ORDINARY COUNCIL MEETING

26 April 2023

Attachment Booklet – April 2023

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ATTACHMENT: CC01

Monthly Financial Statements for the Period Ended 31 March 2023

Attachment 1
Accounts for Payment – March 2023

Shire of Irwin

List of Accounts paid March 2023 for presentation to the Council Meeting 26 April 2023

MUNICIPAL/(TRUST PAYMENTS

EFT[CHq #	DATE	DESCRIPTION	PAYMENTS
EFT30065	09/03/2023 AUSTRALIA DAY COUNCIL OF SOUTH AUSTRALIA INCORPORATED	AUSTRALIA DAY MERCHANDISE	-694.00
EFT30066	09/03/2023 ALYKA	KENTICO CMS TRAINING	-385.00
EFT30067	09/03/2023 AMPAC DEBT RECOVERY {WA) PTY LTD	RATES DEBT RECOVERY FEES	-1,848.00
EFT30068	09/03/2023 ANJA VINCI	REFUND	-50.00
EFT30069	09/03/2023 AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-1,089.87
EFT30070	09/03/2023 BEILBY DOWNING TEAL	RECRUITMENT SERVICES	-16,684.69
EFT30071	09/03/2023 BLACKWOODS	HEAVY DUTY START PICKET HAMMER FOR TRANSFER STATION	-138.40
EFT30072	09/03/2023 DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-1,203.00
EFT30073	09/03/2023 BULBECK ENVIRO	DEPOSIT - WASHDOWN BAY DESIGN - PHASE 2	-22,706.75
EFT30074	09/03/2023 BOB WADDELL & ASSOCIATES	ASSISTANCE WITH 2022/23 ANNUAL BUDGET REVIEW	-82.50
EFT30075	09/03/2023 CARL JAMES SCUDDER	BUILDING MAINTENANCE WORKS AT SHIRE FACILITIES AND ABLUTIONS	-2,615.00
EFT30076	09/03/2023 IRWIN RURAL SUPPLIES & STOCKFEEDS	FENCE GRIPPLES	-35.00
EFT30077	09/03/2023 TOLL	FREIGHT CHARGES	-15.69
EFT30078	09/03/2023 LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	MINING TENEMENTS & GROSS RENTAL VALUATIONS CHARGEABLE	-71.80
EFT30079	09/03/2023 DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDEN, ROAD & BUILDING MAINTENANCE SUPPLIES	-669.80
EFT30080	09/03/2023 DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT SHIRE FACILITIES, ABLUTIONS AND INFRASTRUCTURE	-1,590.65
EFT30081	09/03/2023 TYREPOWER DONGARA	BATTERY FOR FORD RANGER, REPLACEMENT TYRE ON GROUNDMASTER MOWER AND PUNCTURE REPAIR ON HOLDEN COLORADO	-790.50
EFT30082	09/03/2023 DONGARA PROFESSIONAL FISHERMANS ASSOC	CASE FUNDING - BLESSING OF THE FLEET	-5,000.00
Effi0083	09/03/2023 DONGARA LOCAL RAG	ADVERTISING	-254.00
Effi0084	09/03/2023 DONGARA IRWIN RACE CLUB INC	SPONSORSHIP OF 2023 EASTER RACE DAY - FASHIONS ON THE FIELD	-3,000.00
EITT0085	09/03/2023 DONGARA DISTRICT HIGH SCHOOL P & C	VISITOR CENTRE STOCK	-399.00
EITT0086	09/03/2023 EJAN COMMUNICATIONS	TEST AND REPAIR ALL TWO WAY RADIOS INCLUDING INSTALL NEW RADIOS IN POSI-TRACK MULCHER AND HOLDEN COLORADO	-9,903.56
EFT30087	09/03/2023 ELYCE TUNBRIDGE	REIMBURSEMENT	-110.95
EFT30088	09/03/2023 FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT SERVICES	-13,154.16
EFT30089	09/03/2023 FIVE GUMS FAMILY MEDICAL PRACTICE	REIMBURSEMENT FOR MEDICAL EQUIPMENT REPAIRS	-1,808.50
EFT30090	09/03/2023 GANESHAN NADARAJAH	REIMBURSEMENT	-207.60
EITT0091	09/03/2023 CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL & BUILDING CERTIFICATION SERVICES	-31,519.29
EFT30092	09/03/2023 REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASE	-9,194.35
EFT30093	09/03/2023 GLASS CO WA	REPAIRS AT UNIT 3 AND UNIT 18 THE VILLAGE	-557.63
EFT30094	09/03/2023 GLOBAL SPILL & SAFETY	SPILL KIT, EYEWASH SOLUTION AND OUT OF SERVICE TAGS FOR REC CENTRE	-456.90
E.FT30095	09/03/2023 CANCELLED		0.00
EFT30096	09/03/2023 HOCKEY'S PEST SERVICE	RODENT BAITING AT DEPOT	-242.00
EFT30097	09/03/2023 INSTANT RACKING & STEEL SHELVING	STORAGE BINS FOR STORE ROOM AT DEPOT	-190.00
EFT30098	09/03/2023 IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,990.00
EFT30099	09/03/2023 IT VISION AUSTRALIA PTY LTD	ALTUS PAYROLL PLAY ACCOUNT REFRESH	-275.00
EFT30100	09/03/2023 KELYN TRAINING SERVICES	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROL TRAINING	-350.00
EFT30101	09/03/2023 LOCAL BLOKE MARKETING AND DISTRIBUTION	VISITOR CENTRE STOCK	-744.70
EFT30102	09/03/2023 SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-185.63
EFT30103	09/03/2023 MARSDEN'$ BECKENHAM TRANSPORT PTY LTD	FREIGHT CHARGES	-272.25
EFT30104	09/03/2023 MARKETFORCE PTY LTD	PHOTOGRAPHY FOR INDUSTRY FORUM AND ADVERTISING	-2,802.69
EFT30105	09/03/2023 MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-387.55
EFT30106	09/03/2023 MCLEODS BARRISTERS & SOLICITORS	AGREEMENT FOR SHARING ROAD UPGRADE COSTS	-30.80
EFT30107	09/03/2023 MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-176.00
EFT30108	09/03/2023 MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES, & ABLUTIONS	-2,869.85
EFT30109	09/03/2023 MURRAY CONNELL	REIMBURSEMENT	-234.30
EFT30110	09/03/2023 OFFICEWORKS	STATIONERY CONSUMABLES	-797.89
EFT30111	09/03/2023 PEAK CONSULTANTS PTY LTD	LIGHTING OPTION DESIGN FOR BLENHEIM ROAD BLACK SPOT PROJECT	-1,265.00
EFT30112	09/03/2023 PEMCO DIESEL	SERVICE OF NISSAN PRIME MOVER AND HINO PRIME MOVER	-4,316.67
EFT30113	09/03/2023 PIXIES SCREEN PRINTS	CORPORATE UNIFORM	-867.00
EFT30114	09/03/2023 PLAY CHECK	COMPREHENSIVE PLAYGROUND AUDITS	-4,796.00
EFT30115	09/03/2023 PLEIADES CONSULTING	CONSULTANCY SERVICES - INDUSTRY FORUM	-6,315.10
EFT30116	09/03/2023 RAMSAY CONSTRUCTIONS PTY LTD	EHO CONSULTANCY SERVICES	-12,284.50
EFT30117	09/03/2023 MP ROGERS & ASSOCIATES PTY LTD	PROGRESS PAYMENT - DETAILED DESIGN FOR BOAT RAMP UPGRADE	-6,753.60
EFT30118	09/03/2023 SARA LOUISE SHARMAN	FACEPAINTING AT DENISON SPRINT 2022	-230.00
EFT30119	09/03/2023 CLEANAWAY CO PTY LTD	RESIDENTIAL, COMMERCIAL AND STREET 240LT AND FRONT LIFT COLLECTION INCLUDING TRANSFER STATION	-26,323.16
EFT30120	09/03/2023 T-QUIP	PARTS FOR ZERO TURN MOWER	-900.45
EFT30121	09/03/2023 TED ROPER	REIMBURSEMENT	-336.32
EFT30122	09/03/2023 TUTT BRYANT EQUIPMENT	PARTS FOR BOMAG ROLLER	-507.54
EFT30123	09/03/2023 TYREPOWER LIMITED	SUPPLY AND FIT TYRES ON HOLDEN COLORADO	-1,583.96
EFT30124	09/03/2023 WA PLANNING & LOGISTICS PTY LTD	CONTRACT PLANNING SERVICES	-12,826.00
EFT30125	09/03/2023 WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-439.12
EFT30126	09/03/2023 SYNERGY	VARIOUS ELECTRICITY CHARGES	-27,519.16
EFT30127	09/03/2023 WESTRA(EQUIPMENT	SERVICE OF CAT GRADER AND PARTS FOR POSI-TRACK MULCHER	-1,149.51
EFT30128	09/03/2023 WINC AUSTRALIA PTY LTD	PRINTER CHARGES	-349.62
EITT0129	14/03/2023 ANNIE MINA HENDY	REFUND	-710.82
EFT30130	14/03/2023 DEAN LAWRENCE FRY	REFUND	-262.98
EFT30131	14/03/2023 KEVIN JOHN WOOLCOCK	REFUND	-786.31
EFT30132	14/03/2023 PAMELA AGNES HEWER	REFUND	-796.50

Shire of Irwin

List of Accounts paid March Z0Z3 for presentation to the Council Meeting 26 April Z0Z3

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ#	DATE	DESCRIPTION	PAYMENTS
EFT30133	14/03/2023	PRIORY HOTEL	REFUND	-644.05
EFT30134	16/03/2023	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-4,815.00
EFT30135	16/03/2023	ASM ECLIPSE PTY LTD	VISITOR CENTRE STOCK	-1,122.02
EFT30136	16/03/2023	BOB WADDELL & ASSOCIATES	ASSISTANCE WITH THE 2023/24 BUDGET	-82.50
EFT30137	16/03/2023	CARL JAMES SCUDDER	BUILDING MAINTENANCE WORKS AT SHIRE FACILITIES AND ABLUTIONS	-1,209.00
EFT30138	16/03/2023	DONGARA FREIGHT	FREIGHT CHARGES	-145.20
EFT30139	16/03/2023	DONGARA FENCING	50% REPLACEMENT COST FOR DIVIDING FENCE AT BOWLING CLUB	-1,181.18
EFT30140	16/03/2023	DONGARA BOBCAT & CONTRACTING SERVICES	PROVIDE GRAVEL AND EARTHWORKS ON SEVEN MILE BEACH RAMP AND HARLEY RAKE SOUTH BEACH FOR SURF CARNIVAL	-1,127.50
EFT30141	16/03/2023	DONGARA CONCRETE SERVICES	REPLACE DAMAGED FOOTPATH ON OCEAN DRIVE AND INSTALL TACTILE TO STEPS **IN** FRONT OF PIZZA **BAR**	-3,237.30
EFT30142	16/03/2023	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT SHIRE FACILITIES, ABLUTIONS AND INFRASTRUCTURE	-3,979.21
EFT30143	16/03/2023	TYREPOWER DONGARA	PUNCTURE REPAIR ON ISUZU TIP TRUCK	-87.50
EFT30144	16/03/2023	DONGARA DISTRICT HIGH SCHOOL P & C	CONTRIBUTION TO YEAR 6 CAMP TO PROVIDE LUNCH SERVICE FOR AUSTRALIA DAY 2023	-600.00
EFT30145	16/03/2023	EASY AUTO CARE	SERVICE OF TOYOTA PRADO AND HOLDEN COLORADO	-981.70
EFT30146	16/03/2023	ELEMENT ADVISORY PTY LTD	LOCAL PLANNING STRATEGY REVIEW	-6,000.50
EFT30147	16/03/2023	EJAN COMMUNICATIONS	MOPOLE ANTENNA	-194.15
EFT30148	16/03/2023	GLASS CO WA	REPAIRS AT UNIT 2 THE VILLAGE	-173.25
EFT30149	16/03/2023	GERALDTON LIMESTONE RETAINING WALLS	INSTALL DRAINAGE GRATES ON HEALY STREET, WHELAN STREET, BRAND HIGHWAY, INSTALL CHANNEL DRAIN IN FOOTPATH ON MORETON TCE AND SITEWORKS ON DUVAL STREET	-9,861.00
EFT30150	16/03/2023	GNC BUILDING & CONSTRUCTION GROUP WA PTY	PROVIDE HEADWALLS FOR WATER TANK AT ALLANOOKA	-1,073.60
EFT30151	16/03/2023	HILLE THOMPSON & DELFOS	SURVEY AND BOUNDARY MARK OUT FOR KAIUS DRIVE ENTRY STATEMENT	-1,155.00
EFT30152	16/03/2023	IVEY CONTRACTING	REINSTATE SIGNAGE AND GUIDE POSTS ON BOOKARA EAST ROAD SHOULDER	-1,441.00
EFT30153	16/03/2023	JAMES HALL	CLEAN GUTTERS IN THE **MAIN** STREET	-2,750.00
EFT30154	16/03/2023	JASON SIGNMAKERS	VEHICLE MAGNETS	-917.65
EFT30155	16/03/2023	LG BEST PRACTICES	OUTSOURCED PAYROLL SERVICES	-3,528.00
EFT30156	16/03/2023	LOCK, STOCK & FARRELL	REPLACEMENT LOCK SET FOR DEPOT STORES	-178.50
EFT30157	16/03/2023	MARKETFORCE PTY LTD	ADVERTISING	-217.47
EFT30158	16/03/2023	MIDWEST BOUNCE AND FUN	SUPPLY, HIRE AND SUPERVISION OF BOUNCY CASTLES FOR AUSTRALIA DAY 2023	-2,088.00
EFT30159	16/03/2023	MJB INDUSTRIES	DRAINAGE PRODUCTS FOR MOUNT ADAMS ROAD WORKS	-20,532.38
EFT30160	16/03/2023	ML COMMUNICATIONS	INSTALL NEW AIRFIBER ON THE TRANSMISSION TOWER	-1,348.05
EFT30161	16/03/2023	MOOREVIEW PLANTS & TREES	SUPPLY OF POINCIANA TREES	-19,008.00
EFT30162	16/03/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES, & ABLUTIONS	-4,630.90
EFT30163	16/03/2023	NORDIC BUILDERS	CONSTRUCTION OF COMMUNAL AREA AT HENRY ROAD	-20,173.00
EFT30164	16/03/2023	PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-790.00
EFT30165	16/03/2023	RIP-IT SECURITY SHREDDING	SHREDDING BIN QUARTERLY DELIVERY AND DISPOSAL	-128.00
EFT30166	16/03/2023	SEASIDE SIGNS	MODIFICATION OF SIGNAGE AT GRANNIES BEACH	-33.00
EFT30167	16/03/2023	T-QUIP	PARTS FOR HAKO SWEEPER	-453.45
EFT30168	16/03/2023	TREVOR LUKEY	REFUND	-50.00
EFT30169	30/03/2023	ANDREW JOHN GILLAM	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2023	-1,922.00
EFT30170	30/03/2023	ALTUS TRAFFIC PTY LTD	TRAFFIC MANAGEMENT FOR BRIDGE BARRIER WORKS	-1,423.47
EFT30171	30/03/2023	ALYKA	MAINTENANCE ON THE SHIRE OF IRWIN WEBSITE	-220.00
EFT30172	30/03/2023	BABA MAROA ROAD SERVICES	UNDERPAYMENT OF TRAFFIC MANAGEMENT INVOICE FOR HUNTS ROAD	-40.00
EFT30173	30/03/2023	BARRY WYSE	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2023	-1,922.00
EFT30174	30/03/2023	FLOW CONSULTING ENGINEERS PTY LTD	ENGINEERS INSPECTION OF 8 UNITS AT THE VILLAGE	-4,840.00
EFT30175	30/03/2023	DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-564.60
EFT30176	30/03/2023	CATERINA IELASI	REIMBURSEMENT	-219.20
EFT30177	30/03/2023	CARLJAMES SCUDDER	BUILDING MAINTENANCE WORKS AT SHIRE FACILITIES AND ABLUTIONS	-942.00
EFT30178	30/03/2023	TOLL	FREIGHT SERVICES	-436.41
EFT30179	30/03/2023	JEROME ALLAN CRIDDLE	REIMBURSEMENT	-189.00
EFT30180	30/03/2023	CENTRAL WEST PEST CONTROL	END OF LEASE PEST CONTROL FOR PETS AND FLEAS	-540.00
EFT30181	30/03/2023	CAROLYN WALKER PUBLIC RELATIONS	CONSULTANCY SERVICES - INDUSTRY LEADERS FORUM	-10,560.00
EFT30182	30/03/2023	DC TWO PTY LTD	MONTHLY VOiP CHARGES AND BACKUP SERVICES	-3,106.40
EFT30183	30/03/2023	DONGARA FREIGHT	FREIGHT CHARGES	-225.50
EFT30184	30/03/2023	DELTA CLEANING SERVICES	CONTRACT CLEANING	-17,807.48
EFT30185	30/03/2023	DONGARA HOLIDAY HOMES	INTERIM ACCOMMODATION	-750.00
EFT30186	30/03/2023	DONGARA BOBCAT & CONTRACTING SERVICES	SUPPLY OF YELLOW SAND TO DEPOT	-286.00
EFT30187	30/03/2023	DONGARA BODY BUILDERS	INSTALL NEW BRAKE DRUMS INCLUDING PARTS ON SIDE TIPPING TRAILER	-4,714.60
EFT30188	30/03/2023	DONGARA CONCRETE SERVICES	RENEW CROSSOVERS ON SMITH STREET	-7,095.00
EFT30189	30/03/2023	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT SHIRE FACILITIES, ABLUTIONS AND INFRASTRUCTURE	-870.22
EFT30190	30/03/2023	TYREPOWER DONGARA	BATTERY FOR SWEEPER	-316.00
EFT30191	30/03/2023	DONGARA TREE SERVICES	TREE REMOVAL FOR BLACK SPOT WORKS ON BLENHEIM ROAD	-2,200.00
EFT30192	30/03/2023	ELISABETH ANN BLAIR	REIMBURSEMENT	-284.20
EFT30193	30/03/2023	EASY AUTO CARE	SERVICE OF TOYOTA PRADO AND HOLDEN COLORADO	-2,481.25
EFT30194	30/03/2023	ELYCE TUNBRIDGE	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2023	-1,922.00
EFT30195	30/03/2023	FERNINANDO ANDRIOZZO	REIMBURSEMENT	-280.40
EFT30196	30/03/2023	ALL DECOR	INSTALL FLOORING IN UNIT 24 AFTER VACANCY AND INSTALL BLINDS IN UNIT 2, 3 & 38	-7,010.00
EFT30197	30/03/2023	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL	-14,392.40
EFT30198	30/03/2023	REFUEL AUSTRALIA	BULK DIESEL FUEL AND CARD PURCHASES	-16,952.35

Shire of Irwin

List of Accounts paid March 2023 for presentation to the Council Meeting 26 April 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT|CH #	DATE	DESCRIPTION	PAYMENTS
EITT0199	30/03/2023 GK CREATIVE	PLEASE SLOW DOWN CONSIDER OUR KIDS - STICKERS FOR BINS	-199.00
EFT30200	30/03/2023 GERALDTON LIMESTONE RETAINING WALLS	SITE WORKS FOR DRAINAGE WORKS ON CARNARVON STREET	-1,886.00
EFT30201	30/03/2023 GREAT NORTHERN RURAL SERVICES	CHEMICALS FOR SPRAYING	-3,566.20
EFT30202	30/03/2023 GRANT STEVEN EVA	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2023	-1,922.00
EFT30203	30/03/2023 GLOBAL SPILL & SAFETY	SUPPLY OF TRAFFIC CONES AND CUSTOM SIGNAGE	-4,382.21
EITT0204	30/03/2023 HAYLEY PALMER	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2023	-1,922.00
EFT30205	30/03/2023 HEAVENLY HECTARES HONEY	VISITOR CENTRE STOCK	-290.00
EFT30206	30/03/2023 INTEGRATED ICT	MICROSOFT 365 LICENSES FOR ADMIN & MEDICAL CENTRE	-2,490.39
EFT30207	30/03/2023 !SABELLA **MARY** SCOTT	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2023	-1,922.00
EFT30208	30/03/2023 INCITE SECURITY	REPLACED BATTERY AT MEDICAL CENTRE SECURITY SYSTEM	-581.46
EFT30209	30/03/2023 INSIDE OUT CLEAN	CLEANING OF SOUTH BEACH KIOSK	-220.00
EFT30210	30/03/2023 JB HI-FI GROUP PTY LTD	IT EQUIPMENT AND CONSUMABLES	-5,408.74
EFT30211	30/03/2023 KLEENHEAT GAS	YEARLY GAS CYLINDER RENTAL CHARGE - RICHARDSON ROAD	-46.75
EFT30212	30/03/2023 KEVIN MICHAEL PENNY	REIMBURSEMENT	-421.70
EFT30213	30/03/2023 MARK LEONARD	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2023	-1,922.00
EFT30214	30/03/2023 STATE LIBRARY OF WESTERN AUSTRALIA	FREIGHT CHARGES FOR INTER-LIBRARY LOANS	-354.65
EFT30215	30/03/2023 LOCK, STOCK & FARRELL	LOCKSET FOR DEPOT WORKSHOP	-38.75
EFT30216	30/03/2023 MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-423.90
EFT30217	30/03/2023 MEX MAINTENANCE SOFTWARE	HALF DAY TRAINING SESSION	-990.00
EFT30218	30/03/2023 MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-176.00
EFT30219	30/03/2023 MITCHELL & BROWN	ELEVATED COOKTOP FOR UNIT 24 AT THE VILLAGE	-2,440.00
EFT30220	30/03/2023 MIDWEST SOLAR AND WATER	REPAIRS TO CHAMBERS DISABLED TOILET AND BOAT RAMP TOILETS	-237.60
EFT30221	30/03/2023 OFFICE NATIONAL	STATIONERY CONSUMABLES	-372.14
EFT30222	30/03/2023 PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-405.00
EFT30223	30/03/2023 REPLAS	GUIDE POSTS FOR BLENHEIM ROAD PROJECT	-1,466.03
EFT30224	30/03/2023 SAFETY BARRIERS WA PTY LTD	SUPPLY AND INSTALL SAFETY BARRIER ON BRIDGE	-14,542.22
EFT30225	30/03/2023 S & K ELECTRICAL	QUARTERLY TEST & TAGGING AT DEPOT AND TRANSFER STATION	-682.00
EFT30226	30/03/2023 SCAVENGER SUPPLIES PTY LTD	EASY BURN MATCHES PACK OF 25	-1,396.15
EFT30227	30/03/2023 MICHAEL THOMAS SMITH	PRESIDENT ATTENDANCE FEES JANUARY TO MARCH 2023	-2,500.00
EFT30228	30/03/2023 SUBTERRANEAN SERVICE LOCATIONS WA	SERVICE LOCATION ON POINT LEANDER DRIVE AND BLENHEIM ROAD	-5,313.00
EFT30229	30/03/2023 ST JOHNS AMBULANCE ASSOCIATION	CASE FUNDING - EMERGENCY SERVICES MIDWEST EVENT	-5,000.00
EITT0230	30/03/2023 PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-894.52
EFT30231	30/03/2023 SYNERGY	ELECTRICITY CHARGES	-1,739.09
EFT30232	30/03/2023 WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	DOG WASTE BAGS	-632.50
EFT30233	30/03/2023 YOUNG MOTORS PTY LTD	REPAIRS TO HOLDEN COLORADO	-1,358.12
32142	03/03/2023 SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-5,081.50
32143	13/03/2023 DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32144	14/03/2023 HARVEY NORMAN COMPUTER SUPERSTORE GERALDTON	CAMERA FILM FOR SENIORS WEEK EVENT AND FUTURE EVENTS	-209.85
32145	27/03/2023 DEPARTMENT OF JRANSPORT	SHIRE OF **IRWIN** NUMBER PLATES	-200.00
DD22086.1	01/03/2023 TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-252.08
DD22088.1	01/03/2023 TELSTRA AUSTRALIA	FAIL OVER **SIM** CHARGES	-85.00
DD22090.1	02/03/2023 TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-2,994.34
DD22117.I	13/03/2023 TELSTRA AUSTRALIA	TELSTRA INTEGRATING MESSAGING	-545.00
DD22127.1	23/03/2023 TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-80.00
DD22136.1	30/03/2023 TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-2,921.59
DD22094.1	07/03/2023 WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
SOL03/23	16/03/2023 SHINE TECH SOLAR	SOLAR REPAYMENT MARCH 2023	-1,947.66
CR 060323	06/03/2023 NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT SUBSCRIPTION AND EQUIPMENT, ANNUAL FEE FOR WEATHER MONITORING EQUIPMENT, STATIONERY FOR CESM, PARKING, ACCOMMODATION, SOFTWARE FOR MEDICAL CENTRE, EVENT CONSUMABLES, LICENCE RENEWAL, FUEL, AND REC CENTRE EXPENSES	-8,890.36
DD22132.I	30/03/2023 CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT - FINAL INSTALMENT	-36,814.83
DD22122.1	15/03/2023 N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-729.00
DD22096.1	06/03/2023 AUSTRALIAN PHONE COMPANY PTY LTD	VOiP PHONE CHARGES **-ADMIN**	-1,232.00
DD22098.1	06/03/2023 AUSTRALIAN PHONE COMPANY PTY LTD	VOiP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD22129.I	14/03/2023 AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	**-47.48**
DD22129.2	14/03/2023 ASGARD SUPERANNUATION	SUPERANNUATION	-1,215.26
DD22129.3	14/03/2023 AUSTRALIAN SUPER	SUPERANNUATION	-4,397.31
DD22129.4	14/03/2023 AWARE SUPER PTY LTD	SUPERANNUATION	-13,981.78
DD22129.5	14/03/2023 EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-148.01
DD22129.6	14/03/2023 HOSTPLUS	SUPERANNUATION	-559.40
DD22129.7	14/03/2023 MERCER	SUPERANNUATION	-549.51
DD22129.8	14/03/2023 THEM & L OLSEN SUPERANNUATION FUND	SUPERANNUATION	-209.84
DD22129.9	14/03/2023 MLC SUPER FUND	SUPERANNUATION	-283.24
DD22139.1	28/03/2023 AMP INVESTMENT LINKED PERSONAL SUPERANNUATION PLAN	SUPERANNUATION	-155.84
DD22139.2	28/03/2023 HESTA SUPER	SUPERANNUATION	-94.06
DD22139.3	28/03/2023 ASGARD SUPERANNUATION	SUPERANNUATION	-1,284.98
DD22139.4	28/03/2023 AUSTRALIAN SUPER	SUPERANNUATION	-6,718.07
DD22139.5	28/03/2023 AWARE SUPER PTY LTD	SUPERANNUATION	-14,223.47
DD22139.6	28/03/2023 EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-194.84

Shire of Irwin

List of Accounts paid March Z0Z3 for presentation to the Council Meeting 26 April 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
DD22139.7	28/03/2023 HOSTPLUS	SUPERANNUATION	-721.42
0D22139.8	28/03/2023 MERCER	SUPERANNUATION	-549.51
0D22139.9	28/03/2023 THEM & L OLSEN SUPERANNUATION FUND	SUPERANNUATION	-158.52
DD22139.10	28/03/2023 MLC SUPER FUND	SUPERANNUATION	-283.24
			-666,607.80

Sundry Creditors as at 31/03/2023 **436.60**

Th Payments included in the above list of Accounts Paid, have been authorised by the Chief 7tive Officer under delegation from Council.

