton

THAT the Bunbury Wellington Group of Councils discuss with the Chief Executive Officer from the City of Busselton to arrange the preparation of a submission on the draft Waste Strategy to WALGA on behalf of the South West Region.

Carried

5.2 Bunbury Wellington Group of Councils – Shared Services

Reporting Department:	Executive
Reporting Officer:	Mr Ben Rose – Chief Executive Officer
Attachments:	Nil

BACKGROUND

The BWGC was established with the objective being to share ideas and where possible, share resources.

The group resolved to include resource sharing as a regular agenda item for the BWGC meetings.

COMMENT

Members to discuss resource-sharing opportunities. Items brought up during previous discussions include:

- OSH opportunity between Shire of Donnybrook Balingup and Shire of Harvey – Shane to follow up with Ben.
- Engineering area
- GIS platform. City of Bunbury have a good model.
- Media and Communications Officer.
- Environmental Health Officer

RECOMMENDATION

Further resource sharing opportunities/ common areas requiring resourcing:

- Project Management Officer for grant preparation and delivery.

6 GENERAL BUSINESS

6.1 Local Government Updates

Nil

7 DATE OF NEXT MEETING

The next meeting is scheduled to be held on **Monday, 10 December 2018**, with any matters for inclusion in the agenda, due by Tuesday, 4 December 2018.

8 CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.48pm.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON TUESDAY 16 OCTOBER 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Mr Robert Doherty declared the meeting open, at 7:04pm welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty, Emergency Procedures 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

Mr Robert Doherty	-	FCO Wellington Mill District (Chairperson)
Mr Lyndon Skeers	-	Capt. Ferguson District (Proxy)
Mr Chris Hynes	-	CBFCO – Eaton Townsite District
Mr Rod Bailey	-	FCO Upper Ferguson District
Mr Rob Drennan	-	FCO Waterloo District
Mr Alan Charlton	-	FCO West Dardanup District
Mr Clay Rose	-	DCFCO (North) FCO Burekup District
Mr Brendan Putt	-	FCO – Dardanup Central
Cr Tyrell Gardiner	-	Elected Member
Cr Patricia Parks	-	Elected Member

Staff

Mr Luke Botica	-	Director Engineering & Development Services
Mr Steve Potter	-	Manager Development Services
Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Halden	-	Senior Ranger
Mrs Jasmine Sillifant	-	Executive Governance Officer

Observers

Ms Melissa Howard	-	DFES Community Preparedness Advisor
Mr Tim Hutton	-	DBCA

2.2 Apologies

Mr John Carter	-	DFES Area Officer – Rural
Mr Tim Wall	-	Acting DFES Area Officer - Rural
Cr Peter Robinson	-	Elected Member
Mr Richard Stacey	-	FCO Ferguson District (Deputy Chairperson)
Mr Peter Buck	-	FCO Joshua/Crooked Brook District

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON
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3.1 Election of Chairperson

At the Bushfire Advisory Committee meeting on 13 October 2017, elections were held for the position of Chairperson and Deputy Chairperson.

Both positions were accepted by the current Chairperson, Mr Robert Doherty and Deputy Chairperson, Mr Richard Stacey with the provision that the period of tenure for both positions be for a 12 month period only, with the current positions expiring in October 2018.

As the positions expire in October 2018 nominations for the position of Chairperson and Deputy Chairperson are now open for the 2018 – 2019 period.

Nominations for the position of Chairperson are to be given to Mr Robert Doherty who will be the Presiding Officer for the election. Nominations should be in writing [forms available from the Presiding Officer].

The position of Chairperson will expire in October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Chairperson. If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

3.2 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson are to be given to the Chairperson, in writing.

The position of Deputy Chairperson will expire in October 2019 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

The committee discussed the election of Chairperson and Deputy Chairperson of the Bushfire Advisory Committee. One nomination was received for the position of Deputy Chairperson from Mr Brendan Putt for Mr Richard Stacey. No nominations were received for the position of Chairperson. Given that Mr Richard Stacey was an apology from the meeting and could not accept the nomination, the current chairperson Mr Robert Doherty moved a motion to continue as Chairperson for this meeting and defer the election to the next BFAC meeting that would be held after the Brigade AGMs in May.

BFA COMMITTEE RESOLUTION

BFAC 12-18 MOVED - Mr Alan Charlton SECONDED - Cr. P Perks

THAT the Bushfire Advisory Committee defer the election of the Chairperson and Deputy Chairperson to the next Bushfire Advisory Committee Meeting.

CARRIED

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Bushfire Advisory Committee Meeting Held 15 May 2018

BFA COMMITTEE RESOLUTION

BFAC 13-18 MOVED - Mr Chris Hynes SECONDED - Mr Clay Rose

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 15 May 2018, be confirmed as true and correct subject to no corrections.

CARRIED

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

8. DECLARATION OF INTEREST

Discussion:

Chairperson, Mr Robert Doherty asked the Committee if there were any Declarations of Interest to be made.

There were no Declarations of Interest.

9. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
ACT 09/16 22/03/16	Chris Hynes	Community Emergency Services Manager – Matter to be tabled at the next Fire Shed meeting. Delegate task to small group to deal with the matter. Prepare a job description and then bring back to the Shire for Council consideration.	<p>In the Minutes to be received by the Shire. No fire shed meeting has been undertaken. It was agreed that Mr Robert Doherty and Mr Chris Hynes would liaise to initiate future Shed meetings</p> <p>Mr Chris Hynes advised that following the recent Fire Shed meeting it was agreed that the brigades require the services of a CESM Officer. I would like to bring this back as a matter to be addressed by the Shire.</p> <p>Mr Luke Botica advised that the Shire is looking at this matter internally and will be discussing in the near future and looking at all possibilities. Will report back at a later date.</p> <p>Mrs Erin Hutchins – initial discussions with DFES indicated there was no available funding for a CESM within the Shire; however the Shire has allocated funding for a new position of Emergency Officer to assist with the Shire supporting the brigades. This newly created position will see a support person working 15 hours a week. The position has now been filled with the new person commencing duties on Tuesday 23 October 2018. The Emergency Officers normal support days will be Tuesday's and Wednesday's. (16/10/18).</p> <p><i>Discussion:</i></p> <p><i>Mr Chris Hynes commented that this action is still ongoing, and has been advised by Mr Tim Wall that the Shire is now second in line for funding.</i></p> <p><i>Mrs Erin Hutchins advised that the Emergency Officer, Ms Natalie Robertson, will commence with the Shire on Tues</i></p>	Ongoing

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>23 October 2018.</p> <p>Mr Murray Halden put forward a suggestion to the committee that this action item be removed until funding is secured at which time the item will be presented as an agenda item at the next BFAC meeting.</p> <p>The committee discussed and decided to keep the item as an action.</p> <p>Mr T Gardiner suggested that the item could be updated and given a more recent date.</p> <p>The committee was agreeable to this.</p> <p>Mr Brendan Putt queried if the hours of the position will increase once funding is secured.</p> <p>Mr Murray Halden clarified that the funding for the current permanent part time position has come from Council.</p> <p>Mr Steve Potter advised the committee that Funding model applied by DFES for the CESM position is a 50/50 contribution on the part of DFES and the Shire. He commented that in the event that DFES did offer to fund 2.5 days per week, the Shire would already be contributing its portion and the position could increase. However clarified that the current position has been created for 15 hours per week with no outlook to increase these hours.</p> <p>Mr Robert Doherty queried what would happen to the Emergency Officer position if the funding does become available.</p> <p>Mrs Erin Hutchins advised that the CESM is a different position and would go through a selection process. Clarifying that the current position is permanent part-</p>	

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>time.</p> <p>Mr Robert Doherty went on to comment that both positions will not be required.</p> <p>Mr Luke Botica responded that this would be assessed when funding was secured.</p> <p>Mr Alan Charlton commented that it could be another two or three years before a CESM is secured.</p>	
ACT 14/16 24/05/16	Luke Botica	Shire to define a policy on roadside burning consistent with the needs identified in the proposed Bushfire Risk Management Plans.	<p>The Shire of Dardanup will provide the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers with maps to enable high risk areas and fuel loads to be mapped by hand.</p> <p>The Shire will electronically map the identified areas and design a strategic plan to mitigate these areas (through burns).</p> <p>The Shire will be responsible for all community liaisons in the lead up to burns and other mitigation practices relating to the strategic plan.</p> <p>The Shire of Dardanup will be responsible and provide all traffic management during burns and other mitigation practices relating to the strategic plan.</p> <p>Bush Fire Brigade Officers are covered under the Shire's insurance when conducting 'normal brigade activities' (refer Section 35A (c) specifically for fire prevention activities) of the Bush Fires Act 1954).</p> <p>Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Fire Control Officers to complete burn prescription (refer to Office of Bushfire Risk Management (OBRM) Basic Prescribed Fire Plan Package).</p> <p>The Shire of Dardanup will provide refreshments to active</p>	Pending

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>brigade members participating in the mitigation works. Refer to Officer Report 9.5 - Coordinator Emergency & Ranger Services Report in this agenda for an update.</p> <p>The Shire is still looking at undertaking the mapping. Due to the delays experienced this season with the current trialled burns the mapping has not been completed. The Shire is aiming to have the mapping ready for the 2018 fire season, and will present the maps at this stage.(31/10/2018).</p> <p>The Committee discussed the Shire mapping and it was agreed that the maps previously generated by the Shire would be forwarded to the FCO's. Each FCO would update and identify priority areas and return to the Shire to assist with the mapping exercise. (20/02/2018).</p> <p>Emergency and Ranger Services Officer emailed CBFCO, DBFCOs and FCOs a copy of two maps to Brigades to enable high risk areas and fuel loads to be mapped by hand. Once these have been received back from the Brigades the Shire will electronically map the identified areas and design a strategic plan to mitigate these areas (through burns).</p> <p>Mr Robert Doherty requested that the maps be completed by the FCO's and returned to the Shire. (15/05/2018).</p> <p>Mrs Erin Hutchins – to date the Shire has only received one map highlighting high risk areas. The Shire is currently processing three roadside burn applications that have been received. (16/10/18).</p> <p><i>Discussion:</i></p> <p><i>Mrs Erin Hutchins provided an update that the Shire has now received four roadside burning applications and still the one map.</i></p>	

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>Mr Robert Doherty commented that at the last meeting FCO's were asked to action this and queried why nothing has been done about it.</p> <p>Mr Chris Hynes advised that the main issue was time constraints.</p> <p>Mr Alan Charlton commented that it took a full day to complete.</p> <p>Mr Robert Doherty acknowledged that it takes time but emphasised that a decision should be made.</p> <p>Mr Brendan Putt advised that there was no great difference between the last map and current situation for his district.</p> <p>Mr Clay Rose advised that he handed the application for Roadside burning to Mr Murray Halden at the beginning of the meeting. Mr Murray Halden acknowledged this.</p> <p>Mr Robert Drennan advised that he had run out of time to complete the application and maps.</p> <p>Mr Robert Doherty queried if there were any areas in the Mr Drennan's district that require attention?</p> <p>Mr Robert Drennan advised that yes there are but have not had time to get to it.</p>	

10 REPORTS OF OFFICERS AND COMMITTEES

10.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Special note regarding fire at Wespine, a great response to the timber fire. It was a big save which was recognized by Wespine who thanked all the brigades that responded. (Appendix BFAC: 10.1A). It could have led to a big loss in production but was averted by the firefighters. 15 Call outs to date.
<i>Appliance and Equipment</i>	As previous BFAC report - still no movement on request. Request for laptop computer and phone booster and running costs for CBFCO. As previously requested these items are not available from the LGGS or ESL. Can the Shire of Dardanup look at other ways to provide the equipment to help me with the valuable service I provide to the community?
<i>Training</i>	Have attended training course for IRS and will next month attend AII Ms 2018 course.
<i>Meetings Held</i>	Attended Regional operations advisory committee. Attended meeting at Bunbury BFB update on Rural Fire Division and information session. Meeting with the Chief Executive Officer to discuss Brigade matters. AFAC Conference – refer to (Appendix BFAC: 10.1B).
<i>Membership – Recruitment/Resignation</i>	Forms and information - I'm working with our new AO Tim Wall to ensure an easy transfer of information to the Shire and the Regional Office, ie; updates, change of members information, SMS, phone numbers, credentials etc.
<i>Concerns</i>	As per previous BFAC report, I will raise my concerns at preseason meeting. Waiting for dates to be announced. High Threat Period Enhanced Mobilizing (SWRZ) - I will be raising concerns that the response should be broader to cover a wider response. When looking at

	<p>the fire prone areas on the maps, you get a different picture of the risk areas. Fire prone areas cover a lot more area than the SWRZ covers.</p> <p>My recommendation is that a review of the response zones, to include all bushfire prone areas from the start of the summer response period.</p> <p>Also, bring forward the start date of the South West Response Zone, to align better with the restricted burn periods. Recent changes to gazetted area (approx 3 yrs ago) has Bunbury FRS as 1st responders to incidences in the Shire of Dardanup LIAs, as per amended maps.</p> <p>In regards to bushfires in this FRS gazetted area in the Shire of Dardanup, Shire of Dardanup bushfire brigades also need to be advised by group call, so a decision can be made by brigade officers during the group call, taking into consideration weather conditions and local knowledge, whether further response is needed.</p> <p>000 agreement will need to be reviewed and amended to reflect the Shire of Dardanup brigades response to incidences in the Bunbury FRS gazetted fire district. The current SWRZ states "brigade to turn out with FRS and DFES officer and Parks and Wildlife officer" More brigade input is needed into this turn out procedure.</p>
<p><i>Initiatives</i></p>	<p>AVL is available to view and I encourage brigades and members to apply on the portal and look up AVL section and put in an access request. It would be beneficial for all members to be able to view the AVL on their mobile phones, ipads or computers. The more that can use this, the better, when locations of appliances are required at fires. This information helps all those on the fire ground i.e., where you are in relation to where others are.</p>
<p><i>Other News</i></p>	<p>I had a presentation on a system called Swiftworks at the recent conference I attended. This has some of the features that BART had and a whole lot more. I have supplied the information to the Shire to investigate the system. A preliminary look at it has been positive from the staff at the Shire.</p> <p>Arrangements are being made for a video link with Swiftworks at a date to be set, so all office bearers and Shire staff can see how it works for us.</p>

Item/s For BFAC Discussion

- Item 1 Meeting with the Shire to be arranged around the 8 October with the two deputy's, Tim Wall and Chief Bush Fire Control Officer to discuss brigade matters. An update on this meeting will be provided at the BFAC meeting.

Discussion:

Mr Chris Hynes drew the Committee's attention to the concerns raised regarding the High Threat Period. Mr Chris Hynes advised that he has forwarded emails to DFES with his concerns regarding the issues. He discussed last year's fire and commented that it was only by good luck that the Shire's brigades responded. Mr Chris Hynes emphasised the need for better communication so that the Shire brigades can provide backup and respond when needed and should at least be provided with a phone call. Mr Chris Hynes advised that he is awaiting a response to his emails.

Mr Robert Doherty commented that in the interim there are disputed areas of responsibility. The Committee agreed that in the interim the brigades should mobilise and be ready for action in the event of a fire in the gazetted areas.

Mr Chris Hynes then went on to discuss the AVL, emphasising the benefits it provides for tracking fire fighters and fire appliances at fires. Mr Chris Hynes encouraged all FCO's to make an application for access.

Mr Murray Halden commented that the application is available online.

Mr Chris Hynes requested that Mr Murray Halden circulate the application to the brigades following the meeting. It was agreed that Mr Murray Halden would circulate to the Brigades.

Mr Chris Hynes also advised that he has recently completed the AIMS 18 course.

10.2 Title: Department of Biodiversity, Conservation & Attractions Officer Report

Fires since last BFAC in Shire

Nil

Planned Burns this season

- Spring 2018
- New burns:
 - o WTN_092 Arcadia- 1923ha
 - o WTN_093 King Jarrah- 955ha
- Carryover burns
 - o WTN_047 Dardanup – 51ha remaining
 - o WTN_035 Lowden – 600ha remaining in Dardanup Shire

- WTN_026 Arcadia – 296ha remaining in Dardanup Shire
- WTN_025 Yabberup – 300ha
- WTN_061 Boyanup- 1308ha
- WTN_084 Dongara Ridge- 140ha

A plan identifying the areas is provided for in (Appendix BFAC: 10.2). A digital copy of the plan is located via the following link:

<https://drive.google.com/open?id=1aqt1VhIKaHVcQKCbWTdOV5KxxN6sWrWD&usp=sharing>

Other issues to raise - Nil

Discussion:

Mr Tim Hutton referred to the new burn 092 Arcadia in the area of Pile Road and Wellington Dam and advised that issues are currently being worked through to get the burn up for this season.

Mr Tim Hutton referred to the new burn 093 King Jarrah in the area of King Tree Road and referred to the diagrams for the burn area. The rest of the burns are carry overs that are slowly bumping their way up the priority list.

Mr Tim Hutton advised that no fires to date have been responded to in the Shire of Dardanup, though the Department of Biodiversity, Conservation & Attractions have responded to some cases of arson in Collie.

Mr Tim Hutton advised that the Department will be conducting a burn 9km out of Collie on 17 October 2018, so brigades may notice some smoke.

10.3 Title: Department of Fire & Emergency Services (DFES) Officer Report – John Carter

No Report.

10.4 Title: Bushfire Training Officer Report – Vacant

No Report.

10.5 Title: Burekup District Fire Control Officer Report – Clay Rose

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	Burekup ;Orchard Rd (shed fire) Simon Torisi property 24-7-18 ;Burekup ; Henty Rd\South West Highway (car fire) 16-9-18.
<i>Appliance and Equipment</i>	1.4 Isuzu year 2000 – Pump exhaust repaired 31-8-18 SW Fire - Collie.
<i>Training</i>	Monthly training continues. Two members completed sector commander course; 1 member crew leader; 1 machine supervision; 3 Intro to Fire Fighting.
<i>Meetings Held</i>	AGM - 8-5-18. Committee Meeting 14-8-18.
<i>Membership – Recruitment/Resignation</i>	25 Fire Fighters 7 Auxiliary.
<i>Concerns</i>	FIRS reporting.
<i>Initiatives</i>	Installed 6 new security sensor lights at station. Busy bee station 1-7-18.
<i>Other News</i>	Another burst water main at station. Resignation of secretary/treasurer - Kylie Bremner due to health concerns. New secretary Catlin Crispin has been appointed. Attended Funeral For Bill Kessel. Attended volunteer association information night at Bunbury BFB.

Item/s For BFAC Discussion -

No Items.

10.6 Title: Dardanup Central District Fire Control Officer Report – Brendan Putt

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	1 Car fire South West Highway.
Appliance and Equipment	Appliance and equipment in good order all modifications from collie fire completed (new step).
Training	Regular season training commencing after Bull and Barrel - every two weeks.
Meetings Held	Once a month, Brigade has been active, giving support to Laurie Hynes family, Special meeting conducted regarding relocation of fire shed to Recreation Road.
Membership – Recruitment/Resignation	Laurie Hynes sadly passed away giving 23 years' service as an active Bush fire member. Bernard Jack- completed Intro. Three new members signed up last year completed their training.
Concerns	Brigade info is all on line although we have no IT support, station still waiting for internet, this process has not progressed since last year. Truck drivers: we have recently lost two drivers, we are down to six, three of those are fly in fly out, two are also members of another brigade. Getting a truck license is not funded under ESL it will cost \$1200. We currently have 27 active members so shortage of members is not the problem.
Initiatives	Brigade providing a display at Bull and Barrel with public info and physical activity for children.
Other News	Dardanup town site Community Facilities plan, is currently open for public feedback, it is proposed to move Dardanup Central station to Recreation Road. At a recent info meeting involving the Shire, DFES, and the Brigade members, a unanimous motion was passed to object to moving and to stay in present location.

Item/s For BFAC Discussion*Item 1 Truck Drivers Licence*

We currently have the situation that we have very good membership, but are short for truck drivers for the upcoming season. Getting a truck licence is currently not an eligible item through the ESL. We have emailed the Shire plus DFES on this matter. Keens charge approximately \$1,200.

Funding needs to be made available, so that at the discretion of the FCO, he can authorise two members per season to obtain a licence, this would prevent excessive cost of several members obtaining a licence then in the near future leaving the Brigade.

Currently I have my Captain willing to obtain a licence and many others who would like to.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

DFES have approved LGGS funding to be utilised on this occasion, for two Dardanup Central Brigade members to gain their licence to enable them to drive the 2.4 Appliance. The approval is for the total amount of **\$1000.00**, as per the quote provide by Keens Driver Training of \$500 per person which includes 3hrs driver training plus the driving test. This approval has only been given under special circumstances.

Discussion:

Mr Brendan Putt advised the committee that the problem has now been solved, through the efforts of Mrs Erin Hutchins and Mr Tim Wall funding of \$1000.00 has been secured to put two members through driving training. Mr Brendan Putt expressed his thanks for making this happen and Mr Robert Doherty extended thanks to the Shire for facilitating this.

10.7 Title: Eaton Townsite / District Fire Control Officer (FC) Report – Chris Hynes

No Report.

10.8 Title: Ferguson District Fire Control Officer Report – Richard Stacey

No Report.

Discussion:

Mr Lyndon Skeers advised that the new ceiling has been put up and painting completed at the station. It was acknowledged that this was done through ESL funding.

10.9 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Peter Buck

Reporting Department: Joshua Creek / Crooked Brook BFB
Reporting Officer: Peter Buck

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	Nil.
Appliance and Equipment	Nil.
Training	Private burn – Training proposed for Sunday 7 October.
Meetings Held	One Committee meeting
Membership – Recruitment/Resignation	One Brigade Member and two Cadets.
Concerns	Do any Brigades have used PPE we could borrow for Cadets? (Cadets don't get PPE Funding).
Initiatives	Started Cade Program.
Other News	Received Western Power Grant. Have installed Water Tank / Pump and Stand Pipe.

Item/s For BFAC Discussion - No Items.

10.10 Title: Upper Ferguson District Fire Control Officer Report – Rod Bailey

Reporting Department: Upper Ferguson
Reporting Officer: Rod Bailey

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	2 Callouts.
Appliance and Equipment	Appliance in good order and equipment ok.
Training	Start up training commencing and one new member completed training

Meetings Held	General meeting held last month
Membership – Recruitment/Resignation	Nil
Concerns	Nil
Initiatives	Received funding from DFES and LG to improve facilities at station.
Other News	Wespine grant successful.

Item/s For BFAC Discussion - No Items.

10.11 Title: Waterloo District Fire Control Officer Report – Rob Drennan

No Report.

10.12 Title: Wellington Mill District Fire Control Officer Report – Rob Doherty

Reporting Department: Wellington Mill BFB

Reporting Officer: Rob Doherty

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	Nil Three
Appliance and Equipment	AVL testing ongoing.
Training	Captain Ian Bridge doing Structural in prep for FCO course. Lieutenant Keith Higham has done Structural and is enrolled to do Incident Controller course.
Meetings Held	Monthly Meetings to re-commence this month following season opening busy bee and open day.
Membership – Recruitment/Resignation	Static.
Concerns	Nil.
Initiatives	Bushfire Ready street meetings ongoing with newly appointed DFES co-ordinator Melissa Howard. Lieutenant Stuart Brandreth is developing a membership management site using "Wild Apricot" which should have better security and be an

	improvement on the current residents email tree that we use.
Other News	Treasurer Ian Barlow has been successful in obtaining funding from the "Wespine Community Grants Fund" for a defibrillator that will be installed for public use at the Wellington Mill Fireshed.

Item/s For BFAC Discussion - No Items.

Discussion:

Mr Robert Doherty advised that fire call outs should be updated from nil to three.