J.1 April J.O;.J //_____

DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 060323

S.Ivers Credit Card Expenses			
JAMF Software	Subscription - IT	$	23.28
CodeTwo	Email Signature for Office 365 Subscription	$	97.84
Grindhouse Catering	Catering for Industry Forum	$	863.15
Ampol	Fuel for Prado	$	204.56
City of Perth	Parking	$	11.61
WA Labour	Geraldton State Campaign Tickets	$	440.00
Links Modular	Program - Rec Centre	$	229.00
SSL.COM	SSL Monitoring - IT	$	51.23
Best Practice Software	Software - Medical Centre	$	3,566.58
WA Labour	Geraldton State Campaign Tickets	$	440.00
Invarion	Traffic Management Program Annual Licence Fee	$	1,098.90
JAMF Software	Subscription - IT	$	204.40
Spotify	Rec Centre Gym Music	$	11.99
WA Labour	Geraldton State Campaign Tickets - Refund	-$	440.00
Microsoft	Licence	$	45.54
Microsoft	Licence	$	30.14
Microsoft	Licence	$	24.20
Microsoft	Licence	$	258.39
Microsoft	Licence	$	183.15
Microsoft	Licence	$	102.74
Attained	IT - Virtual Machine Fees	$	209.00
Adina Perth	Accommodation - Cr Smith Industry Forum	$	363.31
Adina Perth	Accommodation - CEO Industry Forum	$	363.31
Adina Perth	Parking - CEO	$	30.36
CodeTwo	Email Signature for Office 365 Subscription	$	103.12
NAB	Card Fee	$	9.00
		$	8,524.80
M.Teale Credit Card Expenses			
Officeworks	Stationery	$	441.29
Davis Instruments	Annual Fee -Weather Machines	$	272.29
NAB	Card Fee	$	9.00
		$	722.58
P.Bracegirdle Credit Card Expenses			
DDHS Camp - Square	Meals for Musicians - Australia Day	$	18.00
Seek	Advertising	$	329.18
Auspire	Australia Day Certificates	$	13.14
Dr Sasha Risinger	Medical	$	65.00
Dr Sasha Risinger	Medical	$	160.50
Apple	iCloud Storage Fee	$	1.49
Bunnings Group Pty Ltd	Equipment for Rangers	$	179.87
NAB	Card Fee	$	9.00
		$	776.18
E.Roper Credit Card Expenses			
Department of Transport	Licence Renewal - Prado	$	228.30
Landgate	Certificate of Title - Rates	$	28.20
Bayswater Car Rental	Car Hire - Manager Finance (refund)	-$	1,398.70
NAB	Card Fee	$	9.00
		-$	1,133.20
TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT		$	8,890.36

ATTACHMENT: CC02

Financial Statements for the period ending 31 March 2023

Attachment 2

March Monthly Financial Report

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

INTEREST EXPENSES
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	2,256,461	2,130,801	2,130,801	**2,130,801**	0	0%		
Revenue from operating activities									
Rates	6	5,949,556	5,979,224	5,966,703	**5,956,802**	(9,901)	(0%)	▼	
Operating Grants, Subsidies and Contributions	12	822,450	774,626	530,568	**484,061**	(46,507)	(9%)	▼	
Fees and Charges		2,202,999	2,284,296	1,972,348	**2,062,931**	90,583	5%	▲	
Service Charges		0	0	0	**0**	0			
Interest Earnings		54,872	165,872	126,014	**160,569**	34,555	27%	▲	S
Other Revenue		276,000	310,824	215,396	**235,878**	20,482	10%	▲	S
Profit on Disposal of Assets	7	119,916	87,916	0	**0**	0			
Gain FV Valuation of Assets		0	0	0	**0**	0			
		9,425,793	**9,602,757**	**8,811,029**	**8,900,242**				
Expenditure from operating activities									
Employee Costs		(3,164,662)	(3,500,525)	(2,584,019)	**(2,808,785)**	(224,766)	(9%)	▼	
Materials and Contracts		(3,909,830)	(3,782,642)	(2,713,784)	**(3,023,046)**	(309,262)	(11%)	▼	S
Utility Charges		(477,400)	(406,100)	(314,867)	**(283,815)**	31,052	10%	▲	S
Depreciation on Non-Current Assets		(4,366,569)	(4,366,569)	(3,273,543)	**0**	3,273,543	100%	▲	S
Interest Expenses		(263,044)	(263,044)	(174,663)	**(168,723)**	5,940	3%	▲	
Insurance Expenses		(237,367)	(237,367)	(236,844)	**(215,906)**	20,938	9%	▲	
Other Expenditure		(200,916)	(187,916)	(133,234)	**(131,869)**	1,365	1%	▲	
Loss on Disposal of Assets	7	0	0	0	**0**	0			
Loss FV Valuation of Assets		0	0	0	**0**	0			
		(12,619,787)	**(12,744,163)**	**(9,430,954)**	**(6,632,145)**				
Operating activities excluded from budget									
Add back Depreciation		4,366,569	4,366,569	3,273,543	**0**	(3,273,543)	(100%)	▼	S
Adjust (Profit)/Loss on Asset Disposal	7	(119,916)	(87,916)	0	**0**	0			
Movement in Leave Reserve (Added Back)		790	(56,051)	2,952	**4,870**	1,918	65%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0**	0			
Movement in Employee Benefit Provisions		0	0	0	**0**	0			
Rounding Adjustments		0	0	0	**0**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0**	0			
Loss on Asset Revaluation		0	0	0	**0**	0			
Adjustment in Fixed Assets		0	0	0	**0**	0			
Amount attributable to operating activities		**1,053,448**	**1,081,196**	**2,656,570**	**2,272,967**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	5,391,447	5,611,617	407,875	**242,490**	(165,385)	(41%)	▼	S
Proceeds from Disposal of Assets	7	312,000	280,000	0	**68,072**	68,072		▲	S
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(412,874)	(424,778)	(203,016)	**(212,153)**	(9,137)	(5%)	▼	
Plant and Equipment	8	(1,683,616)	(1,606,906)	(950,905)	**(949,618)**	1,287	0%	▲	
Furniture and Equipment	8	(24,000)	(56,106)	(56,101)	**(54,825)**	1,276	2%	▲	
Infrastructure Assets - Roads	8	(1,475,692)	(1,671,869)	(1,314,487)	**(574,047)**	740,440	56%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(4,855,966)	(4,760,948)	(30,994)	**(117,655)**	(86,661)	(280%)	▼	S
Amount attributable to investing activities		**(2,748,701)**	**(2,628,990)**	**(2,147,628)**	**(1,597,735)**				
Financing Activities									
Proceeds from New Debentures		0	0	0	**0**	0			
Repayment of Debentures	9	(559,935)	(559,935)	(330,349)	**(311,274)**	19,075	6%	▲	
Repayment of Lease Financing	9	(17,436)	(17,436)	(13,059)	**(15,722)**	(2,663)	(20%)	▼	
Advances to Community Groups		0	0	0	**0**	0			
Proceeds from Advances		0	0	0	**0**	0			
Self-Supporting Loan Principal	9	37,931	37,931	37,931	**21,020**	(16,911)	(45%)	▼	S
Transfer to Restricted Cash - Other		(40,000)	(40,000)	0	**0**	0			
Transfer from Restricted Cash - Other		195,813	195,813	0	**0**	0			
Transfer from Reserves	10	0	60,000	0	**0**	0			
Transfer to Reserves	10	(176,868)	(251,868)	0	**(30,829)**	(30,829)	100%	▲	
Amount attributable to financing activities		**(560,495)**	**(575,495)**	**(305,477)**	**(336,804)**				
Closing Funding Surplus (Deficit)	1	**713**	**7,513**	**2,334,266**	**2,469,229**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2022/23 year is $10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

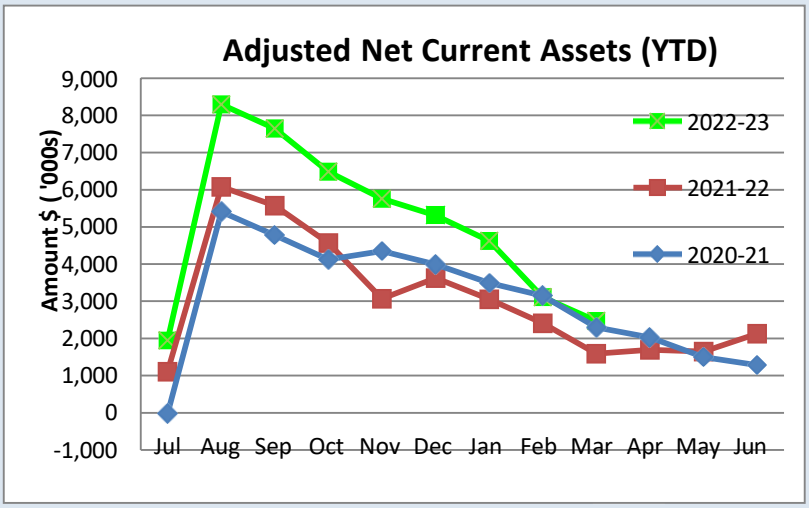
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 31/03/2022	Year to Date Actual 31/03/2023
		$	$	$
Current Assets				
Cash Unrestricted	2	3,041,395	1,132,208	2,664,710
Cash Restricted - Reserves	2	1,392,831	1,484,995	1,423,659
Cash Restricted - General	2	373,935	362,875	373,935
Cash Restricted - Bonds & Deposits	2	202,689	216,286	242,014
Receivables - Rates	3	332,156	644,508	730,547
Receivables - Other	3	537,545	364,341	471,975
Inventories	4	21,521	28,018	21,521
		5,902,072	4,233,231	5,928,363
Less: Current Liabilities				
Payables	5	(905,385)	(254,248)	(194,666)
Contract Liabilities	11	(499,946)	(349,663)	(854,266)
Financial Liabilities	5	(31,331)	(31,331)	(31,331)
Bonds & Deposits	14	(202,689)	(216,286)	(242,014)
Loan and Lease Liability	9	(577,841)	(187,018)	(250,846)
Provisions	11	(547,240)	(415,874)	(547,240)
		(2,764,433)	(1,454,420)	(2,120,362)
Less: Cash Reserves	10	(1,392,831)	(1,484,995)	(1,423,659)
Add Back: Component of Leave Liability not Required to be funded		220,017	124,120	224,887
Add Back: Loan and Lease Liability		577,841	187,018	250,846
Less : Loan Receivable - clubs/institutions		(37,930)	(16,664)	(16,910)
Less : Restricted Cash General	15	(373,935)	0	(373,935)
Net Current Funding Position		**2,130,801**	**1,588,290**	**2,469,229**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)

$2.47 M

Last Year YTD Surplus(Deficit)

$1.59 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2022	31 Mar 23
	$	$
Opening Arrears Previous Years	444,976	365,548
Levied this year	6,445,431	6,832,017
Less Collections to date	(6,524,859)	(6,433,626)
Equals Current Outstanding	365,548	763,940
Net Rates Collectable	**365,548**	**763,940**
% Collected	94.69%	89.39%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	23,211	2,604	7,724	278,070	311,609
Percentage	7%	1%	2%	89%	
Balance per Trial Balance					
Sundry Debtors					311,609
Receivables - Other					160,367
Total Receivables General Outstanding					**471,975**

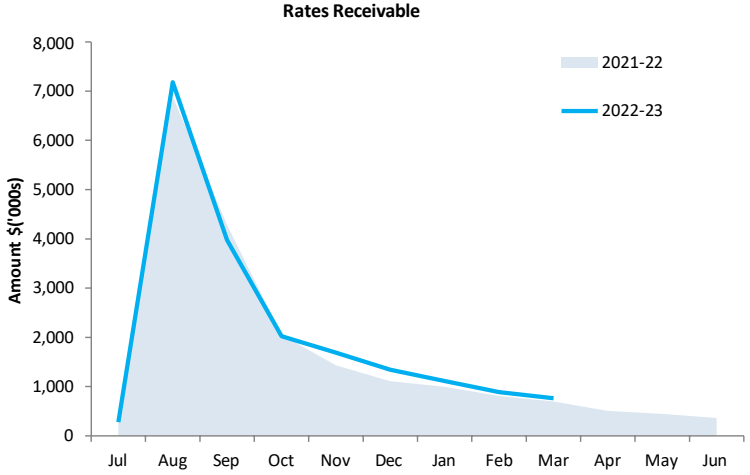
Amounts shown above include GST (where applicable)

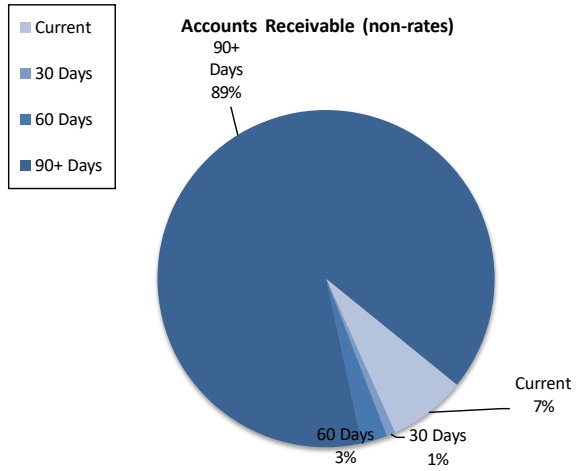
KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.





Collected	Rates Due
89%	$763,940

Debtors Due
$471,975

Over 30 Days
93%

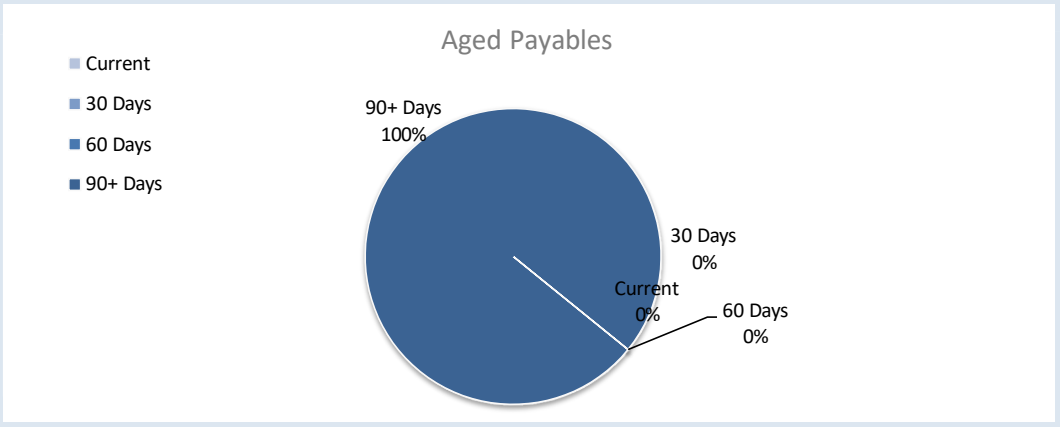
Over 90 Days
89%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	0	0	437	437
Percentage	0%	0%	0%	100%	
Balance per Trial Balance					
Sundry creditors - General					1,983
Other creditors					70,392
ATO liabilities					85,279
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**225,997**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

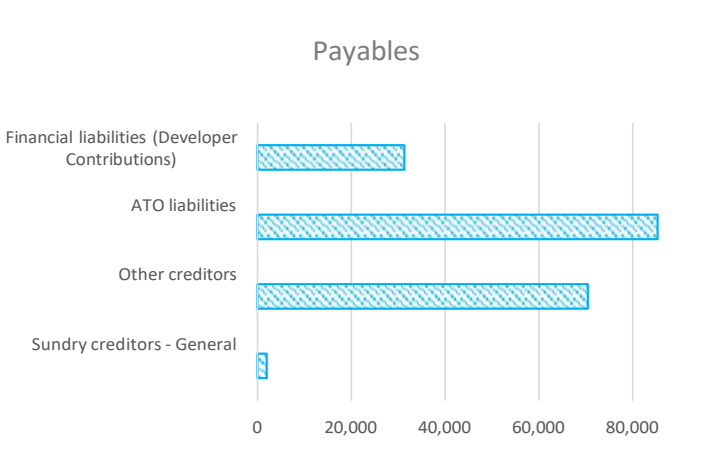
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

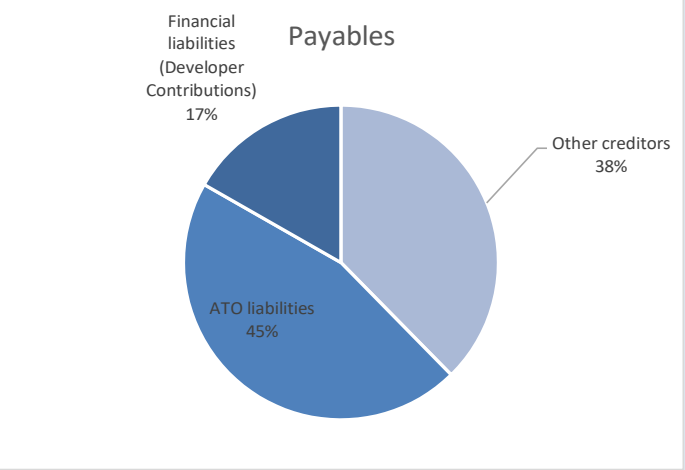


Creditors Due
$225,997

Over 30 Days
100%

Over 90 Days
100%





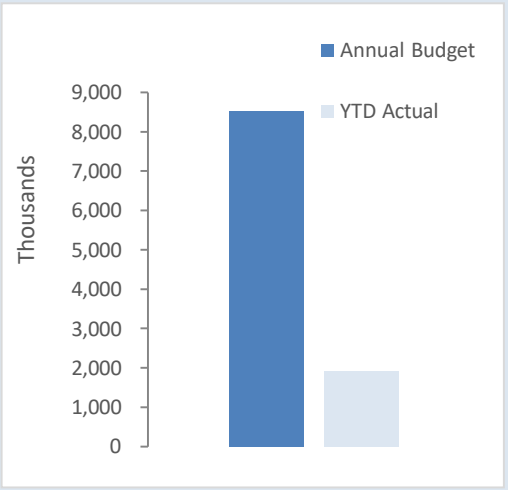
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	412,874	203,016	424,778	**212,153**	9,137
Plant and Equipment	1,683,616	950,905	1,606,906	**949,618**	(1,287)
Furniture and Equipment	24,000	56,101	56,106	**54,825**	(1,276)
Infrastructure Assets - Roads	1,475,692	1,314,487	1,671,869	**574,047**	(740,440)
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	4,855,966	30,994	4,760,948	**117,655**	86,661
Capital Expenditure Totals	8,452,148	2,555,503	8,520,607	**1,908,298**	(647,205)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	5,391,447	407,875	5,611,617	**242,490**	(165,385)
Borrowings	0	0	0	**0**	0
Other (Disposals & C/Fwd)	312,000	0	280,000	**68,072**	68,072
Council contribution - Cash Backed Reserves					
Various Reserves		0	0	**0**	0
Council contribution - operations		**2,147,628**	**2,628,990**	**1,597,735**	(549,893)
Capital Funding Total		**2,555,503**	**8,520,607**	**1,908,298**	**(647,205)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$8.52 M	$1.91 M	22%

Capital Grant	Annual Budget	YTD Actual	% Received
	$5.61 M	$.24 M	4%

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Level of completion indicator, please see table at the top of this note for further detail.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Buildings								
	Housing								
1.10	AGED APPROPRIATE HOUSING - STAGE 2	2574	1311	CJ18	(63,674)	(63,674)	(63,674)	(70,053)	(6,379)
0.68	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(31,000)	(31,000)	(23,238)	(20,954)	2,284
	Total - Housing				**(94,674)**	**(94,674)**	**(86,912)**	**(91,007)**	**(4,095)**
	Community Amenities								
0.00	AIR-CONDITIONING - TRANSFER STATION	1944	1311	CJ104	(5,000)	(5,000)	0	0	0
0.08	TRANSFER STATION RAMP RENEWAL	1944	1311	CJ115	(40,000)	(45,000)	0	(3,485)	(3,485)
	Total - Community Amenities				**(45,000)**	**(50,000)**	**0**	**(3,485)**	**(3,485)**
	Recreation And Culture								
0.00	BOWLING CLUB ACCESSIBLE ABLUTIONS RENOVATIONS	2834	1311	CJ107	(65,000)	(65,000)	0	0	0
0.00	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDE	2834	1311	CJ121	(99,000)	(99,000)	0	0	0
1.31	RUSS COTTAGE RETICULATION	3344	1311	CJ114	(5,000)	(5,000)	(5,000)	(6,557)	(1,557)
1.00	DENISON HOUSE - CAPITAL RENEWAL WORKS	3344	1311	C910	(104,200)	(111,104)	(111,104)	(111,104)	0
	Total - Recreation And Culture				**(273,200)**	**(280,104)**	**(116,104)**	**(117,661)**	**(1,557)**
0.50	**Total - Buildings**				**(412,874)**	**(424,778)**	**(203,016)**	**(212,153)**	**(9,137)**
	Plant & Equipment								
	Fire Prevention								
1.00	BORE - IRWIN FIRE STATION	0784	1312	F014	(9,300)	(14,025)	(14,025)	(14,025)	(0)
0.90	CESM VEHICLE CANOPY (CAPITAL)	0784	1312	V863	(10,000)	(10,000)	(10,000)	(8,975)	1,025
	Total - Fire Prevention				**(19,300)**	**(24,025)**	**(24,025)**	**(23,000)**	**1,025**
	Other Law, Order & Public Safety								
0.00	COMMUNITY RANGER VEHICLE - REG 502IR	0884	1312	V502	(40,000)	(40,000)	0	0	0
	Total - Other Law, Order & Public Safety				**(40,000)**	**(40,000)**	**0**	**0**	**0**
	Recreation & Culture								
0.00	TORO Z MASTER MOWER	2844	1312	V868	(36,000)	(36,000)	0	0	0
	Total - Recreation & Culture				**(36,000)**	**(36,000)**	**0**	**0**	**0**
	Transport								
0.00	PRIME-MOVER & TWO TIPPERS	3534	1312	V850	(540,000)	(540,000)	0	0	0
0.00	SPRAY RIG	3534	1312	V857	(28,316)	(29,919)	(29,919)	(29,919)	(0)
0.00	TRAFFIC ROAD PODS FOR METROCOUNT	3534	1312	V864	(10,000)	(10,000)	(10,000)	(9,748)	252
0.00	NEW RURAL ROADS SUPERVISOR VEHICLE	3534	1312	V883	0	(40,000)	0	0	0
0.00	NEW DEPOT POOL VEHICLE	3534	1312	V874	(40,000)	(54,531)	(54,531)	(54,532)	(1)
1.00	NEW GRADER	3534	1312	V876	(420,000)	(436,297)	(436,297)	(436,285)	12
1.00	POSI-TRACK LOADER	3534	1312	V859	0	(23,875)	(23,875)	(23,875)	0
1.00	NEW WHEEL LOADER	3584	1312	V879	(530,000)	(372,258)	(372,258)	(372,258)	(0)
	Total - Transport				**(1,568,316)**	**(1,506,880)**	**(926,880)**	**(926,618)**	**262**
	Other Property & Services								
1.00	GENERATOR - TELSTRA TOWER	0554	1312	V880	(20,000)	0	0	0	0
	Total - Other Property & Services				**(20,000)**	**0**	**0**	**0**	**0**
0.59	**Total - Plant & Equipment**				**(1,683,616)**	**(1,606,906)**	**(950,905)**	**(949,618)**	**1,287**
	Furniture & Equipment								
	Other Property & Services								
0.97	OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96	(24,000)	(42,804)	(42,800)	(41,523)	1,277
1.00	REC CENTRE FLOOR CLEANER	2824	1314	CJ129	0	(13,302)	(13,301)	(13,302)	(1)
	Total - Other Property & Services				**(24,000)**	**(56,106)**	**(56,101)**	**(54,825)**	**1,276**
0.98	**Total - Furniture & Equipment**				**(24,000)**	**(56,106)**	**(56,101)**	**(54,825)**	**1,276**
	Roads								
	Housing								
1.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(13,000)	0	0	0	0
	Total - Housing				**(13,000)**	**0**	**0**	**0**	**0**
	Transport								
0.01	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	(165,009)	(165,009)	0	(1,310)	(1,310)
0.47	RURAL ROAD RESHEETING	6614	1317	CJ97	(86,288)	(87,995)	(65,991)	(41,153)	24,838
0.69	R2R - WYE FARM ROAD (SLK 0.00 - 5.78)	6644	1317	CJ109	(228,504)	(364,734)	(320,949)	(252,175)	68,774
1.00	R2R - FANE ROAD	6644	1317	CJ75	0	(1,518)	(1,329)	(1,518)	(189)
1.00	R2R - PIGGERY LANE	6644	1317	CJ76	0	(4,396)	(3,854)	(4,396)	(542)
1.00	R2R - BELAURA PLACE	6644	1317	CJ77	(16,261)	(10,120)	(8,891)	(10,120)	(1,229)
1.00	R2R - PIGGERY LANE: SLK 9.09 TO 10.69	6664	1317	CJ125	(52,206)	(56,206)	(49,459)	(56,404)	(6,945)
1.00	RRG GRANT - ALLANOOKA SPRINGS RD 2021/22 - SLK 15.91 - 33	6674	1317	CJ98	(157,001)	(157,001)	(138,138)	0	138,138
0.00	RRG GRANT - MOUNT ADAMS ROAD (SLK 12.0 - 22.6)	6674	1317	CJ108	(471,423)	(471,423)	(414,839)	(140,830)	274,009
0.30	RRG GRANT - BOOKARA EAST RD 2021/22 - SLK 1.65 - 6.65	6674	1317	CJ100	0	(52,467)	(46,154)	(52,467)	(6,313)
1.00	BLENHEIM ROAD	6694	1317	CJ24	(286,000)	(301,000)	(264,880)	(13,674)	251,206
0.05	**Total - Transport**				**(1,462,692)**	**(1,671,869)**	**(1,314,484)**	**(574,047)**	**740,437**
0.34	**Total - Roads**				**(1,475,692)**	**(1,671,869)**	**(1,314,484)**	**(574,047)**	**740,437**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Level of completion indicator, please see table at the top of this note for further detail.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Infrastructure - Other								
	Law, Order & Public Safety								
0.01	WATER TANK, PUMP & BORE @ ALANOOKA	9733	1318	CJ126	(51,495)	(66,502)	0	(976)	(976)
0.00	WATER TANK, PUMP & BORE @ MT ADAMS	9733	1318	CJ127	(51,495)	(41,372)	0	0	0
0.00	WATER TANK, PUMP & BORE @ SPRINGFIELD	9733	1318	CJ128	(51,410)	(50,658)	0	0	0
	Total - Law, Order & Public Safety				**(154,400)**	**(158,532)**	**0**	**(976)**	**(976)**
	Housing								
0.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(15,000)	(15,000)	0	0	0
	Total - Housing				**(15,000)**	**(15,000)**	**0**	**0**	**0**
	Community Amenities								
1.00	TRANSFER STATION SITE REGENERATION	1964	1318	CJ117	(11,000)	0	0	0	0
0.95	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118	(30,000)	(5,000)	(5,000)	(4,750)	250
	Total - Community Amenities				**(41,000)**	**(5,000)**	**(5,000)**	**(4,750)**	**250**
	Recreation And Culture								
0.00	SURF BEACH STABILISATION	8054	1318	CJ87	(171,414)	(171,414)	0	0	0
0.05	BOAT RAMP DESIGN	8054	1318	CJ120	(126,402)	(126,402)	0	(6,140)	(6,140)
0.00	GOLF CLUB ENTRY STATEMENT	2864	1318	CJ123	(18,000)	(28,000)	0	0	0
0.00	DRIVE-IN FENCE REPLACEMENT	2864	1318	CJ102	(10,000)	(15,000)	0	0	0
0.86	TREE PLANTING	2864	1318	CJ49	(20,000)	(20,000)	(20,000)	(17,280)	2,720
	Total - Recreation And Culture				**(345,816)**	**(360,816)**	**(20,000)**	**(23,420)**	**(3,420)**
	Transport								
0.71	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(106,750)	(50,000)	0	(35,677)	(35,677)
0.50	DEPOT WASHDOWN BAY	6794	1318	CJ95	(100,000)	(70,000)	0	(35,093)	(35,093)
0.67	SIGNAGE RENEWAL - TOWN & RURAL	6794	1318	CJ111	(8,000)	(8,000)	(5,994)	(5,340)	654
0.56	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(5,000)	(13,600)	0	(7,600)	(7,600)
0.00	MILO CROSSING UPGRADE	6794	1318	CJ124	(4,000,000)	(4,000,000)	0	0	0
	Total - Transport				**(4,219,750)**	**(4,141,600)**	**(5,994)**	**(83,709)**	**(77,715)**
	Economic Services								
0.06	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	(80,000)	(80,000)	0	(4,800)	(4,800)
	Total - Economic Services				**(80,000)**	**(80,000)**	**0**	**(4,800)**	**(4,800)**
0.02	**Total - Infrastructure - Other**				**(4,855,966)**	**(4,760,948)**	**(30,994)**	**(117,655)**	**(86,661)**
0.22	**Grand Total**				**(8,452,148)**	**(8,520,607)**	**(2,555,500)**	**(1,908,298)**	**647,202**

ATTACHMENT: CC03
Dongara Denison Surf Lifesaving Club (DDSLC) Community Assistance Scheme and Events Funding

Attachment 3

CASE Application

Details
Dongara Denison Surf Lifesaving Club (DDSLC) Community Assistance Scheme and Events Funding (CASE) Application - $3000 towards the DDSLC 20th Anniversary Dinner held 22 April 2023.

Proposed on:
27 March 2023

Vote by:
5 April 2023 3PM AEST

Background
A decision is required to approve $3000 CASE Funding as per application submitted by Dongara Denison Surf Lifesaving on 16 March 2023 in support of the DDSLC 20th Anniversary Dinner, and before the next regular meeting of the committee. As there is insufficient business to justify a committee meeting as well as absences noted by committee members disallowing a special meeting, the urgent matter for review requires a decision and recommendation to Council by next OCM Wednesday 26 April.

The event details – The event aims to celebrate the 20 Year Milestone of the DDSLC and recognise the members, businesses, affiliates, and volunteers (past and present) who have played an integral role in the establishment and ongoing operation of the club.

The dinner will reiterate the positive impact the club has had on the community and for the advocates of the club and its activities - providing an essential service to a beach community.

Recommendation

COMMITTEE RECOMMENDATION TO COUNCIL

That Council approves the following funding allocation from the Community Assistance Scheme from the 2022/2023 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
Dongara Denison Surf Lifesaving Club (DDSLC)	Towards costs relating to the 2023 DDSLC 20th Anniversary Dinner	$3,000

The committee recommendation is followed by a flying minute response sheet with voting options to agree/disagree with the recommendation.

Attachments/Reference Material

1. CASE Application DDSLC and relevant attachments
2. CASE Applications Review (Officer Recommendations)

Response to Recommendation for Flying Minutes – 270323

Dongara Denison Surf Lifesaving Club (DDSLC) Community Assistance Scheme and Events Funding (CASE) Application - $3000 towards the DDSLC 20th Anniversary Dinner.

Recommendation

That Council approves $3000 funding allocation for the DDSLC 20th Anniversary Dinner from the Community Assistance Scheme and Events 2022/2023 financial year budget.

I agree / disagree* with the recommendation
*Please delete as appropriate

Name of Member _____

Signature _____

Date _____

Please complete the above and forward your response via email to the Community Development Officer, Farah Boksmati by 5 April 2023 3PM AEST

5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME

5.1 Applicant Details

Official Name of Organisation:	Dongara Denison SLSC
Street Address:	White Tops Drive
Postal Address:	PO BOX 402 DONGARA WA 6525
E-mail:	

Is the organisation GST registered? Yes ☒ No ☐

Is the organisation incorporated? Yes ☒ No ☐

Number of Paid Staff:	0
Number of Volunteers:	60
Contact Person:	Rodney Owen
Position Title:	Club President
Phone Number (s):	0429 086 252
E-mail:	rod@edwardspartners.com.au

5.2 Incorporated Sponsor Details (If Applicable)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Irwin Community Assistance Scheme? Yes ☒ No ☐

If *No*, please provide details of previous application/funding:

Briefly outline the nature of your organisation and its primary purpose.

Dongara Denison Surf Lifesaving Club is a club that provides beach safety services to the public at South Beach.The surf club also provides education and activities to nippers and adults.

5.3 Project Details

Project Name:	Dongara Denison SLSC 20 Year Anniversary Dinner
Project Start Date:	22 April 2023
Finish Date:	22 April 2023
Funds Requested from Council:	$
Project Details:	The 20 Year Anniversary Dinner will be a function held on the 22 April commencing at 5pm and concluding at 11.30pm. The event will be held on the lawn in front of the Dongara Denison Surf Club. Guests will purchase tickets on the night and will be provided with a meal and complimentary drink with additional drinks available for purchase. Speeches will be made during the night and entertainment in the way of music will be provided.

5.4 Project Details

What is the main purpose of your project?

The main purpose of this event is to celebrate the 20 Year Milestone of the Surf Club.

Please describe how your event/activity meets the ***selection criteria***?
(Please include how the project will benefit the community)

Dongara Denison Surf Lifesaving Club has made a positive impact in the community and meets the Shire of Irwin's selection criteria by acknowledging and celebrating volunteers and community advocates.

How did your organisation identify this need?

As the 20 Year Anniversary approaches, the club committee thought it would be a good opportunity to thank and recognise the volunteers and members that have enabled the club to reach its current position.

Main location of activities for this event/activity?
(Please outline the activities involved in your Project)

The 20 Year anniversary dinner will be held at the Surf Club lawns on White Tops Drive, Port Denison.

Describe the target group for your project, and how they will benefit from the project.

The target group consists of present and past surf club members and community members involved in or provided services or support to the club over the past 20 years.

The event is designed to thank people who have been involved in establishing and growing the club over the last 20 Years.

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement date:	5pm 22 April 2023	Completion date:	11.30pm 22 April 2023

In line with the Shire of Irwin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. Ie Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

The venue is accessible for mobility impaired patrons.

List who will be involved (Including any partnering organisations)

* Past and present members of Dongara Denison SLSC.
* Members of affiliated clubs in the Midwest
* Shire of Irwin and other community organisations that have supported the club over the past 20 years.

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

The club will absorb the cost should the funding be less than the requested amount.

List any additional grants that you have applied for/or will apply for in relation to this Project.

No other grants have been applied for.

How will you measure the success of your project?

The success of the project will be measured by the number of people attending and celebrating the 20 Year anniversary. It may renew interest in past members re-engaging with the club and it may create interest for new members to join.

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean-up/removal at the project end date of non-permanent fixtures?

This event is a one-off event to celebrate 20 Years. There maybe similar events in the future to celebrate milestones.

How will Council be recognised for its contribution to this project?

The Shire of Irwin will be recognised on the night and through promotional material leading up to after the event.

7 Appendix B Budget

Budget – Grant

PROJECT TITLE : Dongara Denison SLSC 20 Year Anniversary Dinner						
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
Volunteer labour	100 hours @ $25	$2500		**Applicant Contribution**	**Cash**	1520.50
Equipment hire	Portable coolroom, stools and tables	$1050	$95		**In kind / Volunteer Workers**	$2500
Entertainment	Cass & Mac	$400				
Bar services	Sour Hour	$1653.50				
Adv & promotion	Stubby holders	$780	$70.91			
Invites & postage		$30	$3			
Photographer	L. Northover	$300				
Licence	Liquor	$57		**Grants and Sponsorship**		
Lighting		$250				
	Mick Caunce	$1500	$136			
	Grazing Table	$500				
					Community Assistance Scheme Fund	$3000
				Donated Materials		
				Other Income	Ticket sales	$2000
Total Expenses		0902050	0304.91	**Total Income**		9020.50

8 Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Irwin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Irwin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements.

Name:	Rodney Owen		
Organisation Name:	Dongara Denison Surf Lifesaving Club		
Position:	President		
Signature:		Date:	10/3/2023

9 Checklist

Please attach the relevant documents

- [x] A copy of your organisation's latest financial statement (if available please send audited copy)
- [x] A copy of your Certificate of Incorporation
- [x] A copy of your current Public Liability Insurance Certificate
- [x] Copies of all relevant quotes as verification to costing's
- [ ] An endorsed letter from the sponsoring organisation

Dongara Denison Surf Life Saving Club Inc
Financial Statements
Statement of Receipts and Payments
For the Year Ended 30 June 2022

2021 $		2022 $
	Income	
5,000.00	Donations	2,585.90
4,160.80	Fundraising Drive In	2,491.00
946.04	Other	1,515.68
19,801.68	Grants	21,240.00
0.00	Equipment Sale	10,909.09
19.76	Interest	0.00
6,045.46	Membership	5,727.27
1,915.46	Merchandise Sales	3,495.45
215.53	Other	0.00
38,104.73	**Total Income**	47,964.39
	Expenses	
2,232.09	Affiliation & Registration	2,097.45
25,500.27	Building & Facilities	9,689.64
595.45	Competition	36.36
1,690.91	Education	8,006.55
8,920.99	Equipment Purchases	7,080.46
856.87	Events	574.04
317.76	First Aid	5,064.53
316.35	Fuel & Gas	287.74
0.00	Fundraising Drive-In	0.00
594.54	Other	824.96
2,541.03	Insurance	2,792.69
246.20	Licence Fees	283.48
1,805.50	Maintenance	1,130.48
1,818.18	Merchandise	22,199.00
138.14	Postage & Stationery	126.36
1,665.05	Trophies & medallions	1,529.73
1,114.36	Other	658.29
50,353.69	**Total Expenses**	62,381.76
-12,248.96	**Net Income/(Loss)**	-14,417.37

Dongara Denison Surf Life Saving Club Inc.
Financial Statements
Statement of Financial Position
As at 30 June 2022

2021 $		2022 $
	Assets	
2,467.05	GST Refund	0.00
43,652.39	Westpac Bank A/c	49,556.58
0.00	Cash Float	0.00
600.00	Shire Bond	600.00
46,719.44	**Total Assets**	50,156.58
	Liabilities	
0.00	Creditors	17,693.45
0.00	GST Payable	161.06
0.00	**Total Liabilities**	17,854.51
46,719.44	**Net Assets**	32,302.07
	Equity	
58,968.40	Accumulated Income	46,719.44
-12,248.96	Current Year Earnings/(Losses)	-14,417.37
46,719.44		32,302.07

Auditors Statement

I have examined the books and records of the Dongara Denison Surf Life Saving Club Inc. for the 12 months to 30 June 2022 and in my opinion the aforementioned Statement of Income and Expenses and Statement of Financial Position represent a true and fair view of the transactions for that period.

Robert Warren
Chartered Accountant

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

Association search

FAQ reso

Start > Search

Search for an association so that you can select available documents from it.

Search for: * Dongara Denison Surf Life Saving Club Ir Search

Search results

Association Name	Number	Status	Date Incorpo
DONGARA DENISON SURF LIFE SAVING CLUB INCORPORATED	A1010648W	Registered	29/10/20

Back

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XL Insurance Reinsurance

Certificate of Currency

This is to certify the insurance policy detailed below is current and in force.

Insured Companies	Dongara Dension SLSC
Type of Policy	Primary Liability
Policy Number	AU00007035LI21A
Period of Insurance	7 October 2022 to 7 October 2023 at 4:00 pm AEST
Territorial Limit	Worldwide excluding USA and Canada
Limit of Liability	General Liability — $50,000,000 any one occurrence or series of occurrences arising from one originating cause. Product Liability — $50,000,000 any one occurrence or series of occurrences arising from one originating cause and in the aggregate during the Period of Insurance

For full details regarding coverage refer to the policy documentation.

Signed on behalf of XL Insurance Company SE

XL Insurance Company SE ABN: 36 083 570 441

.....

Stephen Rogers
Casualty | Insurance

Date: 13 March 2023

Racing, Gaming and Liquor

portal.dlgsc.wa.gov.au

Payment Confirmation

Agency Standard Payment Confirmation message.

Bank Receipt Ref:	31661457686
Payment Amount:	$57.00
Payment Date:	Fri Mar 03 20:51:05 AWST 2023
Quote Ref:	0000214419

RAL Portal username: dongaradenisonslsc
password: Dongarasurf1!

303942 Applicant reference.

Applic Reference after submitted A191768172

Pixies Screen Prints
1/33 Moreton Terrace
Dongara WA 6525
+61 0899271646
pixprint@wn.com.au
ABN 46196790185

Tax Invoice

INVOICE TO
D D S L S C

INVOICE	2620
DATE	08/03/2023
TERMS	14 Days
DUE DATE	22/03/2023

QTY		DESCRIPTION	RATE	AMOUNT
120	Item Miscellaneous	stubby holder for 20yr Anniversary	6.50	780.00

INCLUDES GST TOTAL	70.91
TOTAL	780.00
BALANCE DUE	**A$780.00**

Name: Moira Skeet
Trading as Pixies Screen Prints
BSB: 086 554
Account: 70 115 1418

Please use you invoice number in the transaction description

QUOTE FOR HIRE EQUIP SATURDAY 22ND APRIL 2023 / DONGARA SURF LIFE SAVING CLUB

partyhire@wn.com.au <partyhire@wn.com.au>
Tue 3/7/2023 4:07 PM
To: dana.owen22@outlook.com <dana.owen22@outlook.com>

Good afternoon Dana

Here is the quote for the Hire Equipment we discussed for the 22nd April 2023

1	-	Cool Room	$330
30	-	White Bar Stools	$300
5	-	Wine Barrels	$200
Delivery and Pick Up to Dongara			$220
		TOTAL INC GST =	$1050.00

Kind regards

Peter & Glenys Campbell
Geraldton Party & Event Hire

17 Bradford Street
Geraldton WA 6530
P: 08 9923 9255
E: https://geraldtonpartyhire.com.au/
F: https://www.facebook.com/GeraldtonPartyHire

Cass & Mac

Phone: 0423 206473

INVOICE

INVOICE # 003
DATE: 09/03/23

TO:
Dana Owen
Dongara Surf Life Saving
Dongara WA 6525

BOOKING DETAILS:
20 Year Anniversary Surf Life Saving event, Saturday 22nd April 2023, time TBC

QUANTITY	DESCRIPTION	AMOUNT
3 hours	Supply equipment and live music performance	$400.00
	SUBTOTAL	$400.00
	GST	$0.00
	TOTAL	$400.00

If you have any questions concerning this invoice, please contact Wendy McFarlane on 0423 206 473 or at wendymcfarlane@hotmail.co.uk

Thank you for your business!

Sour Hour Cocktails & Co
7 Urawa Street
Mount Tarcoola WA 6530
+61 488467979
sourhourcocktailsandco@gmail.com

INVOICE TO
Dongara Surf Life Saving Club

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Approved Manager		7.50	55.00	412.50
	Cocktail Bar Staff		7.50	40.00	300.00
	Bar Staff		7.50	35.00	262.50
	Bar Staff		7.50	35.00	262.50
	Preparation Fee		1	100.00	100.00
	Travel Fee	38KM	38	2.00	76.00
	Wine Glass		40	1.00	40.00
	Square Fees		1	200.00	200.00

As per our terms and conditions, we require a 40% deposit to secure our services to be paid within two weeks from the date of this invoice.

Once the deposit is received we will amend this invoice to reflect the remaining balance to be paid.

Please make all payments out to Sour Hour Cocktails & Co, including the invoice number and your name in the reference.

BSB: 086 006
Account: 23 596 7646

The deposit we require for this invoice is: $661

We appreciate your business and look forward to serving you again soon!

Res1-10nse t0 R.ec.on-M1endation for Hyif,g Mli,utl:'!s - 270323
Dongara Denison Surf Lifesaving Club (DDSL.C) Community Assistance Scheme and Events Funding (CASE) l\pplicat1on - $3000 towards the DDSLC 20[111], nniversary Dinner.

Recommendation
7T1at Council approves 83000 funding allocation for the DDSL.C 2ori Anniversary Dinner from Hie Community Assistance Scheme and Events 2022/2023 financial year budget.

I ::,a * **with the recommenaation** *"Please detere or ctrc!e as appropriare*

ame of Member JUIIAIUEII
Signature
Date 28 March 2023

Please complete the above and forward your response via email to the Community Development Officer, Farah Boksrnati by 5 April 2023 3PM AEST

From:	Elyce Tunbridge
To:	Farah Boksmati; Peter Bracegirdle; ann.heitman; Hayley Palmer; Jon Arden
Subject:	Re: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023
Date:	Sunday, 26 March 2023 3:52:44 PM
Attachments:	image001.png image002.png image003.png

Hi all,

I'm more than happy to approve this funding via email and agree it is a worthy event to support.

With thanks and kind regards,
Elyce

Get Outlook for iOS

From: jon.ann1@bigpond.com <jon.ann1@bigpond.com>
Sent: Thursday, March 23, 2023 3:31:36 PM
To: Farah Boksmati <fboksmati@irwin.wa.gov.au>; Peter Bracegirdle <pbracegirdle@irwin.wa.gov.au>; ann.heitman <ann.heitman@wn.com.au>; Hayley Palmer <crpalmer@irwin.wa.gov.au>; Elyce Tunbridge <CrTunbridge@irwin.wa.gov.au>
Subject: RE: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023

All,

Definitely a worthwhile event for the Volunteers.

I am more than happy to approve via email.

Yours,

Jon Arden
72 Premier Circle
Dongara WA 6525
Jon.ann1@bigpond.com

0413568440

From: Farah Boksmati <fboksmati@irwin.wa.gov.au>
Sent: Thursday, March 23, 2023 10:45 AM
To: Peter Bracegirdle <pbracegirdle@irwin.wa.gov.au>; ann.heitman <ann.heitman@wn.com.au>; Jon Arden <jon.ann1@bigpond.com>; Hayley Palmer <crpalmer@irwin.wa.gov.au>; Elyce Tunbridge <CrTunbridge@irwin.wa.gov.au>
Subject: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023
Importance: High

Good morning CASE Committee,

I have received a CASE Application from the Dongara Denison Surf Lifesaving Club to support their 20 Year Anniversary Dinner scheduled for 22 April 2023 (for an amount of $3000).
I have attached the application, all relevant attachments as well as my scoring based on the selection criteria.
As we have a small amount left in the CASE Budget this financial year and the fact that this event ticks numerous boxes for me, I am in favour of recommending this to Council.

Now, I know we agreed to review items via email especially if we do not have enough to warrant an in-person meeting. I am looking into how we can formalize this with flying minutes, if this is the direction we want to go in when we only have one item to discuss.

Are you all comfortable to review and advise decision via email (I will create the templates etc. for the official notification/email minutes), or shall we come together in the next two weeks to chat about it and have a formal meeting? This could be done via zoom as well.

This application will not make it to this Council Meeting - a decision on funding at the next OCM will mean that will be decided retrospectively and after the event has already taken place. We always pay after an event and acquittal is done anyway.

I look forward to your thoughts.

Thanks and regards

Signature.png

Farah Boksmati
Community Development Officer

- email : fboksmati@irwin.wa.gov.au
- phone 08 9927 0000 |w: www.irwin.wa.gov.au
- 11-13 Waldeck Street, Dongara WA 6525
- p: PMB 21, Dongara WA 6525

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From: Hayley Palmer
To: Farah Boksmati
Subject: Re: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023
Date: Tuesday, 18 April 2023 8:46:48 AM
Attachments: signature_fef35dea-714b-40a8-83d2-2284310a9946.png
1_sm_fb_54a3f780-aecc-4553-9f38-1e304c73bae1.png
1_sm_linkedin_62ce08ef-9203-4bc1-a2b9-094e51eb72c5.png
signature_fef35dea-714b-40a8-83d2-2284310a9946.png
1_sm_fb_54a3f780-aecc-4553-9f38-1e304c73bae1.png
1_sm_linkedin_62ce08ef-9203-4bc1-a2b9-094e51eb72c5.png

Hi Farah,

Apologies this went to my drafts, I have no issue with this.

Get Outlook for Android

Hayley Palmer
Councillor

- email : crpalmer@irwin.wa.gov.au
- phone 9927 0000 |w: www.irwin.wa.gov.au
- 11-13 Waldeck Street, Dongara WA 6525
- p: PMB 21, Dongara WA 6525

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From: Farah Boksmati <fboksmati@irwin.wa.gov.au>
Sent: Thursday, March 23, 2023 10:45:19 AM
To: Peter Bracegirdle <pbracegirdle@irwin.wa.gov.au>; ann.heitman <ann.heitman@wn.com.au>; Jon Arden <jon.ann1@bigpond.com>; Hayley Palmer <crpalmer@irwin.wa.gov.au>; Elyce Tunbridge <CrTunbridge@irwin.wa.gov.au>
Subject: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023

Good morning CASE Committee,
I have received a CASE Application from the Dongara Denison Surf Lifesaving Club to support their 20 Year Anniversary Dinner scheduled for 22 April 2023 (for an amount of $3000).
I have attached the application, all relevant attachments as well as my scoring based on the selection criteria.
As we have a small amount left in the CASE Budget this financial year and the fact that this event ticks numerous boxes for me, I am in favour of recommending this to Council.

Now, I know we agreed to review items via email especially if we do not have enough to warrant an in-person meeting. I am looking into how we can formalize this with flying minutes, if this is the direction we want to go in when we only have one item to discuss.

Are you all comfortable to review and advise decision via email (I will create the templates etc.

From:	Ann Heitman
To:	Farah Boksmati
Subject:	Re: Flying Minutes - CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023
Date:	Thursday, 30 March 2023 5:19:17 PM
Attachments:	Heitman Flying Minute and Recommendation Response 270323 Editable PDF copy-1 copy.pdf
Importance:	High

I agree.

Signed document attached.

Many thanks

Ann

> On 28 Mar 2023, at 9:42 am, Farah Boksmati <fboksmati@irwin.wa.gov.au> wrote:
>
> Good morning CASE Committee,
>
> Further to the email below, we have all given our approval to review and potentially recommend the DDSLC CASE application via flying minutes to make the next Council Meeting on 27 April 2023.
>
> I have attached, for your reference, all items relevant to assist you in making your decision;
>
> - The formal flying minute item inc. background and summary of information
> - The response/recommendation to the flying minute – **Please complete the second page (sign digitally)** of the flying minute with your response and send back at your earliest convenience
> - CASE Review – Officer Recommendation and Scoring according to the CASE Selection Criteria
>
> Your recommendation, if voted to proceed to Council, will be submitted as an Officer Report at the Council Meeting on Wednesday 26th April 2023.
>
> If you have any questions
>
> Kind regards

<signature_fef35dea-714b-40a8-83d2-2284310a9946.png>

Farah Boksmati
Community Development Officer

- email : fboksmati@irwin.wa.gov.au

From: Farah Boksmati
To: Jane Morgan
Subject: FW: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023
Date: Thursday, 20 April 2023 12:10:41 PM
Attachments: image001.png
image002.png
image003.png
signature_fef35dea-714b-40a8-83d2-2284310a9946.png
1_sm_fb_54a3f780-aecc-4553-9f38-1e304c73bae1.png
1_sm_linkedin_62ce08ef-9203-4bc1-a2b9-094e51eb72c5.png

Hi Jane
Peter has a counting vote also. Please note his response, in favour of approving the funding for the DDSLC Sponsorship request (add to attachments for the Flying minute)

Thanks

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Farah Boksmati
Community Development Officer

- email : fboksmati@irwin.wa.gov.au
- phone 9927 0000 |w: www.irwin.wa.gov.au
- 11-13 Waldeck Street, Dongara WA 6525
- p: PMB 21, Dongara WA 6525

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From: Peter Bracegirdle <pbracegirdle@irwin.wa.gov.au>
Sent: Monday, April 3, 2023 10:41 AM
To: Farah Boksmati <fboksmati@irwin.wa.gov.au>; ann.heitman <ann.heitman@wn.com.au>; Jon Arden <jon.ann1@bigpond.com>; Hayley Palmer <crpalmer@irwin.wa.gov.au>; Elyce Tunbridge <CrTunbridge@irwin.wa.gov.au>
Subject: RE: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023

Good Morning All,

I have no issue with CASE Funding supporting an event of this nature to recognise the ongoing contribution the organisation makes to both the community and the positive development of young people.

Cheers
Peter

Peter Bracegirdle
Manager Community Services

- email : pbracegirdle@irwin.wa.gov.au
- mobile 0428272274 • phone 99270003 |w: www.irwin.wa.gov.au
- 11-13 Waldeck Street, Dongara WA 6525
- p: PMB 21, Dongara WA 6525

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From: Farah Boksmati <fboksmati@irwin.wa.gov.au>
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To: Peter Bracegirdle <pbracegirdle@irwin.wa.gov.au>; ann.heitman <ann.heitman@wn.com.au>; Jon Arden <jon.ann1@bigpond.com>; Hayley Palmer <crpalmer@irwin.wa.gov.au>; Elyce Tunbridge <CrTunbridge@irwin.wa.gov.au>
Subject: CASE Application - Dongara Denison Surf Lifesaving - 20 Yr Anniversary Dinner 22 April 2023
Importance: High

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This application will not make it to this Council Meeting - a decision on funding at the next OCM will mean that will be decided retrospectively and after the event has already taken place. We always pay after an event and acquittal is done anyway.

I look forward to your

thoughts. Thanks and

regards

ATTACHMENT: CC04
Extract of the Expansion Application Details

Attachment 4
Extract of Worker's Accommodation



Amended Development Application

Waitsia Temporary Construction Village

Prepared for Clough Projects Pty Ltd

Prepared by Taylor Burrell Barnett

3 April 2023

Document Information

Amended Development Application

Waitsia Temporary Construction Village

Clough Projects Pty Ltd

Prepared by: Taylor Burrell Barnett

Level 7, 160 St Georges Terrace

PERTH WA 6000

PO Box 7130

Cloisters Square

PERTH WA 6850

Phone: 08 9226 4276

Email: admin@tbbplanning.com.au



Doc ID: 18~015 RPT CLOUGH Waitsia Stage 2 - Amended DA Report 1.0

Revision	Status	Author	Approved by	Date Issue
1.0	DRAFT	E. Mitchell	M. Willcock	31/03/2023
A	FINAL	E. Mitchell	M. Willcock	03/04/2023

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This document was prepared for Clough Projects Pty Ltd for the purposes of lodging an Amended Development Application, and may only be used in accordance with the executed agreement between Taylor Burrell Barnett and the Client.

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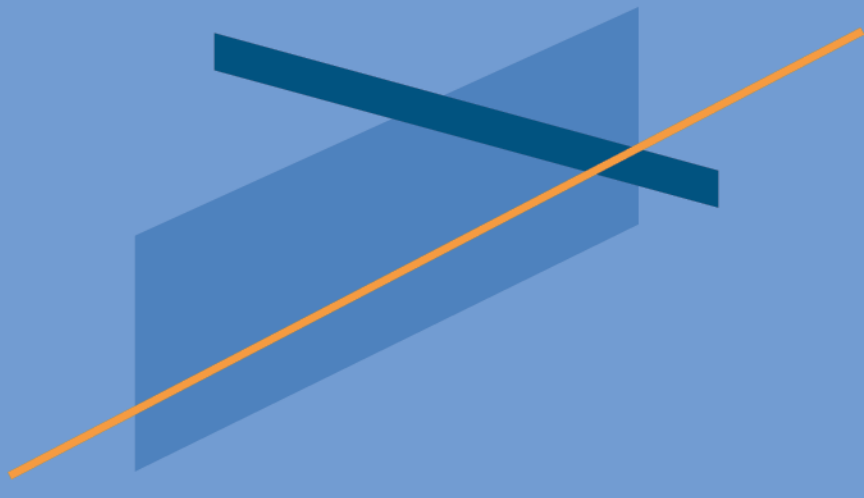
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Appendix A - Shire of Irwin Development Application Form
Appendix B - Certificate of Title
Appendix C - Amended Development Plans and Elevations
Appendix D - Bushfire Emergency Plan
Appendix E - Site and Soil Evaluation
Appendix F - Traffic Impact Statement

1.0

Introduction



1.0 Introduction

Taylor Burrell Barnett, acting on behalf of Clough Projects Pty Ltd, has prepared this report in support of an application to amend the Development Approval for the Temporary Construction Village on part of Lot 4, No. 353 Pye Road, Mount Adams, which was approved by the Shire of Irwin on 24 August 2021 (Shire reference: P1124).

This application to amend the Development Approval P1124 proposes to increase the capacity of the temporary workforce accomodation from 248 to 344 beds. This is in order to improve efficiencies associated with personnel being accommodated in proximity to the construction site for the Waitsia Gas Project Stage 2, a project to be operated by Mitsui E&P Australia Group (MEPAU).

This report describes the proposal and has been prepared in accordance with the provisions of the Shire of Irwin Local Planning Scheme No. 5 (LPS5). The following appendices are included with this report:

- Appendix A – Shire of Irwin Development Application Form;
- Appendix B – Certificate of Title;
- Appendix C – Amended Development Plans and Elevations;
- Appendix D – Bushfire Emergency Plan (as per original approval);
- Appendix E – Site and Soil Evaluation (as per original approval); and
- Appendix F – Traffic Impact Statement (minor updates to reflect the increase in rooms).

1.1 Description of the Proposal

The approved Temporary Construction Village (TCV) provides temporary accommodation for workers involved in the construction phase of the Waitsia Gas Project Stage 2. MEPAU required the TCV to be located in convenient proximity to the construction site for the gas processing plant, production wells and gas gathering system.

The amendment to the Development Approval proposes to increase the accommodation capacity from 248 to 344 beds. The TCV is proposed to be expanded, and will continue to be serviced with water, power, telecommunications and an effluent disposal system as outlined in the Development Plans provided at **Appendix B**.

The placement of the TCV on-site ensures the accommodation is close to the construction site, assisting with an efficient, safe and cost-effective phase of construction activity whilst minimising traffic impacts on the road network. Due to a range of circumstances, a temporary increase in personnel is required to ensure the construction phase of the Waitsia Gas Project Stage 2 maintains schedule. We respectfully request that this amended Development Application be favourably considered.

The TCV will be decommissioned on the completion of construction, commissioning and performance testing of the Waitsia Gas Project Stage 2, in accordance with Condition 3 of the Development Approval.

The amended proposal is summarised in Table 1 below. Additional details on the specifics of the development application are provided further in this report, together with justification against the planning framework.

Table 1 Summary of Proposed Amended Development Application

Proposal	Details
LPS 5 – Zoning and Land Use Definition	'General Farming' zone Use Not Listed – Workforce Accommodation
Development Approval	Development Approval granted as 'Temporary Workforce Accommodation'
Land Details	Lot 4, No. 353 Pye Road, Mount Adams

Proposal	Details
Land Tenure	Freehold, no subdivision proposed
Vehicle Access	From a private road on Lot 4, which connects to Pye Road
Project Entity	Mitsui E&P Australia Group (MEPAU) Mitsui E&P Australia Pty Ltd and AWE Perth Pty Ltd are wholly owned subsidiaries of Mitsui & Co. Ltd. Combined they form the unified brand Mitsui E&P Australia Group (MEPAU).
Type of facility	Temporary Construction Village
Proposed Capacity (construction workforce)	Design capacity up to 352 rooms
Development Area	2.68 ha (approximate)
Temporary Construction Village construction timeframe	Approximately 6 months
Expected Lifespan of Temporary Construction Village	Approximately 2 years

1.2 Relevant Approvals

1.2.1 Previous Approval

The Shire of Irwin granted development approval for the 'Temporary Workforce Accommodation' on 24 August 2021 for 248 beds. The development approval has been substantially commenced and remains valid. The TCV is operational and construction of the Waitsia Gas Project Stage 2 is underway.

The amendment to the Development Approval relates to the additional accommodation on-site, and necessary additional infrastructure and facilities to service the temporary expansion.

1.2.2 Petroleum and Geothermal Energy Resources Act 1967

The development of petroleum resources is regulated under the *Petroleum and Geothermal Energy Resources Act 1967* (PGER Act). An approval/permit issued under the PGER Act provides the right to *"…carry on such operations and works as are necessary for that purpose, in the permit area*."

As detailed in the original development application, the Waitsia gas project consists of two stages.

- **Stage 1** was an extended production test and supplied about 10 terajoules of gas per day from August 2016 to December 2019.
- **Stage 2** will be for the gas processing plant and production wells. Stage 2 will maximise the potential of the Waitsia gas field with a new 250 terajoule per day gas processing plant and up to eight production wells (MEPAU, 2020)

1.3 Pre-lodgement Consultation

In 2018 and on behalf of MEPAU, TBB liaised with the Shire of Irwin seeking confirmation of the Shire's position regarding the requirements of development approval. The response was that 'workers accommodation' would require development approval. Structures and/or works associated with the petroleum exploration and operations are subject to the PGER Act and are exempt from development approval, described above in section 1.2.2; however, such works would not include workers accommodation.

This application to amend the Development Approval is submitted development approval for the Temporary Construction Village.

2.0 Site Context

2.1 Legal Description

The TCV is located on a portion of Lot 4, No. 353 Pye Road, Mount Adams, within the Shire of Irwin. The TCV is located immediately west of the construction site for the gas processing plant. Table 2 provides the details of the property and land tenure and a copy of the Certificate of Title is provided in **Appendix B**.

Table 2 Legal Lot Description

Lot No.	Volume/Folio	Plan	Tenure	Lot Area	Proprietor
4	1560/863	13178	Freehold	2,114.6145 ha (Landgate)	Revive Nominees Pty Ltd

The proposal is within a portion of Lot 4 that is not affected by easements. Several easements are on the Certificate of Title and the following information is provided for information purposes only:

1. Easement to the DBNGP land access Minister pursuant to the *Dampier to Bunbury Pipeline Act 1997* (H597857);
2. Easement to Boral Energy Pipelines Pty Ltd (G870405); and
3. Easement to AWE Perth Pty Ltd and Beach Energy (Perth Basin) Pty Ltd (O264815).

2.2 Site Characteristics

The Waitsia Gas Project Stage 2 is a project operated by Mitsui E&P Australia Group (MEPAU). The site is located approximately 16 kilometres east-south-east of Dongara-Port Denison town sites and 340 kilometres north of Perth.

The original development application detailed the locational advantages of the proposed development site selection. As such, the following summary is provided:

- The Waitsia Gas Project Stage 1 was commissioned in 2016 and expanded in 2020;
- The site for the TCV was selected due to its proximity to the Stage 2 construction site. The TCV will remain within the development envelope for the project (refer Figure 5);
- It is necessary for the TCV to be expanded on-site to accommodate workforce associated with the construction of the new gas processing facility, flowlines and wells associated with Waitsia Gas Project Stage 2. The expansion will provide for more personnel to be accommodated in proximity to the construction area to ensure an efficient, safe and cost-effective phase of activity;
- Road access is provided to the TCV. The construction phase will have limited social impact on the Dongara-Port Denison townsites and the TCV will be operated to minimise traffic impacts on the public road network. Its location provides workers with direct and convenient access to the construction site without requiring long distance transportation; and
- Section 3.3 provides details of services available at the TCV including electricity, water, management of wastewater and solid waste, and telecommunications.

2.3 Physical Features of Surrounding Area

Lot 4, 353 Pye Road is predominately cleared agricultural land used for cattle grazing. The subject site is within a fenced paddock that is relatively flat with a gentle slope from west to east at a grade of approximately 2 degrees. The surrounding area contains buildings and infrastructure associated with the Waitsia Gas Project Stage 1 and other gas infrastructure (refer Figure 1), including the:

- Waitsia Export Pipeline (PL 124);

- Hovea – Xyris flowline;
- Hovea Production Facility;
- Xyris Production Facility; and
- APA's Parmelia Gas Pipeline (PL 1);
- APA's Cockburn Cement lateral pipeline (PL 39);
- GEMEC/Lenane Licenced Waste Facility;
- ASCO Group's storage yard; and
- ASCO Group's permanent camp.



Figure 1 District Setting (MEPAU, 2019)

To the east is some remnant vegetation and a small perched wetland (Ejarno Spring), which is understood to have been altered by the owners of the farm in previous years.

Other nearby activities include the sand quarry (south-east) and the APA Mondarra gas storage facility (east).