10.13 Title: West Dardanup District Fire Control Officer Report – Alan Charlton

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Alan Charlton

(In the interest of time efficiency report to be accepted as presented, not read out at the meeting)

Activity Report Since Last BFAC Meeting

Fire Call Outs	Two call outs. Bunbury Outer Ring Road for a stolen car and Dardanup West Road / North Boyanup Road, for a stolen car
Appliance and Equipment	Nil
Training	Nil
Meetings Held	Two meetings held - One building extension meeting held and one general meeting.
Membership – Recruitment/Resignation	Nil
Concerns	Nil
Initiatives	Nil
Other News	Has any ground been made on connecting to the NBN for the stations? Station extension 95% complete.

Items For BFAC Discussion

Item 1 NBN Connection - Has any ground been made on connecting to the NBN for the stations?

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

The Shire's IT Department is currently liaising with the NBN provider. Due to some of the Brigades being located on non-ratable land, NBN has had to manually add these locations to the portal to enable them to assess if this service is firstly available at that location, how the roll out of the service will occur and the type of service available. e.g. fibre, wireless, fixed, cable etc. As soon as the Shire has been provided further information from the NBN service provider, the Shire will keep Brigades updated with the progress.

Discussion:

Mr Alan Charlton mentioned that the station is located right on the bend of the road and requested warning signs for emergency vehicles entering.

Mr Luke Botica advised that the request will be noted and operations will get signs organised.

10.14 Title: Coordinator Emergency & Ranger Services Report - Mrs Erin Hutchins

Reporting Department: Shire of Dardanup

Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

1. *Appliances and Equipment Servicing*

At the last BFAC meeting, it was raised as a priority for the Shire to investigate the implementation of a preferred supplier arrangement for the servicing of brigade vehicles and equipment. A request for quote was advertised with two submissions being received. The successful applicant was South West Fire Units in Collie. By having a preferred supplier arrangement in place, ensures annual servicing and other appliance maintenance needs can be achieved efficiently without the need for obtaining multiple quotes.

The Shire is liaising with South West Fire Units to schedule any required servicing for all fleet.

Information Only

2. *Roadside Burning*

The Shire has received three roadside burn applications that are currently being processed;

- Upper Ferguson – Wellington Mill Road (From LOT 43 – LOT 77);
- Upper Ferguson – Ferguson Road – (opposite Upper Ferguson fire station); and
- Joshua Crooked Brook – Joshua Brook Road.

The Shire has only received one map so far, identifying priority areas. Once all maps, highlighting areas identified by the CBFCO, DBFCOs and FCOs are returned to the Shire, they can be electronically mapped and a strategic plan designed to mitigate these areas (through burns).

Information Only

3. Local Government Grant Scheme (LGGs)

The following Local Government Grants Scheme 2018/19 budget figures are provided for information purposes only.

Budget	
ESL Line Item 1-8 Operating Grant	\$115,000.00
ESL – Line Item 9	\$19,735.00
ESL – Total Gross Operating Grant	\$134,735.00
Less Expenditure	
ESL - Insurance	\$35,449.60
ESL – Expenditure as at September 2018	\$13,498.10
ESL – Total Expenditure	\$48,947.70
Funds Remaining as at September 2018	
	\$85,787.30

Approved Capital Grants

Brigade	Description	Funding
Waterloo BFB	Two appliance bay facility & amenities including furniture fitout.	LGGS Contribution \$393,909.00 Shire Contribution \$ 32,198.00
Upper Ferguson BFB	Extension – office, training room, kitchen cupboards & air conditioning.	\$ 26,684.00
Dardanup West BFB	Toilet, shower, PPC wash basins & change rooms.	\$ 39,800.00
TOTAL		\$492,591.00

Approved Carryovers

Brigade	Description	Funding
Dardanup West BFB	Extension – meeting/training room.	\$ 70,910.00
TOTAL		\$70,910.00

Information Only

4. Emergency Officer

After initial discussions with DFES indicated there was no available funding for a CESM within the Shire, the Shire allocated funding for a new position of Emergency Officer to support the Shire and brigades with fire brigade management on a part time basis (15 hours per week). This newly created position was recently advertised and the Shire has appointed Mrs Natalie Robertson who demonstrated that she had the necessary skills and experience to manage this role. She will commence with the Shire on Tuesday 23 October, 2018.

5. SIIMS – Volunteer Manager

The Shire has been advised by some brigade members, that the preferred volunteer management system is the SIIMS – Volunteer Manager. The system has an annual fee of **\$250.00** per brigade, which is an eligible item covered by the LGGs. We have also confirmed with the Grants Committee that the funding secured for the BART system can be used if brigades decide to proceed with SIIMS.

Please find at (Appendix BFAC: 10.14) an overview of the system. If Brigade FCOs and Captains are unfamiliar with this system and would like a presentation to demonstrate its features prior to a decision being made, this can be arranged. Please discuss this with your brigades and each other and advise via email to brigade@dardanup.wa.gov.au for an overall consensus.

Discussion:

Mrs Erin Hutchins spoke to the report and asked if the FCOs would like a presentation on the SIMS system to make an informed decision as to whether SIMS is the right volunteer management system for the brigades. Mrs Erin Hutchins advised that a consensus would be required.

Mr Chris Hynes commented that a presentation is required for everyone to understand how the system will work.

Mr Robert Doherty agreed that it would be a good idea for the FCOs to have an information session, the Committee generally agreed.

Mrs Erin Hutchins queried if the FCO's would prefer this to have a session after fire season has concluded? The Committee agreed that this would be best.

Mr Robert Doherty proposed placing this as an action item for next BFAC meeting for Mrs Erin Hutchins to arrange a way to proceed.

Mr Murray Halden queried if the Committee would like the presentation to occur at the next BFAC meeting.

Mr Chris Hynes & Mr Rod Bailey both commented that the presentation would work best at a standalone meeting due to time constraints at the BFAC meetings.

The Committee agreed that a date for the presentation would be set at the next BFAC meeting and proceed from there. Mr Chris Hynes advised that as Bunbury use this system they may be able to provide some assistance.

6. Fire Prevention Order

It has been raised by the Chief Bush Fire Control Officer Mr Chris Hynes, that there is a need to re-introduce the following provision to Small Holdings and General Farming zones to the current Fire Prevention Order.

"must have a 20 metre low fuel area around all buildings and haystacks or groups thereof"

The 2014-2015 Fire Prevention Order stated that these zones must comply with this provision, however was removed in subsequent years. The provision that:

"Fire hazards on properties must be slashed to a height of no more than 50 millimetres and flammable material MUST be removed from the property. Where slashing is not possible, material/vegetation must be burnt back or sprayed with suitable herbicide to prevent growth until the end of the restricted period"

has remained in place.

It should be noted that the Shire has not received any complaints from residents or FCOs since the removal of this provision, nor has there been a decrease in compliance with the order. This was also not raised at the May 2018 BFAC when a thorough review was completed prior to the printing and circulation of the current notice. Further, there will still be a need for a property owner/occupier to submit a Firebreak Variation/Exemption for alternative fire prevention measures e.g. grazing stock, if the above provision is not practical.

The Shire is supportive of putting a recommendation to Council to reintroduce the 20 metre provision when the Fire Prevention Order is reviewed in full at the BFAC meeting scheduled for May 2019.

7. Shire of Harvey - Importance of Bushfire Preparedness DVD Project

The Shire of Harvey recently completed the 'Importance of Bushfire Preparedness DVD' project, funded by the Natural Disaster Resilience Program (NDRP). The project was based on the lessons learned by local residents and fire-fighters that experienced the Waroona, Yarloop and Harvey Bushfires in 2016, the worst fires to impact our State in 50 years.

Two years on, they have spoken to local residents from Yarloop and surrounding areas that successfully survived the fires by either defending their property, leaving early or taking shelter. By sharing these very real and sometimes confronting stories they aim to not only educate the community on the risks but to inspire and empower people to take responsibility through their own preparedness actions.

Bushfires are a natural part of Australian life, and they happen every year. The Australian Emergency Management Institute states "Lessons are potentially most valuable if they can be extracted from specific past circumstances and applied to broader future situations." The Shire of Harvey and its residents have had time to reflect and are pleased to present what they see as a tool to assist in building more resilient communities across the South West and Peel Regions.

The Bushfire Preparedness DVD is broken down into 3-5 minute segments covering 8 important bushfire preparedness topics including;

1. Plan to Survive
2. Protect what Matters
3. Bushfire Warning Systems
4. Prepare your Mind
5. Deciding to Stay or Go
6. Recovery
7. Lessons Learned
8. Bushfire Ready Groups

As part of their launch, the segments mentioned above are now available on the DFES YouTube channel.

<https://www.youtube.com/watch?v=ZDFnXPPWAPE&list=PLS50ZaHTMvKDEzPGdH-BRydpWdaScB42>

Please share this important bushfire preparedness message with family, friends and colleagues.

Information Only

Note: Mr Chris Hynes left the room at [7.42pm].

10.15 Title: Fire Break Exemptions – Senior Ranger - Murray Halden

Reporting Department: Senior Ranger – Shire of Dardanup

Reporting Officer: Murray Halden

Consideration needs to be given for the following application(s) for exemption or variations to fire prevention measures taken out by the following applicants in accordance with the Bush Fire Act 1954 and pursuant to the Shire of Dardanup Fire Prevention Order.

Request for Fire Break Exemptions received as follows. Submissions are provided for in (Appendix BFAC: 10.15).

#	ASSES S #	NAME	PROPERTY	REASON FOR IMPRACTICALITY	ALTERNATIVE FIRE PREVENTION MEASURES	INSPECTION/RECOMMEND	EXPIRY
1	A3858	Michael Milligan	50 Japonica View, Wellington Mills	Standard fire prevention works are impractical on the property for the following reasons: a) Topography, steep slopes (20%), granite outcrops on boundary. b) Pre-existing	Details as per attached diagram but summarized are: 1. Firebreaks (chemical), will be installed where possible along boundaries and around trees and rocks as necessary.	Inspected by FCO Robert Doherty Recommended for approval.	3 years

#	ASSES S#	NAME	PROPERTY	REASON FOR IMPRACTICALITY	ALTERNATIVE FIRE PREVENTION MEASURES	INSPECTION/RECOMMEND	EXPIRY
				native vegetation (large trees along boundary). c) Ploughed firebreaks risk impractical erosion of soils.	2. Clear area will be slashed to 50mm across entire property. 3. On-going fuel reduction measures continue		
2	A8378	Simon Wesley	351 Wellington Mill Road, Wellington Mill	Limited vehicle access. Sloping ground subject to winter erosion	Minimal vegetation on north side of river. Regular winter burns to reduce fuel loads.	Inspected by FCO Rob Doherty Recommended for approval.	3 years
3	A4139	John Banks	Lot 51 Eastern Rise, Henty	Areas of swamp and streams in juxtaposition to the boundaries making conventional fire break application impossible	Conventional fire breaks are applied where possible. Where wet areas are involved risk of fire is negated or severely reduced	Inspected by FCO Richard Stacey Recommended for approval	3 years
4	A4269	Richard Harvey	50 Harold Douglas Drive, Dardanup West	Wish to keep the front of the property as green as possible	Will keep this area as green as possible using reticulation All boundaries are poisoned, grass cut and/or rotary hoed with the exception of the front boundary	Inspected by FCO Alan Charlton Recommended for approval on the condition that the 2m wide and 4m high are completed and breaks have been sprayed.	3 years
5	A9413	Stephen Watts	Lot 5 Nyleeta Close, Ferguson	Property clean up – burn pile	Property clean up burn pile is located more than 10 metres from any main structure and has a fire break around the pile.	Inspected by FCO Richard Stacey Recommended for approval	1 year
6	A8208	Ian Cartwright	16 Travencore Place, Dardanup West	Sufficient fire prevention around house which includes a small area of lawn grass which is kept cut and reticulated with the remainder around house bound by gravel drive-ways. Rear paddocks have breaks installed.	Map included in the fire prevention & fire break exemption request.	Inspected by FCO Alan Charlton Recommended for approval	3 years