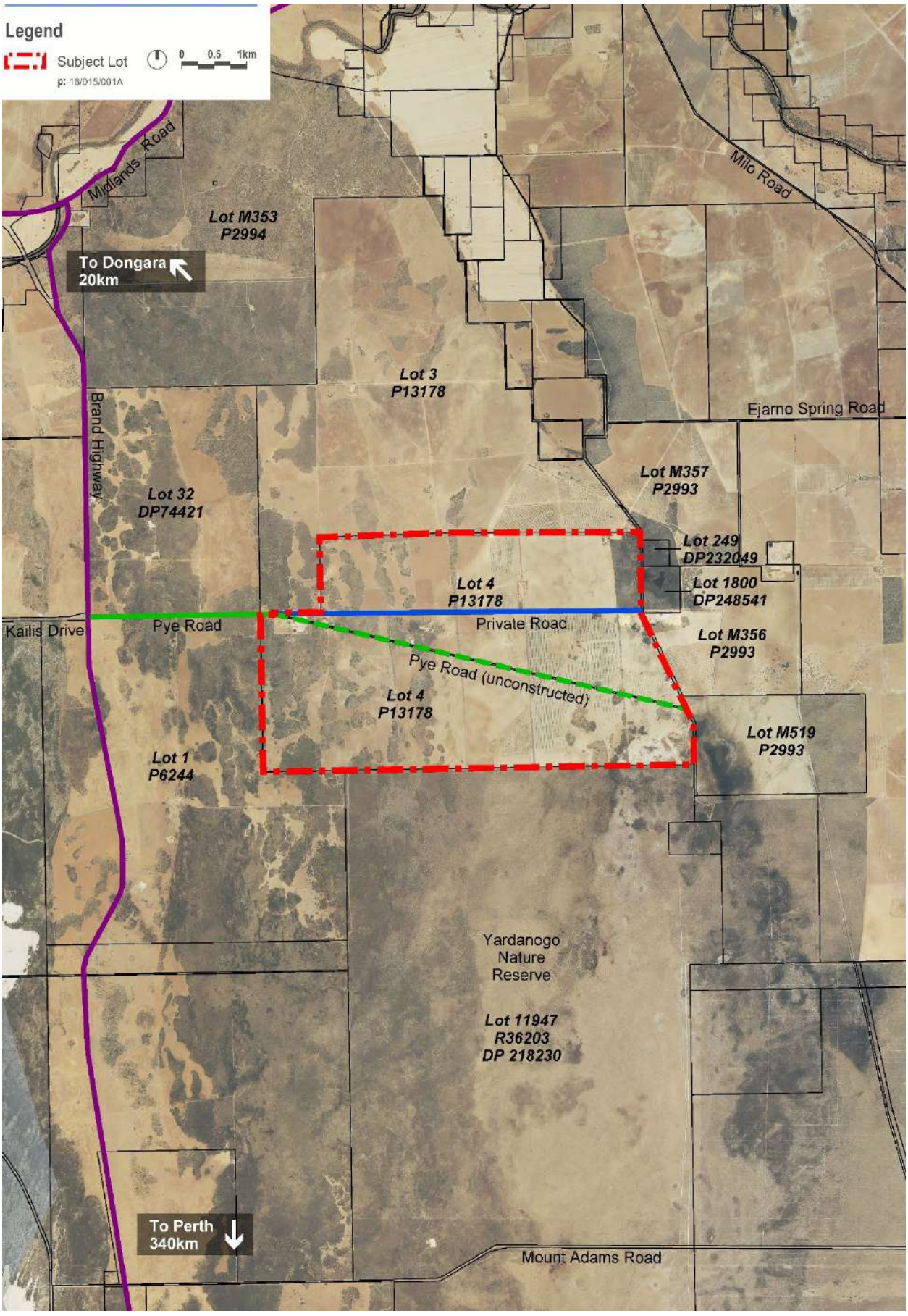


Figure 2 Landownership Plan

2.4 Surrounding Land Use and Development

The general area (refer Figure 3) is used as agricultural land, interspersed with Waitsia Gas Project Stage 1 gas wells and facilities. Table 3 below provides details of surrounding properties and land uses.

It is understood that the private road on Lot 4 is utilised by farm vehicles. The private road is also legitimately utilised as a haulage route for the sand quarry to the south-east; vehicles accessing the APA Mondarra gas facility to the east, and vehicles associated with existing gas facilities.

Table 3 Surrounding Properties and Land Uses

Property Detail; Registered Proprietor	Compass Direction from Lot 4 Pye Road	LPS 5 Zone / Reserve	Observed use and development
Lot 3 on Plan 13178 351 Pye Road, Yardarino 1911/367 Wongulla Park Pty Ltd	North	General Farming zone	General agricultural land, some land within the Development Envelope
Lot M353 on Plan 2994 Midlands Road 2623/1000 Tunney Cattleco Pty Ltd	North-West	General Farming zone	General agricultural land, identified in the Local Planning Strategy for industrial purposes investigation.
Lot 32 on DP 74421 29327 Brand Highway, Yardarino 2861/460 Lake Preston Beef Pty Ltd	West	General Farming zone	General agricultural land
Lot 1 on Plan 6244 28666 Brand Highway, Mount Adams 1909/984 Lake Preston Beef Pty Ltd	South-West	General Farming zone	General agricultural land, some land within the Development Envelope
Unconstructed road reserve	East	Local Road reserve	Unconstructed
Lot M356 on Plan 2993 1837 Milo Road, Milo 2146/656 Watson, Lynton Allan	East	General Farming zone	Extractive Industry (sand). Part of the site was used for a temporary construction village for the Mondarra Gas Facility.
Lot 249 on DP 232049 1026/186 AWE (WA) Investment Company Pty Ltd	East	General Farming zone	Undeveloped
Lot M519 on Plan 2993 2074/484 Forsyth, Craig Russell	East	General Farming zone	General agricultural land
Lot 1800 on DP 248541 1076/829 Watson, Lynton Allan	East	General Farming zone	Undeveloped, location of wetland
Lot 11947 on DP 218230 LR3127/131 State of Western Australia	South	Conservation reserve	Yardanogo Nature Reserve

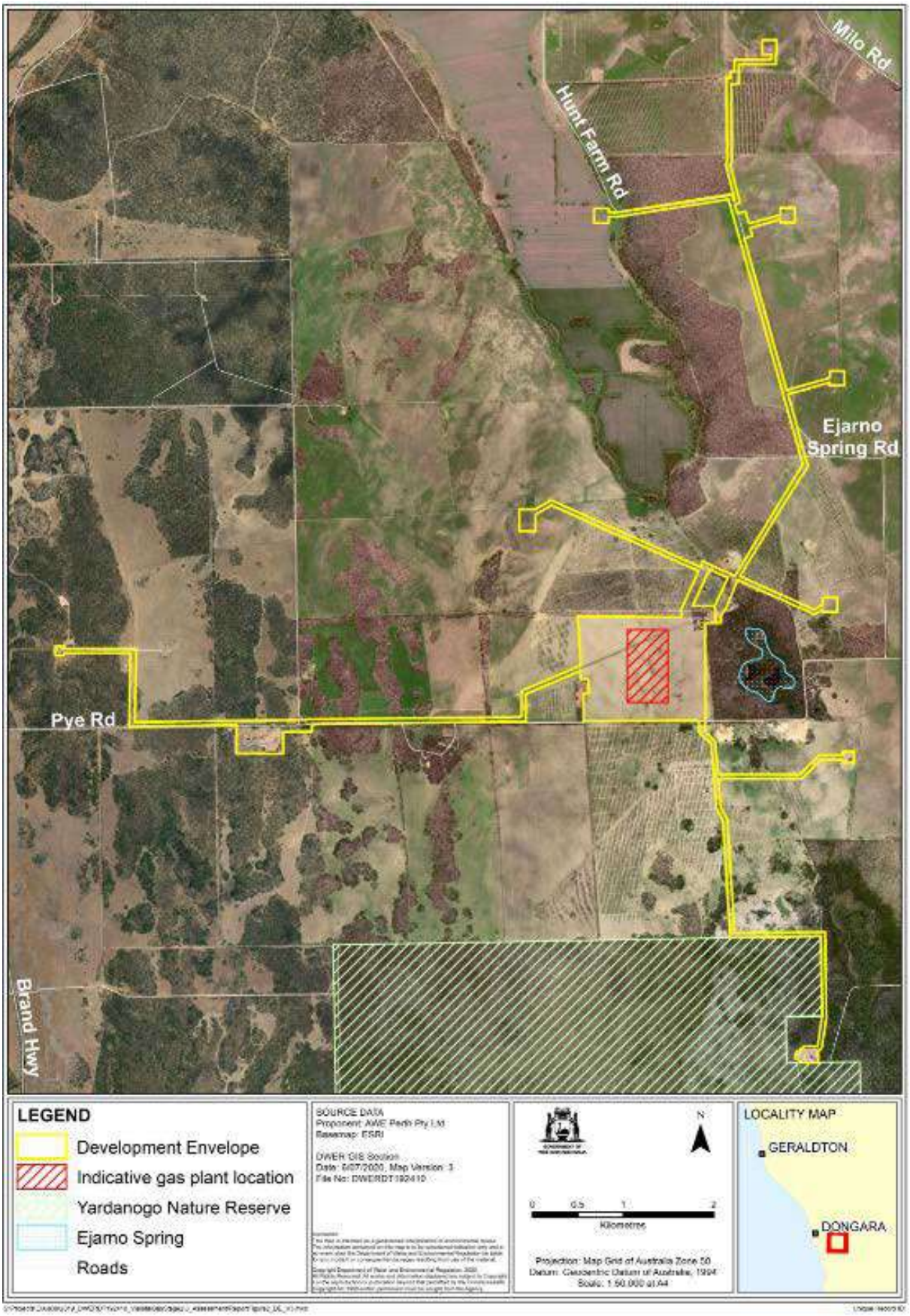


Figure 3 Development Envelop for the Waitsia Gas Project Stage 2 (EPA, 2020)

3.0 Amended Development Proposal

3.1 Development Overview

This report provides details for the amendments to the approved TCV facility, which provides temporary accommodation for workers at the Waitsia gas plant.

The application to amend the development approval seeks to increase the capacity of the facility from 248 to 344 beds for construction personnel and proposes the following changes:

- 24 additional modular accommodation units containing (nominal) four rooms each, totalling 96 rooms, each containing a bed, shower, toilet and sink, cupboard and desk space;
- 1 additional crib room modular units;
- Two additional modular Laundry Units; and
- Incidental reconfiguration to the proposed floor plan layout.

3.2 Site Works

The subject site features sandy soils and is clear of remnant vegetation. The land contains some pasture and similar vegetation, which would be removed within the area the subject of the development. The development required a minimal amount of site works and these were assessed as part of the development approval. No additional site works are required.

3.3 Servicing

In accordance with the conditions of development approval, the TCV is supplied with power, potable water, telecommunications and suitable facilities for wastewater treatment and disposal.

3.3.1 Potable Water

Condition 10 of the Development Approval requires that the development is connected to an adequate potable water supply. It is noted that potable water will continue to be supplied from the Yarragadee aquifer. It is noted that no additional bores are required as the current system has sufficient capacity to service the amended development.

3.3.2 Wastewater

The design of the on-site system has had regard to the approved Site and Soil Evaluation (SSE) which accompanied the original development application (refer **Appendix E**). The approved SSE assessed the capacity of the site to sustainably manage the sewage within the lot boundaries, identified public and environmental risks, assessed the suitability of the proposed system against site conditions, and provided high-level management measures and controls to reduce potential risks.

The SSE assessed the capacity of the soils at the site to suitably manage the TCV and its effluent discharge. The SSE states that the soils are permeable, porous and free draining which will enhance infiltration and drainage (Coffey, 2021). The temporary nature of the TCV and a septic tank system consisting of conventional primary treatment septic tanks only with disposal to leach drains, primary treatment is considered satisfactory (Coffey, 2021).

An on-site effluent disposal system is provided for the approved TCV. It is proposed that all wastewater generated by the additional rooms will be pumped and stored off-site. The existing system is unable to service the additional requirements, as such, the WWTP contractor is addressing effluent disposal requirements for the proposed expansion to 352 rooms for construction personnel.

3.3.3 Power

The TCV was approved with three diesel generators which have sufficient capacity to service the amended development.

3.3.4 Telecommunications

As part of the project, internet is provided via a microwave signal from the Dongara Point of Presence, to a tower installed adjacent to the TCV. Wi-fi services are to be extended to the service the additional rooms and mobile reception will be available.

3.4 Access, Circulation and Parking

3.4.1 Brand Highway intersection

Brand Highway is classified as a primary distributor road (WAPC, 2019) and is part of the Main Roads WA network. This road forms part of the national highway route providing connections to the Perth metropolitan area, regional centres, and other regions.

Consultation with MainRoads WA was undertaken to inform the original development application package. It has previously been agreed in consultation with Main Roads WA and the Shire of Irwin that the TCV was to be accompanied with a Traffic Impact Statement (TIS). This information is summarised in section 3.4.5 and contained in the approved TIS (refer to **Appendix F**).

3.4.2 Pye Road and Private Road

The proposal is approximately 7 kilometres eastwards of the Brand Highway-Pye Road intersection. This intersection will be the proposed access point for vehicles travelling to and from the subject site. The access route is identified and addressed in the Bushfire Emergency Plan, refer to **Appendix D**.

Pye Road is gazetted as a public road for 3 kilometres of that total length. The balance (approximately 4 kilometres to the site) is a private road on freehold land.

The proposal will be north of an existing gravel road that runs in an east-west direction as a continuation of the sealed Pye Road. Access to the proposal will be provided via a new north-south driveway that will intersect with the existing east-west gravel road and westwards to Pye Road.

3.4.3 Parking

In accordance with the development approval, parking is provided on-site for the parking of buses, light and heavy vehicles associated with the project. As per the original development approval, workers will be taken by bus to and from their place of hire to the TCV. Parking is provided on-site for:

- 38 light vehicles; and
- 10 bus / heavy vehicles.

3.4.4 Service Vehicles

Service vehicles are anticipated to visit the TCV as required, such as for deliveries and for removal of waste or other materials/products. There is provision for emergency/ambulance vehicles at the TCV. The details of vehicles are contained in the transport impact statement.

3.4.5 Transport Impact Statement

Traffic impacts have been considered in consultation with Main Roads WA and have been contemplated under the original development approval. This consultation was undertaken in relation to what requirements (if any) were in place for the Pye Road intersection with Brand Highway, or whether there are any requirements / approvals to allow the mobilisation of the TCV to the site. This is in context that the approved TCV is aimed to be pre-fabricated and transported to site, and over the construction period would be for up to 250 workers.

While the amended development proposes to increase the accommodation capacity to 352 rooms, the traffic requirements and impacts are considered to be consistent with the approved development. To confirm the extent of traffic impacts, an amended TIS is provided at **Appendix F**. To address the updated TIS, we request that Condition 6 be amended to read as follows:

6. *Traffic associated with the development shall be in accordance with the amended Traffic Impact Statement to the satisfaction of the Shire of Irwin.*

3.5 Landscaping

Limited incidental landscaping is proposed to provide some amenity uplift, such as potted plants. No permanent landscaping is proposed as part of the development application. The TCV is in place for the construction, commissioning and performance testing of the Waitsia Gas Project Stage 2 and as such no permanent landscaping is deemed necessary. It is understood that permanent landscaping is planned as part of the gas plant project, including around the edge of the paddock and the new entrance road.

The overall project has been considered within the landscaping context of Lot 4. An artist impression was generated as part of the environmental assessment process, refer Figure 4. The TCV and the broader project is within a shallow valley that is approximately 7 kilometres east of Brand Highway.



Figure 4 Artist impression of the proposed Waitsia Gas Project Stage 2 (looking eastwards) (MEPAU, 2020)

3.6 Construction Activities

The approach is to transport the modular components of the proposal to site. The modular components will be assembled including appropriate pre-cast footings and footpaths/walkways, and connections to services. Appropriate approvals will be obtained prior to the commencement of construction, including the Building Permit and Septic Application works. The following is a summary of the staged approach to development:

- Obtain Development Approval (complete);
- Septic Tank Application (complete);
- Liquor License Application (complete);
- Obtain Building Permit (in progress);
- Site Preparation and Mobilisation;
- Installation of all common services;
- Building Installation;
- Installation of all pathways, walk way covers and final connections;
- Occupancy Permit; and
- Commissioning.

3.7 Proposed Management

3.7.1 Camp Management Plan

The Camp Management Plan is in place.

The Operator is committed to providing a safe and healthy workplace for all personnel including visitors and the public, and also to minimise their impact on the environment. The Department of Mines, Industry Regulation and Safety has approved the Construction Safety Case for the project, which includes a description of the security aspects and health policies for the project.

All facilities will be maintained in accordance with the TCV operator's security management plan, which will outline security controls for access and controls and mitigation measures to secure and protect the property.

The management plans of the operator cover all risks and appropriate control measures are in place to reduce the associated risks to 'As Low as Reasonably Practicable' (ALARP). Some (but not an exhaustive list) risks would include working in hot environments, working in enclosed environments, process plant risks, moving machinery and vehicles, and ensuring fire controls are in place to minimise risks of ignition.

3.7.2 Traffic Management

As outlined in Section 3.5.4 of this report, an amended TIS is provided at **Appendix F**.

3.7.3 Stormwater Management

The SSE states that the soils are permeable, porous and free draining which will enhance infiltration and drainage, including stormwater. The sloping topography of the site and likely high level of evapotranspiration in the area that will also reduce the potential for surface water ponding (Coffey, 2021). The plans provide details that stormwater for the broader project will be capable of being drained and stored for on-site infiltration.

A Stormwater Management Plan was prepared and consistent with the Shire's Local Planning Policy for Water Sensitive Urban Design, the following measures are implemented including:

- Collection of rainwater and stormwater and on-site infiltration;
- Reuse and recycling of water resources;
- Direction of flow from impervious ground surfaces towards landscaped areas;
- Installation of appropriately designed waste enclosures and storage areas.

3.7.4 Waste Management

A waste transfer station is located at Dongara and the main service catchment is Dongara-Port Denison (WAPC, 2019).

A Waste Management Plan is in place for the TCV ensuring waste is managed in an environmentally responsible manner.

3.7.5 Social Impact Statement

The original development application outlined the level of investment associated with the Waitsia Gas Project Stage 2.

As part of this amendment the accommodation facilitates construction workforce for the gas plant workforce during construction.

The long-term operational workforce will be about 25 people, which is a 50 per cent increase on the current workforce, with an additional 20 to 30 people in Perth providing operational and engineering support.

Standard economic multipliers to assess the number of indirect jobs related to the direct jobs estimate that an additional 288 person years of work will be created in the Local Area during the development phase. Similarly, during operations an additional 15 indirect jobs are estimated in the Local Area and 100 in Western Australia as a whole.

As part of the project, arrangements will be in place to support government and industry initiatives in relation to procurement opportunities and to support local business participation. Where appropriate, the opportunities will be available to businesses operating in the Local Area.

3.7.6 Environmental Management

Environmental management systems are in place to minimise damage or removal of vegetation and fauna. Works will be limited to cleared areas and all travel will be on existing access tracks, to minimise disturbance. Bins are in place for

domestic and workplace waste. A range of environmental management plans that are relevant to the Gas Project Stage 2, will also be implemented as per the Ministerial Statement 1164.

Environmental management is intended to be coordinated and structured, generally as follows:

- EPA conditions;
- Waitsia Gas Plant & Temporary Construction Village Environmental Plan (under the PGER Act Environmental Regulations);
- MEPAU management plans;
- Project-related management plans; and

Contractor-specific management plans, including the TCV operator management plans.

3.8 Decommissioning Activities

As required by Condition 3 of the development approval, the TCV and ancillary infrastructure is to be decommissioned and removed within 12 months of the cessation of construction works associated with the gas plant. The decommissioning must to be completed to the satisfaction of the landowner, based on the Land Access Agreement between MEPAU and the landholder. The following is a summary of the decommissioning activities for when the TCV is to be removed from the site:

- Modular buildings deconstructed and (along with the precast footings and walkways/footpaths) removed;
- Power generators, wastewater treatment system and septic system to be decommissioned and removed;
- Site rehabilitation to the satisfaction of the landowner in accordance with the land access agreement; and
- Telecommunications tower will be removed unless requested to be used by MEPAU to service the gas plant until permanent infrastructure (e.g. underground fibre) is installed.

4.0 Planning Framework

4.1 Guilderton to Kalbarri Sub-regional Strategy

The Waitsia gas field is recognised in the *Guilderton to Kalbarri Sub-regional Strategy* (WAPC, 2019). It is part of the Perth Basin, recognised to have a high prospectivity for conventional gas. The *Sub-regional Strategy* notes that operational gas fields are an economic driver, particularly within the sub-region. The report notes that the logistics and economics associated with gas are positive due to the Dampier to Bunbury natural gas pipeline, the proximity to Perth and the deregulated gas market (WAPC, 2019). Map 9 of the *Sub-regional Strategy* notes the site is in proximity of oil and gas fields. Map 10 notes the site is within a limestone basic raw materials significant geological supply.

4.2 State Planning Policies

4.2.1 SPP 2.4: Basic Raw Materials

Lot 4 Pye Road is located within a limestone basic raw material significant geological supply. This is also reflected in the *Guilderton to Kalbarri Sub-regional Strategy* (WAPC, 2019). The regionally significant basic raw materials were mapped and incorporated into Figure 11 of the *Local Planning Strategy*. Lot 4 is also within the Perth Basin and is being considered for the gas plant to extract that resource.

4.2.2 SPP 2.5: Rural Planning

SPP 2.5 *Rural Planning* applies to rural land and rural land uses in Western Australia. The policy states under section 3.2 policy exemptions that it does not apply to (amongst other things) "*areas subject to State Agreement acts*" (WAPC, 2016). The PGER Act – as it covers all onshore areas of the State – controls petroleum exploration and development on land.

Table 6 demonstrates compliance against section 5.1 policy provisions regarding the protection of rural land and land uses.

Table 4 Compliance against Section 5.1 of SPP 2.5

Section 5.1 Protection of rural land and land uses	Proposed development
(a) requiring that land use change from rural to all other uses be planned and provided for in a planning strategy or scheme;	**Consistent** with approvals being sought for the Waitsia Gas Project Stage 2.
(b) retaining land identified as priority agricultural land in a planning strategy or scheme for that purpose;	**Not identified as priority agricultural** land.
(c) ensuring retention and protection of rural land for biodiversity protection, natural resource management and protection of valued landscapes and views;	**Low to negligible impact**. The land is cleared.
(d) protecting land, resources and/or primary production activities through the State's land use planning framework;	The use is temporary, and the land can be rehabilitated as part of the decommissioning of the facility.
(e) creating new rural lots only in accordance with the circumstances under which rural subdivision is intended in Development Control Policy 3.4: Subdivision of rural land;	The land is not proposed to be subdivided.
(f) preventing the creation of new or smaller rural lots on an unplanned or ad-hoc basis, particularly for intensive or emerging primary production land uses;	The land is not proposed to be subdivided.
(g) comprehensively planning for the introduction of sensitive land uses that may compromise existing, future and potential primary production on rural land; and	No sensitive land uses are proposed.

(h) accepting the impacts of well-managed primary production on rural amenity.	The development does not prevent the landowner from undertaking their agricultural pursuits.

4.2.3 SPP 3.7: Planning in Bushfire Prone Areas

SPP 3.7 assists in identifying, addressing and reducing the risk of bushfire to people, property and infrastructure by encouraging a conservative approach to strategic planning, subdivision, development and other planning decisions within bushfire prone areas.

As shown in Figure 7, the location of the TCV is not identified as 'Bush Fire Prone' on the Map of Bush Fire Prone Areas (DFES, 2021). The SPP 3.7 policy measures require a development application for a vulnerable land use to include a Bushfire Emergency Plan, to establish the procedures and associated actions for management of a bushfire emergency to ensure the safety of persons on-site.

A Bushfire Emergency Plan (BEP) was prepared for the original development application and is contained in **Appendix C**. In summary the BEP provides a designated primary procedure to apply in a bushfire emergency and it applies to all persons within the facility and on the site (BPP, 2021). The BEP provides a Site Emergency Map indicating the shelter in place building, assembly area and evacuation route. Implementation of the BEP will be undertaken by the site Operator.

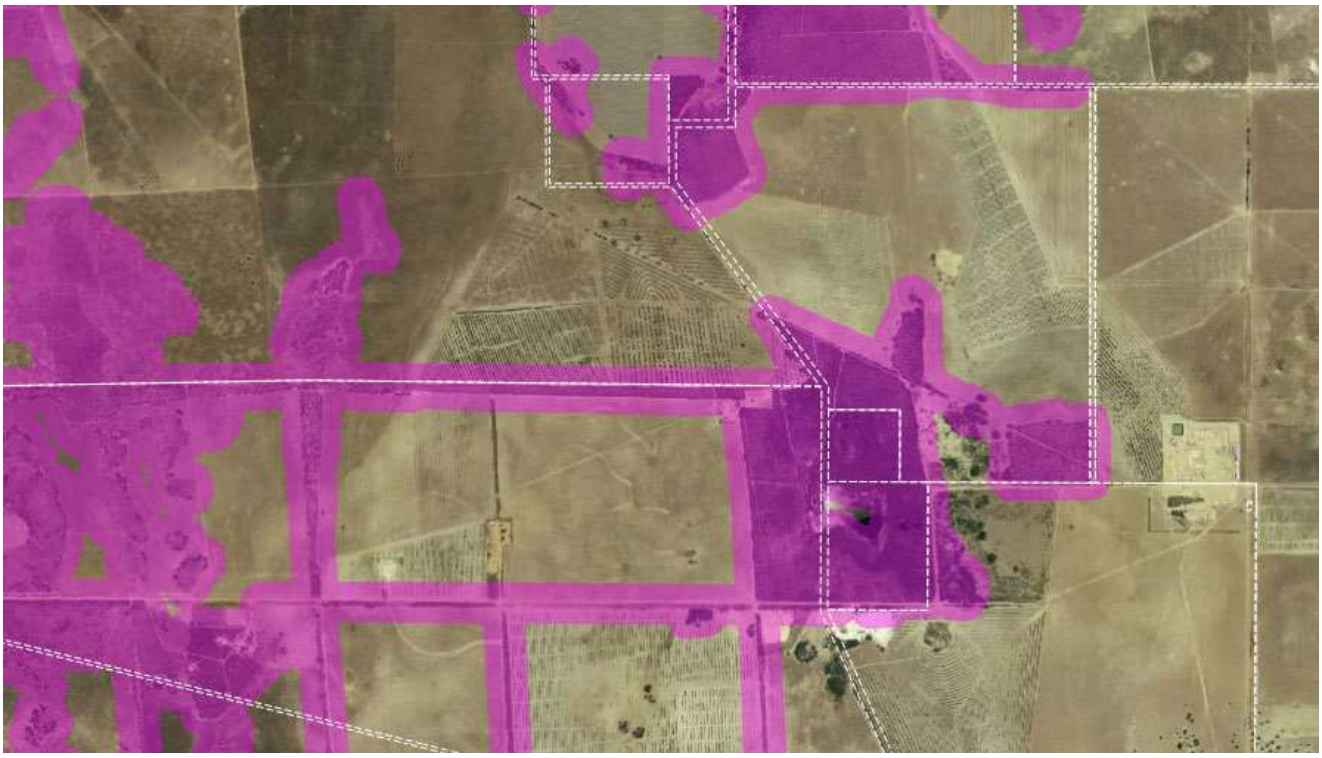


Figure 5 Map of Bushfire Prone Areas (MNG Access, 2023)

4.2.4 SPP 4.1: Industrial Interface

The SPP 4.1 aims to prevent issues due to siting of incompatible land uses close together. The nearest 'sensitive land use' would be the farmhouse for the farm. The farmhouse is located approximately 2 kilometres to the south-west of the TCV.

While the construction village itself might be regarded as a sensitive use, it will be decommissioned prior to the commencement of operation of the gas processing facility. In relation to the construction phase, all workers staying at the TCV will be fully aware and tolerant to construction noise during this phase.

4.2.5 Government Sewerage Policy

The *Government Sewerage Policy 2019* (DPLH, 2019) generally requires a connection to sewer but allows some exemptions. Exemptions apply for areas outside of public drinking water source areas and sewage sensitive areas, and without an established reticulated sewerage scheme. The locality does not have an established reticulated sewerage scheme and alternative sewage treatment is proposed.

From the *Site and Soil Evaluation* the soils were classified as sand overlying limestone. Therefore, the soil categories 4 (clay loams), 5 (light clays), and 6 (medium to heavy clay) referred to in the *Government Sewerage Policy* do not apply. This ensures that the site is suitable and capable of using alternative sewerage treatment systems and complying with the design requirements included in the *Government Sewerage Policy* (DPLH, 2019).

4.3 Shire of Irwin Local Planning Strategy

The *Shire of Irwin Local Planning Strategy* was endorsed by the WAPC on 3 August 2017. The *Local Planning Strategy* (TPG, 2017) sets out the long-term planning directions for the Shire and guides land use planning over its lifetime of 20 years. It also set the planning rationale for the review of LPS 5.

The subject land is identified in Figure 8 within Policy Area C, which aims to preserve and protect the viability of agricultural land in this precinct as a priority for continued sustainable agricultural activity whilst also recognising the Public Drinking Water Source Areas which exist in the policy area. The *Local Planning Strategy* is relatively silent in relation to policy actions that relate to the Waitsia gas field.

Section 3.2.5 of the *Local Planning Strategy* notes the opportunities associated with gas production, and that the local government could develop a business attraction plan for trades and service sectors which could support gas, agricultural and marine service industries (TPG, 2017).

Section 3.5 of the *Local Planning Strategy* acknowledges the onshore gas opportunities within the Waitsia field and considered whether LPS 5 should provide scheme provisions and guidance material for petroleum exploration and operations (TPG, 2017).

A copy of the Overall Strategy Map is shown at Figure 8. The map recognises the land as General Farming and identifies the Dampier to Bunbury Natural Gas Pipeline to the east, and Lot 353 Midlands Road to the north-west for industrial investigation. Lot 353 is recommended by the *Local Planning Strategy* for detailed analysis and investigation for a new industrial estate (TPG, 2017).

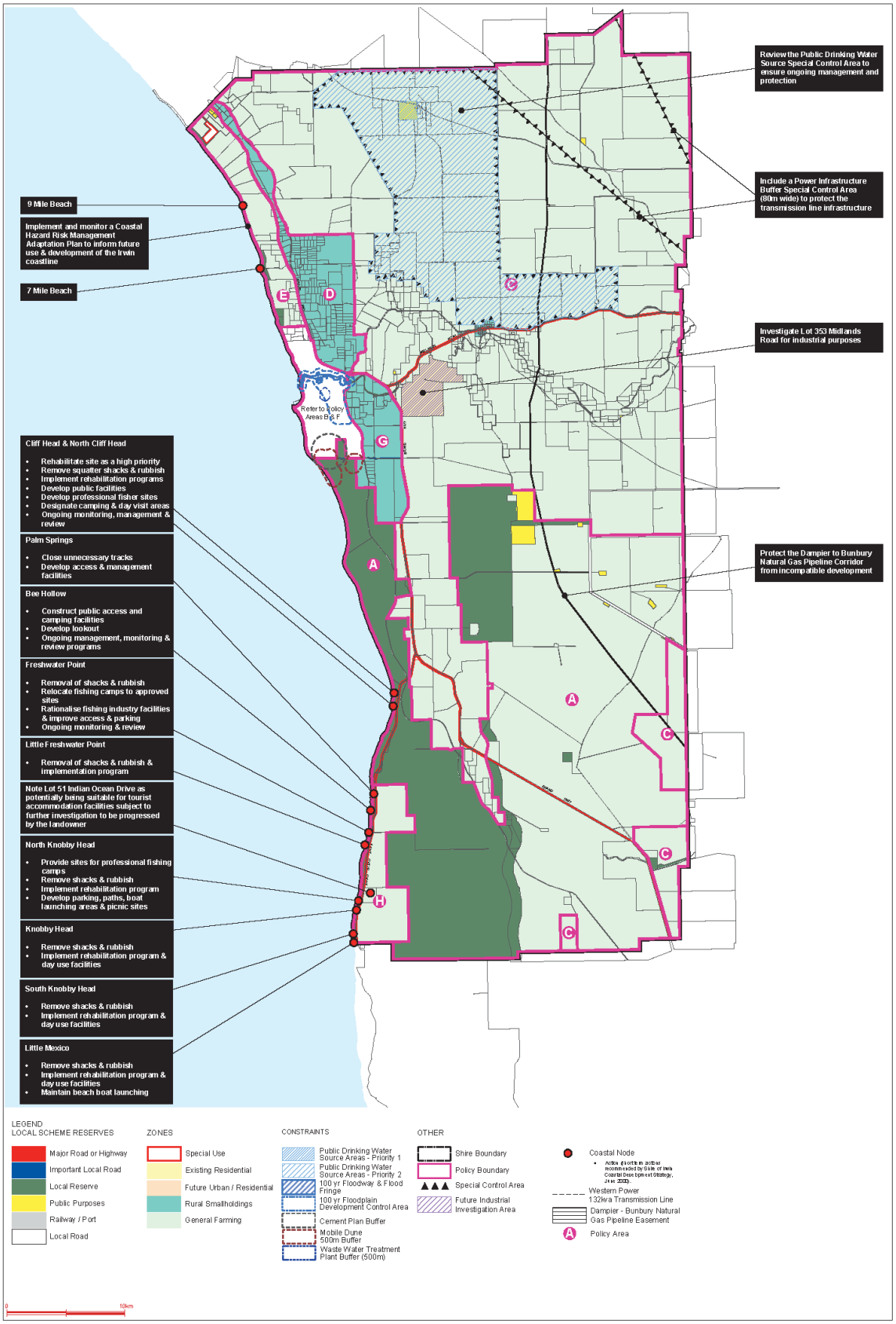


Figure 6 Overall Strategy Map, Shire of Irwin Local Planning Strategy (TPG, 2017)

4.4 Shire of Irwin Local Planning Scheme No. 5

The land is subject to the provisions of the Shire of Irwin Local Planning Scheme No. 5 (LPS 5). Under the Scheme, the land is zoned 'General Farming'.

4.4.1 Zone Objectives

The objectives of the 'General Farming' zone are outlined in Table 5. The 'General Farming' zone objectives pertain to matters of:

- Ensuring unfettered access to approved development is provided;
- Ensuring the rural character and appearance of the site is maintained;
- Protect agricultural activity from inappropriate subdivision;
- Preserve natural vegetation and undeveloped land;
- Allowing the local government to impose conditions for tree/vegetation planting;
- Ensuring natural drainage patterns are not affected; and
- Limiting dwelling numbers on-site.

The proposal has been assessed against these zone objectives as detailed in Table 7. The use is considered to be consistent with the 'General Farming' zone objectives and therefore is capable of being permitted.

Table 5 General Farming Zone Objectives

General Farming zone objectives	Proposed development
a) *To provide for rights of vehicular access, unfettered as to time, location and circumstance, to any land subject of a planning approval.*	**Consistent with objective**. The proposal will not impede vehicle access within the subject site. The proposal has access from a private road which connects to Pye Road.
b) *To ensure the preservation of the rural character and rural appearance of land within the zone.*	**Consistent with objective**. The subject site and surrounds are rural in character and appearance. It is also noted within the surrounding area are existing developments and infrastructure, including the: • Waitsia Export Pipeline (PL 124); • Hovea - Xyris flowline; • Hovea Production Facility; • Xyris Production Facility; and • APA's Parmelia Gas Pipeline (PL 1); • APA's Cockburn Cement lateral pipeline (PL 39); • GEMEC/Lenane Licenced Waste Facility; • ASCO Group's storage yard; and • ASCO Group's permanent camp. It is recognised conveniently located accommodation is important for the efficient and effective construction phase for projects.
c) *To protect the economic viability of agricultural production via support only for subdivision or boundary relocation which retains or results in lot or location sizes which facilitate ongoing agricultural activity.*	**Not applicable**. Subdivision is not proposed.
d) *To preserve and protect the natural undeveloped land areas throughout the zone and to provide for the planting of trees and other suitable vegetation via the imposition of conditions on any planning approval issued, in order to assist in balancing the greenhouse effect, provide shade, prevent erosion, reduce salinity and provide habitats for native fauna.*	**Consistent with objective**. The land has been cleared and has historically been used for general farming purposes. The development does not involve removal of trees or remnant vegetation.

General Farming zone objectives	Proposed development
e) *To ensure that natural drainage patterns/catchments throughout the Shire are paid regard to, via the appropriate location of man-made drainage networks.*	**Consistent with objective**. Stormwater management is proposed via on-site treatment of stormwater and infiltration.
f) *To limit the number of dwellings to one per lot, unless for specific farm operation purposes, to discourage fragmentation or rural living use of agricultural land.*	**Not applicable**. Dwellings are not proposed as part of this proposal.

4.4.2 Land Use Definition

The development application was approved as 'temporary workforce accommodation'.

The amendment to the development approval is for an expansion to the approved temporary workforce accommodation. This is entirely consistent with the original determination and the relevant conditions of development approval. No change to the approved land use is required.

The proposal for the TCV is a time-limited use and development of land that arguably has no impact upon surrounding landowners or the broader community. It is only necessary for the construction workforce of the Waitsia Gas Project Stage 2. The proposal is a pragmatic and a logical approach to accommodate construction workforce in proximity of the construction site for the Stage 2 project.

4.4.3 Shire of Irwin Local Planning Policies

In December 2020, TBB consulted with the Shire to confirm which policies are applicable. The Shire advised that the Local Planning Policy for Water Sensitive Urban Design would be applicable.

The WSUD Local Planning Policy seeks to minimise peak stormwater flows and wherever possible ensure the 1 in 1 year, 1 hour average recurrent interval (ARI) storm event is detained and treated on-site. In this regard, the subject lot is 2,114.6145 hectares in size and it is capable of detaining storm events.

A stormwater management plan was prepared, refer section 3.7.3.

4.5 Other Relevant Considerations

The WAPC has published its *Position Statement: Workforce accommodation* (WAPC, 2018) which outlines development requirements and provides guidance to local governments. It is noted the Shire of Irwin has granted development approval for this TCV and other construction villages. The Position Statement confirms that under the *Planning and Development Act 2005*, planning decision-makers can control and not control certain factors as detailed in Table 8.

Table 6 Factors that planning decision-makers can control or not control

Control	Not control
1. Where a planning application is required, the terms of an approval related to: (a) timeframe (b) setbacks (c) landscaping (d) parking and access (e) location and appearance of buildings (f) integration with surrounding areas (g) any other land use planning matters relevant to the site. 2. Where a planning application is required, the ability to approve/refuse a proposal considering local planning scheme requirements.	1. Any matters specified by a State Agreement Act. 2. The issuing of a mining tenement made under the *Mining Act 1978* – which can include a general purpose lease for 'any other purpose directly connected with mining operations' (may be located in a townsite). 3. That workforce accommodation needs to be met by permanent accommodation rather than 'camps'. 4. That workforce accommodation be located in a town rather than a mine-site. 5. Whether the land for workforce accommodation is owned by the Crown or held in fee simple. 6. Requirements for 'community contributions' by workforce accommodation proponents. 7. Requirements for workforce accommodation to achieve 'legacy benefits'.

5.0 Conclusion

The broader project has been subject to an environmental assessment process undertaken by the EPA and the Operator intends to commence construction of the gas processing facility and associated infrastructure.

The TCV is has been granted development approval. This proposal seeks to amend the development approval to facilitate an expansion from 248 to 344 rooms for construction personnel for the Waitsia Gas Project Stage 2 construction site.

The application to amend the Development Approval P1124 responds to the need to increase the accommodation capacity of the TCV. The TCV is a time-limited use and that the proposal arguably has no impact upon surrounding landowners or the broader community. It is only necessary for the construction workforce of the Waitsia Gas Project Stage 2.

This report demonstrates that the amended development proposal is consistent with the objectives of the 'General Farming' zone and can be favourably considered.

We request a minor revision to Condition 6 as follows:

6. *Traffic associated with the development shall be in accordance with the amended Traffic Impact Statement to the satisfaction of the Shire of Irwin.*

It is respectfully requested that Shire process this amended development application in accordance with clause 4.4.2 of the LPS 5.

Appendix A

Application Form

Appendix B

Certificate of Title

Appendix C

Development Application Plans and Elevations

Appendix D

Bushfire Emergency Plan

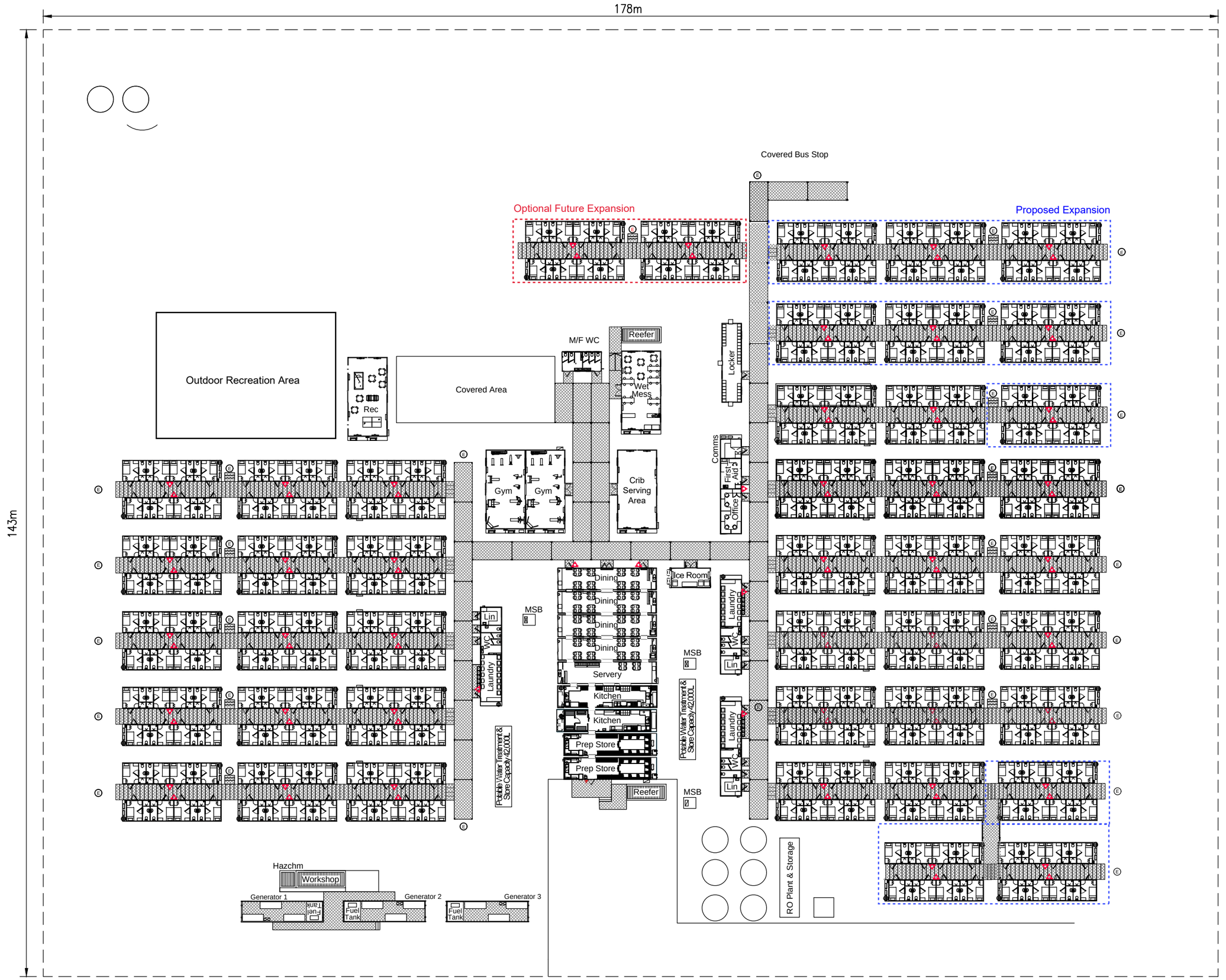
Appendix E

Site and Soil Evaluation

Appendix F

Traffic Impact Statement

Drawing not to scale. Layout indicative and may be customised to suit client requirements (subject to regulatory requirements).



Proposed 352 Room Camp with Expansion - Clough Waitsia

Rev 2 - 18.03.23

Walkway

Egress

Addendum to the Bushfire Emergency Plan

Information Supporting the Development of the Bushfire Emergency Plan

Location and Use Specific Assessments for the Vulnerable Land Use

Waitsia Temporary Workers Accommodation

353 Pye Road, Yardarino

Shire of Irwin

Vulnerable Land Use Category: (Guidelines WAPC v1.3)	Category 3: A facility that involves short-stay accommodation or visitation for people who are unaware of their surroundings and who would require assistance or direction in the event of a bushfire.
Facility/Premises Use Type:	Worker's accommodation
Date Created:	17 March 2021
Associated Bushfire Management Plan Reference No:	N/A

BPP Group Pty Ltd t/a Bushfire Prone Planning
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VERSION HISTORY		
Version	**Version Details**	**Date**
1.0	Original Document Issue	17 March 2021
-		

BEP (Standard) Supporting Information Template v2.4

Limitations: Any representation, statement, opinion, or advice expressed or implied in this document is made in good faith based on information available to Bushfire Prone Planning at the time.

The bushfire protection measures established by the Bushfire Management Plan, of which this vulnerability assessment is a part, are considered to be minimum requirements and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.

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1. PLANNING FOR THE EMERGENCY MANAGEMENT OF A BUSHFIRE EVENT

STATE PLANNING POLICY 3.7 PLANNING IN BUSHFIRE PRONE AREAS (SPP 3.7)

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

- The policy intent which includes the preservation of life by implementing effective, risk-based land use planning and development;
- The policy objectives that include the provision that preservation of human life is paramount; and
- The policy measure which establishes the concept of a 'Vulnerable Land Use', define it as a land use where persons may be less able to respond in a bushfire emergency; and
- The policy measure that requires a development application for a vulnerable land use to include a Bushfire Emergency Plan This is to establish the procedures and associated actions for management of a bushfire emergency to ensure the safety of proposed occupants, visitors, customers and staff associated with the use of the site.

Consequently, the development of the required Bushfire Emergency Plan is conducted within the context of the protection of life being the primary focus of the bushfire planning framework in WA. It is focussed on:

- The occupants of or visitors to a site, and associated staff, that are considered 'vulnerable' persons because their ability to respond appropriately to a bushfire emergency is constrained in some way; and
- Ensuring the safe re-location of those vulnerable persons, either offsite or onsite, in the event of a bushfire impacting that site.

DOCUMENTS TO MEET PLANNING AND OPERATIONAL REQUIREMENTS

Bushfire Prone Planning will prepare two documents, each with a specific purpose, to fulfil the requirements of SPP 3.7.

THE BUSHFIRE EMERGENCY PLAN (BEP)

The Bushfire Emergency Plan (BEP) is required as an operational document for use in the bushfire season. It will establish the required operational procedures and associated actions to be conducted for different scenarios before and during the bushfire season, including a bushfire event. Its purpose is to ensure the safety of occupants, visitors and staff of the facility leading up to, during and following a bushfire emergency event.

Because the BEP will be used in the pressured environment of an emergency, it must be as concise and informative as possible and provide clear triggers for the initiation of well-defined procedures. It will not contain information that does not assist with making immediate operational decisions.

Consequently, within this operational document, it is not appropriate to assess risks associated with the proposed location and its use, or to justify why certain procedures/actions are prescribed in the BEP. Hence the requirement for information supporting the development of the BEP to be a separate document.

THE BEP SUPPORTING INFORMATION

Developing a BEP for a proposed vulnerable land use must account for:

1. The complex and variable characteristics of bushfire threats (flame contact, radiant heat, embers, wind, smoke) that might exist for any given bushfire event and that are specific to a given site; and
2. Any constraints, specific to the use of the facility that will dictate the most appropriate responses to a bushfire emergency event to ensure that the level of residual risk to 'vulnerable' persons can be considered acceptable based on each unique circumstance.

Consequently, this will require an assessment of the vulnerabilities of the proposed site, its location, buildings and persons and the subsequent development of site and use specific bushfire protection measures.

To achieve this outcome, Bushfire Prone Planning, prepares an appropriate level of supporting information that informs the development of the BEP and justifies the approach taken in establishing the appropriate procedures and their associated actions.

Additionally, the supporting information will:

1. Assist planning decision makers and their advisors to assess the suitability of the BEP for the specific site and its use; and
2. Assist persons associated with the facility/premises, who are given bushfire emergency management responsibilities, by improving their understanding and use of the BEP.

Typically, this supporting information will be included as an addendum to the Bushfire Emergency Plan. However, it does not form part of the operational document and can therefore be removed from a printed version of the operational document.

***

2. ESTABLISH AN EMERGENCY PLANNING TEAM AND IDENTIFY RESPONSIBLE PERSONS

GUIDANCE

The Emergency Planning Team (EPT) is to be responsible for the development and documentation of the Bushfire Emergency Plan (BEP), its implementation and its subsequent annual reviews.

The type of facility will dictate the makeup of the EPT. It is to be a consultative group representing those who may work and/or live at the facility and have representation of a competent person for advice (and in practice, the preparation of the Bushfire Emergency Plan).

The EPT will typically consist of senior management, staff, nominated fire wardens and a bushfire consultant. As a minimum it will consist of the bushfire consultant and the owner or operator of the facility.

The Emergency Planning Team – Minimum Requirements and Role

The bushfire consultant:

- Prepare the Bushfire Emergency Plan (BEP) – formulate the facility specific emergency procedures and actions;
- Assist with the training of staff and the annual review of the BEP; and
- Consult with the local government and local emergency services as required.

The facility owner or operator:

- Contribute operational information to inform the preparation of the BEP as required;
- Identify and assign duties and responsibilities to employees regarding the management of a bushfire emergency and ensure they are trained;
- Ensure the BEP is implemented, that the procedures related to preparation of property and people are conducted each year and assist with the annual review; and
- Consult with the local government and local emergency services as required.

Responsible Onsite Persons – Bushfire Emergency Management

The EPT will need to identify persons for specific roles when the proposed use will accommodate this. When persons are available to be given the role of fire warden/s, the following indicates their responsibilities.

Role of the Fire Warden:

- Coordinating the implementation of the relevant emergency procedures and their management during an emergency event (or exercise);
- Arranging the training of employees in the emergency procedures;
- Reviewing the effectiveness of emergency procedures (after exercises or an emergency event); and
- Accounting for persons during an emergency event.

Role of the Assistant Fire Warden:

- Implement directions of the Fire Warden;
- Communicate with the occupants, visitors and other staff and maintain calm; and
- May be required to act as Fire Warden

More information can be sourced from AS 3745 *Planning for emergencies in facilities* and AS 4083 *Planning for emergencies – Health care facilities.*

THE EMERGENCY PLANNING TEAM

Where the persons who will comprise the EPT have not yet been identified, they will be required to be confirmed prior to operation of the facility/premise and their details included in the Bushfire Emergency Plan (the operational document).

Name	Business/Organisation and Position	Contact Details	Currently Unknown
Mark Lange	Clough/HSSE Manager	0400 878 521	☐
			☒
Mike Scott	Bushfire Prone Planning / Consultant	64771144	☐

AVAILABILITY OF PERSONS TO BE RESPONSIBLE FOR BUSHFIRE EMERGENCY MANAGEMENT

Availability		Details
There will be responsible persons (e.g. owner, manager, caretaker) resident onsite.	☒	Camp manager and security personnel
There will be responsible persons (e.g. owner, manager, caretaker) resident offsite but within proximity of the facility.	☐	
The use of the facility will not be supervised by any persons within proximity.	☐	

Identified Onsite Responsible Persons

Certain person/s will be nominated and trained as the primary contact for occupants/visitors in the event of a bushfire and have an emergency management role for the facility. If persons have not been identified at this stage of planning, they will be required to be confirmed prior to operation of the Facility and their details included in the Bushfire Emergency Plan (the operational document).

Position in the Facility	Name	Bushfire Responsibility		Mobile Number	Currently Unknown
		Title	Role		
HSSE Manager	Mark Lange	Fire Warden	**Primary Contact.** Responsibility for decision making and managing carrying out of emergency procedures.	0400 878 521	☐
Project Manager	Gavin Croll		**Secondary Contact.**	0423 782 408	☐
					☐

3. ASSESSMENT OF ONSITE PERSONS FACTORS CONTRIBUTING TO VULNERABILITY

CHARACTERISTICS OF PERSONS ONSITE

VULNERABLE LAND USE CATEGORY (as per Guidelines WAPC v1.3)					
Category 3: A facility that involves short-stay accommodation or visitation for people who are unaware of their surroundings and who would require assistance or direction in the event of a bushfire.					
FACILITY/PREMISES USE TYPE					
Worker's accommodation					
TOTAL PERSONS ONSITE (MAXIMUM NUMBERS/AGE PROFILE)					
Staff / Employees	250 (Max)	Children ☐	Juveniles ☐	Adults ☒	Seniors ☐
Visitor / Customer	10	Children ☐	Juveniles ☐	Adults ☒	Seniors ☐
Potential Variation of Numbers Daily and/or Annually					
50-100 daily (July to Dec 21st), 150 to 200 (Jan 2022 to Dec 2022). Up to a maximum of 250 persons.					

'VULNERABLE' PERSONS ONSITE (MAY BE LESS ABLE TO RESPOND IN A BUSHFIRE EMERGENCY)

Level of Dependency on Facility Management for Support, Assistance and/or Direction

High ☐ Moderate ☐ Low ☐ Self-Supporting ☒

Applicable Constraints Creating the Dependency	Max No.	Description of Support, Assistance and/or Direction to be Provided
Medical Constraints: A level of medical and healthcare support is required. ☐	N/A	As a workers accommodation development occupants are expected to be physically fit, in good health and have good awareness and communications skills. There will be no children or elderly persons onsite.
Mobility Constraints: Age (young /old), physical health/disability, mental health/disability, intoxication. ☐	N/A	
Communication Constraints: Non-English speaking, children, mental health/disability. ☐	N/A	
Awareness Constraints: Visitors to location, children, mental health/disability, intoxication. ☐	N/A	
Confinement Constraints: Issues with numbers and building design and not able to move/respond without authority and assistance. ☐	N/A	

Relative Vulnerability Level Associated with the Characteristics of Persons Onsite

Low ☒ Moderate ☐ High ☐ Extreme ☐

ONSITE AVAILABILITY OF BUSHFIRE EMERGENCY MANAGEMENT KNOWLEDGE

Assessment Factors and Comments	Response
Will there be persons onsite who will have bushfire behaviour knowledge and/or have received training in bushfire awareness and the use of the Bushfire Emergency Plan developed for the proposed use i.e. persons able to be responsible for onsite emergency management?	Yes
Responsible onsite persons will be trained on bushfire behaviour and use of the Bushfire Emergency Plan.	
When onsite responsible persons are available the required Bushfire Emergency Plan can provide detailed procedures which can be scaled to respond to different scenarios including preparation and pre-emptive procedures. Does this apply?	Yes
When onsite responsible persons are not available (e.g. short stay holiday rental) the occupants of such premises will have to act independently and therefore emergency procedures must be sufficiently clear and simple (Bushfire Emergency Information). Does this apply?	No
N/A	
Will persons onsite have ready and timely access to the official bushfire warnings that are produced by DFES in the event of an emergency?	Yes
RSS Feeds, EmergencyWA, ABC radio	
Likely attendance of emergency services personnel in the initial stages of a bushfire event to provide guidance/instruction.	Unlikely
The nearest emergency service is located in Dongara approximately 20km from the subject site.	
Existence, location and likely response times of emergency services:	
Dongara Denison 20km – travel time 15 to 20 minutes. Irwin South 23km- travel time20 to 25 minutes. These are both volunteer brigades and response times are dependent upon availability and location of personnel.	
Relative Vulnerability Level Associated with the Onsite Availability of Bushfire Emergency Management Knowledge	
Low ☐ Moderate ☒ High ☐ Extreme ☐	

4. ASSESSMENT OF SITE FACTORS CONTRIBUTING TO VULNERABILITY

BUSHFIRE PRONE VEGETATION, TOPOGRAPHY AND LOCATION OF DEVELOPMENT

Assessment Factors and Comments
Offsite vegetation types, extent and proximity to subject lot:
Offsite vegetation is generally grassland used for grazing and crops. Some areas have been planted with Tagasaste (Chamaecytisus palmensis) used as a fodder shrub. Further afield are areas od scrub or shrubland (Assessed from aerial photography).
Onsite vegetation types, extent and proximity to existing/proposed buildings (including landscaping):
Onsite vegetation is currently grazed grassland. It is expected that the onsite vegetation within the vicinity of the workers accommodation will be maintained to a low bushfire threat state to the extent that all buildings will be subject to a BAL rating of BAL-12.5 (minimum 20 metres separation from grassland type vegetation) and the proposed shelter in place building will be subject to a radiant heat flux level of 10kW/m^2 (minimum 32 metres separation from grassland type vegetation).
Topography:
Offsite: The land slopes gently down from west to east at a grade of approximately 2 degrees. Onsite: The land slopes gently down from west to east at a grade of approximately 2 degrees.
Fuel fragmentation/discontinuity:
Offsite: Continuous fuels grassland type vegetation. Onsite: To be managed to a low bushfire threat state.
Considered fire weather conditions:
Adverse fire weather conditions have been applied, including high temperature, low relative humidity and high wind speed.
Likely fire runs:
The surrounding land will hold running fire. Bushfire can impact from any direction.
Potential bushfire forward rates of spread (relative). Likelihood of fast moving unpredictable fire in the vicinity:
The surrounding areas of land will support fast moving grassfire (potential forward rate of spread above 25km/hr).
The relative potential for flame contact, high and persistent radiant heat, production of embers, generation of high winds:
Radiant heat levels should not exceed 12.5kW/m^2 due to management of vegetation around workers accommodation. As the surrounding vegetation is mostly grassland there should be a reduced amount of embers during a bushfire event. High winds are possible. A grassland bushfire generally has a short residence time.
Relative likelihood of bushfire events:
It is very likely the development will be impacted by a bushfire event at some time, due to the combination of available fuels and rural environment.
Availability of routes suitable for emergency vehicle access to the site from surrounding areas and availability of offsite firefighting water supply.:
One access/egress route is available heading west via Pye Road to Brand Highway. Other nearby gas facilities have available water supplies.
Relative Vulnerability Level Associated with Bushfire Prone Vegetation and Topography
Low ☐ Moderate ☐ High ☒ Extreme ☐

Waitsia Workers Accommodation Spatial Context Map

Lot 4 on Plan 13178
Pye Road
YARDARINO
SHIRE OF IRWIN

FANE RD
BRAND HWY
BONNIEFIELD
WIMPOLE RD
WATER SUPPLY RD
WYE FARM RD
PIGGERY LANE
TABLETOP RD
MOUNT HORNER
BROWNING RD
IRWIN SOUTH
IRWIN
Irwin River
BRAND HWY
DONGARA
PETTIT RD
MIDLANDS RD
YARDARINO
HUNT FARM RD
MILO RD
MILO
DONGARA- DENISON
PORT DENISON
SPRINGFIELD DR
ACACIA RD
PORT DENISON
SPRINGFIELD
SHIRE OF IRWIN
BRAND HWY
EJARNO SPRING RD
EJARNO SPRING RD
Waitsia Workers Accommodation
KAILIS DR
PYE RD
MOUNT ADAMS

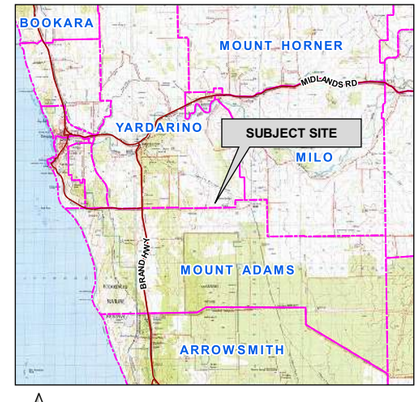
------ LEGEND ------

- DFES Stations
- Development Site
- Locality
- Cadastre

0 1,000 2,000 3,000 4,000 5,000 m

Metres

------ LOCALITY ------



AERIAL IMAGERY: Landgate/SLIP

BUSHFIRE PRONE PLANNING

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Merctaor Units: Metre
Map by: Ian Macleod 03-03-2021
SCALE (A3): 1 : 80000

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

STRUCTURE/S VULNERABILITY TO BUSHFIRE AND CONSEQUENTIAL LOCAL FIRE

List of Separate Buildings Onsite	Status	BAL Rated Construction	Potential Bushfire Threat Exposure
1.Accommodation Units	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
2. Kitchen-Dining	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
3.Laundries	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
4.Reception-First Aid	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
5.Linen Store	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
6.Locker Room	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
7.Recreation Room	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
8.Gym	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
9.Wet Mess	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
10.Ice Rooms	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
11.Ablutions	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
12.Comms Room	Proposed	None	Flame Contact ☐ High Radiant Heat ☐ Low Radiant Heat ☒ Ember Attack ☒ Smoke ☒ High Winds ☒
Design features (existing or proposed) that determine reliability, resilience and robustness against the threats of bushfire:			
All building have a simple rectangular design and are constructed with non-combustible metal outer skins.			
Potential for structure to structure fire (building separation): and other consequential (secondary) local fire:			
The buildings are located relatively close to each other and there is the possibility of structure to structure fire.			
Availability of suitable onsite emergency vehicle access and firefighting water supply:			
Driveways will be installed on the east, south and west sides of the compound. Access to the compound is available via driveway entrances at the north -east and north-west. Gates are located on the west, north and east sides of the compound. Consideration should be given to a minimum of one gate to the south. Fire hose reels and extinguishers will be located throughout the site. Bores and water storage tanks will be installed onsite (up to 600kl). Water carts and standpipes will be available onsite.			
Conditions of the grounds in terms of landscaping, types of plantings and proximity of planting to susceptible building elements with regard to separation and maintenance.			
The subject site will be maintained to a low bushfire threat state.			