#	ASSES S #	NAME	PROPERTY	REASON FOR IMPRACTICALITY	ALTERNATIVE FIRE PREVENTION MEASURES	INSPECTION/RECOMMEND	EXPIRY
7	A2531	Peter & Roslyn Edmonds	111 Gardincourt Drive, Henty	Due to time constraints property owner not been able to complete the fuel load removal.	Fire break at extremities of property.	Inspected by FCO Ric Stacey Recommended for approval	1 year
8	A11087	Graham Teede for Winter	Lot 9002 Killarney Road, Dardanup West	The underdeveloped section of the lots is approx. 60 acres and is currently leased for grazing, which will control the grass. Fire breaks installed as per last year.	As per previous.	Inspected by FCO Alan Charlton Recommended for approval	1 year
9	A11087	Graham Teede for Winterfall Nominees P/L	Lot 800 Killarney Road, Dardanup West	The underdeveloped section of the lots is approx. 60 acres and is currently leased for grazing, which will control the grass. Fire break installed as per last year.	As per previous.	Inspected by FCO Alan Charlton Recommended for approval	1 year
10	A7277	Shaun Johnson	13 South Road, Wellington Mill	Due to the slope of land being in the hills, implementation of fire breaks causes erosion from water run-off in the winter.	Property maintained low fuel and slashed by contractor. I am also a member of the volunteer fire brigade and have a 1000 litre fire tender until on stand-by.	Inspected by FCO Rob Doherty Recommended for approval	3 years
11	A3017	Frank Wills	15 Nyleeta Close, Ferguson	We are unable to put fire breaks on the fence line on our east and north boundaries (plus part of the south boundary) due to the presence of trees. We have previously had an amended fire break plan to accommodate the established trees and hope to continue this as the trees will be permanent.	We propose to continue the currently approved regimen, whereby fire breaks are put inside the boundaries in areas where it is not possible to do so on the boundary itself. Please refer to attached plan (proposed fire break indicated in yellow).	Inspected by FCO Rob Doherty – Richard Stacey Recommended for approval	3 years
12	A2790	Sue & Kevin Burkett	44 Slattery West, Dardanup West	There is clear access to the property for the trucks and equipment; the area is our front lawn and remains green due to installed reticulation fed by a bore; a bore is available for water; the lawn is kept cut short; the verge outside fence has	Access to the property is clear at all times as this is the main entry to the property. The front lawn will remain green due to installed reticulation fed by a bore; bore water is available; the lawn is kept cut short; verge and	Inspected by FCO Alan Charlton Recommended for approval	3 years

#	ASSES S #	NAME	PROPERTY	REASON FOR IMPRACTICALITY	ALTERNATIVE FIRE PREVENTION MEASURES	INSPECTION/RECOMMEND	EXPIRY
				been sprayed on the shoulder; the drains have been cleared.	drains are cleared and sprayed; the driveway is blue chip and over 2ms wide. All firebreaks will be completed. All paddocks will be mowed and baled		
13	A8300	Sydney Graham	14743 South Western Highway, Picton East	The property is loose sand and when bare, blows on to the neighboring caravan park with the easterly wind prompting complaints from residents	Slashing to the property and grazing with animals to keep the grass short	Inspected by CFCO Chris Hynes. Recommended for approval.	3 years
14	A3019	Ken Fairfield	Lot 115 Greenwood Heights, Ferguson	Trees planted along the front and side boundaries preventing spraying/scraping on the corner side of the fence line. The lie of the land at the rear (west) of the block and also along the lower half of the southern boundary makes mechanical spraying/scraping impossible.	On the front (eastern) boundary a fire break will be sprayed/scraped inside the line of trees planted just inside the boundary. On the north and south boundaries fire breaks will be sprayed as far as can be safely reached with a vehicular spray unit.	Inspected by FCO Rick Stacey Recommended for approval	3 years
15	A8260	Mark Panizza	25 Recreation Road, Paradise	The property is flood irrigated during the summer season.	The property is flood irrigated during the summer season.	Inspected by FCO Brendan Putt Recommended for approval	3 years
16	A10967	Mark Panizza	Lot 3 Ferguson Road, Ferguson	The property is flood irrigated during the summer season	The property is flood irrigated during the summer season	Inspected by FCO Brendan Putt Recommended for approval	3 years
17	A8184	Mark Panizza	Lot 16 Boyanup-Picton Road, Paradise	The property is flood irrigated during the summer season	The property is flood irrigated during the summer season	Inspected by FCO Brendan Putt Recommended for approval	3 years
18	A4132	Mark Panizza	Lot 25 Ferguson Road Dardanup	The property is flood irrigated during the summer season	The property is flood irrigated during the summer season	Inspected by FCO Brendan Putt Recommended for approval	3 years
19	A8137	Angela Sinclair	429 Moore Road, Dardanup West	Require grazing for live stock.	Fire breaks around boundary. Livestock grazing.	Inspected by CFCO Chris Hynes Recommended for approval	3 years

#	ASSES S#	NAME	PROPERTY	REASON FOR IMPRACTICALITY	ALTERNATIVE FIRE PREVENTION MEASURES	INSPECTION/RECOMMEND	EXPIRY
20	A8256	Linda Watkins	448 Garvey Road, Dardanup West	Require grazing for live stock	Firebreaks around boundary. Livestock grazing	Inspected by CFCO Chris Hynes Recommended for approval.	3 years

Note: It was noted that the inspecting Fire Control Officer was incorrectly recorded in the above table for 15 Nyleeta Close, Ferguson. It is to be recorded that FCO Richard Stacey signed the Form 82 Request for Exemption for Mr Frank Willis, 15 Nyleeta Close, Ferguson.

OFFICER RECOMMENDED RESOLUTION & BFA COMMITTEE RESOLUTION

BFAC 14-18 MOVED - Mr Robert Doherty SECONDED - Mr Alan Charlton

THAT the Bushfire Advisory Committee recommends that Council grant the following firebreak exemption/variations for three years commencing from the 2018/19 firebreak season:

	Applicant	Property	Assessment	Fire Season Expiry
1	Michael Milligan	50 Japonica View, Wellington Mills	A3858	2021/22
2	Simon Wesley	351 Wellington Mill road, Wellington Mill	A8378	2021/22
3	John Banks	Lot 51 Eastern Rise, Henty	A4139	2021/22
4	Richard Harvey	50 Harold Douglas Drive, Dardanup West	A4269	2021/22
5	Ian Cartwright	16 Travencore Place, Dardanup West	A8208	2021/22
6	Shaun Johnson	13 South Road, Wellington Mill	A7277	2021/22
7	Frank Wills	15 Nyleeta Close, Ferguson	A3017	2021/22
8	Sue & Kevin Burkett	44 Slattery Road, Dardanup West	A2790	2021/22
9	Sydney Graham	14743 South Western Highway, Picton East	A8300	2021/22
10	Ken Fairfield	Lot 115 Greenwood Heights, Ferguson	A3019	2021/22
11	Mark Panizza	25 Recreation Road, Paradise	A8260	2021/22
12	Mark Panizza	Lot 3 Ferguson Road, Ferguson	A10967	2021/22
13	Mark Panizza	Lot 16 Boyanup-Picton Road, Paradise	A8184	2021/22
14	Mark Panizza	Lot 25 Ferguson Road Dardanup	A4132	2021/22
15	Angela Sinclair	429 Moore Road, Dardanup West	A8137	2021/22
16	Linda Watkins	448 Garvey Road, Dardanup West	A8256	2021/22

CARRIED

**OFFICER RECOMMENDED RESOLUTION &
BFA COMMITTEE RESOLUTION**

BFAC 15-18 MOVED - Cr. T Gardiner SECONDED - Mr Alan Charlton

THAT the Bushfire Advisory Committee recommends that Council grant the following firebreak exemption/variations for one year commencing from the 2018/19 firebreak season:

	Applicant	Property	Assessment	Fire Season Expiry
1	Stephen Watts	Lot 5 Nyleeta Close, Ferguson	A9413	2019/20
2	Peter & Roslyn Edmonds	111 Gardincourt Drive, Henty	A2531	2019/20
3	Graham Teede for Winterfall Nominees	Lot 9002 Killarney Road, Dardanup West	A11087	2019/20
4	Graham Teede for Winterfall Nominees PL	Lot 800 Killarney Road, Dardanup West	A11087	2019/20

CARRIED

Note: Mr Chris Hynes returned to the room at [7.47pm].

10.16 Title: Bushfire Brigade Local Law – Executive Governance Officer – Mrs Donna Bailye

Reporting Department: Executive Governance Officer – Shire of Dardanup

Reporting Officer: Mrs Donna Bailye

The Shire of Dardanup will be undertaking a review of its current Bush Fire Brigades Local Law. A copy of the current Local Law is provided (Appendix BFAC: 10.16).

Comments are invited from each Brigade, through their FCO, in regards to suggested amendments or proposed changes to the current document.

Note: The Local Law is a document that is assessed by parliament, so if suggested changes are not compliant with other legislation, the Joint Standing Committee will reject them. All proposed amendments will be considered and assessed against relevant legislation to ensure they comply.

Information Only.

Discussion:

Mr Robert Doherty provided the Committee with an email that was forwarded to the Shire prior to the meeting regarding changes to the Wellington Mill Bush Fire Brigades Constitution in regards to banking requirements. Item 7.1 of the constitution says

“that 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 officer bearers of the Bush Fire Brigade appointed to do so.”

Mr Robert Doherty commented that cheques are cumbersome, difficult and not as secure as modern banking methods.

Mr Robert Doherty advised that the suggestion has been put forward to the Shire to amend this section of the constitution to make the Treasurer's life much easier.

Mr Steve Potter advised the Committee that this section is also in the Bushfire Brigades Local Law, which Governance staff have advised will be reviewed in the near future. Mr Doherty's suggestion will be included in the review. Mr Steve Potter then went on to explain the process of the review and advised that the Shire will liaise with WALGA about updating the Shire's Local Law.

Mr Brendan Putt queried if it is the Local Law that is being changed and not the Bushfire Act?

Mr Murray Halden replied that the Shire is conducting the Local Law review, he advised that the Bushfires Act is also being reviewed, however this is State legislation and is not governed by the Shire.

Mrs Erin Hutchins drew attention to process of updating Local Laws, advising that they are assessed against relevant legislation and approved by the Joint Standing Committee. She advised that the Joint Standing Committee will not accept all suggestions if they don't meet the requirements of other relevant legislation.

Mr Chris Hynes queried if the Joint Standing Committee is a Shire Committee? Mrs Erin Hutchins advised that it is not.

Mr Steve Potter reiterated that all suggestions will need to be assessed against legislation to ensure compliance. He advised the Committee that this will be a long process and the Shire is seeking input. Mr Steve Potter advised that a starting point will be to examine the most recently adopted Bushfire Brigades Local Laws in other local governments and review any WALGA templates.

Mr Chris Hynes queried how the FCOs can view other examples.

Mrs Erin Hutchins encouraged the FCOs to have a look at the Shires of Collie and Harvey which have recently adopted examples or conduct an online search on Bushfire Local Government Laws or review the Government Gazette.

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

None.

12. NEW BUSINESS OF AN URGENT NATURE

None.

13. MATTERS BEHIND CLOSED DOORS

None.

14. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting is to be Tuesday, 28 May 2019 following the Brigades Annual General Meetings.

There being no further business the Chairperson declared the meeting closed 8.02pm.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ROADWISE COMMITTEE MEETING HELD ON WEDNESDAY 17 OCTOBER 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 3.30PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Mr Ken Lowth declared the meeting open at 3.32pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedure; 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

Mr Ken Lowth	-	Chairperson
Cr Patricia Perks	-	Deputy Chairperson
Cr Peter Robinson	-	Elected Member
Mrs Jill Cross	-	Community Member
Mr Luke Botica	-	Director Engineering & Development Services
Mr John Herbert	-	Main Roads WA
Mrs Bev Fortescue	-	Dardanup Primary School
Mr Cedric Getley	-	Cycling Community
Snr Sgt Mark Smith	-	WA Police – Officer in Charge Australind
Mrs Peta Nolan	-	Executive Governance Officer

Observers

Mrs Lisa Gartrell	-	School Drug Education & Road Aware (SDERA) [3.45pm]
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2.2 Apologies

Cr Janice Dow	-	Elected Member
Cr James Lee	-	Elected Member
Ms Nicky Smith	-	Regional Road Safety Adviser
Mr Peter Westgate	-	Department of Transport
Mr Samuel Stubbs	-	Engineering Technical Officer

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

3.1 School Drug Education & Road Aware Program

Ms Lisa Gartrell from School Drug Education and Road Aware (SDERA) will present the SDERA program to the Committee.