Capacity to establish required or greater sized Asset Protection Zones within the subject lot when required to be applied as an additional bushfire protection measure:	
Yes, Asset Protection Zones are expected to be established to achieve a maximum BAL rating of BAL-12.5 for all buildings and a maximum radiant heat level of 10kW/m^2 for the proposed shelter in place building (kitchen-dining).	
The likelihood of buildings impacted by bushfire remaining habitable until the passage of the fire front:	Moderate
A fire front is likely to pass quickly due to the short residence time of grassland type fires. The buildings will not be constructed to bushfire standards. However, Asset Protection Zones will provide separation from vegetation and prevent flame contact or high radiant heat levels on buildings. Buildings have non-combustible external skins. Buildings will be vulnerable to ember attack.	
Relative Vulnerability Level Associated with Structure/s Construction and Location	
Low ☐ Moderate ☐ High ☒ Extreme ☐	

AVAILABILITY OF FIRE FIGHTING RESOURCES

Assessment Factors and Comments	Response
Existence, location and likely response times of emergency services:	
Dongara Denison 20km – travel time 15 to 20 minutes. Irwin South 23km- travel time20 to 25 minutes. These are both volunteer brigades and response times are dependent upon availability and location of personnel.	
Suitable emergency vehicle access will be available:	Likely
To the site from surrounding areas: Yes, via Pye Road and driveways around compound. Within the site and around buildings: Compound fenced and gated, limited access points.	
An adequate supply and appropriately plumbed firefighting water supplies will be available:	Likely
Static: Up to 600kl of water stored in tanks filled from bore, stand pipes and water carts. Reticulated: Fire hose reels and extinguishers will be located throughout the site fed by pump from water tanks	
Sprinkler suppression systems internal or external to buildings, are/will be installed:	Unlikely
Internal sprinklers will be installed as required by building codes (possibly inside kitchen-dining building and wet mess building).	
Relative Vulnerability Level Associated with Availability of Fire Fighting Resources	
Low ☒ Moderate ☐ High ☐ Extreme ☐	

5. ASSESSMENT OF EVACUATION DESTINATIONS, ROUTES, TRANSPORT & TIME

SAFER OFFSITE LOCATIONS REQUIREMENTS

Requirements	Required
Suitable offsite evacuation destination or destinations are required either as the priority or as a backup. For the proposed development.	☒
More than one offsite evacuation destination is required due to the extent of bushfire prone vegetation and the potential for evacuation routes to be compromised.	☒
A building with amenities, drinking water and enough space to accommodate all persons being evacuated.	☒
A facility with the capacity to provide all required support services for the number of dependent persons that will be evacuated for the period required (this may be for a short or extended time).	☐
An identified location/area that is available en-route to the evacuation destination (i.e. not used for sheltering), that will not be impacted by the potential impacts of bushfire. The required evacuation times will be calculated for reaching this location.	☐
An area or building that does not need to provide amenities and will function as a pick-up location for a short time (e.g. pick up by relatives, friends, or taxi). Typically, within the vicinity of a built out urban area (e.g. commercial district).	☐
A destination, well away from the facility/premises, that is the evacuees home residence or rented accommodation. Typically, this is a self-evacuate scenario.	☐
An area of enough size to contain all evacuated occupants/visitors and that will not be subject to radiant heat flux greater than 2 kW/m^2 (@ 1200^0 K flame temp.)	☐

IDENTIFIED SAFER OFFSITE LOCATIONS AND THEIR SUITABILITY

Identified Locations	
1. Irwin Recreation Centre, Ridley Street (off Port Leander Drive), Port Denison. See Shire of Irwin LEMA. 2. QE2 Centre, 88 Durlacher St, Geraldton. Note: Mingenew Recreation and Sporting Centre considered but lacks resources for amount of people.	
Assessment Factors and Comments	**Response**
Are the off-site locations away from the potential threats of bushfire and/or resilient to bushfire impact?	Yes
Located within townsites away from proposed development.	
If the off-site location is an open area, is it subject to 2 kW/m^2 (@ 1200^0 K flame temp.) or less of radiant heat flux?	N/A
N/A	
Do the off-site locations have the required support services and amenities?	Yes
Nominated evacuation centres by local authorities.	
Can the off-site location accommodate the number of persons who will be evacuating?	Yes
Has the local government, local emergency management committee and/or the Department of Communities been consulted in the identification of an off-site location?	Yes

Shire of Irwin Community Emergency Services Manager contacted and agreed on Irwin Recreation Centre, Ridley Street (off Port Leander Drive), Port Denison. City of Greater Geraldton Emergency Operations Officer contacted and agreed on Queen Elizabeth II Community Centre, 88 Durlacher St, Geraldton.	
Has the owner/operator of the off-site location been contacted and confirmed that the location can be used as a safe shelter if an evacuation is required?	Yes
Shire of Irwin Community Emergency Services Manager contacted. City of Greater Geraldton Emergency Services Manager contacted.	
Has the owner/operator of the off-site locations provided contact persons and phone numbers any instructions regarding notifying and opening the location (if necessary)?	Yes
Irwin Recreation Centre - See Shire of Irwin Local Emergency Management Arrangements. Queen Elizabeth II Community Centre – Rosetta Finlay – 9956 6635.	
Relative Vulnerability Level Associated with the Availability of Suitable Safer Offsite Locations	
Low ☒ Moderate ☐ High ☐ Extreme ☐ Comments:	

IDENTIFIED EVACUATION ROUTES AND THEIR SUITABILITY

Assessment Factors Comments	Response
Is more than one evacuation route required - to an off-site safer location or to more than one off-site location - due to the high risk nature of the route due to potential bushfire threats?	Yes
All evacuation routes travel through bushfire prone vegetation.	
Are the necessary evacuation route/s available?	Yes
Only one evacuation route is available for the first 7 kms from the workers accommodation. That is west along Pye Road to Brand Highway. From Brand Highway it is possible to travel south, west or north to different locations.	
Will the roads be constructed to public road standards?	Yes
Pye Road is a straight road constructed of bitumen for the first 3.5 kms and then compacted road base. The road has occasional crests and the trafficable surface is greater tan 6 metres in width.	
Will the routes require travelling through or towards bushfire prone vegetation?	Yes
The routes will require travelling through bushfire prone vegetation. Pye Road is bordered by grassland and areas of shrub/scrub type vegetation. Similarly, along Brand Highway to the north and south. Kailis Road to the west is bordered by mainly coastal scrub and shrubs.	
Is there a location en-route along the available evacuation routes that can be considered to present a low bushfire threat to evacuees before reaching the designated safer offsite location – such that the time taken to reach this location can be considered as the time it will take evacuees to reach a safer location?	No
Relative Vulnerability Level Associated with Availability of Suitable Evacuation Routes	
Low ☐ Moderate ☐ High ☒ Extreme ☒ Comments: Due to the availability of a single route only for the first 7 kms and bushfire prone vegetation existing along evacuation routes.	

EVACUATION TRANSPORT REQUIREMENTS AVAILABILITY AND SUITABILITY

Assessment Factors and Comments	Response
Have occupants with support needs been considered when determining vehicle types required?	No
Not required.	
Are ambulances or other vehicles supplying specialised support for dependent persons required?	No
Not required.	
Will the facility provide its own transport for all occupants, visitors and staff - and will there be sufficient vehicles (capacity)?	Yes
There will be enough buses and light vehicles onsite at all times to transport occupants and staff.	
Will occupants, visitors and staff use their own vehicles - and will there be sufficient vehicles (capacity)?	Yes
Any visitors will arrive and depart using their own vehicles.	
Is it possible that occupants, visitors/customers, or staff will be dropped at the facility/premises without own transport?	No
Is a community bus and driver expected to be available when required?	N/A
N/A	
Will third party (commercial) transport providers be required to supply vehicles?	No
N/A	
Have third party (commercial) transport providers been contacted and agreed to an arrangement to supply the required vehicles and capacity in the event of a bushfire emergency?	N/A
N/A	
Has consideration been given to the capacity of the commercial transport provider to provide the agreed vehicles when there may be demand from other facilities affected by the same bushfire?	N/A
N/A	

EXPECTED MAXIMUM PERSON NUMBERS

Person Type	Using Own Vehicles or Onsite Transport	Using Alternative Transport	Details (as necessary)
Visitors	10		Using own transport
Staff/Employees	250		Using onsite transport (Busses and light vehicles)

VEHICLE SOURCE

Visitors	Own Vehicles ☒	Onsite Facility Vehicles ☐	Offsite Facility or Third Party Vehicles ☐
Staff/Employees	Own Vehicles ☐	Onsite Facility Vehicles ☒	Offsite Facility or Third Party Vehicles ☐

VEHICLE AND DRIVER ARRANGEMENTS

Relative Vulnerability Level Associated with Availability of Suitable Evacuation Transport

Low ☒ Moderate ☐ High ☐ Extreme ☐

TIME REQUIRED TO INITIATE AND COMPLETE THE EVACUATION PROCEDURE

The time it takes to coordinate and move occupants from the facility to another location is the minimum time required to evacuate safely. This time needs to be considered within the context of the likely time available given the type of bushfire scenario that the site may be subject to and to ensure that any evacuation is instigated early. Relevant considerations for the bushfire scenario include the possibility of rapid onset fire (i.e. fire starting in close to the site and evacuation routes), proximity of vegetation, potential rates of spread and residence times. If the time required is highly likely to be too long, then identifying/providing shelter in place options become a priority.

Actions	Estimated Time (hrs:min)			
	Less Dependent / Lower Care Persons		High Dependency / High Care Persons	
	Facility/Own Transport	Provided Transport	Own Transport	Provided Transport
Assess the situation and make decision to evacuate.	0:15	N/A	N/A	N/A
Inform and prepare persons to evacuate.	0:30	N/A	N/A	N/A
Inform drivers (and bring onsite vehicles to the assembly area (can be staff, residents, or visitors)[1].	0:15	N/A	N/A	N/A
Move persons to the assembly area[1].	0:10	N/A	N/A	N/A
Board all persons into the vehicles. Re-evaluate availability of evacuation route.	0:10	N/A	N/A	N/A
Total Prepare Time[2]	**1:10**	N/A	N/A	N/A
Travel Time – to furthest designated safe destination	1:00	N/A	N/A	N/A
Total Required Time	**2:10**	N/A	N/A	N/A

Note[1]: Can be performed simultaneously.
Note[2]: In calculating the total time required, consideration is given to the ability to simultaneously carry out relevant stated actions.

The Practicality of Designating Safe (early) Evacuation as Primary Procedure After Consideration of Time Required

The subject site is likely to be affected by relatively fast moving grass fires. Consideration should be given to the location, direction and speed of any local bushfire event prior to making the decision to evacuate.

Relative Vulnerability Level Associated with the Time Required to Evacuate

Low ☐ Moderate ☐ High ☒ Extreme ☐

Comments:

SUMMARY ASSESSMENT OF THE EVACUATION REQUIREMENTS

Assessment Factors and Comments	Response
Are suitable offsite safer locations available?	Yes
Evacuation centre(s) in townsite(s)	
Are suitable evacuation routes available?	Likely
Single evacuation route for first 7 kms could be compromised depending on location of bushfire. Bushfire prone vegetation along evacuation routes.	
Is suitable evacuation transport readily available?	Yes
Transport will be available onsite at all times.	
Can it be most reasonably expected that the time required to initiate and complete the evacuation procedure - before conditions outside were untenable - would fit within the likely window of time available? This requires consideration of the location of the bushfire prone vegetation relative to the facility and the most reasonable expectations of fire behaviour in that vegetation.	Likely
Dependent upon bushfire location, direction and speed.	
Safe (early) evacuation is the is the response to an emergency bushfire event that presents the least risk. Can this be conducted for the proposed facility?	Likely
Dependent upon bushfire location, direction and speed.	
Relative Vulnerability Level Associated with Evacuation Overall	
Low ☐ Moderate ☒ High ☐ Extreme ☐ Comments:	

6. ASSESSMENT OF THE AVAILABILITY AND SUITABILITY OF SHELTER IN PLACE OPTIONS

Identified Shelter in Place Building	
Name: Kitchen-dining building Description: Large building able to shelter all onsite personnel. Location: Northern portion of workers accommodation facility.	
Assessment Factors and Comments	**Response**
The shelter-in-place building fully complies with the requirements established by the Australian Building Codes Board Handbook Design and Construction of Community Bushfire Refuges (2014).	No
It does not comply.	
The shelter-in-place building is subject to maximum radiant heat flux of 10 kW/m^2 (@ 1200^0 K flame temp.).	Yes
With the recommended APZ installed, the building will be subject to a radiant heat level of 10 kW/m2 from Class G Grassland. There will be little residual heat after the short duration fire front has passed due to grassfires being the primary expected fire behaviour.	
The existing/proposed shelter-in-place building is/will be construction to the standard corresponding to its BAL rating as per AS 3959 or NASH.	No
The existing shelter-in-place building can be modified to reduce the threat from embers by modifying materials used, closing gaps, screening, enclosing underfloor space, modifying the size/number/type of widows/doors etc to more closely align with AS 3959 or NASH requirements.	Yes
The designated shelter-in-place building will be the newly constructed building. It is recommended that the building be constructed to BAL-12.5 standards.	
High levels of non-combustible building elements are incorporated into the building.	Yes
Complexity of building design. Complicated roof and wall design (re-entrant corners) can trap debris and embers.	Does Comply
The building design is relatively simple being a rectangular building with no re-entrant corners or roof gullies.	
Adequate separation from other buildings (dependent on wall/eave construction rating: 0m for 60/60/60 FRL, 4m for BAL-FZ, 8m for BAL-40, 12m for BAL-29) to prevent building to building ignition). Distances can be reduced by 30% if both buildings are constructed to BAL-29 standard.	No
The open area shelter is subject to maximum radiant heat flux of 2 kW/m2 (@ 1200^0 K flame temp.).	N/A
N/A	
The open area surrounding the shelter-in-place building can have an APZ established that will ensure the radiant heat flux impact on the building stays below 10 kW/m^2 (@ 1200^0 K flame temp.). Trees within the APZ can provide barrier and ember shielding benefits. The absence of heavy fuels within the APZ, including fences and retaining walls, is desirable.	Yes
Additionally, the shelter in place building is shielded from radiant heat on three sides by other proposed buildings.	
The APZ consists of design elements and vegetation that is easy to maintain in a minimal fuel, low threat condition. There is evidence of the property being well maintained.	Yes
The subject site is currently grazed paddocks and grasses are less than 50mm in height. Driveways will surround the workers accommodation on three sides providing additional separation from vegetation.	

The existence of an area adjacent /adjoining the shelter-in-place building that is subject to radiant heat flux <2kw/m^2 (@ 1200^0 K flame temp.) to allow for persons to be able to assemble in the first instance and later move outside should the building be compromised or to allow active ember control for persons suitably dressed (protection).	No
Be able to identify an area containing no heavy fuels that will be available for relocation outside the shelter-in-place building after the passage of the fire front if conditions inside become untenable.	Yes
Parking area to east of shelter in place building.	
The shelter-in-place building has the capacity to accommodate all persons within the facility and on site (floor area=0.75m^2/person, volume = 1.2m^3 per person.	Yes
Dining section of shelter in place building has an approximate area of 400m^2, or approximately 1.6m^2/person.	
The shelter-in-place building can provide adequate amenities for the expected period of sheltering.	Yes
A first aid kit and adequate supply of water will be stored in building. Toilets inside building to be confirmed.	
The building design has multiple exit points to different adjacent locations.	Yes
Minimum two.	
The emergency services have good access in and around the shelter-in-place building.	Yes
Driveway access to building, and access around building by foot.	
Hydrants/fire hoses/tanks are available within a short distance from the shelter-in-place building.	Yes
Fire hose reels and extinguishers will be available throughout the site.	
There are staff trained and able to monitor for situational awareness and patrol the building to protect against ember attack in the appropriate situation.	Yes
Staff will be trained in bushfire awareness and the operation of the Bushfire Emergency Plan.	
Vehicle parking is designed to be >6m away from the shelter-in-place building (to ensure separation from consequential vehicle fire).	Yes
Parking area is 25 metres from shelter in place building.	
All gas cylinders are to be installed and maintained in accordance with AS 1596. This standard includes requirements for small portable cylinders and larger cylinders used for domestic house supply. To ensure additional heat/flame load is not placed on the structure and reduce the risk of death or injury, from gas flaring or explosion. Requirements include: • 6m separation from any combustible material (i.e. heavy fuels including adjacent buildings and combustible retaining walls); • Safety release valve shall be directed away from the building and persons access/egress routes; • Metal piping and fittings shall be used on all piping inside the building's cavities and enclosable occupied spaces and the high pressure side of any gas regulators; and • Tethers securing cylinders are to be non-combustible.	Yes
Relative Vulnerability Level Associated with the Designated Shelter in Place Building	
Low ☐ Moderate ☒ High ☐ Extreme ☐ Comments: The identified shelter in place building will potentially be subject to low levels of radiant heat, but embers will present the primary bushfire threat. Maintaining the specified APZ will ensure that there is no local fire to subject the building to flame contact or higher levels of radiant heat. The building will provide a suitable place in which to shelter for the passage of the fire front and there are suitable areas outside the building to move to if conditions inside the building become untenable.	

7. DETERMINATION OF THE PRIMARY EMERGENCY MANAGEMENT PROCEDURE TO BE APPLIED

There are two primary procedure options – evacuation or shelter in place. The intent of both is to change (lessen) the potential consequences of the emergency bushfire event to the degree necessary to ensure the level of residual risk to persons is acceptable.

This is achieved by limiting the exposure of persons (occupants/visitors/customers/staff) to the threats of bushfire by ensuring their re-location to a safer offsite (evacuation) or onsite location (shelter in place). The key considerations are:

Safe evacuation away from the emergency event will always present the least risk. However, the primary requirement is for it to be safe. In practice 'safe' equates to evacuation being conducted early as being on roads when a bushfire is in the vicinity is a high risk action. Otherwise, sheltering-in-place in an identified suitable location, is likely to provide greater protection to persons.

There are additional issues to be considered in determining the degree of safety that can be provided by evacuation. Two of these are considered below;

1. The selection of the primary procedure, in the context of bushfire, must apply an understanding of whether there is a greater residual risk associated with evacuation or sheltering in place in a fit for purpose location, for the specific site and its use.

   This requires due consideration of the types of occupants and their level of dependency on assistance and medical support. An example is the high risk of injury or mortality in evacuating a group of sick or elderly occupants, highly dependent on medical care.

2. In certain circumstances there may only be a single primary procedure option available. Consequently, other bushfire protection measures (contingency measures) will be required to be applied to compensate for the limitation to the greatest extent possible. For example:

   - Where there is no shelter in place option - very early evacuation or site closure at times of greatest risk will likely be required; and
   - Where there is no evacuation option – a shelter in place option and additional bushfire protection measures will likely be required.

Analysis of the Assessments Conducted - their impact on the determination of the primary procedure to apply)				
Vulnerability Source	Assessed Relative Vulnerability Level of Persons/Buildings	Contribution to Selection of Evacuation as the Primary Procedure	Relative Weight Score (less 1⇨5 greater)	
			Evacuation	Shelter in Place
1. Dependency level of persons onsite	Relatively Low	Significant and positive to evacuation	4	2
2. Availability onsite of persons to be responsible for bushfire emergency management.	Relatively Moderate	Minor and positive to evacuation	3	2
3. Availability of timely bushfire emergency warnings to inform evacuation decisions.	Relatively Moderate	Significant and positive to evacuation	4	2
4. Availability emergency services and/or firefighting equipment and the likelihood of emergency services attendance.	Relatively Low	Significant and negative to evacuation	2	4

5. Vulnerability (to bushfire) of location.	Relatively High	Significant and positive to evacuation	4	2
6. Vulnerability (to bushfire) of buildings onsite.	Relatively High	Significant and positive to evacuation	4	1
7. Ability to apply complementary bushfire protection measures.	Relatively Low	Significant and negative to evacuation	2	4
8. Availability of suitable offsite evacuation destinations.	Relatively Low	Significant and positive to evacuation	4	2
9. Availability of suitable evacuation routes	Relatively High	Major and negative to evacuation	1	5
10. Availability of suitable evacuation transport	Relatively Low	Significant and positive to evacuation	4	2
11. Expected time required to complete the evacuation procedure is likely less than is expected to be available for likely bushfire scenarios at the site.	Relatively High	Significant and negative to evacuation	2	4
12. Availability of suitable shelter in place location.	Relatively Moderate	Minor and negative to evacuation	2	3
		Totals	36	33

The determined Primary Procedure for the proposed development/use is:

SAFE (EARLY) EVACUATION

1. *Early implementation of this procedure is critical. Late evacuation and being on the road with a bushfire in the immediate vicinity is a high risk action.*
2. *A current situation evaluation will be required before leaving the site to confirm that an acceptably safe evacuation route and destination remains available.*

8. ADDITIONAL RECOMMENDED BUSHFIRE PROTECTION MEASURES

For the proposed development, the following additional bushfire protection measures are recommended to be established and maintained. They are additional to those established by the 'Acceptable Solutions' of the *Guidelines for Planning in Bushfire Prone Areas (WAPC 2017 v1.3)* or any relevant 'Position Statement' (WAPC).

These measures should be incorporated into any future BMP as recommended measures and be added to the list of responsibilities of the landowner/operator to implement and maintain.

Additional Bushfire Protection Measures - To Implement at Design Stage or Prior to Operation		
Bushfire Protection Measure	Relevant Site Specific Details	Application
Complete all actions of the Pre-Season Prepare Procedure established in the Bushfire Emergency Plan, prior to initial operation.		To be applied
All proposed buildings to be constructed to the bushfire standard established by either AS 3959-2018 or the NASH Standard and corresponding to their determined BAL rating, or greater.	An effective bushfire protection measure will be compliance with the bushfire construction requirements of BAL-12.5.	Recommended to be applied
Minimum recommended bushfire protection for buildings not constructed to bushfire standards: • Ensure non-combustible ember screening for vents, weepholes, windows and doors and construction gaps in walls/roofs is installed to the extent practically possible; • Enclose sub-floor areas to prevent accumulation of debris and entry of embers. AS 3959-2018 or the NASH Standard establish the construction requirements.		Recommended to be applied
To limit the probability of structure to structure fire (i.e. consequential local fire) future buildings on site will be separated by these distances: • 0m where the separating wall non-combustible with an FRL 60/60/60; or • 4m for BAL-FZ rated walls and eaves; • 8m for BAL-40 rated walls and eaves; • 12m for BAL-29 rated walls and eaves; If the adjacent building is rated BAL-29 or greater, these minimum separation distances can be reduced by 30%. For retained existing buildings, where possible, improve the building's resistance to the threats from an adjacent structure fire.	These separation distances cannot be achieved for the proposed development. It is not a suitable treatment to apply.	Not practical or cost effective to be applied

Additional Bushfire Protection Measures - To Implement at Design Stage or Prior to Operation		
Bushfire Protection Measure	Relevant Site Specific Details	Application
To reduce the risks from gas flaring or explosion, the installation of LP Gas cylinders must be in accordance with AS 1596:2014. This includes 6m separation from any combustible materials, the use of metal piping and fittings, safety valves directed away from the building and persons access/egress routes and tethers securing cylinders upright to be non-combustible.	Compliance with these requirements will increase the robustness of the new building design by ensuring additional heat/flame load is not placed on the structure. It is a suitable and effective treatment.	Recommended to be applied
Install emergency sprinkler system to shelter in place building.	The shelter in place building will not be constructed to bushfire standards. It is recommended that a suitable rooftop sprinkler system and water supply be installed on this building.	Recommended to be applied
Landscaping design is to establish an asset protection zone (an area containing minimal fuel in a low threat state) surrounding the facility, that is larger than the BAL-29 dimensions required for planning purposes.	Separation from bushfire prone vegetation is a primary and highly effective risk treatment. For all buildings that are constructed to the bushfire requirements for BAL-12.5 the required APZ dimensions are: 20 metres from grassland areas.	To be applied
Landscaping design is to establish an asset protection zone (an area containing minimal fuel in a low threat state) whose dimensions ensure the designated shelter-in-place building will be subject to radiant heat of 10 kW/m^2 or less (1200 Kelvin flame temperature).	Separation from bushfire prone vegetation is a primary and highly effective risk treatment. For the designated shelter in place building, if constructed to bushfire requirements for BAL-12.5, the required APZ dimensions are: 32 metres from grassland areas.	To be applied
Where buildings are not constructed to comply with bushfire standards, a minimum 50 metre wide Asset Protection Zone should be established around all buildings. This should be measured from external walls, decks, verandahs, or other covered areas.	The proposed site should be located a minimum of 100 metres from any areas of scrub, shrub or Tagasaste plantations. This, along with the 50 metre APZ will reduce the BAL ratings for the buildings to BAL-LOW. However, buildings may still be subject to ember attack.	To be applied
Within or near the APZ a safer external area is identified (on the site map) to provide a safe place for occupants sheltering-on-site to move to, external to the shelter in place building, after the fire front has passed. This may become necessary should conditions within the building became untenable due to contents fire and/or the infiltration of smoke.	The carpark area to the east of the shelter in place building is considered suitable. The size and distance of the area from the designated shelter-in-place building will provide effective shelter post the passage of the fire front and should conditions within the building become untenable.	To be applied

Additional Bushfire Protection Measures - Ongoing Operational		
Bushfire Protection Measure	Relevant Site Specific Details	Application
Each year complete the actions of the Pre-Season Prepare Procedure established in the Bushfire Emergency Plan.		To be applied
A responsible person, with appropriate bushfire emergency training, must always be present on-site (staff / caretaker) to oversee emergency management procedures.	To achieve the greatest effectiveness from a Bushfire Emergency Plan this an important protection measure.	To be applied

9. EMERGENCY MANAGEMENT PROCEDURES TO BE APPLIED THROUGH THE BUSHFIRE EMERGENCY PLAN

Procedure and Associated Triggers	To Be Applied	Procedure Status	Justification for Application Decision
Safe (Early) Evacuation Procedure A bushfire is identified. An EMERGENCY or WATCH AND ACT warning is in place, or when no bushfire warning has been issued.	Yes	Sole Primary Procedure	All essential evacuation factors are available thereby enabling this procedure as the least risk option in most cases.
Sheltering in Place Procedure A bushfire is identified. An EMERGENCY or WATCH AND ACT warning is in place, or when no bushfire warning has been issued.	Yes	Backup Primary Procedure	
Elevated Threat Procedure A bushfire is identified. A bushfire 'ADVICE' warning is in place, or when no bushfire warning has been issued.	Yes	Secondary Procedure	
Pre-Emptive Procedure Application is relevant when other emergency procedures cannot be implemented to the level of safety required. The intent of the pre-emptive procedure is to change the potential consequences of a bushfire event by avoiding the exposure of persons to the potential threats. The procedure is applied in response to forecasts for fire weather to be more extreme than 'normal bushfire weather conditions'[1]. It can be applied in two ways.			Suitable primary procedures are available, therefore additional pre-emptive emergency procedures are not required as additional measures.
1. **Pre-emptive closing of the facility/premises:** For certain periods of the year when the likelihood of adverse fire weather conditions is greatest, shut down operations and prevent persons from entering the facility/premises.	No		
2. **Pre-emptive evacuation of the facility/premises:** When a Total Fire Ban is declared or the forecast fire danger rating (FDR) is Catastrophic or Extreme, relocate all persons on-site to the designated off-site safer location/s.	No		
Recovery Procedure A bushfire is identified. The bushfire is controlled, or the fire front has moved past the facility/premises. Prior evacuation or sheltering in place may have been implemented.	Yes	Secondary Procedure	An essential procedure
In-Season Prepare Procedure No bushfire is identified. The forecast fire danger rating (FDR) is Severe, Very High, High, or Low-Moderate.	Yes	Secondary Procedure	An essential procedure
Pre-Season Prepare Procedure	Yes	Secondary Procedure	An essential procedure
Note[1]'Normal Bushfire Weather Conditions' represent fire weather that is experienced on a more frequent basis, rather than the less frequent extreme fire weather conditions.			

Bushfire Emergency Plan

Operational Document

Prepare | Respond | Recover | Review

Waitsia Temporary Workers Accommodation

353 Pye Road, Yaradino

Shire of Irwin

Vulnerable Land Use Category: (Guidelines WAPC v1.3)	Category 3: A facility that involves short-stay accommodation or visitation for people who are unaware of their surroundings and who would require assistance or direction in the event of a bushfire.
Facility/Premises Use Type:	Worker's accommodation
Date Created:	17 March 2021
Associated Bushfire Management Plan Reference No:	N/A

To Be Reviewed Annually

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		☐	☐	
		☐	☐	

BEP (Standard) Template v8.4

Limitation of Liability: The procedures and their associated actions contained in this Bushfire Emergency Plan do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.

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USING THE BUSHFIRE EMERGENCY PLAN

1. Know the designated PRIMARY PROCEDURE to apply in a bushfire emergency.
2. For any day, identify the relevant TRIGGER and its designated PROCEDURE that establishes the ACTIONS to be implemented.
3. Be familiar with the MAPS showing SITE INFORMATION and EVACUATION ROUTES AND DESTINATIONS.
4. Be familiar with the FIRE BEHAVIOUR INFORMATION and EMERGENCY CONTACTS / INFORMATION SOURCES.

THE DESIGNATED PRIMARY EMERGENCY PROCEDURE

In the event of a bushfire emergency, there is **ONE** designated Primary Procedure for Waitsia Temporary Workers Accommodation and it applies to all persons within the facility and on the Site.

THE DESIGNATED PRIMARY PROCEDURE IS

SAFE (EARLY) EVACUATION

(refer page 10)

EMERGENCY CONTACTS

FACILITY/PREMISES CONTACTS			
POSITION	NAME	BUSHFIRE RESPONSIBILITY	MOBILE NUMBER
HSSE Manager	Mark Lange	Primary Contact.	0400 878 521
Project Manager	Gavin Croll	Secondary Contact.	0423 782 408

STATE EMERGENCY CONTACTS		
ORGANISATION	SERVICES	NUMBER
Department of Fire and Emergency Services (DFES) / Police / Ambulance	Response to life threatening emergencies. Use to report a fire.	Call triple zero (000) or use the EMERGENCY+ Phone App.
State Emergency Service (SES)	Assistance with structural damage, flooding, rescuing persons.	13 2500
Western Power	Response to electricity supply outages and damage.	13 1351

OTHER CONTACTS		
ORGANISATION	SERVICES	PHONE NUMBER
Dongara Public Hospital	Medical services	08 9927 0200
Geraldton Regional Hospital	Medical services	08 9956 2222
Sir Charles Gairdner Hospital	Medical services	08 6457 3333
Department of Communities Child Protection and Family Support	Crisis care	1800 032 965
Red Cross	Emergency humanitarian assistance	1800 733 276
Salvation Army	Social services care line	13 72 58

INFORMATION TO MONITOR AND INFORM DECISION MAKING

ORGANISATION	SERVICES	NUMBER/WEBSITE
Your Surroundings	This can be your best information source. Stay alert to what is happening all around you for as far as you can see. Be aware of the current and forecast wind direction as this is the primary direction the fire will move.	
Emergency WA website	Warnings, incidents, fire danger ratings, total fire bans, preparation, and recovery information	www.emergency.wa.gov.au
Radio	Bushfire alerts, warnings, and information.	Local ABC stations (AM/digital).
Your Mobile Phone	Emergency alert (warnings).	An automated government telephone warning system for numbers in an affected area.
Department of Fire & Emergency Services (DFES)	Public emergency information. Note: Call triple zero (000) to report a fire.	13 3337 (13 DFES) www.dfes.wa.gov.au www.twitter.com/dfes_wa www.facebook.com/dfeswa
Parks and Wildlife Service	Bushfire alerts and warnings, prescribed burns in national parks.	www.dpaw.wa.gov.au
Bureau of Meteorology	Fire weather information and weather forecasts.	www.bom.gov.au/wa/forecasts
Main Roads WA	Road conditions/closures.	13 8138 | www.mainroads.wa.gov.au

Understanding Certain Fire Behaviours: The information below will assist decision making by making persons aware of potential limitations to the time available to conduct the designated Primary Procedure. This is important information to be aware of - particularly in the absence of any Emergency Warnings. If evacuating, it must be conducted early to be safe. Leaving late is a high risk action as the likelihood of the facility/premises or the evacuation route being impacted by fire increases significantly. Being on roads when a bushfire is close is a high risk action.

DAILY FORECAST FIRE DANGER RATING	**BUSHFIRE**		**GRASSFIRE**
	Potential Forward Rate of Spread (km/hr)	Potential Spotting Ahead Distance (km)	Potential Forward Rate of Spread (km/hr)
Catastrophic	10+	8-20	15-25
Extreme	3-6	>6	10-15
Severe	2-3	>4	8-12
Very High	1-2	>2	5-10
High	0.5-1	>1	3-6
Low-Moderate	0.1-0.5	<1	0.1-0.5

Slope: Fire in vegetation will travel quicker up a slope. For every 10 degrees, the forward rate of spread will double.
Vegetation Spotting Potential: Bark fuels are the greatest contributor. Fine fibrous bark = massive ember quantity and short distance spotting; ribbon/candle bark = substantial quantities of spotting at distances greater than 2km and shorter distances; smooth/platy/papery/course fibre barks = limited quantities of short distance spotting.