Discussion:

Chairperson, Mr K Lowth advised that Ms Lisa Gartrell would attend the meeting and make the presentation as soon as she arrived following her teaching commitments.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Roadwise Committee Meeting Held 9 August 2018

**OFFICER RECOMMENDED RESOLUTION
& ROADWISE COMMITTEE RESOLUTION**

RW 12-18 MOVED - Cr. P Robinson SECONDED - Mr John Herbert

THAT the Minutes of the Roadwise Committee Meeting held on 9 August 2018, be confirmed as true and correct subject to no corrections.

CARRIED

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

None.

8 REPORTS OF OFFICERS AND COMMITTEE MEMBERS

8.1 Title: Roadwise Road Safety Advisor – South West Report

Reporting Organisation WALGA – Roadwise

Reporting Officer: Mrs Nicky Smith

Please find attached the report provided by the Roadwise Road Safety Advisor (Appendix RW:8.1).

RECEIVED

8.2 Title: Roadwise Strategic Action Plan – Update

Reporting Department: Engineering & Development Services

Reporting Officer: Mrs Peta Nolan - Executive Governance Officer

The Roadwise Strategic Action Plan has been updated with the progress on each action to date. The updated Strategic Action Plan is attached at (Appendix RW:8.2) for the Committees discussion and comment.

RECEIVED

Discussion:

Dardanup Primary School Representative, Ms Bev Fortescue advised that a child restraints display was held at the school parent evening and has been in the Library at the School since this time.

Cyclist Representative, Mr Cedric Cyclist asked if there had been any uptake of the light subsidy program. Executive Governance Officer, Mrs P Nolan advised that to her knowledge the program had not actually commenced however she would further investigate this item with Cr James Lee and report back to the next meeting.

ROADWISE COMMITTEE ENDORSED ACTION 12-18:

Executive Governance Officer, Mrs Peta Nolan to report back to the Committee regarding the current status of the "Be Safe, Be Seen" campaign for cyclist.

Note: Mrs L Gartrell joined the meeting (3.45pm).

8.3 Title: Trial of 40kph Speed Limit – Dardanup Townsite

Reporting Department: Engineering & Development Services

Reporting Officer: Mr Luke Botica - Director Engineering & Development Services

Background

At its meeting held on Thursday 9 August 2018 the Roadwise Committee resolved:

THAT the Dardanup Roadwise Committee support a 40kph area speed zone trial at the Dardanup townsite and that further planning and consultation is undertaken.

An initial implementation plan has been developed for the Committee's discussion and consideration.

Legal Implications - None.

Strategic Community Plan

Strategy 5.4.1 To support the community to feel safe and secure while using public open spaces, reserves and Council facilities. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

Risk Assessment - Low.

Officer Comment

It is recommended that the following process be considered for the implementation of the trial:-

1. Seek support of the Road Safety Commission (RSC) and Main Roads WA (MRWA) for the trial.
2. During the discussions with the RSC and MRWA, determine the duration period for the purposes of collecting data on the success or otherwise of the trial. Determine what data should be collected, including where, how, frequencies etc.
3. Undertake community consultation by taking the trial proposal to the community to explain why and how with the aim of gaining support to proceed.
4. Once consultation is complete, further discuss and plan the implementation with MRWA, including confirming a commencement date.
5. Commencement of the trial with baseline data collection.
6. Installation of signage as per the plan.
7. Undertake monitoring throughout the trial period.
8. Trial period results reviewed and determination of whether to continue with the speed reduction. The results can be used for consideration of other towns and areas.

It is also recommended that the Committee consider a 40kph area zoning which is similar to the 70kph area zoning implemented in Dardanup West – the main entrances are signposted advising that you are entering a 40kph area rather than signposting every street.

Discussion:

Cr. P Robinson advised that the Town of Vincent is already doing this program.

Chairperson and Community Representative, Mr Ken Lowth asked how does this fit with Main Roads WA?

MainRoads WA representative, Mr John Mitchell advised that Main Roads WA would consider the crash statistics and also the speed limit data for such programs and that the metropolitan areas may have different considerations.

Community Member, Mrs Jill Cross asked if this would be enforced and it was advised that signs would be installed and community awareness raised. Police would be asked to then patrol and support the trial.

Cr. P Robinson advised that some of the towns have 40kph through their main streets. Pingelly has 40kph which was achieved through ministerial pressure and Collie was the same.

Cr. P Robinson advised we could approach this in a different way to requesting Main Roads WA for approval. The injury consequences of a crash to a pedestrian is extremely high. He advised that he supports this program and also advised that he is willing to assist with the community liaison for the project.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION & ROADWISE COMMITTEE RESOLUTION

RW 13 -18 MOVED - Cr. P Robinson SECONDED - Mr. Cedric Getley

THAT the Dardanup Roadwise Committee requests that Council supports the proposed process for the implementation of a trial 40kph blanket speed zone for the Dardanup town.

CARRIED

8.4 Title: RAC Helicopter Simulator at the Bull & Barrel Festival Update

Reporting Department: Engineering & Development Services

Reporting Officer: Mrs Peta Nolan - Executive Governance Officer

Community Member, Mrs Jill Cross will report on the RAC helicopter simulator at this years' festival.

Discussion:

Mrs J Cross advised that she had requested information about the day from the RAC however had not received a response as yet. She will share the information with the Committee in due course.

Mrs J Cross advised that there was a busy queue all afternoon. There was a simulation of a crash in a full sized helicopter. The attraction was well received.

Some Committee members advised that they have been in the helicopter and all agreed that it is an excellent exhibition.

8.5 Title: Regional & Remote Road Safety Action Plan for Western Australia

Reporting Department: Engineering & Development Services

Reporting Officer: Mrs Peta Nolan - Executive Governance Officer

Cr. P Robinson will report to the Committee some of the outcomes addressed at the recent Workshop held in Bunbury. The following information is provided regarding the project.

The Road Safety Commission has engaged the Australian Road Research Board (ARRB) to assist in the development of a regional and remote road safety action plan for WA. Assistant Director of Strategy at the Commission, Melissa Watts, will be managing the project. The overarching aim of developing the regional and remote road safety action plan is to address the statistic that residents in rural areas are two times more likely to sustain a serious road-related injury than residents in metropolitan areas (AIHW, 2012).

The Shire of Dardanup was identified as a key stakeholder for road safety in the South West region.

The purpose the stakeholder consultation is to identify,

- 1. road safety issues impacting the specific regions across WA;*
- 2. achievable and measurable actions over the short and medium term in line with the current state government's road safety strategy that are applicable to regional and remote areas; and*
- 3. current programs and initiatives across government (local and state) and the community that could be leveraged to support future road safety action in regional and remote areas*

The outcomes of this consultation process will inform development of the Regional and Remote Road Safety Action Plan for WA 2018-2020, which will identify achievable and measurable goals and actions over the short and medium term to reduce Killed-or-Seriously-Injured in regional and remote WA.

For information.

Discussion:

Cr. P Robinson read his report from his attendance at the Australian Road Research Board (ARRB) workshop held at MRWA Bunbury on 14 August 2018 as follows:-

The workshop was attended by about thirty people from a range of organizations; MRWA, Local Governments, Police, contractors, DFES, Nicky from RoadWise and others. ARRB staff raised the question of the difference between metro and rural 'Killed and Serious Injury' (KSI) statistics. Discussion also centred upon "Towards Zero" and "Safe System". (elaborated in Nicky's report.) Following the opening talk and general discussion attendees were broken into three groups, each of which were set a specific task. Ours was to seek to reduce the severity of the KSI incidents. It was acknowledged that whilst over years the percentage of population as KSI has been reduced significantly there is a perception that the reduction is still not high enough. Our group touched upon the difficulty in some areas of gaining clearance permission in order to apply 'safe roadside's as part of 'safe system' planning approaches. Further we discussed the balance between the economics of speed for industry and the other side of that coin, the incremental rise in seriousness of KSI. It is claimed that a 10% drop in all speed limits would dramatically reduce the seriousness of KSI across Australian and therefore our rural roads. Data collected over a considerable

period points to the overwhelming impact of humans being human and making mistakes. Seven out of ten KSI is the result of a mistake. More of the same in terms of public communications was advocated to reduce human error on our roads. There was also discussion of the reluctance (at present) for MRWA to approve lower speed limits through townships like Bridgetown, Donnybrook and Boyanup.

I do not feel that there were any real breakthrough ideas that came from the gathering. I do however feel that the robust discussion certainly raised consciousness amongst those present about the real need to keep working on "Towards Zero" and implementing "Safe System".

WALGA Transport and Roads Forum 2018.

Nicky mentioned this in her report. Luke Botica and I went to Perth yesterday and attended the forum. Nicky was also present, as were a number of other members from the SW RRG.

The Minister, the Hon Rita Saffioti spoke, clearly demonstrating her in depth knowledge of her portfolio. A mathematics genius spoke about network maintenance at length, and I think I understood most of that. The MRWA Road Safety Management Systems (ROSMA something that I had heard about but not clearly understood) was unpacked for our benefit. Ian Cameron (RSC) repeated the "Towards Zero" and "Safe System" mantra. We also attended some concurrnet sessions about collaborations, planning stations and the airport link. I was able to chat with the SW RRG technical chair Allan Claydon, about our local meetings.

These forums are an annual event and perhaps we could consider a greater attendance from this committee.

Cr. P Robinson asked the Committee if they would like the ROSMA to be presented to the Committee. The presentation took approximately 15 minutes.

Mr J Mitchell advised that this information is on the Main Roads WA website.

ROADWISE COMMITTEE ENDORSED ACTION 13-18:

Director Engineering & Development Services Mr L Botica to invite ROSMA to give a presentation for a future meeting.

Note: The Order of Business was changed so that Mrs Gartrell could give her presentation.

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

3.1 School Drug Education & Road Aware Program

Mr K Lowth referred back to Item 3 of the Agenda whereby Mrs Lisa Gartrell will make the School Drug Education and Road Aware presentation at this time.

Discussion:

Ms L Gartrell advised that SDERA has been around for 20 years and that there are a lot of education opportunities within the schools. SDERA works with all schools both public and private and there are staff who are writing best practice programs for the schools. All resources are free.

There are currently 61 schools in the Bunbury region that provide the SDERA program which includes:-

- Professional development;
- State wide consultancy; and
- Classroom ready resources.

An overview of the program at each level included:-

0-8 year olds – passenger safety, pedestrian safety, safety on wheels. It is linked to literacy programs by way of books. Parent education is very important in the early years. Resources include the use of "Izzy" figures and teddy bears.

Kindergarten- Year 6 - Challenges and Choices Programs include a whole of school approach. The resources are provided to all participating schools and can be done on line.

Year 7-9 – "In Gear" student book and teacher resource is provided as an educational tool.

Keys for Life Program – This Pre Driver education program is a very popular program within secondary schools. Ms L Gartrell advised that the biggest issue at the moment is drug driving and distractions. Students are taught the consequence ranking of losing your licence which is based on a harm minimising approach. eg. if the designated driver is intoxicated what are you going to do? Don't get in the car!

It is a 20 week program and the participant can do the test at the school. It is usually offered to Year 10 students and a parent information session is also offered to schools.

Ms L Gartrell advised that support from the participating schools changes at times depending on funding and teacher resources. The school requires a lead person to drive the program such as Bev Fortescue at Dardanup Primary.

Mrs Bev Fortescue advised that Dardanup Primary does not currently run the program however the resources are available to teachers. She advised that Dardanup Primary is branching out to cover mental health and well being.

As this has been a topic of discussion, Executive Governance Officer, Mrs Peta Nolan asked if Ms L Gartrell felt that there was any role for the Dardanup Roadwise Committee to become involved in road safety education in the local schools. Ms L Gartrell advised that Roadwise is already involved through Mrs Nicky Smith and that there was not a need for involvement unless there were any concerns about schools not participating and the Roadwise Committee could assist in encouraging the programs. Ms L Gartrell will contact the Shire if she receives any concerns from parents or communities that there is not education in schools.

Note:

The Order of Business was changed to return to item 8.6 of "Reports of Officers and Committee Members".

8 REPORTS OF OFFICERS AND COMMITTEE MEMBERS

8.6 Title: Dardanup Road Wise Committee Action Sheet

RW RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
RW06/17	14-12-17	Luke Botica/Main Roads WA	Council write to Main Roads WA and request a reduction to the speed limit along Waterloo Road in the vicinity of Harris Road to Ferguson Road from 100kph to 80kph.	Endorsed by Council on 24-02-18 Email/data sent to MRWA 23-02-18 Shire Staff met MRWA staff on site Awaiting report from Main Roads WA Further submission of new application process 01-08-18	Current
RW04/18	08-02-18	Nicola Smith Roadwise/ Peta Nolan Shire EGO	Council approve the provision of a Trial Motorcycle and Scooter Education session; with funding being sourced from the South West Capacity Building Fund (Roadwise program); and requests support and attendance by the WALGA Regional Road Safety Advisor.	Endorsed by Council 07-03-18 Nicola Smith advised of outcome Planning occurring with the Shires Programs Officer – Contractor is seeking Public Liability as a requirement for Shire Programs 01-08-18 10-10-2018 – This project has been difficult to confirm and deliver due to the accessibility of a facilitator and public liability insurance. Roadwise capacity building funds may also not be available and therefore it is recommended that this program be cancelled at this time.	Not Proceeding
ACT 05-18	07-06-2018	Peta Nolan Shire EGO	The Committee continue to work with SDERA and encourage the participation of the SDERA program in local schools.	Lisa Gartrell from SDERA to attend the October Meeting.	Current
ACT 06-18	07-06-2018	Peta Nolan Shire EGO	Write to the local schools advising of the Dardanup Roadwise Committee and its functions.	To be actioned.	Current
ACT 07a-18	07-06-2018		As per the Council Resolution Item 3, with the design as approved by the Roadwise Committee, that the shared road use signs be fabricated and installed on Harris Road. Director Engineering & Development Services, Mr L Botica	01-08-2018 – The sign design has been completed and signs ordered. Contact has been made with the City of Bunbury to request the sign to be installed on the Bunbury end of Harris Road. City of Bunbury has declined the offer for signage in their locality. Signs have been installed within the Shire of Dardanup	Complete

RW RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			work with City of Bunbury for the sign to be installed within the City of Bunbury boundary at the commencement of Harris Road.	boundary.	
ACT 07b-18	07-06-2018	Luke Botica Shire DEDS	Investigate the feasibility of the provision of electronic warning signs for cyclists on Harris Road.	At this stage it has been advised that the cost of the electronic warning signs is approximately \$23,000 . Please refer to link for article and a video an example of how the signs operate http://www.amygillett.org.au/revolutionary-cyclists-ahead-warning-signs-deployed-2	Current
ACT 08-18	07-06-2018		That Regional Road Safety Officer, Mrs Nicola Smith work with Mrs Jill Cross and Shire Staff on a Communications Plan Calendar for implementation.	Communications Plan in progress – further work required.	Current
ACT 09-18	07-06-2018	Luke Botica Shire DEDS	Arrange for research to be undertaken into the types of Speed Display Boards available and funding options available for this program.	Funding sources have been investigated and there are currently limited sources of funds for the purchases of the Speed Display signs. The cost per sign is approximately \$6,000. 10-10-18 – A Wespine Grant application was submitted however unfortunately was unsuccessful. Funding will continue to be sought for this project.	Current
ACT 10-18	07-06-2018	Luke Botica Shire DEDS	Initiate investigations into the concept of a 150m Courtesy TOOT campaign with initial correspondence to the WA Police, South West Traffic Co-ordinator, Snr Sgt David Hurdle requesting comments about the Road Traffic Act and law enforcement implications of the concept.	Deferred until the October meeting for further discussion. A response has been received from the South West Traffic Co-ordinator advising of the regulation under the Road Traffic Code as follows:	Current

RW RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
				<p>190. Use of horns etc.</p> <p>A person shall not sound the horn or any other warning instrument in or on a vehicle, unless —</p> <p>(a) it is necessary to use the horn, or warning device, to warn other road users or animals of the approach or position of the vehicle; or</p> <p>(b) the horn, or warning device, is being used as part of an anti-theft device, or an alcohol ignition interlock device, fitted to the vehicle.</p> <p>Modified penalty: 1 PC</p> <p>Please see the report of the Committee meeting of 17-10-2018.</p>	
RW 11-18	09-08-18	Luke Botica Shire DECS	THAT the Dardanup Roadwise Committee support a 40kph area speed zone trial at the Dardanup townsite and that further planning and consultation is undertaken.	See Agenda item 8.3 of the Agenda 17-10-2018	Current
ACT 11-18	09-08-2018	Nicky Smith	Arrange for a presentation of the RYDE program to the next Roadwise Committee.	The representative of the Ryde Program is not available to attend the October Meeting and therefore will be invited to the December Meeting.	Current

Discussion:

ACT 07-18 – Harris Road Signs – Mr Cedric Getley advised that he believes the issue is within the City of Bunbury section of road.

Mr L Botica advised that the road is being upgraded however the City of Bunbury section of roadworks may be delayed in this area. Shire of Dardanup will go ahead with its section of roadworks.

Mr C Getley advised that he would like to approach the CEO of the City of Bunbury to discuss the issues regarding cycling safety along Harris Road in the hope that the city would support some safety initiatives.

ROADWISE COMMITTEE ENDORSED ACTION 14-18:

Mr Cedric Getley, Ken Lowth and the Director Engineering & Development Services to approach the Chief Executive Officer of the City of Bunbury to discuss gaining support for a partnership approach between the City Bunbury and the Shire of Dardanup regarding safety of cyclists on Harris Road.

Note: Ms L Gartrell left the meeting [4.28pm]

ACT 09-18 – Mr L Botica advised that the Shire has a budget for the speed trailer as the previous SAM trailer has been budgeted for replacement in the current budget. He has spoken to staff who support the option of buying the smaller Speed Display Signs that can be installed on posts. The SAM trailer could be offered to the other shires of Capel and City of Bunbury.

He advised that the Shire has had good results with the Speed Display Signs. There are a number of locations where these could be used and data can be collected.

ROADWISE COMMITTEE ENDORSED ACTION 15-18:

Director Engineering & Development Services, Mr L Botica to report to Council regarding the purchase of speed display signs in lieu of replacing the SAM trailer.

ACT 10-18 Courtesy Toot Project – Officer in Charge, Australind Police, Snr Sgt Mark Smith advised that as a road safety initiative it may be worth pursuing. He advised that the current legislation would not support a courtesy toot. A warning toot campaign would be received better. The horn should be used for a warning toot.

Mr C Getley advised that in his recent experience cyclists were coming along two abreast and two cars gave a warning toot which was very effective. The next car that came through caused safety issues to the cyclists. He believes the warning toot could be very effective and would be a first in Australia for the Shire of Dardanup Roadwise.

Cr. P Robinson advised that he had tooted some cyclists who were riding two abreast but the cyclists could not hear the toot.

Mrs J Cross suggested that it is important to get the word out to the South West Cycle Club to include them in the consultation process. She also advised that she can assist with the campaign by advertising in the Dardanup Times to compliment the Shire promotions.

Mr C Getley advised that he is meeting with Hon. Mick Murray MLA soon to discuss the concept to get support for this initiative.

ROADWISE COMMITTEE ENDORSED ACTION 16-18:

Director Engineering & Development Services, Mr L Botica to write to the South West Cycle Club to advise them of the proposed "Warning Toot" initiative and request feedback from their members.

ROADWISE COMMITTEE ENDORSED ACTION 17-18:

Mr Cedric Getley to prepare a proposal for implementation and promotion the Warning Toot Campaign.

ROADWISE COMMITTEE ENDORSED ACTION 18-18:

Director Engineering & Development Services, Mr L Botica to approach Manager Community Services, Mrs Lee Holben and Communications Officer – Media, Mrs Kristy Hitchens regarding the campaign materials suggestions for implementing the program.

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

10.1 Title: Millbridge Boulevard and Eaton Drive Intersection Regulatory Controls

Mr K Lowth advised that the intersection of Millbridge Boulevard and Eaton Drive used to have a stop sign and is now a give way sign. He advised that he now feels that this should be reversed back to a stop sign.

Mr L Botica advised that traffic conditions have changed due to the opening of the new bridge we can now request that Main Roads WA assess this intersection again.

Mr L Botica advised that Shire staff are looking at some designs for this area and that there are issues with the carriage ways approaching the intersection when coming from the bridge. The dilemma for the staff is that in two years time the new carriage way will be built, so in the meantime consideration is being given to a stop sign and improving line marking (with arrows) and signage. Staff are currently looking at this as a cost effective solution for the interim that should address the issues.

ROADWISE COMMITTEE ENDORSED ACTION 19-18:

Director Engineering & Development Services to write to Main Roads WA to request an assessment of the regulatory controls at the intersection of Millbridge Boulevard and Eaton Drive.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Roadwise Committee Meeting will be Thursday 6 December 2018, commencing at 3.30pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 5.02pm.

SHIRE OF DARDANUP**MINUTES FOR THE SHIRE OF DARDANUP OCCUPATIONAL SAFETY & HEALTH COMMITTEE MEETING HELD ON WEDNESDAY, 24 OCTOBER 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 10.30AM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Chairperson Cr. M T Bennett declared the meeting open at 10.32am, welcomed those in attendance and referred to the Acknowledgement of Country, Emergency Procedures and the 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 muster point located at the front of the building 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	-	Elected Member
Cr. James Lee	-	Elected Member
Mr Mark Chester	-	Chief Executive Officer
Ms Cathy Lee	-	Manager Governance & HR
Mr Anton Manning	-	Senior OSH Coordinator
Ms Helen Ammon	-	Eaton Library Representative
Mrs Kathleen Hault	-	Eaton Administration Representative
Ms Andrea Carew-Reid	-	Eaton Administration Representative
Mr Darren Hare	-	Parks & Gardens Representative
Ms Christine Kennedy	-	Parks & Gardens Representative
Mr Adam Herbert	-	Dardanup Outside Works Representative
Miss Jasmine Sillifant	-	Executive Governance Officer

Observer

Ms Neroli Logan	-	LGIS Regional Risk Coordinator
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2.2 Apologies

Ms Wills Pomare	-	Eaton Recreation Centre Representative
Ms Jennifer Hodgson	-	OSH Advisor

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Occupational Safety & Health Committee Meeting Held 18 July 2018

OFFICER RECOMMENDED RESOLUTION

OSH 14-18 MOVED - Mr A Manning SECONDED - Ms C Lee

THAT the Minutes of the Occupational Safety & Health Committee Meeting held on 18 July 2018, be confirmed as true and correct subject to no corrections.

CARRIED

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:

Chairperson, 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: Resignation and Election of Safety and Health Representatives

Reporting Department: Executive – HR/OSH

Reporting Officer: Mr Anton Manning - Senior OSH Coordinator

Legislation: Occupational Safety and Health Act 1984

Background

The Shire of Dardanup called for nominations for safety and health representatives [SHR] to represent Shire Employees following the recent resignations of Craig Browne from his position with the Shire of Dardanup and Christine Kennedy as the SHR for the Parks and Gardens Work Group.

A work group is a group of workers who share a similar work situation. The safety and health representative represents the health and safety interests of the workers in that group. Safety and health representatives must be elected by members of the work group they will represent. All workers in a work group must be provided with every reasonable opportunity to nominate a safety and health representative and vote in an election.

The election process may be informal, for example with a show of hands. Alternatively it may involve a more formal process such as the use of a ballot. An election may not be required if a nominated person is unopposed, they are then deemed elected.