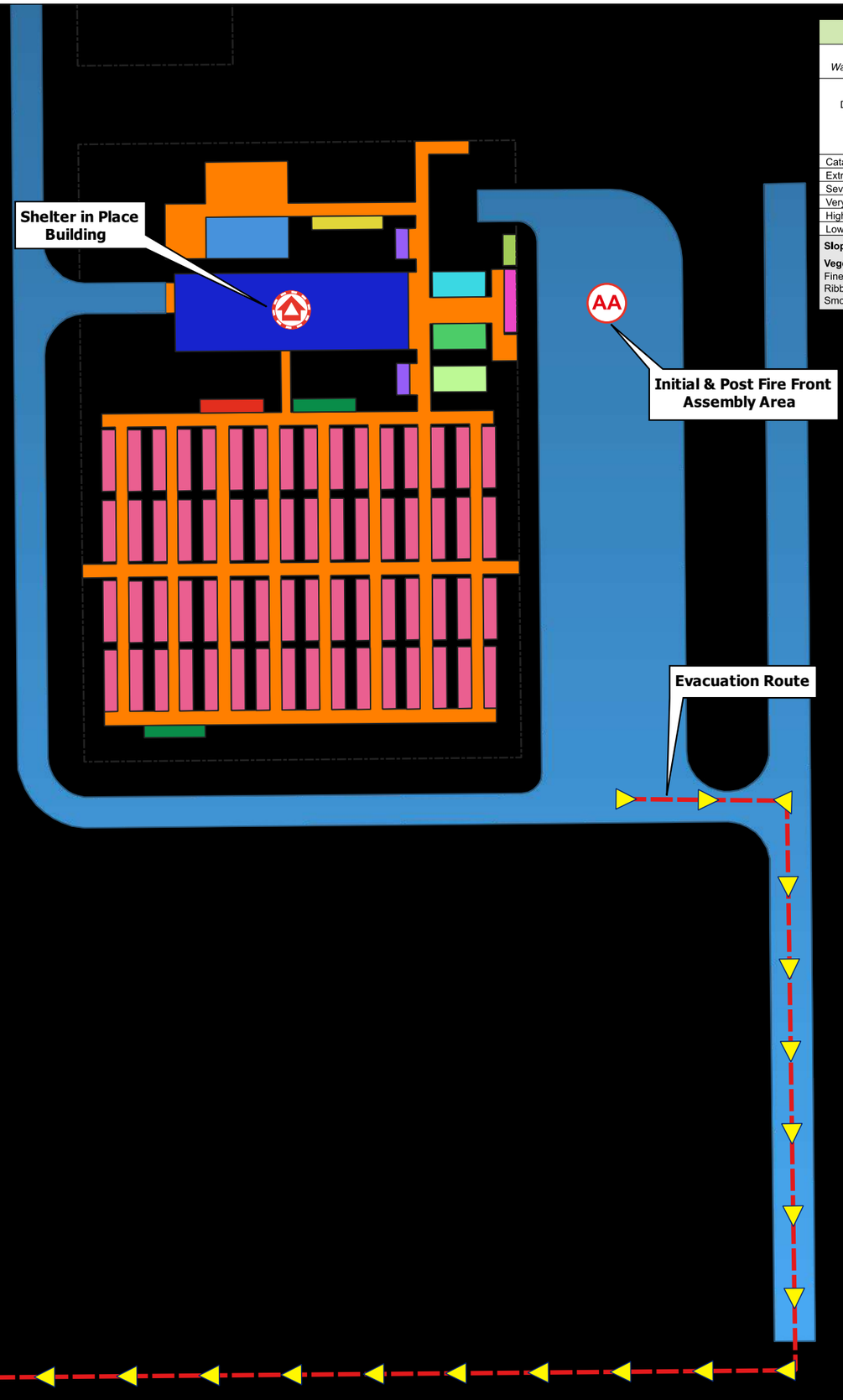
THE TRIGGERS FOR ACTIVATION OF EACH BUSHFIRE EMERGENCY PROCEDURE

TRIGGER		EMERGENCY MANAGEMENT PROCEDURES [1]						
		PRIMARY		SECONDARY				
		Safe (early) Evacuation	Shelter-in-Place	Elevated Threat	Recovery	Pre-Emptive	In-Season Prepare	Pre-Season Prepare
		Page 10	Page 13	Page 15	Page 16	Page 17	Page 18	Page 19
A	**A BUSHFIRE IS IDENTIFIED.** Emergency services personnel (authority) are on site and have issued specific instructions.	Inform the emergency service person of the existence of this Bushfire Emergency Plan and the designated Primary Procedure. Commence the relevant procedure as instructed by the authority.						
B	**A BUSHFIRE IS IDENTIFIED.** A bushfire EMERGENCY or WATCH AND ACT warning is in place; or If no warning has been issued, consider the broader landscape (vegetation and ruggedness/slope of the ground) and incorporate the 'Understanding Certain Fire Behaviours' information into your decision making.	☒						
D	**A BUSHFIRE IS IDENTIFIED.** A bushfire 'ADVICE' warning is in place; or If no warning has been issued, consider the broader landscape (vegetation and ruggedness/slope of the ground) and incorporate the 'Understanding Certain Fire Behaviours' information into your decision making.			☒				
E	**A BUSHFIRE IS IDENTIFIED.** The bushfire is controlled, or the fire front has moved past the facility. Prior evacuation or sheltering in place may have been implemented.				☒			
F	**NO BUSHFIRE IS IDENTIFIED.** A Total Fire Ban is declared or the forecast fire danger rating (FDR) is Catastrophic or Extreme.			☒				
G	**NO BUSHFIRE IS IDENTIFIED.** The forecast fire danger rating (FDR) is Severe, Very High, High, or Low-Moderate.						☒	
H	**PRIOR TO THE START OF THE BUSHFIRE SEASON.**							☒

Note [1]: Each trigger will only activate a single initial emergency management procedure. If subsequently an additional or different procedure is to apply, this will be directed by the required actions established by the initial procedure.

Bushfire Warning System

ADVICE	A fire has started but there is no immediate threat to lives or homes.
WATCH AND ACT	There is a possible threat to lives or homes. You need to leave or get ready to defend - Do not wait and see.
EMERGENCY WARNING	You are in danger and need to take immediate action to survive.
ALL CLEAR	Take care to avoid any dangers and keep up to date.



POTENTIAL FIRE BEHAVIOUR INFORMATION

Important information to be aware of - particularly in the absence of any Emergency Warnings. Indicates limitations to time available to enact your designated Primary Procedure

Daily Forecast Fire Danger Rating	Fire Behaviour Prediction		
	Bushfire		Grassfire
	Potential Forward Rate of Spread (km/hr)	Potential Spotting Ahead Distance (km)	Potential Forward Rate of Spread (km/hr)
Catastrophic	10 +	8 - 20	15 - 25
Extreme	3 - 6	> 6	10 - 15
Severe	2 - 3	> 4	8 - 12
Very High	1 - 2	> 2	5 - 10
High	0.5 - 1	> 1	3 - 6
Low-Moderate	0.1 - 0.5	< 1	0.1 - 0.5

Slope: Fire travels quicker up a slope. For every 10 degrees, forward rate of spread will double.

Vegetation Spotting Potential: Bark fuels are the greatest contributor.
Fine fibrous bark = massive ember quantity and short distance spotting
Ribbon/candle bark = substantial spotting quantities for distances up to and over 2km
Smooth/platy/papery/course fibre barks = limited quantities of short distance spotting.

SERVICE	CONTACT
Report Fire or Emergency	Triple Zero (000)
Emergency Information -DFES	13 DFES (13 33 37)
Warnings - Incidents Emergency WA	www.emergency.wa.gov.au

Waitsia Temporary Workers Accommodation Site Emergency Map

Lot 4 on Plan 13178
353 Pye Road
YARADINO
SHIRE OF IRWIN

------ LEGEND ------

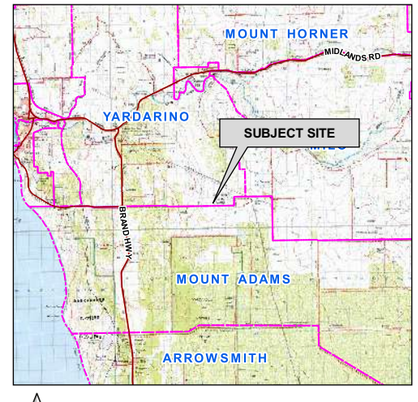
- Shelter in Place Building
- AA Assembly Area
- Evacuation Route

Buildings (Indicative Location)

- Reception
- Accommodation Units
- Kitchen-Dining
- Wet Mess
- Gym
- Rec Room
- Locker Room
- Laundry
- Ablutions
- Comms Room
- Ice Room
- Linen Store
- Covered Area
- Fence
- Driveway
- Cadastre

0 10 20 30 40 50 60
Metres

------ LOCALITY ------



AERIAL IMAGERY: Landgate/SLIP

BUSHFIRE PRONE PLANNING

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Merctaor Units: Metre
Map by: Ian Macleod 05-03-2021
SCALE (A3): 1 : 1000

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Waitsia Temporary Workers Accommodation Emergency Evacuation Map

Lot 4 on Plan 13178
353 Pye Road
YARADINO
SHIRE OF IRWIN

Bushfire Warning System

ADVICE	A fire has started but there is no immediate threat to lives or homes.
WATCH AND ACT	There is a possible threat to lives or homes. You need to leave or get ready to defend - Do not wait and see.
EMERGENCY WARNING	You are in danger and need to take immediate action to survive.
ALL CLEAR	Take care to avoid any dangers and keep up to date.

SERVICE	CONTACT
Report Fire or Emergency	Triple Zero (000)
Emergency Information -DFES	13 DFES (13 33 37)
Warnings - Incidents Emergency WA	www.emergency.wa.gov.au

------ LEGEND ------

- AA — Assembly Area
- Evacuation Route
- AA — Evacuation Location
- Cadastre

Irwin Recreation Centre

From carpark head south and turn right onto Pye Road, then travel 7kms to the Brand Highway, turn right onto Brand Highway and immediately turn left onto Kailas Drive, travel for 11.5kms and turn right onto Point Leander Drive, travel 1.5kms and turn left onto Ridley Street, follow Ridley Street for 250 metres to the Irwin Recreation Centre.

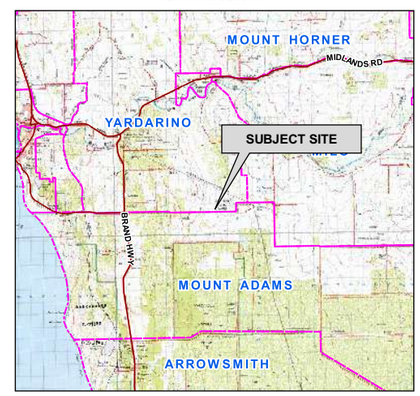
Queen Elizabeth 2 Community Centre

From carpark head south and turn right onto Pye Road, then travel 7kms to the Brand Highway, turn right onto Brand Highway and travel north along Brand Highway for 77kms to North West Coastal Highway, continue straight onto Cathedral Avenue and follow for 1.2kms to Maitland Street, turn right onto Maitland Street and travel 250m to Durlacher Street, turn left onto Durlacher Street and the Queen Elizabeth II Community Centre will be on your left.

0 1,000 2,000 3,000 4,000 5,000

Metres

------ LOCALITY ------



AERIAL IMAGERY: Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Merctaor Units: Metre
Map by: Ian Macleod 15-03-2021
SCALE (A3): 1 : 70000

BUSHFIRE PRONE PLANNING

POTENTIAL FIRE BEHAVIOUR INFORMATION

Important information to be aware of - particularly in the absence of any Emergency Warnings. Indicates limitations to time available to enact your designated Primary Procedure

Daily Forecast Fire Danger Rating	Fire Behaviour Prediction		
	Bushfire		Grassfire
	Potential Forward Rate of Spread (km/hr)	Potential Spotting Ahead Distance (km)	Potential Forward Rate of Spread (km/hr)
Catastrophic	10 +	8 - 20	15 - 25
Extreme	3 - 6	> 6	10 - 15
Severe	2 - 3	> 4	8 - 12
Very High	1 - 2	> 2	5 - 10
High	0.5 - 1	> 1	3 - 6
Low-Moderate	0.1 - 0.5	< 1	0.1 - 0.5

Slope: Fire travels quicker up a slope. For every 10 degrees, forward rate of spread will double.

Vegetation Spotting Potential: Bark fuels are the greatest contributor.
Fine fibrous bark = massive ember quantity and short distance spotting
Ribbon/candle bark = substantial spotting quantities for distances up to and over 2km
Smooth/platy/papery/course fibre barks = limited quantities of short distance spotting.

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DESIGNATED ON-SITE ASSEMBLY AREA	
Kitchen/Dining Building	See Site Map on page 6.

DESIGNATED EVACUATION DESTINATIONS	
SAFE OFF-SITE LOCATION NO. 1 PRIMARY OPTION	
DESTINATION:	Description/Name: Irwin Recreation Centre Address: Ridley Street, Port Denison Nearest Cross Street: Point Leander Drive Contact Person: Laurie Smith Phone No: 9955 9200 – 0427 296 802
EVACUATION ROUTE:	From carpark head south and turn right onto Pye Road, then travel 7kms to the Brand Highway, turn right onto Brand Highway and immediately turn left onto Kailas Drive, travel for 11.5kms and turn right onto Point Leander Drive, travel 1.5kms and turn left onto Ridley Street, follow Ridley Street for 250 metres to the Irwin Recreation Centre.
SAFE OFF-SITE LOCATION NO. 2 SECONDARY OPTION	
DESTINATION:	Description/Name: Queen Elizabeth II Community Centre Address: 88 Durlacher St, Geraldton Nearest Cross Street: Maitland Street Contact Person: Rosetta Finlay Phone No: 9956 6635
EVACUATION ROUTE:	From carpark head south and turn right onto Pye Road, then travel 7kms to the Brand Highway, turn right onto Brand Highway and travel north along Brand Highway for 77kms to North West Coastal Highway, continue straight onto Cathedral Avenue and follow for 1.2kms to Maitland Street, turn right onto Maitland Street and travel 250m to Durlacher Street, turn left onto Durlacher Street and the Queen Elizabeth II Community Centre will be on your left.

EVACUATION VEHICLE ARRANGEMENTS					
EXPECTED MAXIMUM PERSON NUMBERS					
Person Type	Using Own Vehicles or Onsite Transport	Using Alternative Transport	Details (as necessary)		
Visitors / Customers	10				
Staff/Employees	250				
VEHICLE SOURCE					
Visitors / Customers	Own Vehicles ☒	Onsite Facility Vehicles ☐	Offsite Facility or Third Party Vehicles ☐		
Staff/Employees	Own Vehicles ☐	Onsite Facility Vehicles ☒	Offsite Facility or Third Party Vehicles ☐		
VEHICLE AND DRIVER ARRANGEMENTS					
Location / Organisation	Vehicle Type / Capacity	Number of Vehicles	Contact Details (name & phone)	Date Arranged	
Facility Vehicles					
Waitsia Gas Plant	5 seat ute	To accommodate all persons onsite	M. Lange 0400 878 521		
Waitsia Gas Plant	15 seat bus		M. Lange 0400 878 521		
Third Party (Commercial) Vehicles					
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	

THE BUSHFIRE EMERGENCY PROCEDURES AND THEIR REQUIRED ACTIONS

THE SAFE (EARLY) EVACUATION PROCEDURE

IMPORTANT - DO NOT EVACUATE LATE: ANALYSIS OF PAST EVENTS IDENTIFY THAT MOST PEOPLE WHO DIE IN BUSHFIRES ARE CAUGHT IN THE OPEN, EITHER IN VEHICLES OR ON FOOT, BECAUSE THEY HAVE LEFT THEIR PROPERTY TOO LATE. FOR EVACUATION TO PROVIDE THE SAFEST RESPONSE FOR OCCUPANTS, IT MUST BE CONDUCTED EARLY. BEING ON ROADS WHEN A BUSHFIRE IS CLOSE IS A HIGH RISK ACTION. OTHERWISE, SHELTERING-IN-PLACE IS LIKELY TO PROVIDE GREATER PROTECTION TO PERSONS – PARTICULARLY WHEN A SUITABLE ONSITE SHELTER PLACE IS IDENTIFIED.

REQUIRED ACTIONS
The following actions are to be conducted by the nominated onsite responsible persons. The designated Fire Warden must be informed when they are completed.

1. SITUATION CHECK

- ☐ If a bushfire warning has not been issued, call triple zero (000) to enquire if the bushfire has been reported and their current advice.
- ☐ Try to locate the position of the bushfire on the Evacuation Route Map, or other suitable map, and identify the direction of the fire movement. Be aware of the local wind direction as this will indicate the direction the flame front is likely to be moving. A bushfire moving directly away from the facility or the evacuation route is the lowest threat
- ☐ Identify if the fire is moving towards your nominated evacuation route. Be aware there may be several bushfires.
- ☐ Continue to monitor the bushfire and the sources of emergency Information.

2. CEASE FACILITY OPERATIONS

- ☐ Cease all indoor and outdoor activities.
- ☐ Ensure any flammable materials are stored in their designated safer location.
- ☐ Check perimeter of buildings and store inside all combustible, easy to move outdoor mats and furniture or move well away from buildings - if time permits.

3. ALL PERSONS ON-SITE TO MOVE TO THE DESIGNATED ASSEMBLY AREA

- ☐ Locate and have available the 'Occupant/Visitor Register'.
- ☐ Instruct all persons onsite to move to the Designated Assembly Area (except those with specific bushfire responsibilities).
- ☐ Do not assume any building is empty – check.
- ☐ Account for all persons that are known to be onsite.
- ☐ Inform persons at the Assembly Area of the possible evacuation routes and that the decision regarding which route/s to use will be made shortly after assessing their availability.

4. ORGANISE TRANSPORT

- ☐ Instruct drivers to bring their vehicles to the designated assembly area and park in a safe area, preferably facing the exit. Keep all driveways clear for emergency vehicles.

5. RE-EVALUATE THE SITUATION

Persons on-site must take some responsibility for making an informed assessment of the current situation. There may be no other information or persons available and they may be the most aware of the current situation through being the closest.

When the bushfire is closer, exercise greater situational awareness, judgement and caution as the margin of safety is less. You may not have enough time to initiate and fully complete the evacuation procedure (depending on the bushfire's direction and speed of movement and its location relative to the facility and the evacuation routes). Evacuating a proportion of occupants with the remainder sheltering in place may be a necessary outcome. The decision to evacuate must be continually evaluated based on an informed analysis. Ensure that you consider the following:

- ☐ Consider the context of the site and the availability of 'on the ground knowledge' of the current situation. A bushfire is a dynamic emergency with many variables. Your knowledge of the immediate situation is important information to use in the application of best practical judgement.
- ☐ Consider variations in the facility operational routines that can impact the length of time to initiate and complete the evacuation procedure – including informing and preparing occupants (see below)
- ☐ Consider the current general warnings from emergency services if they have been issued and you have access to them.
- ☐ Follow the specific direction/advice of emergency services personnel if they are present on the site.

IMPORTANT: BE AWARE OF THE TIME REQUIRED TO INITIATE AND COMPLETE THE EVACUATION PROCEDURE

ESTIMATED MINIMUM TIME REQUIRED FOR EVACUATION – INITIATION TO COMPLETION

(This information is a summary of the assessment contained in the BEP supporting information - refer to the addendum)

Summary Prepare and Travel Time	**Estimated Time (hrs: min)**			
	Less Dependent / Lower Care Persons		High Dependency / High Care Persons	
	Facility/Own Transport	Provided Transport	Own Transport	Provided Transport
Total Prepare Time	**1:10**	N/A	N/A	N/A
Travel Time – to furthest designated safe destination	1:00	N/A	N/A	N/A
Total Required Time to furthest designated safe destination	**2:10**	N/A	N/A	N/A

Note[1]: Applied as the required travel time if relevant (i.e. considerable time to safe destination but safety en-route is reached much sooner).

- ☐ Conduct the evaluation on the following page.

6. CONDUCT THE FOLLOWING EVALUATION BEFORE MAKING THE DECISION TO EVACUATE

EVALUATION	RESPONSE	
Evaluation No. 1: Have the attending emergency services specifically instructed you to evacuate?	YES	Continue the Safe (Early) Evacuation Procedure (or follow the evacuation directions given by the emergency services).
	NO	Conduct Evaluation No.2.
Evaluation No.2: The bushfire is still burning. Does a safe evacuation route remain available to use? The route must not be impacted or likely to be imminently impacted by the bushfire, including by smoke. This condition can be met if: • Any effects of the bushfire will be a sufficient distance away from the evacuation route; • The route will require driving directly away from the existing bushfire; or • The bushfire is moving away from the evacuation route.	YES	Continue the Safe (Early) Evacuation Procedure. Be aware the procedure may have to be stopped if the continued availability of a safe evacuation route is under imminent threat.
	NO	Commence the Shelter-in-Place Procedure

7. LEAVING THE FACILITY/FACILITY CHECKS

- ☐ Notify emergency services by calling triple zero (000) that the decision has been taken to evacuate the facility. State the intended destination, numbers of persons and the means of transport.
- ☐ Notify the off-site destination to inform them if impending arrival. State the numbers of persons and the means of transport.
- ☐ Shut down all mechanical ventilation and air conditioning.
- ☐ Shut off gas at the meter or bottles if gas is plumbed into the building.
- ☐ Ensure all doors and windows of all buildings are closed but left unlocked. Close fire shutters where installed.
- ☐ Start and leave running the emergency power generator.
- ☐ Leave on adequate lighting including points of entry lighting.

8. AT THE EVACUATION DESTINATION (THE OFF-SITE SAFER PLACE)

- ☐ Account for all persons using the site 'Occupant/Visitor Register'..
- ☐ Call triple zero (dial 000) to notify emergency services of arrival at the evacuation destination and the status of all persons.

THE SHELTER-IN-PLACE PROCEDURE

DESIGNATED ONSITE SHELTER BUILDING	LOCATION
Kitchen/Dining building	See Site Map on page 6.
REQUIRED ACTIONS	
The following actions are to be conducted by the nominated onsite responsible persons. The designated Fire Warden must be informed when they are completed.	

1. SITUATION CHECK

- ☐ If a bushfire warning has not been issued, call triple zero (000) to enquire if the bushfire has been reported and ask for their current advice.
- ☐ Try to locate the position of the bushfire on the Evacuation Routes Map, or other suitable map, and identify the direction of the fire movement (consider local wind direction and any information from the emergency services).

2. CEASE FACILITY OPERATIONS

- ☐ Cease all indoor and outdoor activities.
- ☐ Ensure any flammable materials are stored in the dangerous goods store or designated storage area.
- ☐ Check perimeter of buildings and store inside all combustible, easy to move outdoor mats and furniture or move well away from buildings - if time permits.

3. ALL PERSONS ON-SITE TO MOVE TO THE DESIGNATED ASSEMBLY AREA

- ☐ Instruct all persons onsite to move to the Designated Assembly Area (except those with specific bushfire responsibilities). Communicate instructions loud and clearly. Inform that briefing will take place once assembled.
- ☐ Assemble on foot- do not bring vehicles or luggage. Only bring mobile phone, other communication devices, required medicines, health/mobility aids and water.
- ☐ Do not assume any building on site is empty – check!

4. SHELTER BUILDING MANAGEMENT

- ☐ Direct persons with health issues or mobility impairments, to enter the designated shelter-in-place building. Inform others that while conditions remain tenable it will likely be more comfortable to assemble in the area near to the building entry but remain outside.
- ☐ While conditions outside are not subject to excessive radiant heat, embers or smoke (i.e. tenable), keep accessible doors and windows open, as necessary, to manage internal conditions.
- ☐ When conditions at the Assembly Area (i.e. outside the designated shelter-in-place building) are no longer tenable, order everyone inside and close all doors and windows, vents, blinds, curtains and bushfire shutters (if fitted).
- ☐ Shut off gas at the meter or bottles if gas is plumbed into the building.
- ☐ Move furniture/combustible materials as far away from windows as possible. Fill any available containers, (e.g. sinks, baths, bins) with water. Wet materials (e.g. towels, sheets, woollen blankets) and place alongside doors/windows to block any gaps.
- ☐ If possible, ensure there is access to monitor the roof space for spot fires (where roof space exists).
- ☐ While conditions outside are still tenable, two persons, if wearing appropriate protection from bushfire, are to make regular exterior inspection for embers and ignition of small local fires and extinguish where possible.
- ☐ If an evaporative cooler is installed, keep the water running and turn off the fan if possible
- ☐ Locate and have available the 'Occupant/Visitor Register'.

- ☐ Once everyone is inside the designated shelter-in-place building, compile a record of persons within the building. This is to inform emergency services.

5. NOTIFY EMERGENCY SERVICES

- ☐ Notify emergency services by calling triple zero (000), that the decision has been taken to shelter in the designated Shelter-in-Place Building.
- ☐ Describe the designated Shelter-in-Place Building and state its location (street address and site position as relevant)
- ☐ State the number of persons sheltering and if any special needs persons.
- ☐ Describe current bushfire observations – distance / flames / embers / smoke / spot fires
- ☐ Notify emergency services by calling triple zero (000) if the situation changes regarding conditions being experienced, number of persons sheltering and when the bushfire is no longer presenting a threat.

6. MANAGEMENT OF PERSONS

- ☐ Where possible shelter in areas within the building furthest from the fire front, but ensure some visibility is available to what is happening outside. Ensure that two ways of accessing the outside is available if conditions inside become untenable and if possible, ensure a water supply is available.
- ☐ Drink plenty of water to avoid becoming dehydrated
- ☐ Shelter within the building for as long as possible.

7. MONITOR

- ☐ Continue to monitor the progress of the bushfire through windows. Be aware of what is happening to assist with decision making and informing emergency services.
- ☐ Regularly check the relevant Emergency Information Sources for updated information.
- ☐ Monitor the condition of any 'at risk' persons.

8. AFTER PASSAGE OF THE FIRE FRONT

- ☐ Be aware of any embers or fires starting in materials close to the building. Designated onsite responsible persons to use available water supplies to douse the embers/fires if necessary.
- ☐ If necessary, cautiously begin to open windows to maintain tenable conditions inside.
- ☐ If necessary, move to the designated 'Post Fire Front Assembly Area' (or an area that has already burnt) if the building catches fire and conditions inside become untenable. This area is shown on the Site Map.

THE ELEVATED THREAT PROCEDURE

REQUIRED ACTIONS
The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

1. SITUATION CHECK

- ☐ If a bushfire warning has not been issued and a bushfire is sighted, call triple zero (000) to enquire if the bushfire has been reported and ask for their current advice.
- ☐ Try to locate the position of the bushfire on the Evacuation Routes Map, or other suitable map, and identify the direction of the fire movement (consider local wind direction and any information from the emergency services).

2. PRECAUTIONARY EVACUATION

- ☐ If the precautionary approach of commencing a very early evacuation is considered a practical and desirable action for the specific facility, or it is ordered by an emergency services authority, then commence the Safe (Early) Evacuation Procedure.

3. SITE OPERATIONS

- ☐ Check if a Total Fire Ban has been declared. This will require not conducting activities that may cause ignition of a fire outside (refer to DFES website for banned activities).
- ☐ Ensure that non-essential staff, visitors and contractors are kept away from the site.

4. FACILITY PREPAREDNESS

- ☐ Ensure the In-Season Prepare Procedure is being complied with. Conduct relevant actions.

5. INFORM PERSONS ON-SITE

- ☐ Inform all persons that a bushfire 'ADVICE' warning exists for the location and the requirement to initiate the Elevated Threat Procedure.
- ☐ Inform all persons of the designated Primary Procedure for the facility.
- ☐ Advise those persons with adverse health conditions, such as asthma, to consider relocating to accommodation outside the higher risk area.
- ☐ Continue to keep all persons informed, including notifying when the bushfire threat no longer exists.

6. MONITOR

- ☐ Regularly check the relevant Emergency Information Sources for updated information. Remain aware of changes to the situation and emergency warnings that will Trigger a higher level Procedure.
- ☐ Try to locate the bushfire on the Evacuation Routes/Destinations Map and identify the direction of the fire movement. Use emergency information sources consider local wind direction and be aware there may be several bushfires.
- ☐ Try to identify if the fire is moving towards your nominated evacuation routes.

THE RECOVERY PROCEDURE

REQUIRED ACTIONS
The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

1. WHEN NO PERSONS HAVE EVACUATED AND BUSHIRE IS CONTROLLED OR THE FRONT HAS PASSED

- ☐ Always follow the directions of emergency services personnel.
- ☐ If you have been sheltering in a building, and if necessary, cautiously begin to open windows to maintain tenable conditions inside.
- ☐ If persons are in discomfort, consider evacuation if a route is available. Seek medical assistance for those requiring it e.g. smoke inhalation.
- ☐ Monitor building/s and surrounds for any ignition of combustible material. Be prepared to initiate the evacuation procedure if necessary and an evacuation route is available.
- ☐ Be aware of any embers or fires starting in materials close to the building. Use available water supplies to douse the embers/fires if necessary.

2. MOVEMENT OF PERSONS AFTER EVACUATION

- ☐ Always follow the directions of emergency services personnel.
- ☐ Seek medical assistance for those requiring it.
- ☐ No person is to re-enter any evacuated building or site until advised by the relevant emergency service that it is safe.
- ☐ The facility management is to arrange inspection of the site to ensure a safe environment before return of any persons.
- ☐ The facility Fire Warden (fire emergency manager) is to arrange the movement of occupants back to the facility and/or their respective accommodation.
- ☐ Inform emergency services (Dial 000) of the status of persons returning to the facility/premises.
- ☐ All occupants must be accounted for on their return using the Occupant Register procedure used by the facility.

THE PRE-EMPTIVE PROCEDURE

REQUIRED ACTIONS
The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

THIS PROCEDURE IS NOT REQUIRED FOR THIS FACILITY AS AN ADDITIONAL BUSHFIRE PROTECTION MEASURE.

This has been determined through assessments conducted to support the development of this bushfire emergency plan.

THE IN-SEASON PREPARE PROCEDURE

REQUIRED ACTIONS
The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

1. MONITOR

- ☐ Regularly scan the broader vicinity in all directions, for any smoke.
- ☐ Regularly check the relevant Emergency Information Sources for updated information. Check after 4.30pm for forecast fire danger rating for the following day.
- ☐ Check if a Total Fire Ban has been declared. This will ban any activities that may cause ignition of a fire (refer to the DFES website for the list of activities). This may trigger the Elevated Threat (refer to Procedure Triggers)
- ☐ If a bushfire is identified, refer to the Procedure Triggers to determine the Procedure and its associated Actions to initiate.

2. SITE MAINTENANCE

These actions address the required management of onsite combustible vegetative materials (fuel). Fuel management must be maintained during the bushfire season. By removing or reducing on-site fuels, the likelihood and intensity of consequential secondary (local) fire is significantly reduced.