An elected safety and health representative is entitled to perform the following tasks for the work group;

- review the circumstances of workplace incidents
- accompany a Work Safe inspector during an inspection
- represent the work group in health and safety matters
- attend an interview about health and safety matters with a worker from the work group (with the consent of the worker)
- request that an OSH committee be established
- participate in an OSH committee
- monitor compliance measures
- investigate OSH complaints from work group members
- inquire into any risk to the health and safety of workers in the work group

The Shire of Dardanup is responsible for providing a safe workplace, the safety and health representative's task is to represent members of the work group and bring health and a safety issues to the attention of the Shire.

The Shire of Dardanup must also allow the safety and health representative to have access to certain information. A safety and health representative may request access to;

- information relating to any work-related incident or disease, including statistical records, such as an injury register;
- an asbestos register and asbestos management plan, which a person with management or control of a workplace must ensure is readily accessible to the SHR at any time;
- health and safety policies and procedures, including Safe Work Method Statements;
- safety data sheets for the chemicals that are used in the workplace;
- technical specifications for equipment regarding noise, vibration or radiation emission;
- results of occupational hygiene measurements, including dust levels, noise levels or chemical fumes;
- reports on work health and safety matters, including reports prepared by consultants for the Shire of Dardanup

- minutes of OSH committee meetings;
- information provided by manufacturers and suppliers about plant, equipment or substances at the workplace;
- health monitoring information that does not contain personal or medical information about a worker.

Only employees working at the workplace or within the group that the safety and health representative is elected to cover can be nominated for election. This is to ensure elected safety and health representatives will be familiar with the safety and health issues for the workplace or group.

Legal Implications

Ensure legislative compliance to the WA OSH Act 1984.

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices.
(Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

Council Policy Compliance

Shire of Dardanup CP027 Occupational Safety and Health Policy.

Risk Assessment - Low.

Officer Comment

Nominations were called for at the Parks and Gardens prestart meeting and Darren Hare was elected unopposed to fill the position of safety and health representative.

Nominations were called for at the Shire of Dardanup Eaton administration office and two employees nominated for the position of safety and health representative. One of the employees withdrew their nomination and Kathleen Hault was elected unopposed as the safety and health representative for the Eaton Administration area.

The safety and health representative duties at the Eaton office are shared between the main office facility and the transportable building. The safety and health representatives also attend the Dardanup administration office and complete inspections of the office working environment.

Discussion:

Chairperson, Cr. M T Bennett welcomed the new Safety and Health Representatives and thanked the previous representatives for their work.

OFFICER RECOMMENDED RESOLUTION

OSH 15-18 MOVED - Mr A Herbert SECONDED - Ms H Ammon

THAT the Occupational Safety & Health Committee recommend to Council that:

- 1. The following staff be endorsed as Safety & Health Representatives for the Shire of Dardanup:**
 - Mrs Kathleen Hault – Administration Centre Eaton.
 - Mr Darren Hare – Parks and Gardens.
- 2. Christine Kennedy from the Parks and Gardens team be thanked for her work as OSH Representative.**

CARRIED

8.2 Title: OSH Committee Outcomes From Previous Meetings

Reporting Department: Executive – HR/OSH
Reporting Officer: Mr Anton Manning - Senior OSH Coordinator
Legislation: Occupational Safety and Health Act 1984

Officer Comment

See attached (Appendix OSH: 8.2) OSH Committee Outcome listing for an update on the follow up of each of the Committee Resolutions and actions. As each action is completed, it will be removed from the list following the current OSH Committee meeting.

For information.

RECEIVED

8.3 Title: Workplace Inspections – OSH Representatives

Reporting Department: Executive – HR/OSH
Reporting Officer: Mrs Jennifer Hodgson - OSH Advisor
Legislation: Occupational Safety and Health Act 1984

Background

Each Safety and Health Representative is to undertake Workplace Inspections on a minimum of a quarterly basis. Most areas have formal inspections undertaken on a monthly basis.

Legal Implications - None.

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices.
(Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

Risk Assessment - Low.

Officer Comment

Hazards or actions that have been identified as a result of the Workplace Inspections are listed (Appendix OSH: 8.3) for the Committee's information. Full copies of the OSH Representative's Workplace Inspection Reports are stored in Tardis ([Safety and Emergency OSH Inspections](#)) and are available upon request.

Discussion:

Cr. M T Bennett queried if the safety hazard reported on 30 July 2018 and 28 September 2018 regarding cracked hotmix at the Eaton Community Library was an ongoing issue or if this referred to two separate areas.

Senior OSH Advisor, Mr Anton Manning responded that it was an ongoing issue and has now been repaired by a patching truck.

Eaton Community Library Representative, Ms Helen Ammon advised that the hazard was in the section of carpark near the entry of the library and was caused by lifting tree roots.

Chief Executive Officer, Mr Mark Chester mentioned that the school had been in discussions about removing the trees.

Ms H Ammon acknowledged this and commented that it would be a shame to lose the trees from the area due to the shade that they provide.

Dardanup Outside Works Representative Mr Adam Herbert suggested that this may be solved by cutting a section of root out and filling the area. He advised that the area would need to be assessed to decide the best course of action.

Mr M Chester suggested that the issue be entered to Fusion as a works request to be reviewed further.

OFFICER RECOMMENDED RESOLUTION

OSH 16-18 MOVED - Mrs K Hault SECONDED - Ms A Carew-Reid

THAT the Occupational Safety and Health Committee receive the list of Hazards and Actions as a result of OSH Representative Workplace Inspections.

CARRIED

8.4 Title: OSH Incident/Accident Quarterly Report

Reporting Department: Executive – HR/OSH

Reporting Officer: Mr Anton Manning – Senior OSH Coordinator
Mrs Jennifer Hodgson – OSH AdvisorBackground

The quarterly report is presented at each OSH meeting to keep the Committee updated on the incidents and/or accidents that have occurred since the last reporting round.

Legal Implications - None.Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices.
(Service Priority: Moderate)

Environment - None.Precedents - None.Budget Implications - None.Risk Assessment - Low.Officer Comment

THREE MONTHLY OSH INCIDENT REPORTING UPDATE			
INCIDENT / ACCIDENT DATE	CATEGORY	DEPARTMENT	DESCRIPTION
05-Jul-18	First Aid	Eaton Admin	Sprained ankle caused by tripping over electrical cord.
18-Jul-18	Property Damage	Eaton Admin	Faulty office chair collapsed.
26-Jul-18	Property Damage	Works	Blower driven over by general hand.
12-Jul-18	Property Damage	Parks and Gardens	Vehicle damaged by hitting limestone wall.
02-Aug-18	Property Damage	Parks and Gardens	Damage to the upper centre arm of 3 point linkage slasher attachment.
02-Aug-18	Near miss	Rec Centre	Near miss - Fallen netball post in sports store room.
27-Jul-18	First Aid	Rec Centre	Personal trainer rolled ankle after stepping back into uneven floor.
08-Aug-18	Lost time injury	Works	Finger caught between loader bucket and digger bucket causing injury
20-Aug-18	Property Damage	Corporate services	Motor vehicle break in and theft. Front passenger window smashed and First aid kit taken

THREE MONTHLY OSH INCIDENT REPORTING UPDATE			
INCIDENT / ACCIDENT DATE	CATEGORY	DEPARTMENT	DESCRIPTION
28-Aug-18	First aid	Health	Shock from portable electric fan heater plugged into GPO
30-Aug-18	First Aid	Eaton Admin	Sprained ankle caused by tripping over electrical cord
17-Sep-18	Property Damage	Works	Tipper truck hit a concealed tree stump causing passenger side step to come loose
25-Sep-18	Property Damage	Parks and Gardens	Worker refueled PO71 Diesel truck with petrol

Discussion:

Cr. M T Bennett queried if the incidents on 5 July 2018 and 30 August 2018 were caused by the same hazard.

Manager Governance & HR, Ms C Lee advised that these were two separate incidents and were not caused by the same cord.

Cr. M T Bennett asked Mr A Manning what the Shire's policy is for dealing with cases of electric shock.

Senior OSH Coordinator, Mr A Manning advised that there is no specific procedure however in these circumstances employees are taken to a doctor as soon as possible to have an ECG and general check-up. This is governed by the Office of Electrical Safety. Once the employee has been cleared by the doctor they can return to work. Mr A Manning advised that in response to the incident on 28 August 2018 the GPO's (General Purpose Outlet) in the entire Development Services area were checked and given the all clear. The appliance was removed.

OFFICER RECOMMENDED RESOLUTION

OSH 17-18 MOVED - Ms C Kennedy SECONDED - Mr D Hare

THAT the Occupational Safety and Health Committee receive the Accident/Incident Report for the period ending September 2018.

CARRIED

8.5 Title: OSH Dashboard and OSH Hazard Reporting

Reporting Department: Executive – HR/OSH
Reporting Officer: Mrs Jennifer Hodgson – OSH Advisor
Legislation: Occupational Safety and Health Act 1984

Background

The OSH Dashboard is a one page overview/snapshot of what has been happening across the organisation regarding OSH activities.

The OSH Hazard Report is a spreadsheet of hazards that have been identified and actioned for the quarter.

Legal Implications - None.

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices.
(Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

Risk Assessment - Low.

Officer Comment

See attached OSH Dashboard for July - September (Appendix OSH: 8.5A).

See attached OSH Hazard reporting for July - September (Appendix OSH: 8.5B).

For information.

RECEIVED

8.6 Title: Updates / OSHMS Compliance Audit 23 and 24 October 2017

Reporting Department: Executive – HR/OSH

Reporting Officer: Mr Anton Manning - Senior OSH Coordinator

Legislation: Occupational Safety and Health Act 1984

Background

The previous OSH compliance audit (utilising AS/NZ Standard 4801:2001), was undertaken on 23 and 24 of October 2017 by NSCO Consulting. Improvements from audit recommendations over each quarter are reported to the OSH Committee.

Legal Implications - None.Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices.
(Service Priority: Moderate)

Environment - None.Precedents - None.Budget Implications - None.Risk Assessment - Low.Officer Comment

PROPOSED ACTION COMMENT	ACTION TAKEN COMMENT
SOD is to consider implementing an internal audit schedule to verify and validate the elements of the internal safety management systems meet the statutory, regulatory and legislative requirements.	Internal audit schedule developed and implemented
OSH Documentation that is no longer relevant to be archived.	Documentation is now archived on a regular basis. Assistance was provided by records as to the requirements of Tardis.
Reporting to OSH Committee via the annual audit to be implemented.	Internal OSH audit is presented as (Appendix 8.7)

For information.

RECEIVED

8.7 Title: External Audit for OSH Compliance

Reporting Department: Executive – HR/OSH

Reporting Officer: Mr Anton Manning - Senior OSH Coordinator

Legislation: Occupational Safety and Health Act 1984

Background

The Chief Executive Officer of the Shire of Dardanup has requested a compliance audit to be undertaken by an external accredited auditor, of the Shire of Dardanup's Occupational Safety and Health Management System (OSHMS). The audit was undertaken benchmarking the Australian Standard 4801, utilising the guidelines detailed in the standard. The audit was completed by NSCO Consulting on 23 and 24 October 2017.

This process concurs with the requirement of the Shire of Dardanup's OSHMS annual plan to have an external auditor and a Shire officer undertake an OSH system audit.

Legal Implications

Ensure legislative compliance to the WA OSH Act 1984.

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices.
(Service Priority: Moderate)

Environment - None.

Precedents

OSH Audit - Work Safe Plan Three Steps to Safety. The verification activity was undertaken by LGIS in November 2015.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Shire of Dardanup CP027 Occupational Safety and Health Policy.

Risk Assessment - Low.

Officer Comment

The objective of the OSH audit was to provide independent assurance to the management of the Shire of Dardanup, regarding the arrangements that are in place to support the Shire of Dardanup OSH Framework.

The audits aim was to validate that the framework of the OSH system is robust and is effective in the workplace. The audit identified strengths and weaknesses that currently exist within the current Safety Management System.

An audit assessment report was provided by the auditor that identified strengths and shortcomings in relation to the occupational safety and health requirements. The audit report was compiled via consultation and interviews with all levels of Shire of Dardanup staff. The audit focused on the information contained within the Shire of Dardanup OSHMS and validation that the Shire of Dardanup has towards its responsibilities and commitment to safety. The response was one that clearly indicated that Shire of Dardanup is proactive in its commitment to ensuring safe systems of work are the focus of how work is done for the company.

The following are a summary of the recommendations for improvement provided by the auditor and the actions taken to comply with the audit findings.

- Recommendation: A minor amendment of The Shire of Dardanup Managing Emergencies in Shire Facilities Plan.

Shire Action: Amendment completed.

- Recommendation: Improve the current safety system by developing documentation (procedures) and provide improved accessibility of the documentation.

Shire Action: The procedures that were found to be lacking have been developed and have been provided to staff at pre start and tool box meetings.

- Recommendation: A renewed focus needs to be placed on populating the organisational risk register. The risk register is partially completed and requires input from key management representatives.

Shire Action: The risk register is under review, further work is still required. Corporate Excellence and Compliance Officer will commence work for the Shire of Dardanup in January 2019. Part of the role will be to develop and implement the organisational risk register.

- Recommendation: Shire of Dardanup to consider implementing initiatives where the executive team spend time with operational frontline workers and acknowledge the current safety practices at the Shire of Dardanup.

Shire Action: The Shire of Dardanup Chief Executive Officer, Director of Engineering, Managers and Senior Officers are attending toolbox meetings on a regular basis.

- Recommendation: Evidence presented during the audit identified the lack of specific investigative processes. Simple investigative methodology such as five whys or timeline methodology at a minimum should be utilised.

Shire Action: The incident report form that is completed when undertaking an investigation now utilises the five whys method of questioning.

- Recommendation: The risk management procedure PRO036 and Risk management policy AP023 does not reflect operational risk and is more aligned to corporate risk. At operational level (frontline) the hazard identification and risk assessments (SWMS) process is robust and detailed.

Shire Action: The Risk Policy and procedure are to be reviewed.

- Recommendation: There wasn't any evidence presented that indicates a procedure for Hazard Identification and Risk Assessments for Operational Frontline activities exist. Consideration should be given by the Shire of Dardanup to create and implement specific Hazard Identification and Risk Management procedures that align to the frontline operational activities.

Shire Action: A procedure has been developed for Hazard Identification and Risk Assessments for Operational Frontline activities and has been presented at toolbox to frontline operators.

- Recommendation: The Shire of Dardanup is to consider implementing a hazard reporting procedure. If hazards are reported consistently, identified, corrected and discussed openly, then incidents should never amount to more than hazards.

Shire Action: A Hazard reporting procedure has been developed and implemented at prestart and toolbox meetings. A hazard report form has also been developed to assist and track the close out of hazards.

- Recommendation: Improve the hazard reporting culture and introduce initiatives and processes where reporting hazards is looked upon as positive and proactive.

Shire Action: Hazard reporting is encouraged at all levels and hazards are recorded, tracked, rectified and closed out. A new case has been developed in Tardis as a separate process for the reporting and recording of hazards. Fusion is also utilised now for the hazards to be rectified and tracked for completion.

Staff have been rewarded with a safety voucher for reporting hazards and proactive safety behaviour.

- Recommendation: The Shire of Dardanup is to consider implementing an internal audit schedule to verify and validate that the elements of the internal safety management systems meet the statutory, regulatory and legislative requirements.

Shire Action: A monthly audit system has now been implemented with the first 12 monthly period of the audit presented in (Appendix 8.7).

- Recommendation: The Shire of Dardanup is to consider a review of the current corrective action procedure and determine if current practices clearly address corrective actions and if implementation of preventative measures does occur and is functional at operational level.

Shire Action: The Hierarchy of Control has now been implemented for corrective actions when hazard and incidents are reported. Corrective actions are captured in the following documents, with accountabilities for the corrective actions attributed to the responsible person for the action.

- Form 171 - Report Form - Accident Incident;
- Form 199 - Report Form - Accident Incident Near Miss;
- Form 198 - Report Form - Hazard.

- Recommendation: Consideration should be given by the Shire of Dardanup in completing a review of the safety management system to streamline the document information system which will create a more robust structure within Tardis.

Shire Action: The safety management system is being reviewed and documentation is now aligned to the Shire's record keeping processes. Numerous documents have now been removed to assist with streamlining the process.

For Information.

Discussion:

Ms C Lee thanked Mr A Manning for his work in completing the Workplace Safety Audit report.

Mr A Manning addressed the Committee regarding organisational change and the actions that have been undertaken to improve Occupational Safety and Health within the Shire of Dardanup. He advised that the audit undertaken by NSCO Consulting had identified areas for improvement and provided recommendations to reduce harm. The Shire is committed to safety and has implemented various measures to meet this commitment. This includes regular toolbox meetings, hazard reporting, regular OSH training and a commitment by managers and supervisors to conduct OSH inspections of their work areas and employees. Mr A Manning advised the Committee that the Shire has commenced a process of "Just Culture" where employees are held to their accountabilities.

Cr. M T Bennett queried the recommendation of the audit that the Shire consider implementing initiatives where the executive team spend time with operational frontline workers. Cr. M T Bennett suggested that it may be more beneficial for those with expertise to engage with the workforce on OSH matters rather than the executive team as they are better equipped to recognise the OSH issues that arise in the area of work.

Cr. M T Bennett acknowledged that the Shire has greatly improved in its management of Occupational Health and Safety in recent years and thanked Mr A Manning for his work.

Mr A Manning extended the thanks to the OSH Committee for their commitment to safety.

8.8 Title: LGIS Regional Risk Coordinator Update

Reporting Department: Executive – HR/OSH

Reporting Officer: Ms Neroli Logan – LGIS Regional Risk Coordinator

Legislation: Occupational Safety and Health Act 1984

Background

LGIS Regional Risk Coordinator to provide update on work activity undertaken since the last OSH Committee Meeting.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Risk Assessment - Low.

Officer Comment

The following have been facilitated by the LGIS Regional Risk Coordinator since the last OSH Committee Meeting:

- Western Power Information and Awareness Training at Depot

An information session was delivered by Western Power on Friday 3 August at the Waterloo depot for all workers that are likely to come into contact with Western Power Assets. The session was presented by Paul Farina, Community Education Specialist at Western Power and focused on the safety aspects of working near Western Power assets. It focused on the need to be 360 degrees aware of Western Power assets which are located underground, at ground level and overhead. Staff were educated on Powerline Danger Zones and reminded of the 1 metre danger zone for low voltage (zero to 1000 volts), 3 metre danger zone for High Voltage (1000 to 33000 volts) and the 6 metre danger zone for Transmission which is 33,000 to 330,000 volts. It also included information on incident management and the importance of reporting incidents to Western Power on 131 351.

- Waste services training in OSH Awareness, working safely with chemicals, biological hazard management and (ACM) asbestos identification and awareness

The RRC provided training to the Waste Officers at the Banksia Road waste site on Friday 14 September. The training focussed on Occupational Safety and Health and was tailored to the needs of the waste staff. Specific topics

covered included Chemical Handling and training in the safe use of Glyphosate, asbestos identification and biological hazard management.

- Property Risk Assessment of Dardanup Administration Building and Dardanup Hall.

The RRC commenced the Property Risk Surveys within the Shire of Dardanup completing the Dardanup Administration Building and Dardanup Hall.

Other buildings to be completed include the Eaton Administration Building, Eaton Recreation Centre, Waterloo Depot, Eaton Bowling Club and Football Pavilion.

- South West Local Occupational Safety and Health [SLOSH] Group Meeting & South West Risk Management Advisory Group Meeting

At the meeting of the South West Risk Management Advisory Group held 17 October 2018 a presentation on Fraud and Misconduct in Local Government was held. A copy of this presentation along with the agenda and minutes of the meetings can be provided to the committee for information.

For Information.

Discussion:

Cr. M T Bennett queried what the South West Risk Management Advisory Group do?

Ms Neroli Logan, LGIS Regional Risk Coordinator responded that the group is made up of 12 South West Local Governments and meets 4 times per year. Their aim is to improve and share risk management strategies through discussion of critical incidents, trends, programs and control measures that have been implemented. Ms N Logan advised the Committee that the Group met last week for a presentation by the Public Sector Commission on Fraud and Misconduct in Local Government.

The Committee discussed specific examples and the mandatory reporting requirements that Local Governments have towards incidents of fraud and misconduct.

Cr. M T Bennett queried if Ms N Logan or Mr A Manning had noticed any trends in the occurrence of workplace safety incidents.

Ms N Logan advised that research has shown that the peak times for workplace incidents to occur in Local Government are the months of December and April.

Mr A Manning also advised that the Shire of Capel is currently reviewing this and that the Shire of Dardanup will be providing information to them to assist in the review process.

Cr. J Lee queried if the costs of safety incidents should tracked and reported to the Committee.

The Committee discussed this at length weighing up the costs and benefits of the suggestion and it was decided that no action would be taken at this point in time.

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The next meeting of the Occupational Safety & Health Committee will be held on Wednesday 23 January 2019 at 2.00pm.

There being no further business the Chairperson declared the meeting closed at 11.10am.

Notice of Special Resolution – BWEA AGM 2018

Adoption of changes as required making the Rules consistent with the new Act requirements

All incorporated associations are required to review and where necessary update their rules (constitution) to ensure compliance with the Associations Incorporation Act 2015. Associations have until 1 July 2019 to comply. Prescribed (or Model) rules are available as a standard set of rules which meet all of the requirements of the Act. Where any proposed change varies from the Model Rules, no matter how minor, then an Association pass any changes either by way of Special Resolution at a General Meeting or by resolution of the BOM.

The management committee (BOM) may change the rules without special resolution only where the changes are to make the rules consistent with the new Act requirements.

The BOM proposes to make the Rules consistent with the new Act requirements. The following resolutions reflect changes of a material nature requiring approval by Members.

1. Name of Association

The current name is “Bunbury Wellington Economic Alliance inc”.

In 2018 the Bunbury Geographe Growth Plan (BGGP) steering committee and BWEA Board agreed to incorporate the BGGP into BWEA. The BGGP objectives and initiatives reflect BWEA strategic goals. Associated with this, BWEA commenced an organisational review to revitalise the Economic Alliance. The Bunbury Geographe brand is now well recognised and it is recommended that Members approve renaming of the organisation to Bunbury Geographe Economic Alliance. The name is registered and approved through ASIC.

Resolution:

That the name of the Association be changed to Bunbury Geographe Economic Alliance.

2. Objects of Association

The current constitution includes 7 objects of association. As part of the Board review it is proposed to amend the Objects of Association to reflect the focus of BWEA/BGEA.

Resolution:

That the Objects of Association be:

- a) *To foster and undertake actions that will support sustainable growth and development of the Bunbury Geographe region;*
- b) *To build on the existing social, economic and environmental capacity of the region and to plan and create a sustainable future for community wellbeing;*
- c) *To work collaboratively with stakeholders for mutual benefit.*

3. Board of Management

The Board of Management (BOM) are persons who, as the management committee of the Association, have the power to manage the affairs of the Association.

It is proposed to vary the current constitution regarding representatives of the BOM.

Resolution:

That the Board of Management members consist of:

A representative of each eligible Local Government Members

The Board will include an equal number plus 1 of eligible corporate members

The CEO will hold a non-voting position and attends in an ex-officio capacity. The CEO is not included as part of determining a meeting quorum.

4. Proceedings of Board of Management

The current constitution provides that the Board of Management 'shall meet together for the dispatch of business not less than SEVEN (7) times per annum'.

It is proposed to vary the constitution as follows:

Resolution:

That the Board of Management meet together for the dispatch of business not less than FOUR (4) times per annum

5. Quorum in Proceedings at General Meetings

The current constitution requires 'one tenth of total members present in person or by proxy constitute a quorum provided that of those members present three (3) must be local government members'.

It is proposed to vary the constitution as follows:

Resolution:

That a minimum of 6 corporate members and a minimum of 3 LGA members (being members entitle to vote under the rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting. The CEO is not included as part of determining a meeting quorum.

Supplementary comments:

A special resolution shall be decided if it is passed by majority of not less than $\frac{3}{4}$ of the members of the association who are entitled to vote, either in person or by proxy