- ☐ Maintain Asset Protection Zones (APZ) around all buildings in accordance with the recommendations in the 'Information Supporting the Development of the Bushfire Emergency Plan' which establishes the size of the zones for this site.
- ☐ Clear all roofs, roof gutters and valleys of any combustible material.
- ☐ Remove any debris build up from any terrace, pathway, driveway (or other hardstand surfaces), any table drain, culvert or drainage pits. Ensure removal from site of stored/accumulated waste vegetation materials.
- ☐ Heavy (or coarse) fuels (i.e. greater than 6mm in diameter) including timber, branches, firewood, and including flammable plants, are to be excluded from areas under or adjacent to buildings and adjacent to any access that is part of the evacuation route - to a distance of at least 4m.

3. FACILITY BUILDINGS AND FIRE FIGHTING APPLIANCE PREPARATION

- ☐ Check perimeter of buildings including verandahs and decks, to remove or relocate combustible items that may be seldom used or able to be stored more appropriately. This includes furniture and mats.
- ☐ It is recommended that all gas bottles are securely tethered using non-combustible material (to prevent falling over) and that the safety release valve is directed away from both the building and any walking access/egress routes to and from the building.
- ☐ Ensure the designated Shelter-in-Place Building is stocked with adequate supplies of water.
- ☐ Ensure all mobile phones and any radio communication devices are fully charged.
- ☐ Fuel and test start the firefighting pump and emergency power generator where installed.
- ☐ Locate and have available the 'Occupant/Visitor Register'.

4. MOVEMENT OF PERSONS

- ☐ Record the movement of all persons visiting the site – time in / time out.

THE PRE-SEASON PREPARE PROCEDURE

REQUIRED ACTIONS

The following actions are to be conducted by the nominated onsite responsible persons before the bushfire season. They must be completed prior to **15 October each year**. *The designated Fire Warden must be informed when they are completed.*

1. SITE PREPARATION

These actions address the required management of onsite combustible vegetative materials (fuel). Fuel reduction must be completed prior to the start of the bushfire season and maintained during the season. By removing or reducing onsite fuel, the likelihood and intensity of consequential local fire is significantly reduced.

- ☐ Maintain Asset Protection Zones (APZ) around all buildings in accordance with the recommendations in the 'Information Supporting the Development of the Bushfire Emergency Plan' which also establishes the size of the zones for this site. The maintenance specifications and any additional requirements are also stated below.

- ☐ Maintain compliance with the local government's annual firebreak and fuel load notice issued under section 33 of the Bush Fires Act 1954. Where the requirements are additional to or provide a greater level of bushfire protection than those established in this emergency plan – they must be complied with.

- ☐ Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground or any surface vegetation. Ensure there is clear separation between mature tree crowns.

- ☐ Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m^2 in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres (unless they can be classified as low flammability plants). Shrubs greater than 5 metres in height are to be treated as trees.

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

- ☐ Grass: should be managed to maintain a height of 50 mm or less across the entire site. Remove any piles of vegetation from site.

- ☐ Ensure property access is kept clear and easily trafficable. Trim trees and shrubs overhanging firebreaks or driveways to the minimum heights and widths established by the relevant local government firebreak notice.

- ☐ Clear all roofs, roof gutters and valleys of any combustible material.

- ☐ Remove any debris build up from any terrace, pathway, driveway (or other hardstand surfaces), any table drain, culvert or drainage pits.

- ☐ Ensure combustible dead vegetation matter less than 6 mm in thickness (fine fuel) is reduced to and maintained at an average of 2 t/ha (a litter depth of 5mm from the top of the layer to the mineral earth beneath is indicative of approximately 2.5 t/ha).

- ☐ Landscaping design: Non-vegetated or irrigated areas such as paths, driveways, parking areas, lawn and pool to be located, where possible, between any vegetation that may burn and the buildings. Ensure non-combustible materials are used for fencing and landscaping construction.

- ☐ Heavy (or coarse) fuels (i.e. greater than 6mm in diameter) including timber, branches, firewood, and including flammable plants, are to be excluded from areas under or adjacent to buildings and adjacent to

any access that is part of an egress route from building - to a distance of at least 4m. These distances can be reduced to:

- 0m for non-combustible FRL 60/60/60 rated wall;
- 4m for BAL-FZ rated walls and eaves; or

they reside within a building or are fully enclosed under the building.

Large heavy fuel items such as cars, busses combustible fences / retaining walls and other landscaping are to be located a minimum of 6m away from any building. These distances can be reduced to:

☐
- 0m for non-combustible FRL 60/60/60 rated wall;
- 4m for BAL-FZ rated walls and eaves; or
- they reside within a building or are fully enclosed under the building.

2. FACILITY PREPARATION

These actions address the required maintenance of the facility prior to and during the bushfire season (15th October to 30th April) to ensure:

- Continued compliance with the construction standards that apply to the facility corresponding to its Bushfire Attack Level, where applicable.
- Any emergency related components of the facilities infrastructure continue to meet the established requirements; and
- The risks from combustible items associated with the facility and its operation, are minimised.

☐ If the building(s) are constructed to BAL-12.5 requirements or higher, ensure any external gaps continue to be blocked or screened with non-combustible material (e.g. rock wool, sealant, mesh – maximum aperture of 2mm) to prevent ember entry. This includes under eaves, external cladding, roofs, external vents, skylights etc. Otherwise it is recommended that this action is applied.

☐ If evaporative air coolers are installed ensure it is either constructed to a BAL rating or is fitted with an appropriate ember protection screen.

☐ Ensure all installed firefighting appliances including water storage tanks, pump, valves, fire hose reels & fire extinguishers are serviced and correctly located.

☐ It is recommended that all gas bottles are securely tethered using non-combustible material (to prevent falling over), are plumbed with metal piping and fittings and that the safety release valve is directed away from both the building and any person's access/egress routes away from the building.

☐ Check perimeter of buildings including verandahs and decks, to remove or relocate combustible items that may be seldom used or able to be stored more appropriately. This includes furniture and mats.

☐ Ensure all first aid equipment and supplies are stocked, current and accessible.

☐ Ensure on-site responsible persons have mobile phones.

☐ Ensure the designated Shelter-in-Place Building is stocked with adequate supplies of water.

☐ If installed, ensure all installed bushfire shutters are operational.

☐ Ensure all emergency lighting including pathway lighting and signage lighting is fully functional.

☐ Fuel and test start the firefighting pump and emergency power generator where installed.

3. DISPLAY AND AVAILABILITY OF BUSHFIRE EMERGENCY INFORMATION

Bushfire Emergency Information is to be available and displayed in prominent position/s and readily accessible to all persons.

- ☐ Ensure all required onsite emergency signage is in place and legible (i.e. emergency water, bushfire emergency assembly area).
- ☐ Ensure the following bushfire emergency information is displayed (framed or laminated) within the relevant buildings.
    - The Site Emergency Information Map
    - The Evacuation Routes Map
    - The Information to Monitor and Inform Decision Making
    - The Emergency Contacts.
- ☐ Have available copies of the current Bushfire Emergency Plan in locations accessible by the persons onsite responsible for the management of the bushfire emergency.
- ☐ Ensure availability and supply of 'Occupant/Visitor Register' sheets (unless an alternative operating recording system is in place). Assign the person/s responsible for maintaining the record

4. CONDUCT THE ANNUAL REVIEW OF THE BUSHFIRE EMERGENCY PLAN

Update and amend the Bushfire Emergency Plan as required. Assistance from a bushfire consultant may be required (contact Bushfire Prone Planning). Encourage staff participation at each review and include any required modifications that may be noted during the past bushfire season.

- ☐ Make required changes to emergency contacts or emergency information sources within this Bushfire Emergency Plan. Ensure that any changes are also applied to the bushfire emergency information displayed within the facility.
- ☐ Make required changes to onsite responsible persons details (names, phone number) and the emergency management team.
- ☐ Ensure the designated assembly area, shelter-in-place building and the off-site safer locations and nominated evacuation routes are still the best options or incorporate the changes into the Bushfire Emergency Plan and associated displayed information.
- ☐ Contact nominated offsite evacuation destinations (buildings in a safer location) to confirm continued availability for potential use during a bushfire emergency.
- ☐ Account for any change to buildings or equipment onsite that has implications for emergency management.
- ☐ Incorporate any changes in best practice bushfire emergency management that are developed over time.
- ☐ Incorporate any improvements or additions (to the emergency management procedures/actions) that may be recorded during the year as suggestions from the onsite responsible persons, other employees and occupants during the bushfire season and after a bushfire event.
- ☐ In the event any part of this BEP is amended as part of its annual review, replace old copies and destroy them.

5. TRAIN STAFF – UNDERSTANDING THE BUSHFIRE EMERGENCY PLAN AND ITS APPLICATION

Provide update and/or induction training to staff to assist with understanding the Bushfire Emergency Plan, learn how it is to be implemented and identify the persons responsible for ensuring its proper application.

Promote awareness of the obligation to operate and maintain an environment that reduces the risks from the threats of bushfire and consequential local fire.

- ☐ All new and existing responsible staff/employees to complete mandatory training in bushfire awareness and the application of the bushfire procedures and actions contained within this Bushfire Emergency Plan.
- ☐ Conduct simulation drills for assembly, evacuation and sheltering procedures.
- ☐ Ensure enough daily rostered staff/employees are trained and hold current Senior First Aid Certification.
- ☐ Assign persons to the 'Onsite Responsible Persons' roles.

ADDITIONAL INFORMATION 1: BUSHFIRE WARNING SYSTEM AND FIRE DANGER RATINGS

Bushfire Warning System

Bushfire Fact Sheet

During a bushfire, emergency services will provide you as much information as possible through a number of different methods.

There are **four levels of warning**. These change to reflect the increasing risk to your life or property, and the decreasing amount of time you have until the fire arrives.

Bushfire Warning System

- ADVICE
- WATCH AND ACT
- EMERGENCY WARNING
- ALL CLEAR

ADVICE

A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

WATCH AND ACT

There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.

EMERGENCY WARNING

You are in danger and need to take immediate action to survive. There is a threat to lives or homes.

ALL CLEAR

Take care to avoid any dangers and keep up to date.

Your surroundings could be your best information source.

Stay alert to what is happening around you.
If you believe you may be in danger, act immediately to stay safe.



Where can you get information during a bushfire?

Know where to find information before the fire season starts. Work out what your local ABC radio station is and familiarise yourself with the DFES website.

Bushfire Warnings at www.emergency.wa.gov.au

DFES Information Line on 13DFES (13 3337)

Local radio and other local media

Stay alert when a bushfire starts!
Do not wait and see, this can be deadly.

For more information visit dfes.wa.gov.au
or contact DFES Community Engagement – 9395 9816

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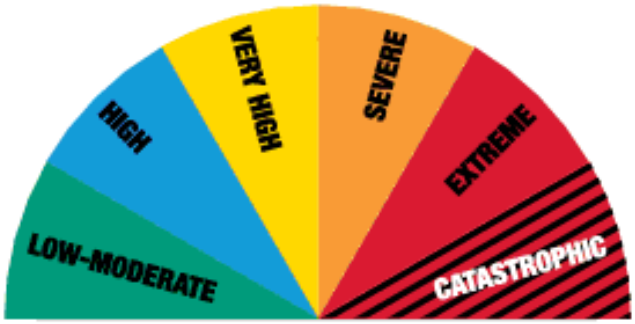
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FIRE DANGER RATINGS:

Use this tool daily during bushfire season to monitor conditions in your area.
Based on forecast weather conditions, the higher the rating, the higher the risk of bushfire.

BEFORE A BUSHFIRE



CATASTROPHIC

The worst conditions for a fire. Homes are not designed or built to withstand a fire in these conditions. The only safe place is away from bushfire risk areas.

EXTREME SEVERE VERY HIGH

Seek out information and be ready to leave or stay and actively defend your property if a fire starts. Only stay if you are 100% prepared.

HIGH LOW-MODERATE

Be vigilant. Check your fire plan and continue to monitor conditions as they can change quickly.

WHERE TO FIND THESE TOOLS
AND OTHER IMPORTANT INFORMATION

emergency.wa.gov.au dfes.wa.gov.au DFES Twitter & Facebook	Local news from the tv, radio and websites	DFES emergency information line: 13 3337	Your surroundings could be your best information source.

ADDITIONAL INFORMATION 2: GUIDELINES FOR PEOPLE IN CARS DURING BUSHFIRES

Information sourced from Australasian Fire and Emergency Services Authorities Council Guidelines for People in Cars During Bushfires (January 2008 update)

Sheltering inside a vehicle is a high-risk strategy and is to be avoided wherever possible. Relocating well in advance of a bushfire threat is the least risk strategy and staying within a well-prepared building will present less risk than being in a vehicle impacted by bushfire. However, if you find yourself in this situation following these guidelines will improve your chances of survival compared to leaving the vehicle and being caught in the open.

PREPARATION:

Carry woollen blankets or fire blankets and a supply of water in the vehicle when travelling in bushfire prone areas. Ideally, dress in protective non-synthetic clothing and shoes.

ENCOUNTERING SMOKE OR FLAMES:

- If you see a bushfire in the distance, carefully pull over to the side of the road to assess the situation. If it is safe to do so, turn around and drive to safety in a different direction if the option is available.
- If there is a lot of smoke turn headlights and hazard lights on, close windows and vents and slow down or pull over until the smoke clears. Continuing to drive through smoke and flames is a high risk.
- If you become trapped by a bushfire, park and shelter within the vehicle.

POSITIONING YOUR VEHICLE:

- Park off the roadway where there is the least vegetation – both around and under the vehicle.
- Face the vehicle towards the oncoming fire front. The windscreen is a thicker glass and if a fuel tank vents, flame will be blown away from the passenger compartment.
- If possible, park behind a natural barrier (e.g. rock, earth mound) to minimise radiant heat exposure
- Park off the road to avoid collisions with other vehicles and do not park too close to other vehicles in case a vehicle catches alight.

INSIDE YOUR VEHICLE:

- Stay in the vehicle (unless there is a well-protected building nearby). Call 000 to inform of situation.
- Close doors, windows and outside vents, keep headlights and hazard lights on and turn the engine off.
- It is important to get down as low as possible into the foot wells and shelter under the blankets. This offers the best level of protection from both radiant heat and the fumes that can be released from internal plastics.
- Cover mouth with moist cloth and continue to drink water to minimise dehydration.

AS THE FIRE FRONT PASSES:

- As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and embers. Smoke will gradually get inside the vehicle and fumes will be released from interior plastics. It is important to stay as close to the floor as possible to minimise inhalation.
- Stay in the vehicle, with windows closed, until the fire front has passed, and the outside temperature has dropped sufficiently. Car parts may be extremely hot. Stay covered by blankets, continue to drink water.
- Once the fire front has passed cautiously exit the vehicle, move to a safe area such as an area of land already burnt or rocky outcrop.
- Fuel tanks are unlikely to explode. Tyres and external plastic body parts may catch alight and in more extreme cases the interior may catch on fire.

Travelling During a Bushfire

Bushfire Fact Sheet

What will you do if you encounter a bushfire while travelling or staying near bushland?

In Western Australia, bushfires can start suddenly without warning throughout the year. People have been killed or seriously injured during bushfires. If you are travelling or staying near bushland, fire is a real risk to you.

Be aware of your surroundings and carry a printed map of the areas you are visiting. Pack an emergency kit to take with you including important items such as woollen blankets, drinking water and protective clothing.

If there is a lot of smoke

- Slow down as there could be people, vehicles and livestock on the road.
- Turn your car headlights and hazard lights on.
- Close the windows and outside vents.
- If you can't see clearly, pull over and wait until the smoke clears.



Check the weather forecast and current fire restrictions. Be aware of the Fire Danger Rating for the area you are travelling to and be prepared to reassess your plans. Download the Bushfire Traveller's Checklist at **www.dfes.wa.gov.au**



If you become trapped by a fire

- Park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
- Turn the engine off.
- Close the car doors, windows and outside vents.
- Call **000**.
- Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke. If smoke enters the vehicle, toxic fumes are released from the interior of the vehicle.
- Stay covered in woollen blankets, continue to drink water and wait for assistance.
- Stay in the car until the fire front has passed and do not open windows or doors.
- Once the front has passed and the temperature has dropped, cautiously exit the vehicle. Internal parts may still be extremely hot.

Important information

Find the local ABC radio frequency in the area you are travelling though. In a major emergency, when lives and property are at risk, ABC radio will issue broadcast warnings at a quarter to and a quarter past the hour. Main Roads provides updated information on road closures throughout Western Australia. Call 138 138 or **www.mainroads.wa.gov.au**

For more information visit dfes.wa.gov.au
or contact DFES Community Engagement – 9395 9816

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ADDITIONAL INFORMATION 3: BUSHFIRE RISKS AND DANGERS

Bushfire Risks and Dangers

Bushfire Fact Sheet

Be careful with fire

Bushfires happen every summer; they can start suddenly and without warning. If you live in or near bushland you need to understand the risks and dangers that bushfires cause. Remember that flames are not the only risk you face in a bushfire.

Ember Attack

Ember attack occurs before, during and after a fire front passes. Embers are pieces of burning bark, leaves or twigs that are carried by the wind around the main fire creating spot fires. Spotting can be carried over half a kilometre from a fire. Embers can land in areas around your home such as your garden, under or in the gutters of your home and on wooden decks. If not extinguished, your house could catch fire.

Radiant Heat

The hotter, drier and windier the day, the more intense a bushfire will be and the more radiant heat it will generate. Radiant heat can cause injury and death from burns and cause the body's cooling system to fail, leading to heat exhaustion and possible heart failure. It is important that you include water and appropriate clothing in your emergency kit and consider where you will shelter during a bushfire to protect yourself from radiant heat.

Smoke

Lung injuries and suffocation can occur where the body is exposed to smoke and super-heated air. It is important to seek shelter when heat and smoke are most intense. Your nose and mouth should be covered with a dust mask, wet towel or scarf.

A special filter mask should be included in your survival kit for people in your family who suffer respiratory conditions such as asthma.



DID YOU KNOW?

Nearly all structural damage caused by a bushfire is due to ember attack.

First Aid

Accidents often happen during bushfires due to poor visibility, high stress and increased adrenalin levels. This leads to confusion, poor decision making, loss of concentration and tunnel vision. You should be aware of the likelihood of injury while carrying on fire protection/suppression activities (eg burns, cuts, and falls).

You should ensure that you have a well-stocked first aid kit as part of you survival kit, know what contents are in the kit and how to treat potential injuries such as burns, cuts and falls.

For more information visit dfes.wa.gov.au
or contact DFES Community Engagement – 9395 9816

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Title	Traffic Impact Statement – Development Approval P1124 Waitsia Temporary Construction Village – Summary of Traffic Numbers and Movement		
Updated Version	3 April 2023	**Previous Version**	28 May 2021
Reference	18/015		
Prepared by	Taylor Burrell Barnett		

1 Introduction

The Waitsia Temporary Construction Village (TCV) is proposed for the purposes of accommodating construction workforce during the construction phase of the Waitsia Gas Project Stage Two. This Traffic Impact Statement (TIS) is updated for the purposes of the amendment to the development approval for an additional 100 personnel being accommodated on-site.

The overall project, construction to operation, may be separated into three phases below. Dates are provided for indicative purposes.

- Construction of the TCV and Gas Facility Early Works – July 2021 to February 2022
- Construction of Gas Facility – February 2022 to December 2023
- Operation of Gas Facility – December 2023 to 2043 (reported 20 year life)

This summary relates only to the construction of the TCV. It has previously been agreed in consultation with Main Roads WA and the Shire of Irwin that the TCV is to be accompanied with a Traffic Impact Statement (TIS).

2 Objectives

The objectives are to:

- Demonstrate that the proposal is consistent with the broader planning framework;
- Provide a greater level of technical detail on the development; and
- Provide details of any transport issues specific to the development.

3 Level of Assessment

It is noted that the Waitsia Gas Project Stage 2 is not included or addressed by this particular assessment. This assessment only relates to the TCV.

Under the *TIA Guidelines* (WAPC, 2016), the level of assessment is related to the level of transport impact the proposed development would be likely to have on the surrounding land uses and transport networks.

In relation to this proposal, it is considered that a low to moderate impact is likely and this has been consulted with Main Roads WA and the Shire of Irwin. It has previously been agreed in consultation with Main Roads WA and the Shire of

Irwin that the TCV is to be accompanied with a TIS. This TIS seeks to address Volume 4 Part B of the *TIA Guidelines* (WAPC, 2016).

3.1 Advice from approving authority

Consultation with the Shire of Irwin and Main Roads WA was undertaken to consider what information was required.

In particular, Main Roads WA requested the following information on 16 February 2021 and a response was provided on 22 February 2021, refer Table 1. The following information has been updated as per the amendment to the development approval, reflecting the increase in the number of personnel to 350.

TABLE 1 RESPONSES TO MRWA QUESTIONS, FEBRUARY 2021

MRWA requested information	Response
Number of personnel / current traffic volumes to operate Stage 1 of the gas facility	Not applicable to the TCV, this can be provided to Main Roads through a broader transport impact assessment.
Confirm operational period of the TCV is for construction of the gas facility	The TCV is for the construction of the gas project, which includes pipeline work and connections to wellheads, in addition to the main gas plant.
Number of personnel the TCV is designed to accommodate	Up to a maximum of 350 people.
What will happen to the TCV after the gas facility is constructed (after May 2023)	The TCV will be decommissioned and removed.
Hours of construction of the TCV and Gas Plant	6am to 5pm
Hours of construction for the Gas Plant	6am to 5pm
The size/length of vehicle, turning movements & route information for construction of the TCV and Gas plant. (Please find the table in the word document attached in order to assist summarize this information)	This cannot be accurately completed for Main Roads WA at this time, noting that the vehicle types and frequency will be dependent on the overall construction strategy and the builder's requirements.

4 Site Location

The TCV is proposed on a portion of Lot 4, No. 353 Pye Road, Mount Adams. This property is approximately 16 kilometres east-south-east of the Dongara-Port Denison town sites. The site is identified in Figure 1 and Figure 3.

The TCV is located in proximity to the Gas Facility construction site. The surrounding land use pattern is consistent with a rural area. The surrounding land uses are noted for agricultural uses, several conservation reserves, an existing quarry, and gas industry related wells, infrastructure and facilities.

The proposed development will not have access to pedestrian, cycle or public transport networks. Access to the site will be controlled by the operator and this will include management of vehicle access to the site. Due to the remote and temporary nature of the proposal and the need to control access, pedestrian, bicycle and public transport is not proposed.

5 Main Access Route

Access to Site will be off Pye Road via Brand Highway, illustrated in Figure 2. The main access way into the TCV will be centrally located on-site as indicated in Figure 3.



FIGURE 1 LOCATION PLAN



FIGURE 2 INTERSECTION OF PYE ROAD AND BRAND HIGHWAY



FIGURE 3 INDICATIVE LOCATION OF THE TCV ON LOT 4, NO. 353 PYE ROAD

6 Daily Traffic Volumes and Vehicle Types

6.1 During TCV Construction – June 2021 to February 2022 [completed]

The TCV has been constructed and the amendment to the development approval is in relation to a temporary expansion of the village for an additional 100 personnel. The following information is retained as per the May 2021 document:

Prior to the TCV becoming operational, all personnel commuted to the project site. The labour force is either locally sourced or is staying in nearby accommodation, with traffic coming from towns such as Dongara-Port Denison and Geraldton. The estimated number of personnel on-site is summarised in Table 2.

It is important to note, the quantities in the following Table 3 and Table 4 are the total number of vehicle movements, i.e. it counts one return/round trip as two movements. One truck/bus trip to site and its return journey would be counted as two vehicle movements.

TABLE 2 PERSONNEL ON SITE FOR THE TCV (DURING TCV CONSTRUCTION)

Date	No. of Personnel	Phase
Aug-21	10	Site establishment
Sep-21	75	TCV, bulk earthworks
Oct-21	100	TCV, bulk earthworks, piling
Nov-21	135	TCV, bulk earthworks, piling, concrete works
Dec-21	120	TCV, piling, concrete works
Jan-22	140	TCV, piling, concrete works

During this time, the expected vehicle frequencies are summarised in Table 3.

TABLE 3 EXPECTED VEHICLE FREQUENCIES FOR THE TCV (DURING TCV CONSTRUCTION)

Type of Vehicle	Quantity	Frequency	Notes
Light Vehicle (LV)	*70*	*Daily*	*Project and residents*
Medium Rigid Vehicle (MRV)	*15*	*Weekly*	*Deliveries*
Semi-Trailer Truck / Heavy Vehicle (HV)	*10*	*Weekly*	*Material deliveries / equipment mobilisation / demobilisation*
Ambulance	*As required*	*As required*	*For emergency use only*

6.2 During TCV in Operation – February 2022 onwards

The TCV is operational, most of the labour force is housed within the TCV on-site. The amendment to the development approval seeks to expand the village to accommodate an additional 100 personnel.

The increase in accommodation on-site will result in a reduced amount of external travel to site along Pye Road. The expected vehicle frequencies associated with the operation of the TCV are as per Table 4 below. Movement information is provided in support of Table 4. It is important to note, the quantities in the Table 4 are the total number of vehicle movements for the TCV, i.e. it counts one return/round trip as two movements. One bus trip to site and its return journey would be counted as two vehicle movements.

TABLE 4 EXPECTED VEHICLE FREQUENCIES FOR THE TCV (DURING TCV OPERATION)

Type of Vehicle	Quantity	Frequency	Notes
Light Vehicle (LV)	20	Daily	Project and residents
Medium Rigid Vehicle (MRV)	10	Weekly	Deliveries & Laundry
Semi-Trailer Truck / Heavy Vehicle (HV)	2	Weekly	Deliveries
Service Truck (water / waste)	15	Twice weekly	TCV management
Ambulance	As required	As required	For emergency use only
Buses	6	Weekly	Project

7 Vehicle Access and Parking

Parking is proposed on-site for the parking of buses, light and heavy vehicles associated with the project. It is proposed that workers will be taken by bus to and from the TCV. Parking is proposed for:

- 38 light vehicles; and
- 10 bus / heavy vehicles.

8 Service Vehicles

Service vehicles are anticipated to visit the TCV as required, such as for deliveries and for removal of waste or other materials/products. Service vehicles are anticipated to include water trucks (if required) and waste vehicles to collect recyclable and landfill waste.

There is provision for emergency/ambulance vehicles at the TCV.

Vehicles will access the site via Pye Road.

9 Pye Road Intersection

In January 2021 a site visit was undertaken. Photos of the Pye Road – Brand Highway intersection were taken, refer to Figure 4 - Figure 7 inclusive.

Requests for information from Main Roads WA was requested on 17 December 2020, to confirm what requirements are in place for the Pye Road intersection with Brand Highway, or whether there were any requirements/approvals to allow the Client to mobilise the TCV in mid-2021. It was understood that the Pye Road intersection has been identified by Main Roads WA for design review, however a design was not available.

Detailed traffic information can be made available when known. This would involve updating the movement data provided in Table 5-Table 8 inclusive.



FIGURE 4 BRAND HIGHWAY – PYE ROAD INTERSECTION (LOOKING SOUTHBOUND) AND DIRECTIONAL SIGNAGE



FIGURE 5 BRAND HIGHWAY – PYE ROAD INTERSECTION (LOOKING WEST TOWARDS KAILIS ROAD)



FIGURE 6 BRAND HIGHWAY LOOKING NORTH (PYE ROAD IS TO THE RIGHT) AND DIRECTIONAL SIGNAGE



FIGURE 7 BRAND HIGHWAY LOOKING SOUTH (PYE ROAD IS TO THE LEFT) AND DIRECTIONAL SIGNAGE

TABLE 5 TYPICAL TRAFFIC ENTERING ACCESS POINT- DURING TCV CONSTRUCTION / DEMOBILISATION

TYPICAL TRAFFIC *ENTERING* ACCESS POINT:												
Daily Volume *For a typical busy day*	Tick relevant box(es) to indicate average **DAILY & PEAK HR.** traffic flow **ENTERING** access point											
	1-10		11-20		21-50		51-100		101-200		>200	
	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily
Cars & 4WDs					✓			✓				
Small Trucks < 19m		✓										
Semi-Trailers < 19m		✓										
Road Trains to 27.5m												
Road Trains to 36.5m												
Road Trains to 53.5m												

Predominant Turning Movement	***Left from Highway***		***Right from Highway***		***No Pattern***	
	Peak ☑	*Off* ☐	Peak ☐	Off ☐	Peak ☐	Off ☑

Route taken; Local Government Roads Names & Route Map	

TABLE 6 TYPICAL TRAFFIC LEAVING ACCESS POINT- DURING TCV CONSTRUCTION / DEMOBILISATION

TYPICAL TRAFFIC *LEAVING* ACCESS POINT:												
Daily Volume *For a typical busy day*	Tick relevant box(es) to indicate average **DAILY & PEAK HR.** traffic flow **ENTERING** access point											
	1-10		11-20		21-50		51-100		101-200		>200	
	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily
Cars & 4WDs					✓			✓				
Small Trucks <19m		✓										
Semi-Trailers <19m		✓										
Road Trains to 27.5m												
Road Trains to 36.5m												
Road Trains to 53.5m												
Predominant Turning Movement	***Left to Highway***				***Right to Highway***				***No Pattern***			
	Peak ☐		*Off* ☐		Peak ☑		Off ☐		Peak ☐		Off ☑	
Route taken; Local Government Roads Names & Route Map												

TABLE 7 TYPICAL TRAFFIC ENTERING ACCESS POINT- DURING TCV OPERATION

TYPICAL TRAFFIC *ENTERING* ACCESS POINT:												
Daily Volume *For a typical busy day*	Tick relevant box(es) to indicate average **DAILY & PEAK HR.** traffic flow **ENTERING** access point											
	1-10		11-20		21-50		51-100		101-200		>200	
	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily
Cars & 4WDs	✓											
Small Trucks < 19m		✓										
Semi-Trailers < 19m		✓										
Road Trains to 27.5m												
Road Trains to 36.5m												
Road Trains to 53.5m												

Predominant Turning Movement	***Left from Highway***		***Right from Highway***		***No Pattern***	
	Peak ☑	*Off* ☐	Peak ☐	Off ☐	Peak ☐	Off ☑
Route taken; Local Government Roads Names & Route Map						

TABLE 8 TYPICAL TRAFFIC LEAVING ACCESS POINT- DURING TCV OPERATION

TYPICAL TRAFFIC *LEAVING* ACCESS POINT:												
Daily Volume *For a typical busy day*	Tick relevant box(es) to indicate average **DAILY & PEAK HR.** traffic flow **ENTERING** access point											
	1-10		11-20		21-50		51-100		101-200		>200	
	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily	Peak	Daily
Cars & 4WDs	✓											
Small Trucks <19m		✓										
Semi-Trailers <19m		✓										
Road Trains to 27.5m												
Road Trains to 36.5m												
Road Trains to 53.5m												

Predominant Turning Movement	***Left to Highway***		***Right to Highway***		***No Pattern***	
	Peak ☐	*Off* ☐	Peak ☑	Off ☐	Peak ☐	Off ☑
Route taken; Local Government Roads Names & Route Map						